



## **NOTICE OF MEETING**

Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993* that a **Meeting of Singleton Council** will be held in the **Council Chambers, Queen Street Singleton**, on **Tuesday 17 March 2026**, commencing after the Public Forum at **6.00PM**.

### **Emergency Evacuation - Council Chambers**

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

### **Privacy/Webcasting**

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

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

### **General**

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

## Statement of Ethical Obligations

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

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

## AGENDA

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### Opening of Meeting

### Acknowledgement of Country

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

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

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1. 17 February 2026

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Justin Fitzpatrick-Barr  
**GENERAL MANAGER**

## MEETING PRINCIPLES

Council and Committee meetings should be:

- *Transparent:* Decisions are made in a way that is open and accountable.
- *Informed:* Decisions are made based on relevant, quality information.
- *Inclusive:* Decisions respect the diverse needs and interests of the local community.
- *Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- *Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
- *Respectful:* Councillors, staff and meeting attendees treat each other with respect.
- *Effective:* Meetings are well organised, effectively run and skilfully chaired.
- *Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

**NM2/26. Cr Yeomans - Notice of Motion - Community Engagement**  
**Author:** Governance Officer

**FILE:** 26/00215

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Councillor S Yeomans will move that Council:

1. Ensure that surveys and consultations have questions added and metrics used that are designed to capture the trade-offs residents are willing to accept in future community and stakeholder engagements
2. Apply greater effort to get responses & metrics from the silent & busy majority

### **Background**

The purpose of this motion is to help provide a deeper approach to information gathering, to better understand community preferences, trade-offs, and support for initiatives, to ameliorate the notion that operations are costless or imposed on others, and to help decision makers reach better conclusions.

This approach will be funded by the existing operational budget for Community Engagement facilitated by the IP&R Specialist.

### **Attachments**

There are no attachments for this report.

**GM6/26. Draft Submission on the NSW Government's 'New Approach to Strategic Planning: Discussion Paper'**  
**Author:** Coordinator Strategic Planning

**FILE:** 23/00186

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## Executive Summary

The purpose of this report is to provide Councillors with a draft submission on the NSW Department of Planning, Housing and Infrastructure's '*A New Approach to Strategic Planning in NSW – Discussion Paper*' for endorsement (**Attachment 1**) and to provide an overview of the content of the draft submission.

The draft submission identifies matters of concern raised by Council staff in relation to the proposed regional plan boundaries, the reform process, and the proposal to prepare a single strategic plan covering all of 'Regional NSW'. The draft submission also includes comment on the draft Statewide Industrial Lands policy and requests that mining and energy related projects are included within the policy framework.

**RECOMMENDED** that Council:

1. Endorses the draft submission on the NSW Department of Planning, Housing and Infrastructure's '*A New Approach to Strategic Planning in NSW – Discussion Paper*' and delegates authority to the General Manager to lodge the submission to the NSW Department of Planning, Housing and Infrastructure; and
2. Requests that the Mayor writes to the NSW Minister for Planning to express significant concerns with the reform content and process.

## Report

On 10 December 2025, the NSW Department of Planning, Housing and Infrastructure released a discussion paper titled '*A New Approach to Strategic Planning in NSW – Discussion Paper*'. Council staff have reviewed the Discussion Paper and drafted a submission on the proposed reforms.

The draft submission addresses four key themes: proposed regional plan boundaries, the reform process and associated resourcing implications, Council's support for regional and sub-regional strategic planning, and the proposed statewide planning priorities.

### Proposed Regional Plan Boundaries

The submission raises concerns regarding the proposed regional planning structure, particularly the lack of clarity and consultation in relation to boundary allocations. Council understands that Singleton is proposed to be included within a single "Regional NSW" plan encompassing 84 LGAs, rather than within the Lower Hunter and Central Coast plan. This understanding was inferred rather than clearly communicated.

*General Manager's Report (Items Requiring Decision) - GM6/26*

Council considers that the proposed separation of Singleton from neighbouring Hunter councils does not reflect existing functional relationships. Growth corridors, infrastructure networks, employment catchments and regionally significant growth areas operate across LGA boundaries and are currently coordinated through joint planning and infrastructure frameworks. The submission states that separating these areas into different regional plans risks fragmenting strategic oversight and weakening coordinated infrastructure sequencing and housing delivery.

#### Reform Process and Council Resources

The submission expresses concern that consultation may not be occurring at a genuinely formative stage. Council notes that work on the new strategic plans appears to have commenced during the exhibition period, creating a perception that structural decisions may have been substantially progressed prior to consideration of submissions.

The submission outlines the resourcing burden placed on local government in preparing detailed submissions and securing Council endorsement, and expresses frustration that outcomes appear predetermined.

The submission also raises concerns about the preparation of draft LGA narratives by third-party consultants without direct departmental engagement or early collaborative drafting with councils. Council emphasises that early, transparent and direct engagement is essential, given councils' statutory responsibility for implementing the strategic framework.

#### Support for Regional and Sub-Regional Strategic Planning

The submission affirms Council support for regional and sub-regional strategic planning as a critical layer in the NSW planning hierarchy. Existing regional plans provide spatially specific direction that informs rezonings, housing investigations, infrastructure advocacy and employment land planning.

The submission highlights that infrastructure systems, renewable energy projects, freight networks, housing markets and environmental catchments operate at a functional sub-regional scale, particularly within the Hunter.

The submission recommends that the new framework retain a Hunter-based sub-regional planning layer, align boundaries with established infrastructure and economic relationships, and provide a clear mechanism for coordinated planning across LGAs.

#### Draft Statewide Planning Priorities

The submission states that Council is generally supportive of the seven proposed statewide land use priorities, acknowledging their alignment with established strategic objectives relating to housing, economic development, resilience and coordination.

However, the submission notes that the priorities largely restate longstanding policy themes and seeks greater clarity regarding how the proposed reforms will translate these priorities into measurable outcomes, improved delivery mechanisms and stronger integration between strategic and statutory planning.

*General Manager's Report (Items Requiring Decision) - GM6/26*Draft Statewide Policy for Industrial Lands

The submission states that Council supports the intent of the Draft Statewide Policy for Industrial Lands and the accompanying Industrial Lands Action Plan. The submission notes that, for the policy to be effective in transition regions such as the Hunter, it must explicitly incorporate mining and energy-related land within industrial land audits and the broader strategic planning framework. These sites represent some of the largest strategically located employment landholdings in regional NSW and will be critical to supporting economic diversification, replacement industries and workforce transition.

The submission further states that if mining land is not formally included within industrial land supply audits and assessments, there is a risk that the State will underestimate future employment land capacity and delay coordinated infrastructure investment and economic transition planning. It recommends that mining lands in transition regions be subject to a dedicated and urgent audit process, consistent with Recommendation 2 of the NSW Inquiry into Beneficial and Productive Post-Mining Land Use. Such audits should map existing infrastructure assets and assess employment-generating potential to support proactive planning ahead of forecast declines in global coal demand.

The submission therefore recommends that urgent land audits be undertaken for mining-related industrial land, and that councils be formally invited to nominate additional strategically significant land for inclusion within the Policy, including SP2 Infrastructure, RU1 Primary Production and C3 Environmental Management land owned or controlled by mining companies, energy generation operators or major industrial entities.

**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**Community Strategic Plan

The reform states that 'through an evolved local strategic planning framework which takes into account Council's Integrated Planning and Reporting (IP&R) framework, councils ensure planning reflects local aspirations'. This may impact the next iteration of the CSP and other documents that make up the IP&R framework.

### Hunter Regional Plan

The reform proposes that the current Hunter Regional Plan (and other regional plans across NSW) be replaced by a reduced set of regional plans as follows:

- Sydney (including 33 LGAs)
- Lower Hunter and Central Coast (6 LGAs)
- Illawarra-Shoalhaven (5 LGAs)
- Regional NSW (84 LGAs)

### Local Strategic Planning Statement

The reform proposes that as part of the next iteration of Local Strategic Planning Statements (LSPS), that the new regional plans (as described above) are incorporated and implemented at a local level.

### **Financial Implications**

The proposed submission does not have a direct financial impact on the operations of Council. However, council staff spent approximately 20 hours on reviewing the discussion paper, preparing a draft submission and preparing this report, which comes at a cost to other services provided by staff to the community.

Council staff anticipate that the reforms will be introduced during 2026. Consideration of the implications on council resourcing will be undertaken during the development of the 2027/2028 Integrated Planning and Reporting process.

### **Consultation**

Internal consultation with relevant staff was undertaken to prepare the draft submission.

External consultation was undertaken with other councils in the Hunter Region who are also preparing submissions on the discussion paper.

### **Sustainability**

The proposed submission does not have any sustainability impacts.

## Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that without making a submission on the Discussion Paper that Council's concerns with the reform will not be addressed or considered.	Medium	Adopt the recommendations	Low	Yes
There is a risk that council's submission may not be supported by the community which may lead to reputational damage for Council.	Low	Adopt the recommendation and continue consultation with DPHI and the Applicant	Low	Yes

## Options

The following options are available to Council:

1. That Council endorses the draft submission on the NSW Department of Planning, Housing and Infrastructure's '*A New Approach to Strategic Planning in NSW – Discussion Paper*', delegates authority to the General Manager to lodge the submission to the NSW Department of Planning, Housing and Infrastructure and recommends that the Mayor write to the NSW Minister for Planning to express significant concerns with the reform content and process.
2. That Council considers and makes amendments to the draft submission on the NSW Department of Planning, Housing and Infrastructure's '*A New Approach to Strategic Planning in NSW – Discussion Paper*', delegates authority to the General Manager to lodge the submission to the NSW Department of Planning, Housing and Infrastructure to that effect, and recommends that the Mayor write to the NSW Minister for Planning to express significant concerns with the reform content and process.
3. That Council considers the draft submission on the NSW Department of Planning, Housing and Infrastructure's '*A New Approach to Strategic Planning in NSW – Discussion Paper*' and does not endorse the submission or delegate authority to the General Manager to lodge the submission to the NSW Department of Planning, Housing and Infrastructure or recommend that Mayor write to the NSW Minister for Planning to express significant concerns with the reform content and process.

Option one is recommended.

## Conclusions

This report presents to Councillors a draft submission to the NSW Department of Planning, Housing and Infrastructure in response to 'A New Approach to Strategic Planning in NSW – Discussion Paper' (Attachment 1) for endorsement and submission and recommends that the Mayor write to the NSW Minister for Planning to express significant concerns with the reform content and process.

The draft submission addresses concerns regarding the proposed regional boundaries, particularly the likely inclusion of Singleton within a single "Regional NSW" plan despite established Hunter sub-regional relationships. It raises issues with the consultation process and associated resourcing impacts on Council, reiterates support for retaining a clear Hunter-based sub-regional planning layer to ensure coordinated infrastructure and growth management, and, while generally supportive of the proposed statewide priorities, seeks greater clarity on how the reforms will deliver measurable outcomes.

## Attachments

**AT-1** [↓](#) Singleton Council - Submission A new Approach to Strategic Planning in NSW



24 February 2026

Department of Planning, Housing and Infrastructure,  
Locked Bag 5022,  
Parramatta NSW 2124  
Submitted online at:

<https://www.planningportal.nsw.gov.au/draftplans/exhibition/new-approach-strategic-planning-discussion-paper>

Dear Madam/Sir,

**Draft Submission – ‘A New Approach to Strategic Planning in NSW – Discussion Paper’**

Thank you for the opportunity to comment on ‘A New Approach to Strategic Planning in NSW – Discussion Paper’. While recognising the intent to simplify the strategic planning hierarchy and improve clarity in planning frameworks, Council has concerns regarding the proposed regional plan boundaries, the reform process, and the proposal to prepare a single strategic plan covering all of ‘Regional NSW’.

The release of this discussion paper in the period before Christmas provided Council’s with limited time to review and provide a submission within the time period provided. Council acknowledges that the Department provided officers with a time extension to enable comprehensive review. However, this did not provide the opportunity for officers to seek endorsement of the submission by Council.

This is not uncommon when the Department seeks advice or input from Council, as such, Council has a process of providing preliminary submission responses to requests for advice and submission to exhibited documents, pending endorsement of the submission at a subsequent Council meeting. It should be noted that amendments to council’s submission, or a subsequent submission, may occur as a result of this process.

At the same time the Discussion paper was released, a draft Statewide Policy for Industrial Lands was also exhibited. This submission incorporates Council’s comments on the draft Statewide Policy for Industrial Lands.

This submission is split into the following sections:

1. Lack of consultation or clarification on proposed regional plan boundaries
2. Reform process and Council resources
3. Council support for strategic planning in regional and sub-regional plans
4. Draft Planning Priorities

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12-14 Queen Street Singleton NSW 2330  
PO Box 314 Singleton NSW 2330  
ABN 52 877 492 396

T 02 6578 7290 E council@singleton.nsw.gov.au  
F 02 6572 4197 W singleton.nsw.gov.au

5. Inclusion of mining and energy-related land within the draft Statewide Policy for Industrial lands

### **1. Lack of consultation or clarification on proposed regional plan boundaries**

The discussion paper proposes that after the preparation of a single State Strategic Plan, that four 'regional plans' will be developed as follows:

1. Sydney (including 33 LGAs)
2. Lower Hunter and Central Coast (6 LGAs)
3. Illawarra-Shoalhaven (5 LGAs)
4. Regional NSW (84 LGAs)

While the discussion paper does not explicitly state that Singleton will be a part of the 'Regional NSW' plan, the discussion paper states that there will be six councils in the lower hunter and central coast plan and contains a map that illustrates the intended regional plans. The map is not in a format or size that councils that are on the 'edge' of proposed boundaries can use to determine which region they are in. It is Council's understanding that Singleton is proposed to be in the 'Regional NSW' plan, as opposed to the Lower Hunter and central Coast Plan. This was only made apparent by virtue of Council staff not being invited to the workshop (held during the public exhibition period) for the lower hunter and central coast plan.

Singleton is currently within the boundaries of the Hunter Regional Plan, and Council notes that a number of its neighbouring councils with which Singleton collaborates on joint projects, infrastructure planning and regionally significant growth areas are proposed to be included within a separate regional planning framework. Council considers that this separation does not reflect the way growth corridors, infrastructure servicing and land use planning are currently coordinated across these areas.

In the Hunter, many infrastructure networks, housing markets and employment catchments operate at a sub-regional scale that crosses local government boundaries and, in some cases, extends into areas identified as part of the Lower Hunter and Central Coast. Planning for transport, utilities, freight, and regionally significant growth areas is frequently undertaken through joint projects and coordinated strategies involving multiple LGAs, including Singleton and neighbouring councils.

### **2. Reform process and Council resources**

Council is concerned that the reform process does not provide confidence that consultation is occurring at a formative stage. While the Discussion Paper is on public exhibition, Council understands that work on the new strategic plans has already commenced. This creates a perception that key structural decisions may have been substantially progressed prior to the conclusion of the exhibition period. Consultation is most effective when it genuinely informs outcomes; where drafting appears to be underway in parallel with exhibition, the process risks being perceived as predetermined rather than consultative.



This is particularly frustrating for councils, which must undertake detailed review, prepare formal submissions, and seek endorsement from elected Councillors within statutory reporting cycles. These processes require significant officer time, governance coordination and political consideration. Where the outcome appears largely settled, the value of this resource investment is diminished and confidence in the reform process is undermined.

Council also notes that it was requested to review draft 'LGA narratives' prepared by a third-party consultant. The narratives were drafted externally rather than being developed collaboratively with councils in the first instance. Further, Department representatives were not present at the associated workshops. This approach limited direct policy dialogue and reduced the opportunity for councils to meaningfully shape the strategic direction of their region. Given that councils are responsible for implementing much of the strategic planning framework through statutory instruments and infrastructure delivery, early and direct engagement is critical.

Council considers that for the reform to be effective and supported, future stages must involve transparent decision-making, direct Department engagement, and genuine collaboration with councils at the drafting stage, rather than consultation occurring after key elements have been substantially developed.

### **3. Council support for strategic planning in regional and sub-regional plans**

Regional and sub-regional plans currently provide an essential strategic framework to guide planning proposals, rezonings, housing investigations, employment land strategies, and infrastructure planning and advocacy. They deliver spatially specific direction that supports robust assessment of planning proposals and ensures consistency, transparency and strategic alignment in decision-making.

Across Regional NSW, including the Hunter, growth and infrastructure dynamics extend beyond individual local government boundaries. This is particularly evident in relation to:

- regionally significant growth areas;
- transport and freight corridors;
- water and environmental catchments;
- employment land supply; and
- renewable energy infrastructure.

These matters reflect established economic, environmental and infrastructure relationships that operate at a functional sub-regional scale. Coordinated planning at this scale is critical to sequencing infrastructure, aligning land release with servicing capacity, and managing economic transition effectively.

The Singleton LGA is a significant contributor to the economic output of the broader Hunter Region. Singleton is home to 25,639 people, supports 18,480 jobs and contributes \$24.34B in economic output to the Hunter Region. 25% of the Hunter's gross regional product is derived from the Singleton LGA.



Council considers that the proposed scale of a single Regional NSW plan, combined with the proposal for Singleton to be included in a different regional plan to its neighbouring councils, presents a significant risk to effective strategic coordination.

Singleton shares established growth corridors, infrastructure networks and regionally significant growth areas with councils in the Lower Hunter and Central Coast. Separating these councils into different regional plans risks fragmenting strategic oversight, reducing alignment in infrastructure advocacy, and weakening coordinated responses to housing supply and employment land delivery.

Council therefore strongly considers that any new strategic planning framework must:

- recognises the important contribution of the regions to the economic prosperity of metropolitan areas
- retain recognition of functional sub-regional planning geographies;
- align planning boundaries with established infrastructure and economic relationships; and
- provide a clear mechanism for coordinated planning across growth corridors that span multiple LGAs.

The Hunter Region has been identified by both the NSW and Federal governments as a significant transition region. By excising a critical part of the Hunter in this transition from a regional planning framework, the approach risks ensuring that the transition is balanced, supported and coordinated.

Council strongly recommends that a Hunter-based sub-regional plan be retained within the new framework to ensure that land use planning, infrastructure delivery and housing supply remain integrated, sequenced and deliverable, as without a clear sub-regional structure, there is a risk that strategic planning in regional areas becomes less effective at precisely the time when coordinated growth management and infrastructure delivery are most critical.

#### **4. Draft Planning Priorities**

The Discussion Paper refers to seven statewide land use priorities. They are:

1. Aboriginal Outcomes
2. Housed
3. Prosperous
4. Connected
5. Resilient
6. Liveable
7. Coordinated

Council is generally supportive of the proposed statewide land use priorities and acknowledges their alignment with established strategic objectives relating to housing supply, economic development, infrastructure coordination and environmental management. However, the priorities largely reflect the themes and



policy directions that have been embedded in State strategic planning documents for the last decade or more.

It remains unclear how restating these longstanding principles, without accompanying structural or implementation reform, will materially advance the objectives of the proposed changes. Council considers that greater clarity is required as to how the new framework will translate these priorities into measurable outcomes, improved delivery mechanisms, and more effective integration between strategy and statutory planning.

#### **5. Inclusion of mining and energy-related land within the draft Statewide Policy for Industrial lands**

Council supports the intent of the Draft Statewide Policy for Industrial Lands and accompanying Industrial Lands Action Plan. However, to be effective in transition regions such as the Hunter, the Policy must explicitly incorporate mining and energy-related land within its industrial land audit and strategic planning framework.

Mining has historically underpinned employment, investment and economic stability in the Hunter. As coal production declines and major mines are scheduled to close by 2030, substantial mining land and associated infrastructure will transition out of extraction. These sites represent some of the largest strategically located employment landholdings in regional NSW and will be critical to facilitating economic diversification, replacement industries and workforce transition.

If mining land is not formally included within industrial land supply audits and assessments, there is a significant risk that the State will underestimate future employment land capacity and delay coordinated infrastructure investment and economic transition planning.

Council considers that mining lands in transition regions should be subject to a dedicated and urgent audit process, consistent with Recommendation 2 of the NSW Inquiry into Beneficial and Productive Post-Mining Land Use. Comprehensive audits should map existing infrastructure assets and assess employment-generating potential to ensure proactive planning ahead of forecast declines in global coal demand.

Council recommends that:

1. Urgent land audits be undertaken for mining-related industrial land to assess infrastructure capacity and future employment potential.
2. Councils be formally invited to nominate additional strategically significant land for inclusion within the Policy, including SP2 Infrastructure, RU1 Primary Production and C3 Environmental Management land where owned or controlled by mining companies, energy generation operators or major industrial entities.

Council remains committed to working collaboratively with the NSW Department of Planning, Housing and Infrastructure and the NSW Future Jobs Investment Authority to ensure alignment between industrial land planning and post-mining land



transformation. Explicit inclusion of mining and energy land within the Policy framework will strengthen coordinated, place-based economic transition planning across regional NSW.

### Conclusion

Singleton Council supports the intent of strengthening and streamlining the strategic planning framework in NSW; however, the proposed regional boundaries, the scale of a single Regional NSW plan, and the limited clarity around implementation raise significant concerns about whether the reform will achieve its objectives.

Effective strategic planning in the Hunter depends on recognising functional sub-regional relationships, aligning boundaries with established growth corridors and infrastructure networks, and ensuring that statewide priorities translate into measurable, delivery-focused outcomes. This includes ensuring alignment with the Statewide Policy for Industrial Lands and Industrial Lands Action Plan, particularly in transition regions such as the Hunter, where employment land planning must respond proactively to post-mining land transformation and economic diversification.

Council therefore urges the Department to refine the proposed framework to retain a clear sub-regional planning layer, provide greater transparency regarding regional allocations, and articulate how the reform will materially improve coordination, infrastructure sequencing and statutory decision-making across regional NSW.

Singleton Council remains committed to working collaboratively with the State to ensure that any reform framework achieves these objectives and welcomes the opportunity for ongoing dialogue.

Please contact Strategic Planning Coordinator, Emily Riley on 02 6578 7594 should you wish to discuss this matter further.

Yours faithfully,



Mary-Anne Crawford  
Manager Community Growth and Evolution



**GM8/26. Huntlee Pty Ltd Class 4 Proceedings**  
**Author:** Coordinator Strategic Planning

**FILE:** 23/00708

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### Executive Summary

The purpose of this report is to advise Council that a report has been prepared for Council's consideration in Closed Council as this item, as provided for under Section 10A(2) (g) of the *Local Government Act, 1993*, on the grounds that the report contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

**RECOMMENDED** that the report on Huntlee Pty Ltd Class 4 Proceedings be considered in Closed Council with the press and public excluded in accordance with Section 10A(2) (g) of the *Local Government Act, 1993*, on the grounds that the report contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

### Attachments

There are no attachments for this report.

**GM9/26. Singleton Affordable Housing Action Plan**  
**Author:** Coordinator Strategic Planning**FILE:** 23/00549

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**Executive Summary**

The purpose of this report is to advise Council of the outcomes of the consultation undertaken on the Draft) Singleton Affordable Housing Action Plan, and to note the proposed response to the submission received within *Table 1* of this report. The report recommends that Council adopt the Action Plan (**Attachment 1 – Under Separate Cover**).

The Action Plan has been prepared to identify realistic, evidence-based and locally appropriate actions to improve access to affordable housing across the Singleton Local Government Area (LGA). The 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 (CHPs) and the development sector.

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

**RECOMMENDED** that Council

1. Receive and note the submission received during the public exhibition of the draft Singleton Affordable Housing Action Plan; and
2. Adopt the Singleton Affordable Housing Action Plan as exhibited (Attachment 1 – Under Separate Cover).

**Report**

The Singleton Local Government Area (LGA) encompasses a diverse range of communities, housing typologies and economic drivers that shape 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 a clear gap in the provision of diverse and affordable housing types within the LGA. A relatively small proportion of dwellings in Singleton comprise alternative housing forms such as dual occupancies, multi-dwelling housing, seniors housing and boarding houses. Increasing the supply of diverse and affordable housing typologies contributes to greater housing choice, assists in reducing mortgage and rental stress, and provides housing options better aligned with the needs of individuals and households across all demographics within the community.

The Housing Strategy identified a number of actions to address these gaps, and in response to these actions and an increasing demand to expand the supply of affordable housing, an action was included in the 2023/2024 Operational Plan 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.

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.

At its meeting on 9 December 2025, Council resolved to publicly exhibit the draft Action Plan for 42 days in accordance with Council's adopted Community Engagement Strategy. The draft Action Plan was publicly exhibited from 9am Wednesday 10 December 2025 to Tuesday 20 January 2026. One submission was received during the exhibition period. Table 1 summarises and responds to the submission.

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

*General Manager's Report (Items Requiring Decision) - GM9/26*Community Engagement Strategy

The Action Plan was publicly exhibited in accordance with Council's adopted Community Engagement Strategy.

**Financial Implications**

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

**Consultation**Internal

The action plan has 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

The draft Action Plan was publicly exhibited from 9am Wednesday 10 December 2025 to Tuesday 20 January 2026. Given the exhibition occurred during the holiday period, the action plan was publicly exhibited for a period of 42 days (as opposed to 28 days).

Exhibition included a public notice published in a local newspaper and on Council's website. The draft Action Plan was available for inspection on Council's website, and at the Administration Building, Singleton Library and the Singleton Visitor Information Centre.

One submission was received during the public exhibition period. The submission is summarised and responded to below:

**Table 1:**

Author of Submission	Submission Summary	Response to submission
Tiny Home Pods	The submission states that Tiny Home Pods considers that pod homes (starting at \$25,500) can provide an immediate and practical response to several of the affordable housing challenges identified in the Plan.	Noted. Council staff have received enquiries from potential providers of modular and/or tiny homes and will continue to work with providers to navigate the NSW planning system.
	The submission states that, in relation to Action 10, pod homes offer a suitable small dwelling option for seniors downsizing and for intergenerational family	Council acknowledges the submitter's support for Action 10 and the broader objective of increasing housing diversity. However, it is important to clarify that

General Manager's Report (Items Requiring Decision) - GM9/26

	<p>support (such as “granny flat” style accommodation). It recommends that Council formally recognise “Movable Tiny Homes” within the updated Development Control Plan to provide legal clarity and a streamlined approval pathway.</p>	<p>permissibility of land uses is determined by the Local Environmental Plan (LEP), not the DCP. The DCP cannot create a new land use category or make a form of development permissible where it is otherwise prohibited under the LEP.</p> <p>Movable dwellings, caravans and secondary dwellings are already addressed within the statutory framework under the relevant land use definitions in the LEP and State Environmental Planning Policies (including the Housing SEPP).</p> <p>The DCP may provide design and siting guidance where development is otherwise permissible, but it cannot formalise “Tiny Houses” as a new land use category.</p> <p>As part of any future LEP review, Council may consider whether existing land use definitions appropriately accommodate emerging housing typologies. However, this would require a formal planning proposal process and assessment of broader strategic and infrastructure implications.</p> <p>Where council staff have received enquiries from potential providers of modular and/or tiny homes, staff will continue to work with providers to navigate the NSW planning system.</p>
	<p>The submission states that, in relation to Action 19, pod dwellings could assist in</p>	<p>The action plan addresses this element of the submission by including an</p>

General Manager's Report (Items Requiring Decision) - GM9/26

	<p>addressing workforce accommodation needs associated with State Significant Developments and the Renewable Energy Zone. It recommends that Council facilitate connections between local affordable housing suppliers and major employers, noting the pods' relatively short lead time as an advantage over traditional temporary accommodation.</p>	<p>action for Council to 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.</p> <p>Another action within the plan is to 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.</p> <p>Council has also recently adopted a Construction Workers Accommodation Policy to provide guiding principles to developers seeking to construct, manage and operate Construction Workers Accommodation within the Singleton Local Government Area (LGA).</p>
	<p>The submission states that current legislative settings often require tiny homes to be mounted on trailers to comply as caravans, increasing installation costs. It recommends that Council consider more flexible siting provisions for movable dwellings on larger rural lots to enable more cost-effective and locally appropriate housing outcomes</p>	<p>Council acknowledges the point raised regarding the implications of trailer-mounted dwellings and the interaction with caravan legislation.</p> <p>As above, permissibility and land use definitions are governed by the LEP and relevant State legislation. The siting of caravans and movable dwellings is also regulated under the Local</p>

General Manager's Report (Items Requiring Decision) - GM9/26

		<p>Government Act and associated regulations. Council does not have discretion through the DCP to vary or override these statutory requirements.</p> <p>Any broader review of rural housing flexibility would need to be considered in the context of infrastructure servicing capacity, bushfire risk, environmental constraints and the cumulative impacts on rural character and land use conflict.</p> <p>These matters would require strategic assessment through a LEP amendment process rather than a DCP update.</p>
	<p>The submission states that the proponent is willing to partner with Community Housing Providers to supply pod units for managed rental schemes or pilot projects</p>	<p>Council welcomes the submitter's interest in contributing to affordable housing outcomes.</p> <p>The Affordable Housing Action Plan recognises that affordable housing is best delivered and managed by registered Community Housing Providers. However, Council does not directly procure or broker specific private products for CHPs. Decisions regarding dwelling typology, construction method and procurement are matters for individual CHPs, subject to funding arrangements and compliance requirements.</p> <p>Council will continue to support innovation in housing delivery through appropriate strategic</p>

*General Manager's Report (Items Requiring Decision) - GM9/26*

		planning settings and partnerships, noting that any pilot projects would need to comply with existing statutory planning controls.
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External consultation also occurred with other councils who are also in the process of developing affordable housing action plans and strategies.

**Sustainability**

The 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 Action 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**

<b>Risk</b>	<b>Risk Ranking</b>	<b>Proposed Treatments</b>	<b>Proposed Risk Ranking</b>	<b>Within Existing Resources?</b>
There is a risk that 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	Medium	Adopt the recommendation	Low	Yes

*General Manager's Report (Items Requiring Decision) - GM9/26*

<b>Risk</b>	<b>Risk Ranking</b>	<b>Proposed Treatments</b>	<b>Proposed Risk Ranking</b>	<b>Within Existing Resources?</b>
with State and Federal Government agencies, Community Housing Providers, and the development sector would be reduced.				

**Options**

The following options are available to Council:

1. That Council
  - a) Receive and note the submission received during the public exhibition of the draft Singleton Affordable Housing Action Plan; and
  - b) Adopt the Singleton Affordable Housing Action Plan as exhibited (Attachment 1 – Under Separate Cover).
2. That Council does not endorse the recommendations.

Option one is recommended.

**Conclusions**

This report seeks Council’s endorsement to adopt the draft Singleton Affordable Housing Action Plan as exhibited.

The 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. Adoption of the Action Plan will enable staff to incorporate priority actions into the 2026/2027 Integrated Planning and Reporting Framework.

**Attachments**

**AT-1** [↗](#) Affordable Housing Action Plan

Attachment Under Separate Cover

**GM13/26. Minutes - Singleton Legacy Fund Governance Panel -**  
**05/03/2026**  
**Author:** Executive Assistant

**FILE:**  
22/00153/001

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## Executive Summary

The Singleton Legacy Fund Governance Panel held its meeting on Thursday 5 March 2026. The minutes of the meeting are shown as (**Attachment 1**).

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

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

The purpose of this report is to seek endorsement of the meeting minutes and Council's approval to contribute \$1,732,995 to the project budget to allow exploration of all options including the replacement of the enclosure for the 25m heated pool at the Gym & Swim facility which is in excess of the current allocated budget and refer to Council for approval of preferred option as recommended by the Singleton Legacy Fund Governance Panel.

**RECOMMENDED** that Council:

1. Note the minutes of the Singleton Legacy Fund Governance Panel meeting held on Thursday 5 March 2026.
2. Endorse the contribution of \$1,732,995 from the Infrastructure Management Fund to the project budget to allow exploration of all options including the replacement of the enclosure for the 25m heated pool at the Gym & Swim facility which is in excess of the current allocated budget and refer to Council for approval of preferred option.

## Report

The 43-year-old dome enclosing the 25m heated pool at the Gym & Swim facility has reached the end of its serviceable life. Recent engineering advice confirms the dome structure is in worse condition than anticipated and cannot be safely or economically repaired. The pool shell, filtration system and other supporting infrastructure are all in good condition and fit for use.

The 25m heated pool has been closed for use for some months now due to various infrastructure works.

## Issues:

The dome presents a safety risk and needs to be demolished as soon as possible. This requires the continued closure of the pool to allow for this work to be undertaken. The closure is likely to extend into the winter months impacting community usage of the facility.

*General Manager's Report (Items Requiring Decision) - GM13/26*

A like for like replacement of the dome enclosure is estimated at \$6.69m, leaving a \$2.94m shortfall against the current budget provision of \$3.74m

This is a very time sensitive project as design, procurement, approvals and construction is likely to take up to 12 months. Funding is being sought now to enable the reopening of the 25m pool for the 2027 winter season.

The like for like replacement is one of several options being explored, with the final decision on which option to undertake, to be taken to Council. Other options are likely to be less costly but have a lower amenity, giving a trade off between cost and amenity.

### 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

For the matters under consideration, Council shall note:

- *Work Health and Safety Act 2011 (NSW)*
- *Local Government Act 1993 (NSW)*; and
- Contract management obligations under the Belgravia Leisure agreement.
- Relevant building and structural compliance standards.

### Financial Implications

A like for like replacement of the dome enclosure is estimated at \$6.69m, leaving a \$2.94m shortfall against the current budget provision of \$3.74m

Additional funding required: \$2,943,407

Proposed sources:

- Unallocated Loans: \$1,210,412
- Infrastructure Management Fund contribution: \$1,732,995

The Singleton Infrastructure Management Fund – Plan of Management states the objectives of the Infrastructure Management Fund are to:

- Support the Singleton Council Legacy Fund
- Ensure the future financial sustainability of Council's asset management processes and programs
- Assist in meeting the benchmark infrastructure ratios, as set by the NSW Office of Local Government (OLG)
- Ensure Council recognises asset management expenditure requirements are not linear and reserving funds for future expenditure is good practice

*General Manager's Report (Items Requiring Decision) - GM13/26*

Given the circumstances of this asset replacement, it's deemed appropriate that the Infrastructure Management Fund contributes to the shortfall in the budget for the dome replacement.

**Risk Implications**

<b>Risk</b>	<b>Risk Ranking</b>	<b>Proposed Treatments</b>	<b>Proposed Risk Ranking</b>	<b>Within Existing Resources?</b>
Structural failure of dome structure	Extreme	Demolish current dome structure	Low	
Community dissatisfaction	High	Transparent communication, regular updates, alternative programming where possible	Medium	
Revenue loss and contract pressure	High	Contract review, financial modelling, reopening plan	Medium	
Membership attrition	High	Fee adjustments retention offers, program alternatives	Medium	
Reputational impact	High	Proactive media management, Councillor communication	Medium	

**Options**

The following options are available to Council:

1. Note the minutes of the Singleton Legacy Fund Governance Panel meeting held on Thursday 5 March 2026; and endorse the contribution of \$1,732,995 from the Infrastructure Management Fund to the project budget to allow exploration of all options including the replacement of the enclosure for the 25m heated pool at the Gym & Swim facility which is in excess of the current allocated budget and refer to Council for approval of preferred option.
2. Note the minutes of the Singleton Legacy Fund Governance Panel meeting held on Thursday 5 March 2026; and not endorse the contribution of \$1,732,995 from the Infrastructure Management Fund to the project budget to allow exploration of all options including the replacement of the enclosure for the 25m heated pool at the Gym & Swim facility which is in excess of the current allocated budget and refer to Council for approval of preferred option.

Option one is recommended.

## Conclusions

The replacement of the 25m pool enclosure is a necessary and time-critical asset renewal project following confirmation that the existing dome has reached the end of its serviceable life and cannot be safely repaired. The proposed allocation of \$1,732,995 from the Infrastructure Management Fund represents a practical and strategically aligned response to this unforeseen infrastructure failure. The Fund was established to manage significant, non-linear asset renewal demands and to support the long-term financial sustainability of Council's asset management obligations.

Utilising the Infrastructure Management Fund in this instance enables Council to address an urgent safety and compliance matter without delaying essential works or compromising broader financial stability. The allocation is consistent with the Fund's objectives and ensures the project can proceed in a timely manner, supporting the reopening of the facility.

## Attachments

- AT-1** [↓](#) Minutes - Singleton Legacy Fund - 5 March 2026
- AT-2** [↓](#) Legacy Fund - Singleton Community and Economic Development Fund Report - Feb 2026
- AT-3** [↓](#) Legacy Fund - Roads Fund - Quarterly Report - March 2026
- AT-4** [↓](#) Legacy Fund - Infrastructure Management Fund - Quarterly Report - March 2026
- AT-5** [↓](#) Legacy Fund - Property Reserve Report - Feb 2026

**MINUTES  
SINGLETON LEGACY FUND  
1PM THURSDAY 5 MARCH 2026**



<b>Present</b>	Cr Sue Moore (Mayor) (Virtual) Cr Sue George (Deputy Mayor) Dwight Graham (Acting General Manager) Melinda Curtis (Executive Director) Mark Wiblen (Acting Director Corporate & Community Services) Mike Duff (Director Infrastructure & Planning Services)
<b>In Attendance</b>	Sam Calleja (Executive Assistant)
<b>Meeting Location</b>	Council Chambers

### 1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Justin Fitzpatrick-Barr (General Manager)

### 2 Disclosure of Interests

- Nil

### 3 Confirmation of Minutes

- **MOVED** Sue Moore, Mayor **SECONDED** Sue George, Deputy Mayor The minutes of the Singleton Legacy Fund meeting held on Thursday 11 December 2025, were confirmed.

**CARRIED**

### 4 Matters arising from the Minutes

- Nil

### 5 Agenda Items

#### 1.1 Singleton Community and Economic Development Fund Update - March 2026 FILE:22/00153/001

The Singleton Community and Economic Development Fund update as at 31 January 2026 was circulated with the agenda.

Still working through the reporting to confirm the full funding commitments.

Five applications were successful in the last funding round out of twenty received, and all applicants have now been notified of the outcomes.

The process of preparing funding agreements with the successful applicants is currently underway.

Feedback is being provided to unsuccessful applicants who have requested it.

**MINUTES  
SINGLETON LEGACY FUND  
1PM THURSDAY 5 MARCH 2026**



The next meeting is scheduled for May.

**NOTED**

**2.2 Commercial Property Fund Update - March 2026 FILE:22/00153/001**

The Commercial Property Fund Quarterly update as at 31 January 2026 was circulated with the agenda.

A further \$70,000 will be added to the fund following the sale of Patrick Street, which is being processed today.

Council's staged residential subdivision will be considered at the next Joint Regional Planning Panel (JRPP) meeting scheduled for 17 March 2026. Councillor George has declared an interest due to her position on the Property Advisory Panel.

**NOTED**

**3.3 Singleton Roads Fund Update - March 2026 FILE:22/00153/001**

The Singleton Roads Fund Update for March 2026 was circulated with the agenda.

Staff continue to work through the relevant details and align activities with Council work programs

The intent of the fund is to use the interest earned from the Wallaby Scrub funds to support road works. However, capital allocations have been made in instances where this was considered appropriate – this is further detailed in general business.

**NOTED**

**4.4 Singleton Infrastructure Management Fund Update -  
March 2026 FILE:22/00153/001**

The Singleton Infrastructure Management Fund Update for March 2026 was circulated with the agenda.

**NOTED**

**1.1 Infrastructure Management Fund - Allocation of  
funding to the Gym & Swim 25m Pool Enclosure FILE:22/00153/001**

The Singleton Legacy Fund Committee were presented with a report seeking support to contribute funding of \$1,732,995 from the Infrastructure Management Fund (IMF) to the project budget for the replacement of the enclosure for the 25m heated pool at the Gym & Swim facility.

**MINUTES  
SINGLETON LEGACY FUND  
1PM THURSDAY 5 MARCH 2026**



**MOVED** Sue Moore, Mayor **SECONDED** Dwight Graham That the Singleton Legacy Fund Committee:

1. Support the contribution of \$1,732,995 from the Infrastructure Management Fund to the project budget to allow exploration of all options including the replacement of the enclosure for the 25m heated pool at the Gym & Swim facility which is in excess of the current allocated budget and refer to Council for approval of preferred option.

**CARRIED**

**6 Other Business**

- Mike Duff sought to gauge the committee's interest in revising the Terms of Reference (ToR) for the Singleton Legacy Fund Committee and Plans of Management (PoM) for the Infrastructure Management Fund and Roads Funds.

**ACTION:** Mike to progress the revision of the Terms of Reference (ToR) for the Singleton Legacy Fund Committee and Plans of Management (PoM) for the Infrastructure Management Fund and Roads Funds and present findings to the committee at the next meeting.

**7 Action List**

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
	5 March 2026	Mike to progress the revision of the Terms of Reference (ToR) for the Singleton Legacy Fund Committee and Plans of Management (PoM) for the Infrastructure Management Fund and Roads Funds and present findings to the committee at the next meeting.	Mike Duff	18 June 2026

**8 Next Meeting**

- Thursday 18 June 2026 – 3PM (Committee Room)

The meeting closed at 1.36PM.

**Sue George, Deputy Mayor**  
Chair



# QUARTERLY FUND PROGRESS REPORT

## To 31 January 2026

### Singleton Community and Economic Development Fund Update



## EXECUTIVE SUMMARY

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

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

### MEETINGS HELD

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

The table below outlines meetings of the CEDF-JMB held since the previous report to the Legacy Fund Governance Panel:

Date of meeting	Quorum met
3 December 2025	Yes
18 December 2025	Yes
May 2026	Date TBC

### OUTCOMES ACHIEVED

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

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

- Social enterprise project – Witmore Limited
- Singleton Skills and Employment Program
- Development of Power BI Reporting Dashboard for the fund
- Update of CEDF Policy and CEDF Plan of Management reflecting changes related to the distribution of CEDF funds previously occurring outside of funding rounds
- Opened and closed Round 5 of the CEDF.

#### EXPENDITURE OF FUNDS AND BALANCE

Since the inception of the Singleton Community and Economic Development Fund, a total sum of \$2,000,000 has been available for eligible projects, and to date a total of \$1,668,361 has been endorsed by the CEDF-JMB and approved by Council.

Table 1 provides an overview of the status of each of the Voluntary Planning Agreement (VPA) funding contributions and expenditure against the Singleton Community Economic Development Fund as at 31 January 2026.

VPA Title	Amount Committed	Amount Paid	Expenditure	Balance
Mt Thorley Warkworth (MTW) - June 2017	4,400,000	4,000,000	1,064,465	<b>2,935,535</b>
Interest MTW		900,265	306,648	<b>593,617</b>
United Collieries - Dec 2020	1,325,253	1,325,253	205,452	<b>1,119,801</b>
Interest United Collieries		246,498	Nil	<b>246,498</b>
Bloomfield	432,000	432,000	111,730	<b>320,270</b>
Interest Bloomfield		70,301	Nil	<b>70,301</b>
Mt Owen Variation - 2021	1,150,000	770,000	151,386	<b>618,614</b>
Interest Mt Owen		153,388	Nil	<b>153,388</b>
Bulga Continued Operations	1,130,000	1,130,000	188,723	<b>941,277</b>
Interest Bulga		185,184	Nil	<b>185,184</b>
<b>Total</b>	<b>8,437,253</b>	<b>9,212,889</b>	<b>2,028,405</b>	<b>7,184,485</b>

**KEY SUCCESS INDICATORS FOR THE SINGLETON COMMUNITY AND ECONOMIC DEVELOPMENT FUND**

Over the five grant rounds for the Singleton Community and Economic Development Fund, 91 applications were received with a combined value of \$6.745 million, demonstrating the perceived value by the Singleton Community. The CEDF-JMB has approved 31 projects and programs with a combined value of \$1.675million.

**ROUND FIVE – SINGLETON COMMUNITY ECONOMIC DEVELOPMENT FUND**

Round Five of the Singleton Community and Economic Development Fund opened for applications on 1 September 2025 and closed on 31 October 2025, with four information sessions held during this time (in person and online). There was an allocation of \$275,000 for Round Five applications available, to be distributed across single-year and multi-year applications at the discretion of the Singleton Community and Economic Development Fund Joint Management Board.

Twenty applications were submitted for Round Five of the Singleton Community and Economic Development Fund, consisting of 7 for-profit/business applications and 13 not-for-profit applications. The combined total value of applications received for Round Five was \$1,445,033.

The CEDF Joint Management Team reviewed and assessed funding applications in December 2025 and presented their recommendations to the CEDF-JMB on 18 December 2025. Applications recommended for funding approval were presented to Council at the February 2026 meeting.

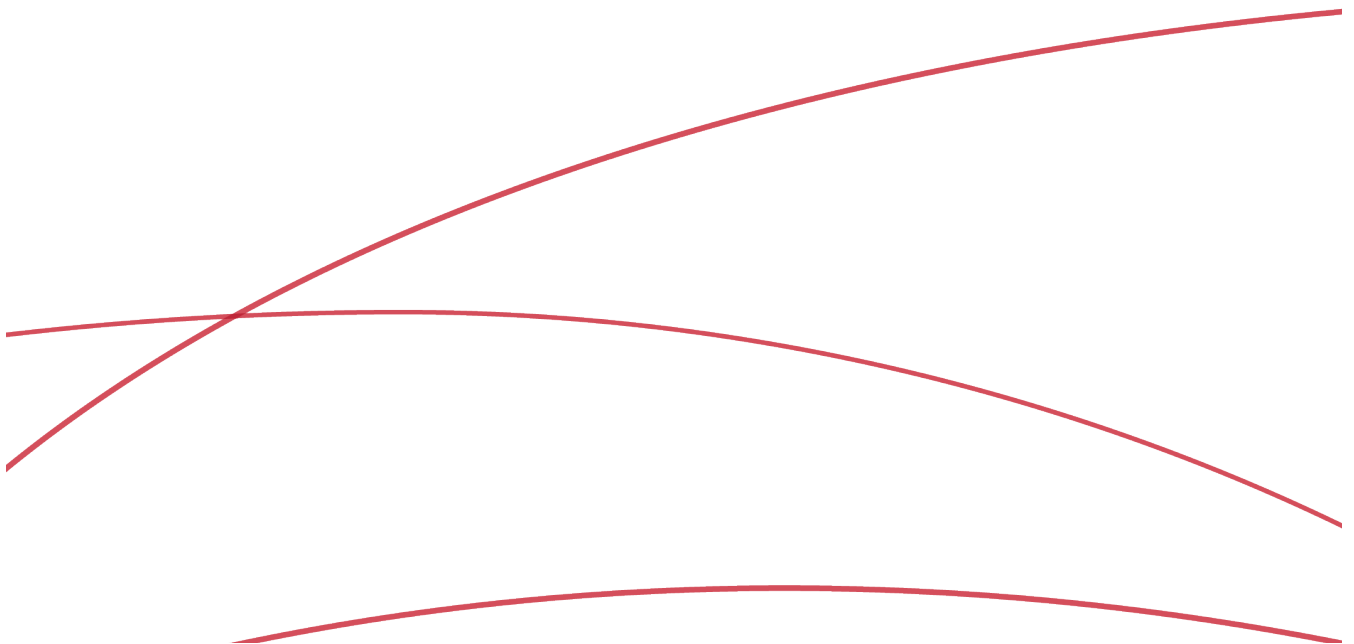
Council endorsed the CEDF-JMB recommendations, approving five projects for the combined value of \$275,000. All Round Five applicants have been advised of the outcomes and Council is in the process of preparing funding agreements.



# QUARTERLY FUND PROGRESS REPORT

## Singleton Roads Fund Update

March 2026



## EXECUTIVE SUMMARY

As per the Singleton Road Funds plan of management, the purpose of this report is to provide the Legacy Fund Governance Committee a report on the year-to-date achievements of the fund including:

- Meeting held
- Outcomes achieved
- Expenditure of funds
- Balance of funds
- Key success indicators for the Road Fund.

## PURPOSE OF THE FUND

The Roads Fund (RF) has been established to ensure the proceeds from the closure and sale of public roads will be managed in a manner that is consistent with the *Roads Act (NSW), 1993*.

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

## MEETING(S) HELD

As per the RF Plan of Management, no meetings were held in this period, as Council's Infrastructure Team meets in the second quarter of each financial year to develop a draft Roads and Bridges Capital Works Program (Program) for the approaching financial year. This draft Program is subsequently reported to Council's Roads Advisory Committee (RAC) for endorsement. The 2025/26 Program was reported to the RAC on 5 December 2024. It is scheduled that the draft 2026/27 Program will be reported to the RAC in March 2026.

## OUTCOMES ACHIEVED

As at 31 January 2026, approximately 45% of the adopted 2025/26 Program was delivered, with the successful commencement of the causeway and bridge rehabilitation program (significant budget items).

### EXPENDITURE OF FUNDS

Council's expenditure against budget during the 2025/26 financial year (to 31 October 2025) is summarised in Table 1 below.

The total budget has increased by \$1,361,214 since the last December 2025 report. This has been added to the total budget in Table 1 via budget reviews in response to expected actuals increase following tendering.

**Table 1:** Roads, Bridge and Causeway Capital Expenditure Against Budget for 2025/26 year to date (to 31 January 2026).

Program	2025/26 (Year to Date)	
	Budget	Actuals
Local Road Program	\$5,088,090	\$1,485,341
Regional Roads Program	\$891,958	\$169,230
Causeway & Bridge Rehabilitation	\$11,999,979	\$4,201,585
Natural Disaster Recovery	\$1,337,656	\$474,185
Total	\$19,317,683	\$6,330,341

### BALANCE OF FUNDS

The RF is reported as an Internal Allocation in Council's Annual Financial Statements. The RF balance, as reported in the September 2025 Quarterly Budget Review, is summarised below in Table 2.

**Table 2:** RF balance at 30 June for 2022/23 to 2025/26

Financial Year	2022/23	2023/24	2024/25	2025/26 <sup>1</sup>
RF Balance	\$18,420,744.07	\$22,985,000	\$19,297,742	\$21,061,000

Note 1: As per the September 2025 Quarterly Budget Review

The movement in the RF balance between July 2022 and June 2025 is primarily due to Council accounting for several unforeseen and grant funded projects and activities in the 2022/23, 2023/24 and 2024/25 financial years, with corresponding funds received or expected to be received by Council in the 2023/24, 2024/25 and 2025/26 financial years.

### KEY SUCCESS INDICATORS FOR THE ROADS FUND

Approximately 45% of the adopted 2025/26 Program has been delivered to 31 January 2026.

The RF has provided Council with a source of funds to support the undertaking of several road related projects during the 2022/23, 2023/24, 2024/25 and 2025/26 financial years, with the RF being reimbursed once the corresponding funds were

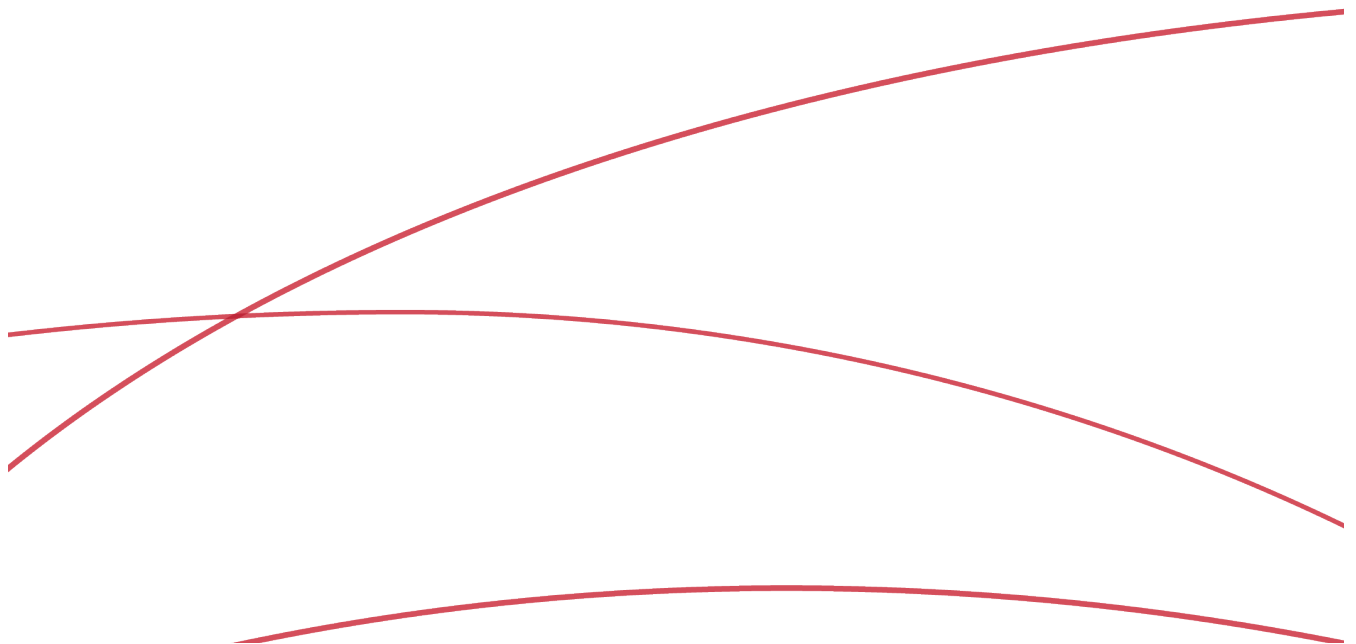
received or expected to be received by Council in the 2023/24, 2024/25, 2025/26 financial years.



# QUARTERLY FUND PROGRESS REPORT

## Singleton Infrastructure Management Fund Update

March 2026



## EXECUTIVE SUMMARY

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

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

### PURPOSE OF THE FUND

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

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

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

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

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

Additionally, as per the March 2025 Council resolution adopting the Singleton Local Infrastructure Contributions Plan and rescinding the Developer Contributions Plan, 2008, from 1 July 2025:

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

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

**MEETING(S) HELD**

As part of the annual Operational Budget process, Council's Infrastructure Services Team develops an appropriate Capital Works Program in the second quarter of each financial year. A series of interactive meetings are then held between Council's Infrastructure and Planning Services Directorate and Corporate and Community Services Directorate in the third quarter of the corresponding year to agree on SRV and Repealed Developer Contributions funding requirements to support the proposed Capital Works Program for the forthcoming financial year. The draft Operational Budget, including the proposed Capital Works Program, is then reported to Council for consideration each year.

The expenditure and outcomes achieved through the utilisation of the IMF monies, along with key success indicators, has been reported through Council's Annual Report and Annual Financial Statements. As noted above, Council is no longer required to report on this in the Annual Report past the 2022/23 Financial Year.

**OUTCOMES ACHIEVED**

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

**EXPENDITURE OF FUNDS**

As the SRV is no longer reported separately in the financial statements, funds used to support the Infrastructure Management Fund are consolidated into the General Fund. From the 2024/25 reporting period, infrastructure projects funded in this way are reported as General Fund programs for this report.

The 2025/26 infrastructure works funded through the (historic) SRV are provided in Table 1 below.

**Table 1:** Budget Allocation and Actuals from (historic) SRV with Proportion of General Funds as part of Budget Allocation for 2025/26 Capital Works Program

Program	Project	Budget Allocation		Actuals at 30 October 2025	
		Total	General Fund Proportion	Total	General Fund Proportion
Local Road	Gravel Re-sheeting	\$881,639	\$570,000	\$110,394	\$110,394
	Rural Road Resealing	\$983,712	\$920,000	\$43,707	\$43,707
	Urban Road Resealing	\$535,617	\$250,000	\$172,325	\$165,759
	Emergency Works	\$165,000	\$165,000	\$9,037	\$9,037
	Various Kerb and Gutter Replacement	\$150,000	\$150,000	\$0	\$0
	<b>Sub-total</b>	<b>\$2,715,968</b>	<b>\$2,055,000</b>	<b>\$335,463</b>	<b>\$328,897</b>
Design Program	Various	\$400,000	\$400,000	\$186,165	\$182,165
Drainage Program	Combo Lane - Drainage swale construction	\$60,000	\$22,936	\$0	\$0
	Maison Dieu Road - Drainage Repairs	\$30,450	\$5,000	\$5,643	\$927
	Various urban roads - Pipe Relining	\$310,000	\$200,000	\$100,105	\$64,585
	<b>Sub-total</b>	<b>\$260,000</b>	<b>\$222,936</b>	<b>\$1,411</b>	<b>\$0</b>
Plant	Building security installation	\$190,000	\$30,000	\$142,953	\$22,572
<b>Total</b>		<b>\$3,710,418</b>	<b>\$2,712,936</b>	<b>\$770,328</b>	<b>\$599,143</b>

The 2025/26 infrastructure works funded through the repealed Developer Contributions Plan are provided in Table 2 below.

**Table 2:** Budget Allocation and Actions with Proportion of Repealed Developer Contributions Plan General Funds as part of Budget Allocation for 2025/26 Capital Works Program

Program	Project	Budget Allocation		Actuals at 30 October 2025	
		Total	Repealed Funds Proportion	Total	Repealed Funds Proportion
Building	Civic Centre auditorium - Disability access upgrades - amenities, stage access	\$650,000	\$650,000	\$1,105	\$1,105
	Rose Point Park - Changing Places facility	\$300,000	\$150,000	\$9,436	\$4,673

Program	Project	Budget Allocation		Actuals at 30 October 2025	
		Total	Repealed Funds Proportion	Total	Repealed Funds Proportion
	<i>Sub-total</i>	<b>\$950,000</b>	<b>\$800,000</b>	<b>\$10,451</b>	<b>\$5,778</b>
<b>Transport</b>	Council contribution for potential grant funding	\$200,000	\$200,000	\$0	\$0
	<b>Total</b>	<b>\$1,150,000</b>	<b>\$1,000,000</b>	<b>\$10,451</b>	<b>\$5,778</b>

**BALANCE OF FUNDS**

The IMF is reported as an Internal Allocation in Council's Annual Financial Statements with a current balance of \$5,139,379 (consisting entirely of repealed Developer Contributions Plan) at 31 January 2026.

The IMF balance, prior to 1 July 2025, has been reported as zero. This is because, historically, all the SRV funds received each year since the IPART decision in 2016 have been allocated to infrastructure renewal projects that tackle the identified infrastructure backlog. As the SRV funds are consolidated into the General Fund, this will continue to be the case for this portion of the IMF.

**KEY SUCCESS INDICATORS FOR THE INFRASTRUCTURE MANAGEMENT FUND**

The key success indicators for the IMF are best shown through the asset management ratios that are reported in Council's Annual Financial Statements.



# QUARTERLY FUND PROGRESS REPORT

## Commercial Property Fund Update

**31 January 2026**



### EXECUTIVE SUMMARY

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

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

### MEETING HELD

Since the last Legacy Funds meeting (11 December 2025) the Property Advisory Panel (PAP) has held one meeting:

Date of meeting	Quorum meet
25 February 2026	Yes

### OUTCOMES ACHIEVED

At its meeting on 25 February 2026, the PAP received updates on:

- Council's Bridgman Ridge Estate, stages 9-14 development. The development application (DA) for this proposed 88 lot subdivision on Pioneer Road, was submitted on 16 September 2024, had a hearing on 15 April 2025 and submitted further information in July 2025. A further hearing is scheduled for 17 March 2026, where it is hoped approval will be granted.
- The residential land market within the Singleton LGA and its performance over the past 12 months.
- A number of other more minor property matters.

### EXPENDITURE OF FUNDS

Income into this fund is largely from property sales and a small amount of lease income. Income year to date to 31 January 2026 was \$536,229 coming from:

- Lease income
- Council's share of the sale of lots in stage 6 of the joint venture of Bridgman Ridge Estate and
- Interest earned on the fund balance.

Expenditure of \$378,363 includes:

- Council rates for all Property portfolio properties
- Other miscellaneous costs.

**BALANCE OF FUNDS**

The balance in the Property Reserve as at 31 January 2026 was \$2,841,423 which is an increase of \$157,866 from 1 July 2025.

**KEY SUCCESS INDICATORS FOR THE PROPERTY FUND.**

Success factors for the fund are:

1. Return on funds employed. As Council has no commercial property at this point the only return is the returns on Council's general investments. This return is 5.93% for the 12 months ended 31 January 2026, which is 2.04% above the benchmark (BBSW) of 3.89% for the same period.
2. Sale of Council lots. Where Council staff believe it is appropriate to sell land, then it will propose this to the PAP and Council. Sales in the 2025/26 financial year include:
  - a. The sale of 40 lots in stage 6 of the joint venture of Bridgman Ridge Estate.

**GM14/26. Gym & Swim 25m Pool Enclosure Next Steps**  
**Author:** Manager Community Services Delivery  
Manager Infrastructure Services

**FILE:**  
PRO25/04/C

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## Executive Summary

A recent structural assessment confirms the 25-metre pool dome has reached the end of its serviceable life and must be demolished to remove an unacceptable safety risk. Demolition can proceed within the existing budget, but additional provisional funding of \$2.94m establishing a total project budget of \$6.69 is required to progress procurement, design development and due diligence while keeping all long-term options open. The continued closure will impact programming, revenue and community access, with coordinated communication underway with Belgravia Leisure. A further report will be provided outlining the recommended solution, lifecycle and risk assessments, and final funding requirements to support reopening ahead of the 2027 winter season.

### **RECOMMENDED** that Council:

1. Note the engineering advice confirming the Gym & Swim 25 metre pool dome structure has reached the end of its serviceable life.
2. Approve the commencement of procurement activities for the demolition of the existing dome structure, to be funded from the currently approved project budget.
3. Approve an additional budget provision of \$2,943,407 comprising:
  - a. \$1,210,412 from Unallocated Loans, and
  - b. \$1,732,995 from the Infrastructure Management Fund,To establish a total provisional project budget of \$6,687,522.
4. Note that approval of this provisional funding does not commit Council to any specific solution, and that all proposed concepts will undergo a lifecycle cost-benefit analysis, risk assessment, operational impact and procurement strategy review.
5. Endorse the continuation of due diligence activities and receive a further report outlining the recommended next steps and final funding requirements before any commitment to proceed.
6. Note the ongoing operational, financial and community impacts associated with the temporary closure of the 25-metre pool, and the coordinated communications approach being implemented with Belgravia Leisure.

## Report

### *Background*

An information report was provided to the February 2026 Council meeting providing an update on the Gym & Swim 25m Pool mechanical audit and upgrade works.

Structural engineering advice, following a detailed inspection in late February 2026, has confirmed that the 43-year-old dome structure enclosing the Gym & Swim 25m pool has reached the end of its serviceable life. The inspection identified extensive deterioration across the structural frame, connections and protective coatings. The works required to safely extend occupation certification beyond May 2026 comprising connection strengthening, in-situ welding, structural repairs and full surface treatment—are estimated to exceed \$500,000. This would require a further prolonged pool closure, and would provide only a limited life extension of between 6 and 24 months. This level of investment is not considered a prudent or responsible use of Council funds.

Given the dome cannot be certified for the winter season, the pool must remain closed until the structure is removed. Demolition is a necessary step regardless of the long-term solution and can be undertaken using the currently approved project budget.

In parallel with the structural assessment, staff have completed investigations into the condition of the pool shell, filtration system and associated infrastructure. These components have been deemed fit for continued operation, enabling the pool to return to service once an appropriate roof solution is determined.

A previous procurement process in 2025 highlighted a significant budget shortfall for a like-for-like dome replacement, now estimated at approximately \$6.5M. As a result, staff are reassessing a range of concepts and solutions to ensure the most sustainable and cost-effective outcome for the community. This includes consideration of outdoor (open-air) heated operation, temporary or partial enclosure solutions, and alternative roof structures. Each concept will undergo high-level lifecycle cost-benefit analysis, risk assessment and operational impact review.

To ensure all concepts remain available and to avoid delays to project delivery, additional funding is required at this stage to allow procurement activities, design development and due diligence to proceed. Approval of this funding does not commit Council to any specific solution; rather, it enables staff to progress the necessary preparatory work and present Council with an informed recommendation to proceed in the short term to allow a resolution to ensure completion ahead of the 2027 winter season. If Council chooses to proceed with a like-for-like solution the funding will be secured, the preparation for the procurement processes will have been completed and work will commence on the recommended solution to allow normal operations for the 2027 winter period.

### *Project Plan and Options*

The project objective is to provide a sustainable and affordable solution for the Gym and Swim 25m indoor pool infrastructure, which maintains a functional and high-quality all-season swim facility for Singleton.

In summary, the proposed concepts identified are:

*Enabling Works:*

- Removal and disposal of the existing Dome enclosure (applicable for all concepts)

*Concepts:*

- *Outdoor Heated Pool* – Provide an all-season, outdoor heated pool without an enclosure, either:
  - Heated Pool 25m only (no changes to 50m pool) or
  - Heated Pool 50m only (permanently close 25m pool).
- *Replace 25m Enclosure* – Provide a new enclosure for the existing heated 25m pool, either:
  - Like for Like enclosure as per the existing Dome or
  - Alternative enclosure design to a new specification.
- *Close 25m Pool* – 25m pool remains closed, either:
  - Interim care and maintenance, deferring to future council decision or
  - Permanently close the 25m pool.

*Operational Implications*

The continued closure of the 25-metre pool through to the anticipated reopening prior to Winter 2027 will have significant operational impacts for the Singleton Gym & Swim Centre and its contracted operator, Belgravia Leisure. The temporary loss of the indoor pool reduces the Centre's capacity to deliver the full range of aquatic services normally available to the community.

Identified service delivery and operational impacts include:

- Program impacts may include core aquatic activities.
- Reduced availability for community bookings and school use, resulting in increased pressure on remaining aquatic facilities.
- Likely reduction in aquatic programming revenue and potential membership attrition due to constrained service offerings
- Disruption to regular user groups, including seniors, rehabilitation participants, local clubs and schools.
- Potential for adverse community sentiment, particularly if the closure period extends or if interim service options are limited.
- Implementation of a structured communications approach to ensure clear and timely information regarding project timelines, interim arrangements and service impacts.
- Assessment of alternative programming options, including modified schedules, temporary relocation of selected activities, or seasonal operating adjustments.
- Consideration of fee and membership arrangements to reflect reduced service availability during the closure period.

*Executive Director's Report (Items Requiring Decision) – GM14/26*

While the temporary closure will constrain service delivery, proactive operational planning and transparent communication will support Council's broader objective of delivering a safe, sustainable and fit-for-purpose aquatic facility for the Singleton community.

### Community Strategic Plan

Strategy:	1	Our Community
Deliverable:	1.2	Our Community is safe, healthy and educated
Action:	1.2.1	Promote, facilitate and provide services for public health, healthy living and lifestyles

### Council Policy/Legislation

For the matters under consideration, Council shall note:

- *Work Health and Safety Act 2011 (NSW)*
- *Local Government Act 1993 (NSW)*; and
- Contract management obligations under the Belgravia Leisure agreement.
- Relevant building and structural compliance standards.

### Financial Implications

The current financial position of the project reflects a significant funding shortfall based on the 2025 tendered price for a like-for-like dome replacement. The estimated total project cost of \$6,687,522 exceeds the existing approved budget of \$3,744,115, resulting in a shortfall of \$2,943,407.

To address this shortfall, staff have identified two funding sources that do not require additional contributions from the General Fund:

- Unallocated Loans – \$1,210,412

Council maintains a portion of previously approved but unallocated loan funding to support priority capital works. Subject to Council resolution, these funds may be redirected to supplement the existing project budget.

- Infrastructure Management Fund – \$1,732,995

This reserve supports asset renewal and critical infrastructure upgrades across the LGA. The Legacy Panel has recommended the allocation of these funds to the project at its meeting on 5 March 2026, recognising the need to address long-term asset sustainability and risk mitigation. The minutes of the Legacy Committee and this recommendation are also listed on Council's Agenda for consideration.

The proposed total project budget, incorporating these allocations, is \$6,687,522. Final funding commitments will be determined once Council endorses the preferred solution. This will include consideration of project staging, cash flow requirements, and alignment with the Long-Term Financial Plan. The current request enables procurement and due diligence activities to proceed without constraining Council's ability to select the most cost-effective and sustainable solution.

*Executive Director's Report (Items Requiring Decision) – GM14/26*

The ongoing closure of the 25-metre pool is expected to reduce operating revenue associated with aquatic programs, lane hire, learn-to-swim, squad training and casual entry. A detailed financial impact assessment, including revenue modelling and contractual implications, will be undertaken in consultation with Belgravia Leisure once the confirmed duration of closure is finalised.

### Consultation

Staff have and will continue to maintain regular engagement with Belgravia Leisure throughout the development of the concept proposals and operational scenarios to ensure they remain fully informed of potential service impacts.

With key structural and technical information now received, and the project reaching a point where clear pathways can be outlined, coordinated public messaging will commence. Broader community notification will occur following Council's resolution on the preferred approach.

A joint communications plan is being established between Council and Belgravia Leisure to support consistent updates to the community as the project progresses. Further reports will be presented to Council over the coming months as due diligence activities, option assessments and procurement processes advance.

### Sustainability

The proposed works support the long-term sustainability of the Gym & Swim facility by addressing critical asset integrity issues and ensuring the ongoing safety and reliability of the 25-metre pool infrastructure. Progressing the project will enable Council to deliver a sustainable solution that is financially responsible, compliant with relevant standards, and aligned with the objectives of the Community Strategic Plan. This includes maintaining equitable access to essential community recreation facilities, reducing long-term maintenance liabilities, and ensuring the asset continues to meet operational and environmental performance expectations into the future.

### Risk Implications

<b>Risk</b>	<b>Risk Ranking</b>	<b>Proposed Treatments</b>	<b>Proposed Risk Ranking</b>	<b>Within Existing Resources?</b>
There is risk of structural failure of the dome structure which may lead to the failure of the current structure, resulting in a risk to public safety.	Extreme	Demolish current dome structure	Low	Yes
Community dissatisfaction	High	Transparent communication, regular	Medium	Yes

## Executive Director's Report (Items Requiring Decision) – GM14/26

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
		updates, alternative programming where possible		
Revenue loss and contract pressure	Medium	Contract review, financial modelling, reopening plan	Medium	No
Membership attrition	Medium	Fee adjustments retention offers, program alternatives	Medium	No
Reputational impact	Medium	Proactive media management, Councillor communication	Medium	Yes
Decreased opportunities for physical activity contributing to declining community health outcomes	Medium	Alternative program scheduling, extend seasonal operating hours, proactive management of available resources by contract operator	Low	Yes

## Options

The following options are available to Council:

- Note the engineering advice confirming the Gym & Swim 25-metre pool dome structure has reached the end of its serviceable life.

Approve the commencement of procurement activities for the demolition of the existing dome structure, to be funded from the currently approved project budget.

Approve an additional provisional allocation of \$2,943,407, comprising:

\$1,210,412 from Unallocated Loans, and

*Executive Director's Report (Items Requiring Decision) – GM14/26*

\$1,732,995 from the Infrastructure Management Fund,

to establish a total provisional project budget of \$6,687,522.

Note that approval of this provisional funding does not commit Council to any specific solution, and that all proposed concepts will undergo a lifecycle cost-benefit analysis, risk assessment, operational impact and procurement strategy review.

Endorse the continuation of due diligence activities and receive a further report outlining the recommended next steps and final funding requirements before any commitment to proceed.

Note the ongoing operational, financial and community impacts associated with the temporary closure of the 25-metre pool, and the coordinated communications approach being implemented with Belgravia Leisure.

2. Council determines not to pursue these options resulting in the 25m pool remaining closed for the foreseeable future.

Option one is recommended.

## **Conclusions**

The Gym & Swim 25-metre pool dome enclosure has reached the end of its serviceable life and now presents structural, financial and operational risks to both Council and the community. While recent assessments confirm that the pool shell, filtration system and associated infrastructure remain fit for purpose, the existing dome cannot be safely or economically retained beyond this point.

Securing additional provisional funding at this stage is essential to maintaining project momentum and preserving Council's ability to return the 25-metre pool to reliable winter operation in 2027. Approval of the funding allocation and commencement of procurement activities does not commit Council to any specific solution. Rather, it ensures that all remain available while lifecycle cost-benefit, risk and operational assessments are completed and reported back to Council for consideration prior to any final commitment.

This approach reflects prudent financial management and supports long-term asset sustainability and service continuity. It enables Council to minimise escalation and delay risks, retain flexibility in determining the most appropriate solution, and ultimately identify a solution that is sustainable, affordable and aligned with community expectations for the future of the Gym & Swim 25-metre pool facility.

## **Attachments**

There are no attachments for this report.

**ED11/26. Integrated Planning and Reporting Documents for Public Exhibition**  
**Author:** Integrated Planning & Reporting Specialist

**FILE:** 25/00538

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## Executive Summary

The purpose of this report is to seek Council's endorsement for the public exhibition of the draft combined Delivery Program 2025 – 2029 and Operational Plan 2026/2027 including Statement of Revenue Policy and Budget, and draft Long Term Financial Plan, in accordance with the *Local Government Act, 1993*.

### **RECOMMENDED** that:

1. Council endorse the draft combined Delivery Program 2025-2029 and Operational Plan 2026/2027 including Statement of Revenue Policy and Budget, and draft Long Term Financial Plan for public exhibition for a minimum period of 28 days to ensure compliance with the *Local Government Act, 1993* and *Local Government (General) Regulation, 2021*.
2. A report be presented to Council by June 2026 for the adoption of the draft combined Delivery Program 2025-2029 and Operational Plan 2026/2027 including Statement of Revenue Policy and Budget, and draft Long Term Financial Plan following consideration of submissions received during the required exhibition period.

## Report

In accordance with the Office of Local Government Integrated Planning and Reporting (IP&R) framework, Council is required to complete an annual review and update of the combined Delivery Program 2025 – 2029 and Operational Plan 2026/2027 (DPOP) at **Attachment 1** including Statement of Revenue Policy and Budget, and Long Term Financial Plan (LTFP) at **Attachment 2**.

The draft DPOP has been prepared in line with the Create Singleton 2035 – Singleton Community Strategic Plan (CSP). The CSP was developed following an extensive engagement process and provides a solid framework for clear connectivity and alignment between the priorities of the community and Council activities, outputs and programming.

## Executive Director's Report (Items Requiring Decision) – ED11/26

**Operational Plan actions**

The draft Operational Plan 2026/2027 identifies 162 actions that Council will undertake in 2026/2027 to achieve the deliverables identified in the Delivery Program and in turn the Community Strategic Plan. The actions are spread across five pillars:

- Our Community – 30 actions
- Our Places – 49 actions
- Our Environment – 26 actions
- Our Economy – 14 actions
- Our Leadership – 43 actions

The draft DPOP includes one additional Delivery Program deliverable and five additional Operational Plan actions. The details of these additions are noted in the following table.

<b>Change</b>	<b>Details</b>	<b>Reason for change</b>
New Delivery Program deliverable	2.1.2 Provide stormwater infrastructure improvements to reduce localised flooding and improve long-term drainage performance.	The addition of this deliverable reflects the community's interest and Council's commitment to achieving the best outcomes for the community.
New Operational Plan actions within the new Delivery Program 2.1.2	2.1.2.1 Investigate Kelso Street drainage, and develop design plans and costings for drainage improvement works that deliver the most sustainable outcomes.	The addition of this action reflects the community's interest and Council's commitment to delivering the most sustainable outcomes for Kelso Street.
New Operational Plan actions within the new Delivery Program 2.1.2	2.1.2.2 Advocate and seek funding for Kelso Street drainage improvement works that provide the most sustainable community outcomes <i>[subject to funding]</i> .	The addition of this action reflects the community's interest and Council's commitment to sourcing external funding to enable delivery of the most sustainable outcomes for Kelso Street.
New Operational Plan action within Delivery Program 2.3.2	2.3.2.3 Proactively engage with state significant development (SSD) and infrastructure providers within the LGA and the Hunter Central Coast Renewable Energy Zone to ensure State Significant Development projects meet Council's adopted strategic planning objectives.	The additional of this action provides transparency of Council's engagement with state significant developments.
New Operational Plan action within Delivery Program 5.2.1	5.2.1.22 Deliver the actions from the Information Management Strategy and legislative obligations	The additional of this action provides transparency of Council's delivery of statutory requirements.
New Operational Plan action	5.2.1.23 As required, conduct independent investigations and perform designated roles of	The additional of this action provides transparency of Council's delivery of statutory requirements.

*Executive Director's Report (Items Requiring Decision) – ED11/26*

within Delivery Program 5.2.1	Complaints Coordinator, Disclosure Coordinator, Privacy Contact Officer or Public Officer in line with legislative requirements	
Amendment to Operational Plan action	2.3.1.7 Deliver high priority actions from the Affordable Housing Action Plan, including undertaking an LGA specific Housing Forum	This action has been updated to reflect the community's priority of affordable housing and Council's commitment to undertaking an LGA specific Housing Forum.
Amendment to Operational Plan action	1.3.3.2 Engage with community members, job providers and education bodies to build capacity for employment pathways and jobs of the future including feasibility assessment to undertake an LGA specific Jobs for the Future Forum	This action has been updated to reflect the community's priority of local jobs and Council's commitment to work in this space.
Amendment to Operational Plan action	4.1.1.1 Implement the Singleton Socio Economic Development Strategy including feasibility assessment to undertake an LGA specific Industry Forum	This action has been updated to reflect the community's priority of local industry and Council's commitment to work in this space.

**Fees and charges**

The draft Fees and Charges report, provided as section 5 of the DPOP at **Attachment 1**, includes some new fees and increased fees. The details of some significant additions and increases are noted in the following table.

Change	Details	Reason for change
New Fee	Visitor Information Centre – Hire of Boardroom	This fee has been introduced as it has not previously been included in Fees and Charges.
New Fee	Waste Disposal + Recycling - Garbage Bins – Supply Kitchen Caddy	This fee has been introduced in line with commencement of the Food Organics and Garden Organics (FOGO) service and will be used for supply of a replacement kitchen caddy.
New Fee	Waste Disposal + Recycling - Asbestos waste, Commercial Qualities of Paint	This fee has been introduced to reflect the increase in costs associated with the disposal of substances.
New Fees	Open Spaces + Facilities - Public Cemeteries	These fees have been introduced in line with legislative requirements.
New Fees	Community Growth and Evolution - State Significant Development	These fees have been introduced to recover the full cost of assessing State significant development projects and

## Executive Director's Report (Items Requiring Decision) – ED11/26

		<p>undertaking post approval review of documentation to support these projects. Council has historically absorbed these costs within existing resources and this has been determined as no longer a sustainable practice. Consultation and benchmarking has been undertaken with councils experiencing an increase in State significant developments (particularly following recent planning reforms changing the State significant development criteria). Council has also used the recent experiences gained through the impacts to resourcing created by the Singleton Bypass to inform how costs could be recovered. By imposing the fee at the project level, the costs associated with participating in State developments will not be borne by the rest of the community. In addition, imposing the fee as costs recovered provides Council with the flexibility to manage impacts to internal resources as a result of these projects.</p>
Increase of fees	<p>Community Growth and Evolution - Local Environmental Plan Amendment, Development Control Plan Amendments, Voluntary Planning Agreements, Refund for Local Contributions</p>	<p>An increase in fees has been included to recover cost of assessing projects and undertaking review of documentation as required. Benchmarking and consultation has been undertaken with similar councils identifying the need for the increase of between 25% and 39% in some fee categories. Council is no longer able to absorb the costs associated with these applications within existing resources and increasing fees ensures the community will not be burdened with the costs.</p>
Increase of fees	<p>Singleton Art + Culture Centre - Security Bond</p>	<p>This fee has been increased to cover the costs for cleaning services, garbage disposal and other requirements of bookings.</p>

**LTFP**

The draft LTFP forms part of Council's Resourcing Strategy and is a 10-year rolling plan that informs decision-making and demonstrates how the objectives of the CSP and commitments of the DPOP will be resourced and funded.

**Public exhibition of all documents**

The draft combined DPOP and draft LTFP, must be publicly exhibited for a period of 28 days and any submissions received be considered in the process of finalisation and adoption of the documents.

Council is required to adopt the draft DPOP and draft LTFP by 30 June 2026 in accordance with legislative requirements under the *Local Government Act, 1993*.

**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**

The *Local Government Act, 1993* as well as the *Local Government (General) Regulation, 2021* outline requirements for the preparation, exhibition and endorsement of the IP&R suite of documents.

**Financial Implications**

Financial implications associated with these plans are incorporated in the draft DPOP and draft LTFP.

**Consultation**

In developing the CSP, Council undertook six (6) months of consultation to gather and understand the community's needs, desire and aspirations for the future. The information gathered during this time has been considered in the development of the draft DPOP and draft LTFP.

In addition, the public exhibition period being sought provides an additional opportunity for engagement and consultation with the community. The exhibited documents will be available at Council's Customer Service Centre, Visitor Information Centre, Singleton Library and on Council's website [www.singleton.nsw.gov.au](http://www.singleton.nsw.gov.au) for the period of the exhibition.

The community will be made aware of the exhibition period and the ability to view the document via Council's website, social media, and local media.

## Executive Director's Report (Items Requiring Decision) – ED11/26

**Sustainability**

The Singleton Community Strategic Plan outlines Council's sustainability goals for Singleton, in line with the United Nation Sustainable Development Goals, as adopted in the Singleton Sustainability Strategy.

**Risk Implications**

<b>Risk</b>	<b>Risk Ranking</b>	<b>Proposed Treatments</b>	<b>Proposed Risk Ranking</b>	<b>Within Existing Resources?</b>
There is a risk of non-compliance with the <i>Local Government Act, 1993</i> by not adopting the draft DPOP and draft LTFFP by 30 June 2026 which may lead to financial and reputational implications to Council.	High	Adoption of the recommendation to place the draft DPOP and draft LTFFP on public exhibition.	Low	Yes
There is a risk of non-compliance with the <i>Local Government Act, 1993</i> by not placing the draft DPOP and draft LTFFP on public exhibition which may lead to legal action challenging the validity of the IP&R documentation.	High	Adoption of the recommendation to place the draft DPOP and draft LTFFP on public exhibition.	Low	Yes
There is a risk of community dissatisfaction with a lack of understanding of Council's IP&R plans which may lead to reputational damage to Council.	Medium	Provision of a clearly written draft DPOP and draft LTFFP, and adoption of the recommendation to place the draft documents on public exhibition, allowing questions and feedback from community.	Low	Yes

## Options

The following options are available to Council:

1. Council endorse the draft combined Delivery Program 2025-2029 and Operational Plan 2026/2027 including Statement of Revenue Policy and Budget, and draft Long Term Financial Plan for public exhibition for a minimum period of 28 days to ensure compliance with the *Local Government Act, 1993* and *Local Government (General) Regulation, 2021*.

A report be presented to Council by June 2026 for the adoption of the draft combined Delivery Program 2025-2029 and Operational Plan 2026/2027 including Statement of Revenue Policy and Budget, and draft Long Term Financial Plan following consideration of submissions received during the required exhibition period.

2. Resolve not to place the combined draft Delivery Program 2025-2029 and Operational Plan 2026/2027 and draft Long Term Financial Plan on public exhibition. This is not recommended as it would breach the statutory requirements of the *Local Government Act 1993* and *Local Government (General) Regulation, 2021*.

Option one is recommended.

## Conclusions

Placing the draft DPOP and draft LTFP on public exhibition allows the community to comment on the proposed actions of Council for 2026/2027 and ensure the community has the ability to contribute to the decision making process.

## Attachments

<b>AT-1</b> ⇨ Draft Delivery Program 2025 - 2029 and Operational Plan 2026 / 2027	Attachment Under Separate Cover
<b>AT-2</b> ⇨ Draft Long Term Financial Plan 2027 - 2036	Attachment Under Separate Cover

**DCCS15/26. Draft Debt Recovery Policy****Author:** Coordinator Finance Business Partnering**FILE:**

POL/6002

**Executive Summary**

The purpose of this report is for Council to consider the revised draft Debt Recovery Policy.

**RECOMMENDED** that Council:

1. Adopt draft POL/6002.8 Debt Recovery Policy.
2. Rescind POL/6002.7 Debt Recovery Policy.

**Report**

Council's rates and annual charges made up approximately 45.3% of total operating income before capital grants and contributions for the 2024/2025 financial year. It is important that the recovery of rates revenue and other charges is consistent, sensitive and caring, and effective, to ensure Council maintains sufficient funds to support the delivery of its services to the local community. Council monitors the performance of recovery actions undertaken to manage the collection of overdue rates and charges and seeks to maintain rate arrears below 5% as of 30 June each year. As of 30 June 2025, rates and annual charges outstanding was 5.13%. The industry benchmark for regional and rural councils is less than 10%.

The revised draft Debt Recovery Policy is shown as **Attachment 1**. This review has a comprehensive workflow on the steps that Council will employ to recover outstanding debts. Changes are shown in yellow highlight in the attached draft policy.

The procedural components for staff are incorporated in the Standard Operational Procedure for Debt Recovery.

**Community Strategic Plan**

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

## Council Policy/Legislation

This draft policy has been developed with reference to the following legislation:

- *Local Government Act, 1993*
- *Local Government (General) Regulation, 2021*
- *Water Management Act, 2000*
- *Bankruptcy Act, 1966*
- *Privacy Act, 1988*
- *Competition and Consumer Act, 2010*
- *Local Court Act 2007*
- *Civil Procedure Act 2005*
- *Uniform Civil Procedure Rules 2005*
- *Corporations Act 2001*
- *Conveyancing Act 1919*
- *Real Property Act 1900*

## Financial Implications

The draft Debt Recovery Policy guides the collection of rates and annual charges, water and sewer charges, and sundry debtors. This helps ensure Council receives those monies owed to Council, while treating all debtors fairly.

All legal costs and expenses incurred in recovering outstanding rates and charges shall be charged against the property in accordance with section 605 of the *Local Government Act, 1993*.

## Consultation

The draft Policy has been prepared in consultation with Council's Finance Team and the Leadership Team. The draft policy and procedures were also reviewed by Council's third-party Debt Recovery Agency to ensure that Council's process is undertaken without imposing unnecessary costs on the ratepayer and the NSW court system.

Council acknowledges that ratepayers will, for various reasons from time to time, fail to pay rates when they become due and payable to Council. It is not the intention to cause hardship to any ratepayer through Council's recovery procedures and consideration will be given to acceptable arrangements to clear the debt prior to the end of the current financial year as per Council's adopted Hardship Policy.

## Sustainability

Should Council not have a policy to support the debt collection processes then Council may be unable to collect outstanding rates and annual charges and become financially unsustainable.

## Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not comply with the Local Government Act which may lead to legal action, fines and penalties	High	Adopt the recommendation	Low	Yes
There is a risk that Council will have unclear policy and processes which may lead to reputational damage	Medium	Adoption of the recommendation	Low	Yes
There is a risk to Council in not having the policy framework in place which may lead to financial loss	Medium	Adoption of the recommendation	Low	Yes

## Options

The following options are available to Council:

1. Draft POL/6002.8 Debt Recovery Policy be adopted, and POL/6002.7 Debt Recovery Policy be rescinded.
2. Not adopt draft POL/6002.8 Debt Recovery Policy and request a further review the draft policy.

Option one is recommended.

## Conclusions

The revised draft Debt Recovery Policy provides Council with a framework to manage the collection of overdue charges in an efficient and timely manner, as well as recognise cases of financial hardship that exist within the community.

## Attachments

**AT-1** [↓](#) DRAFT Debt Recovery Policy - 2025



# Draft Debt Recovery Policy

Policy | Corporate & Community Services - Finance

Purpose: ensure a corporate approach to debt collection to ensure Council meets its financial commitments.

<b>Policy No:</b>	POL/6002	<b>Version:</b>	8
<b>Service Unit:</b>	Finance		
<b>Responsible Officer:</b>	Chief Financial Officer		
<b>Responsible Director:</b>	Director Corporate & Commercial Services		
<b>Authorisation Date:</b>		<b>Review Date:</b>	
<b>Minute No:</b>			

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Policy

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Policy	Title										
<b>1</b>	<b>Background</b>										
1.1	<b>Title of the Policy and Commencement Date</b> The Debt Recovery Policy takes effect from <b>TBA</b> .										
1.2	<b>Purpose of the Policy</b> To outline how Singleton Council will recover outstanding debt for rates, water, annual charges and sundry debtors.										
<b>2</b>	<b>Objective</b>										
2.1	<b>Objectives and Coverage of the Policy</b> The objective of the policy is to provide direction for the collection of rates, water, annual charges and sundry debtors.										
<b>3</b>	<b>Application</b>										
3.1	<b>Application of this Policy</b> Council relies on rates and charges to fund facilities and services for our community.  Council recognises that it is in the community's interest to maximise the collection of rates and charges and to recover interest, costs and expenses where they are necessarily incurred.  To ensure integrity, confidentiality and fairness needs to be maintained in all proceedings for Council and its customers.										
<b>4</b>	<b>Definitions</b> For the purposes of this policy:										
	<table border="1"> <thead> <tr> <th>Term</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>Act</td> <td>Means the <i>Local Government Act 1993</i> (NSW)</td> </tr> <tr> <td>Council</td> <td>Means Singleton Council</td> </tr> <tr> <td>Sundry Debtor</td> <td>Means a person, business or organisation who owes money to Council for the supply of goods or services.</td> </tr> <tr> <td>Ratepayer</td> <td>Means the person who owns the property or responsible to pay the Rates and Charges of the property.</td> </tr> </tbody> </table>	Term	Meaning	Act	Means the <i>Local Government Act 1993</i> (NSW)	Council	Means Singleton Council	Sundry Debtor	Means a person, business or organisation who owes money to Council for the supply of goods or services.	Ratepayer	Means the person who owns the property or responsible to pay the Rates and Charges of the property.
Term	Meaning										
Act	Means the <i>Local Government Act 1993</i> (NSW)										
Council	Means Singleton Council										
Sundry Debtor	Means a person, business or organisation who owes money to Council for the supply of goods or services.										
Ratepayer	Means the person who owns the property or responsible to pay the Rates and Charges of the property.										
<b>5</b>	<b>Principles/Body</b>										



Policy	Title
<b>5.1</b>	<b>Procedural Statement</b>
5.1.1	This policy applies to all ratepayers and debtors of Council.
5.1.2	The policy applies to the collection of outstanding rates, water, annual charges and sundry debts.
<b>5.2</b>	<b>Overdue Rates</b>
5.2.1	Council rates are overdue when not paid in accordance with section 562 of the Act and the Water Management Act 2000
5.2.2	Applications for a payment arrangement are to be received in writing either via post or email and must be addressed to the General Manager.
5.2.3	Council may take recovery action after the rates become due, unless the ratepayer enters into a formal overdue payment agreement
5.2.4	Council may grant an extension of two weeks for overdue rates and charges provided that the ratepayer has applied for the extension before the due date.
5.2.5	Council will not take recovery action for overdue rates when a ratepayer complies with an overdue payment agreement.
5.2.6	Should Council deem it necessary to take legal action to recover overdue rates and charges, any costs awarded to Council by a court in these proceedings are a charge on the land, payable by the ratepayer, in accordance with section 550 of the Act and the Water Management Act 2000
5.2.7	Ratepayers must pay overdue rates in full by 30 June of the rating year in which they enter the overdue payment agreement. Council may extend the 30 June deadline if they believe exceptional circumstances exist which are dealt with under Council's Financial Hardship Policy.
5.2.8	Council will send a reminder letter or other technology methods that may be available for Council to use
5.2.9	Council may attempt, where resources allow, to make telephone contact with the ratepayer to advise them of the next steps in the Debt Collection Policy and Council's Hardship Policy.
5.2.10	If no contact is made after Council's reminder letter or phone call, a Letter of Demand may be issued by Council's External Debt Collection Agency giving the ratepayer 14 days to contact Council; pay the amount in full; or enter an approved payment



Policy	Title
	arrangement.
5.2.11	Should no payment arrangement be mutually agreed within this time, legal action may be taken by Council's external Debt Collection Agency by way of a Statement of Claim. Costs associated with the Statement of Claim will be raised as a charge against the property.
5.2.12	The ratepayer has 28 days from the date of service of the Statement of Claim to pay the amount in full or arrange alternative payment options with Council.
5.2.13	If the ratepayer still fails to make contact with Council or Council's nominated Debt Collection Agency, Default Judgment is entered against the ratepayer. This judgement will be automatically uplifted to the ratepayer's credit file by the Court.
5.2.14	Council will defend any action in relation to a Statement of Claim in court proceedings if required.
5.2.15	Once Default Judgement has been entered against a ratepayer, the following Post Judgement actions are then enforceable. These include but are not limited to: (order in sequence of process) <ul style="list-style-type: none"> <li>• Rent for Rates</li> <li>• Garnishee Orders (Wages, Bank and Third Party)</li> <li>• Examination Notice</li> <li>• Examination Summons Order</li> <li>• Writ of Execution</li> <li>• Warrant of Apprehension</li> <li>• Creditors Statutory Demand (Windup Notice)</li> <li>• Bankruptcy Notice Sale of Land under section 713 of LGA</li> <li>• Sale of Land for Unpaid Rates and Charges under section 713 of the act.</li> </ul>
5.3	<b>INTEREST CHARGES ON OVERDUE RATES</b>
5.3.1	Council levies interest on overdue rates in accordance with section 566 of the Act, with the rate detailed in the Revenue Policy.
5.3.1	Upon application in writing by the ratepayer, Council may write off interest charges on overdue rates (in accordance with section 567 of the Act) by Council resolution or by delegated authority to the General Manager or their delegate.
5.4	<b>SUNDRY DEBTORS</b>



Policy	Title
5.4.1	Sundry Debtor accounts are overdue if not paid within thirty (30) days from the date of the invoice.
5.4.2	Council may stop the provision of credit facilities to Sundry Debtors when an account is overdue for more than thirty (60) days
5.4.3	Council may take recovery action of overdue Sundry Debtor accounts within ninety (90) days of the account becoming overdue unless the Sundry Debtor enters into and complies with an approved overdue payment agreement.
5.4.4	Council's approved payment agreement with Sundry Debtors will not exceed twelve (12) months. Council may extend the twelve (12) limits if they believe exceptional circumstances exist which are dealt with under Council's Financial Hardship Policy.
5.4.5	Where an amount is overdue for more than 90 days, the account may be forwarded to either Council's external Debt Collection Agency for recovery or Revenue NSW. The external debt collection agency will issue a final "Letter of Demand" outlining that the debt is to be paid in full within 14 working days.
5.4.6	Legal costs and expenses incurred in debt recovery proceedings will be pursued through the legal proceedings.
5.4.7	Recovery action can be put on hold where a repayment schedule is approved by Council Officers and adhered to by the debtor.

## 6 Relevant Legislation

This policy is to be made available for public viewing as required under the;

*Local Government Act 1993 (NSW)*  
*Local Government (General) Regulation, 2021*  
*Water Management Act, 2000*  
*Bankruptcy Act, 1966*  
*Privacy Act, 1988*  
*Competition and Consumer Act, 2010*  
*Local Court Act 2007*  
*Civil Procedure Act 2005*  
*Uniform Civil Procedure Rules 2005*  
*Corporations Act 2001*  
*Conveyancing Act 1919*  
*Real Property Act 1900*

## 7 Document Information

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



Policy

Title

### 1.1 Related Documents

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

Number	Title
POL/6009	Draft Hardship Policy
POL/6008	DRAFT Pensioner Concession Policy
POL/8005.6	Records Management Policy
POL/40007	DRAFT Compliant Handling Policy
19/37282	SOP–Accounts Receivable – Debt Recovery Procedure
	Privacy Policy

Table 7-1 – Related documents

## 8 Responsible Officer / Policy Owner

Ownership of this policy rests with the Chief Finance Officer.

## 9 Responsibilities

Parties or Persons	Responsibilities
Chief Financial Officer	<ul style="list-style-type: none"> <li>Compliance, monitoring and review</li> </ul>
Revenue Coordinator	<ul style="list-style-type: none"> <li>Reporting in Councils Annual Financial Statements</li> </ul>
Finance Staff	<ul style="list-style-type: none"> <li>Maintain all records relevant to administrating this policy in accordance with Council's Records Management Policy</li> <li>Privacy, Personal information collected or given to Council under the policy will be handled in accordance with Council's Privacy Management Plan</li> <li>Complaints, any complaints under this policy will be managed in accordance with Council's Compliant Handling Policy</li> </ul>

## 10 Approval

As per cover sheet.

## 11 Monitoring

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



Policy	Title
12	<b>Review Date</b> This policy, once adopted, is to remain in force until it is reviewed by Council. This policy is to be reviewed approximately every two (2) years to ensure that it meets legislative requirements.
13	<b>Last Review Date</b> This policy was last reviewed on 13 August 2024
14	<b>Record Keeping, Confidentiality and Privacy</b> This policy is to be made available for public viewing as required under the <i>Government Information (Public Access) 2009, NSW</i> .
15	<b>Breaches and Sanctions</b> Any breaches of this Policy will be referred to the General Manager for appropriate action.



**DCCS16/26. Draft Hardship Policy****Author:** Coordinator Finance Business Partnering**FILE:**

POL/6009

**Executive Summary**

The purpose of this report is for Council to consider the revised draft Hardship Policy to ensure a consistent approach in dealing with ratepayers who are experiencing financial hardship.

**RECOMMENDED** that Council:

1. Adopt draft POL/6009.7 Hardship Policy.
2. Rescind POL/6009.6 Hardship Policy.

**Report**

The *Local Government Act, 1993* and the *Local Government (General) Regulation, 2021* allow Council to provide measures to assist ratepayers experiencing hardship.

The draft revised Hardship Policy aims to provide clarity and transparency to the community on the hardship provisions for residential and farmland rate assessments including the determination of hardship, options available to ratepayers and the application and assessment processes.

A review has been undertaken of this Policy which was last adopted by Council on 21 March 2023 and the revised draft policy is shown as **Attachment 1**. This review has resulted in major changes to formatting and principles which will enable Council to support those ratepayers in hardship while maintaining a focus on Financial Sustainability. The proposed changes are shown highlighted in yellow in the draft document.

**Community Strategic Plan**

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

**Council Policy/Legislation**

This revised draft policy has been developed with reference to the following legislation:

- *Local Government Act, 1993*
- *Local Government (General) Regulation, 2021*

**Financial Implications**

As part of the options available under the policy, Council may reduce or waiver the interest charges on overdue rates, this has the potential to reduce the income component to Council. In past years Council has only received a very small number of Hardship Application requests with the resulting interest write off being negligible.

**Consultation**

This revised draft policy has been reviewed in consultation with Council's Revenue staff. Reference was also made to the Office of Local Government Rating and Revenue Raising Manual.

Notification of Council's Hardship Policy will be included in Council's annual rating information brochure.

The revised Hardship Policy and application form will be available on Council's website following adoption by Council.

**Sustainability**

Nil.

## Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not comply with the <i>Local Government Act, 1993</i> which may lead to legal action, fines and penalties	High	Adopt the recommendation	Low	Yes
There is a risk that council will not apply hardship assessment consistently and fairly which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that ratepayers that are financially impacted will continue to suffer financial hardship if Council does not support them.	Low	Adopt the recommendation	Low	Yes
There is a risk that by Council increasing rates and charges without offering financial assistance may lead to reputational damage.	Medium	Adopt the recommendation.	Low	Yes

## Options

The following options are available to Council:

1. Adopt the draft Hardship Policy POL/6009.7, as attached.
2. Not adopt the draft Hardship Policy and a further review be carried out.

Option one is recommended.

## Conclusions

The revised draft policy as attached is recommended for adoption.

## Attachments

**AT-1** [DRAFT Hardship Policy - 2025](#)

**AT-2** [POL 6009.6 Hardship Policy - Replaced](#)



# Draft Hardship Policy

Policy | Corporate & Community Services - Finance

To provide assistance to ratepayers experiencing hardship in the payment of rates and charges water and sundry debts.

<b>Policy No:</b>	POL/6009	<b>Version:</b>	7
<b>Service Unit:</b>	Finance		
<b>Responsible Officer:</b>	Chief Financial Officer		
<b>Responsible Director:</b>	Director Corporate & Community Services		
<b>Authorisation Date:</b>		<b>Review Date:</b>	
<b>Minute No:</b>			

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**Appendix A - Insert document.....9**



Policy

Hardship

**1 Background**

**1.1 Title of the Policy and Commencement Date**

The Financial Hardship Policy takes effect from TBA.

**1.2 Purpose of the Policy**

Council recognises there are cases of genuine financial hardship requiring respect and compassion in special circumstances. This policy establishes guidelines for assessment of payment assistance applications applying the principles of social justice, fairness, integrity, appropriate confidentiality, and compliance with relevant statutory requirements. It applies to all applications for waiving, deferment and alternative payment arrangements, or writing off rates, fees and annual charges, water, interest accrued on rates and water, and other sundry debts.

This policy provides a framework for responding to applications from owners/ratepayers and customers experiencing genuine hardship with the payment of their rates, water, annual charges and fees in accordance with the *Local Government Act 1993 (NSW)* (Act) and the *Local Government (General) Regulation 2021 (NSW)* (Regulation).

**2 Objective**

**2.1 Objectives and Coverage of the Policy**

To be fair and equitable according to the guidelines within this policy and the *Local Government Act 1993*.

**3 Application**

**3.1 Application of this Policy**

This Policy applies to all Council ratepayers and sundry debtor account holders who are an owner or part owner of their property and who are suffering financial hardship, and their rate assessment is categorised as Residential or Farmland for the purpose of rating as per the *Local Government Act, 1993*.

**4 Definitions**

For the purposes of this policy:

Term	Meaning
Rateable person	Includes the Crown in respect of rateable land owned by the Crown and means: An owner in any case where the Local Government Act 1993, provides that a rate is to be paid to the Council by the owner, and



Policy

Hardship

	<ul style="list-style-type: none"> <li>A holder of a lease in any case where the Local Government Act 1993, provides that a rate is to be paid to the Council by the holder of the lease.</li> </ul>
Financial Hardship	Where an individual has had a realised reduction in actual income or increase in expense due to an event occurring such as unemployment, business closure, illness, family violence, death in the family, increase in living expenses,
Sundry Debtors	Means a person, business or organisation who owes money to Council for the supply of goods or services

## 5 Principles/Body

### 5.1 Procedural Statement

#### HARDSHIP ASSISTANCE TO RATEPAYERS AND CUSTOMERS

A ratepayer may be eligible for consideration for hardship assistance in the payment of overdue rates, water, annual fees and charges, interest and sundry debtor accounts where:

- the person is unable to pay due rates, water, annual fees and charges, interest and sundry debtor account when due and payable for reasons beyond the person's control; or
- payment when due would cause the person hardship.

The Act provides for the following assistance to ratepayers and customers who may experience hardship in some circumstances in paying rates, water, annual fees and charges and sundry debtor accounts:

- Periodical payment arrangements for overdue rates and charges, water and sundry debtors.
- Writing off or reducing interest accrued on rates or charges.
- Waiving, reducing or deferring the payment of the increase in the amount of rate payable because of hardship resulting from general revaluation of land in the Singleton Local Government Area (LGA).
- Waiving, or reducing rates, charges and interest of eligible pensioners.
- Waiving or reducing Council fees when the inability to pay is due to hardship.

5.1.1 Postponing rates for properties that are used differently from how they are zoned. Council will consider applications for assistance in accordance with the following principles:

- Council will individually assess cases of financial hardship.



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Policy	Hardship
	<ul style="list-style-type: none"> <li>• Council may reduce rates or annual charges but will consider alternative available approaches to dealing with cases of financial hardship.</li> <li>• Council may consider a scheme of periodical payment outside the due dates in cases of hardship or extenuating circumstances.</li> </ul>
5.1.2	Applications for hardship must be made in writing, addressed to the General Manager
5.1.3	The applicant must be the person who is liable for the rates on the property.
5.1.4	<p>The property to which the hardship application applies must be categorised as residential or farmland for rating purposes. The property to which the hardship application applies must be the principal place of residence of the applicant(s).</p> <p>The application for hardship must be accompanied with supporting documentation which may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Reasons why the person was unable to pay the rates and charges when they became due and payable.</li> <li>• Copy of recent bank statements for all accounts.</li> <li>• Details of income and expenditure.</li> <li>• Letter from a recognised financial counsellor or financial planner confirming financial hardship.</li> <li>• Letter from a medical professional confirming medical conditions causing hardship.</li> <li>• Evidence that the hardship will have a detrimental effect on the applicant's tenant, where applicable.</li> </ul> <p>Council may request the applicant to attend an interview to assist Council in the understanding of the issues causing hardship.</p>
5.2.	<b>HARDSHIP ASSISTANCE BY PERIODICAL PAYMENT ARRANGEMENTS</b>
5.2.1.	Council may enter into a formal agreement with a ratepayer eligible for alternative periodical payment arrangements for due and payable rates, water, fees and charges, and any sundry debtor accounts.
	<p>Council or the ratepayer may initiate a proposal for a periodical payment agreement. In accordance with section 568 of the Act, payments will be applied towards the payment of rates and charges in the order in which they become due.</p> <p>The following guidelines should be met in determining eligibility:</p>



Policy

Hardship

- Payments must be made on a weekly, fortnightly or monthly basis.
- Arranged payments must be of an amount so that all amounts owing are paid in full by a mutually satisfactory timeframe as agreed by Council and the ratepayer, with the aim being that all amounts are paid in full by 30 June.

Extenuating circumstances may be considered if either of the above two conditions cannot be met, however such applications must be referred to the Chief Finance Officer or Coordinator Revenue for approval.

Financial details of the ratepayer including income/outgoings may be required. A hardship arrangement may be cancelled if the ratepayer fails to comply with their payment plan, provides false or misleading evidence of financial hardship to Council.

### 5.3. HARSHIP ASSISTANCE BY WRITING OFF ACCRUED INTEREST AND COSTS

5.3.1 Council applies interest to overdue rates in accordance with section 566 of the Act. However, Council may write off accrued interest and costs on rates or charges payable by a person under section 567 of the Act and the Regulation where:

- Payment of the accrued interest would cause the person hardship.
- The person was unable to pay rates or charges when they become due for reasons beyond the person's control. For example, where a medical condition would cause hardship.

Council may write off interest and costs in accordance with section 567(3) of the Act under the following circumstances:

- The ratepayer is experiencing genuine hardship.
- The ratepayer is a "first-time" defaulter, has previously had a good payment record and there are mitigating circumstances.
- Prolonged or serious illness has prevented the ratepayer meeting their financial obligations to Council.
- The ratepayer has complied with all criteria with respect to a section 564 periodic payment agreement.
- Council is satisfied that the circumstances giving rise to the default are temporary.

### 5.4 HARSHIP ASSISTANCE DUE TO CERTAIN VALUATIONS CHANGES

5.4.1 Under section 601 of the Act, any ratepayer who incurs a rate increase following a new valuation of land values may apply to Council for rate relief in the first year the valuation is used for rating purposes, if the new rate payable causes the ratepayer to



6

Policy

Hardship

suffer substantial hardship.

Notwithstanding this, Council will not consider applications under this provision as valuations are independently determined by the Valuer General. Council will encourage aggrieved ratepayers to make an appropriate application under the appeal provisions of the *Valuation of Land Act 1916 (NSW)*.

In addition, it is considered that Council has maximised its scope under the Act to adopt a rating structure that cushions the impact of any change in valuations on rates.

## 6 Relevant Legislation

- *Local Government Act, 1993*
- *Local Government (General) Regulation 2021*

## 7 Document Information

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

### 7.1 Related Documents

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

Number	Title
POL/6002	Draft Debt Recovery Policy
22/84640	Singleton Council Delegation Register

Table 7-1 – Related documents

## 8 Responsible Officer / Policy Owner

Ownership of this policy rests with the Chief Financial Officer

## 9 Responsibilities

Parties or Persons	Responsibilities
Finance Staff	<ul style="list-style-type: none"> <li>• Delegated authority to assess all applications from any customer after receiving a written request</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>

## 10 Approval

As per cover sheet.



Policy	Hardship
11	<b>Monitoring</b> This policy will be monitored by the <b>Coordinator of Revenue</b> to ensure compliance.
12	<b>Review Date</b> This policy, once adopted, is to remain in force until it is reviewed by Council. This policy is to be reviewed approximately every two (2) years to ensure that it meets legislative requirements.
13	<b>Last Review Date</b> 21 March 2023.
14	<b>Record Keeping, Confidentiality and Privacy</b> This policy is to be made available for public viewing as required under the <i>Government Information (Public Access) 2009, NSW</i> .
15	<b>Breaches and Sanctions</b> Any breaches of this Policy will be referred to the General Manager for appropriate action.



Policy

Hardship



# HARDSHIP POLICY

Policy | Finance

To provide assistance to ratepayers experiencing hardship in the payment of rates and charges

<b>Policy No:</b>	POL/6009	<b>Version:</b>	6
<b>Service Unit:</b>	Finance		
<b>Responsible Officer:</b>	Chief Financial Officer		
<b>Responsible Director:</b>	Director Corporate & Commercial Services		
<b>Authorisation Date:</b>	21 March 2023	<b>Review Date:</b>	21 March 2027
<b>Minute No:</b>	29/23		



Policy

Hardship

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Policy

Hardship

## 1 Background

### 1.1 Title of the Policy and Commencement Date

The Hardship Policy will be effective upon adoption by Council.

### 1.2 Purpose of the Policy

- To provide financial assistance to ratepayers who are experiencing financial hardship with the payment of rates, fees and charges.
- To provide a decision-making framework for the appropriate assessment of all financial hardship applications.
- To fulfil the statutory requirements of the *Local Government Act, 1993* and other relevant legislation in relation to the waiving or reduction of rates, charges and interest due to hardship.

## 2 Objective

### 2.1 Objectives and Coverage of the Policy

To be fair & equitable according to the guidelines within this policy and the *Local Government Act, 1993*.

## 3 Application

### 3.1 Application of this Policy

This Policy applies to all Council debtors and ratepayers who are an owner or part owner of their property and who are suffering financial hardship and their rate assessment is categorised as Residential or Farmland for the purpose of rating as per the *Local Government Act, 1993*.

## 4 Definitions

For the purposes of this policy:

Term	Meaning
Rateable person	Includes the Crown in respect of rateable land owned by the Crown and means: <ul style="list-style-type: none"> <li>• An owner in any case where the <i>Local Government Act 1993</i>, provides that a rate is to be paid to the Council by the owner, and</li> <li>• A holder of a lease in any case where the <i>Local Government Act 1993</i>, provides that a rate is to be paid to the Council by the holder of the lease.</li> </ul>
Financial Hardship	Where an individual has had a realised reduction in actual income or increase in expense due to an event occurring such as unemployment, business closure, illness, family violence, death in the family, increase in living expenses,



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Policy

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Term	Meaning
	or some other realised reduction in income or increase in expense.

## 5 Principles/Body

### 5.1 Procedural Statement

Council recognises there are cases of genuine financial hardship requiring respect and compassion. This Policy establishes guidelines for assessment of a hardship application applying the principles of fairness, integrity, confidentiality and compliance with statutory requirements. It applies to all applications for waiving, alternative payment arrangements or writing off of rates, annual charges and interest accrued on such debts.

The General Manager has the delegated authority to assess applications due to hardship and payment arrangement plans from any customer after receiving a written request.

#### 5.1.1 Assistance by Periodic Payment Arrangements

- Section 564 of the *Local Government Act, 1993* provides that Council may enter into a formal agreement with a ratepayer eligible for alternative periodic payments for due and payable rates and charges. A periodic payment agreement will be offered via Direct Debit in accordance with Council's Debt Recovery Policy
- Under Section 568 of the *Local Government Act, 1993* payments will be applied towards the payment of rates and charges in the order in which they became due
- Payments must be made on a weekly, fortnightly or monthly basis
- Arranged payments must be of an amount so that all amounts owing are paid in full by a mutually satisfactory timeframe as agreed by Council and the applicant, with the aim being that all amounts are paid for by 30 June.

#### 5.1.2 Assistance by writing off accrued interest and costs

Accrued interest on rates or charges payable by a person may be written off under Section 567 of the *Local Government Act, 1993* if

- The person was unable to pay the rates or charge when they became due for reasons beyond the person's control, or
- The person is unable to pay accrued interest for reasons beyond the person's control, or
- Payment of the accrued interest would cause the person hardship.

#### 5.1.3 Assistance to extend pensioner concession to avoid hardship

Section 577 of the *Local Government Act, 1993* enables Council to make an order deeming certain persons who are jointly liable with an eligible pensioner(s) or solely liable, but who are not themselves eligible, to be eligible pensioners for the purpose of



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a mandatory reduction in rates and charges to avoid hardship, for example Life Tenants.

#### 5.1.4 Assistance due to General Revaluation of the Local Government Area

Section 601 of the *Local Government Act, 1993* provides that any ratepayer who suffers substantial hardship as the consequence of the making and levying of a rate following a new valuation may apply to Council for rate relief. Assistance is only available in the first year new valuations are used for the calculation of rates.

Section 601(2) of the *Local Government Act, 1993* provides that the Council has discretion to waive, reduce or defer the payment of the whole or any part of the increase in the amount of the rate payable by the ratepayer in such circumstances, for such period and subject to such conditions as it thinks fit.

#### 5.1.5 Assessment Process – General Hardship

Applications for Hardship must be received in writing on the approved Hardship Rate Relief Application Form also available via Council's website.

Council may also request the applicant to attend an interview to assist Council in the understanding of the issues causing hardship.

In determining eligibility, Council will use the criteria used by Centrelink for granting of a pensioner concession, including the assets and income test:

- The applicant must be the owner or part owner of the property and be liable for the payment of rates and charges on the property
- The property for which the hardship application applies must be categorised as Residential or, Farmland for rating purposes
- The application for hardship must be accompanied with supporting documentation which may include but is not limited to:
  - Reasons why the person was unable to pay the rates and charges when they became due and payable
  - Copy of recent bank statements for all accounts
  - Details of income and expenditure
  - Letter from a recognised financial advisor or financial planner confirming financial hardship
- The General Manager has the delegated authority to assess all applications from any customer after receiving a written request
- With respect to Section 601 of the *Local Government Act, 1993*, Council will not consider hardship applications under this provision, as valuations are independently determined by the NSW Valuer General. Council will encourage aggrieved ratepayers to make an appropriate application under the appeal provisions of the *NSW Valuation of Land Act, 1916*
- No ratepayer, including pensioners will be permitted to accrue outstanding rates, charges or interest to their estate.



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## 6 Relevant Legislation

- *Local Government Act, 1993*
- *Local Government (General) Regulation 2021*

## 7 Document Information

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

### 7.1 Related Documents

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

Number	Title
POL/6002	Debt Recovery Policy
22/84640	Singleton Council Delegation Register

Table 7-1 – Related documents

## 8 Responsible Officer / Policy Owner

Ownership of this policy rests with the Chief Financial Officer.

## 9 Responsibilities

Parties or Persons	Responsibilities
Finance Staff	<ul style="list-style-type: none"> <li>• delegated authority to assess all applications from any customer after receiving a written request</li> </ul>

## 10 Approval

As per cover sheet.

## 11 Monitoring

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

## 12 Review Date

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

## 13 Last Review Date

This policy was last reviewed on 19 April 2021.



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**14 Record Keeping, Confidentiality and Privacy**

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

**15 Breaches and Sanctions**

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

**16 Document History**

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

Version.	Date Amended	Author	Comments (e.g. reasons for review)
6	16/01/2023	T Gregory	Scheduled review: <ul style="list-style-type: none"> <li>• Updated reference numbers, position titles and dates as relevant.</li> <li>• Updated legislation as relevant.</li> <li>• Changed review timeframe from two to four years.</li> </ul>



**CC5/26. Fee Waiver Request - Singleton Mountain Bike Club**  
**Author:** Property Services Officer

**FILE:** 25/00352

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## Executive Summary

The purpose of this report is to seek Councils consideration of a request from the Singleton Mountain Bike Club to waive the minimum rent fee noted within the Lease/Licence of Council Land & Buildings to Community Groups Policy for the purposes of a new licence agreement.

**RECOMMENDED** that Council does not support the request for a fee waiver of the minimal rent noted under the Lease/Licence of Council Land & Building to Community Groups Policy.

## Report

The Singleton Mountain Bike Club has recently begun using of a parcel of Council owned land at 189 Pioneer Road being Lot 122 on DP 819682, for the purposes of creating a recreational mountain bike facility for the community. Council Officers have been negotiating terms for a 5 year licence agreement for the use of the land and the Mountain Bike Club have requested that the minimum fee within the Lease/Licence of Council Land & Building to Community Groups Policy be waived for the following reasons;

1. Singleton Mountain Bike Club maintains over 10 kilometres of mountain bike trails within Pioneer Park entirely through volunteer labour. This maintenance includes:-
  - Trail surface repairs and reshaping.
  - Drainage improvements.
  - Bridge and feature repairs
  - Jump maintenance
  - Mowing and trimming around track corridors and the car park.

This work significantly reduces Council's maintenance burden and ensures the facility remains safe, functional and attractive to users.

2. The majority of riders utilising the facility are not financial members of the club. The club currently has 64 members, and its estimated that approximately 25% of regular users are club members. The park is used by residents of Singleton, the broader Hunter Valley and visiting riders from outside the region. The benefit of the volunteer work undertaken by the club therefore extends well beyond the membership base and serves the wider community.
3. The park also provides an economic benefit to Singleton. Visiting riders regularly purchase fuel, food, coffee and other goods locally, contributing to small businesses and supporting the local economy.

*Corporate and Community Services - Report (Items Requiring Decision) - CC5/26*

4. In addition, the club plays an important role in youth engagement within the region building junior participation pathways that encourage young riders to develop skills, confidence and healthy outdoor recreation habits in a structured and positive environment.
5. In 2026, the club anticipates holding approximately four race days at Pioneer Park. These are participation-focused community events. However, the number of volunteer maintenance days and working bees conducted annually at Pioneer Park will substantially exceed the number of race days held.
6. Given that the club provides ongoing maintenance and community activation of the facility at minimal cost to Council, the club respectfully submit that the proposed licence fee would act as a disincentive to volunteer effort and place unnecessary financial pressure on a small, community-run sporting organisation.

**Community Strategic Plan**

Strategy:	2	Our Places
	1	Our Community
Deliverable:	2.1	Our Places are sustainable, adaptable and inclusive
	1.2	Our Community is safe, healthy and educated
Action:	2.1.1	Provide facilities, infrastructure and land that are accessible to the whole community
	1.2.1	Promote, facilitate and provide services for public health, healthy living and lifestyles

**Council Policy/Legislation**

- Lease/Licence of Council Land & Buildings to Community Groups Policy
- The land is operational land under the *Local Government Act, 1993*.

**Financial Implications**

Should Council waive the \$574 per annum fee for 5 years, this would cause a loss of \$2,870 over the lease term. Under the Policy terms, Council can potentially claim this amount as a donation to the community group.

Council will continue to pay the general rate charge on the land which for 2025/2026 was of \$6,702.11.

**Consultation**

Licence Agreement negotiations commenced with the Mountain Bike Club in June 2025 and near finalisation.

The term of the licence agreement is for 5 years.

## Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a reputational risk to Council that should the fee waiver not be given, it could put the community group into financial hardship.	High	Waive the minimum fee charge	Low	Yes
There is a risk that waiving the fee leads to other community groups requesting fee waivers, which could lead to negative financial implications for Council.	High	Adopt the recommendation	Low	Yes

## Options

The following options are available to Council:

1. Adopt the recommendation to not support the waiving of the minimum fee under the Lease/Licence of Council Land & Building to Community Groups Policy.
2. Not adopt the recommendation and apply a fee waiver to the Licence Agreement with the Singleton Mountain Bike Club.

Option one is recommended.

## Conclusions

In considering the Singleton Mountain Bike Club's request to waive the minimum licence fee, there is evidence that the club delivers community benefit through volunteer-driven maintenance, youth engagement, and activation of a public recreational asset. Their efforts reduce Council's operational burden and contribute to the local economy, making a compelling case for financial leniency.

However, Council's Lease/Licence of Council Land & Building to Community Groups Policy exists to ensure consistency, equity and responsible management of public assets. Waiving the minimum fee, even in cases of strong community contribution, may set a precedent that complicates future licence negotiations and expectations from other user groups.

## Attachments

There are no attachments for this report.

**DCCS21/26. Hunter Regional Livestock Exchange Overview**  
**Author:** Manager Corporate Services

**FILE:** 23/00708

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### Executive Summary

The purpose of this report is to advise Council that a report has been prepared for Council's consideration in Closed Council as provided for under Section 10A(2) (d) and (f) of the *Local Government Act, 1993*, on the grounds that the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret; AND the report contains matters affecting the security of the council, councillors, council staff or council property.

**RECOMMENDED** that the report on Hunter Regional Livestock Exchange Overview be considered in Closed Council with the press and public excluded in accordance with Section 10A(2) (d) and (f) of the *Local Government Act, 1993* on the grounds that as provided for under Section 10A(2) (d) of the *Local Government Act, 1993*, on the grounds that the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret; AND Section 10A(2) (f) of the *Local Government Act, 1993* on the grounds that the report contains matters affecting the security of the council, councillors, council staff or council property.

### Attachments

There are no attachments for this report.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P5/26*

Local

**DI&P5/26. Council Determination - 8.2013.211.8 - 4.55(2)** **FILE:**  
**Modification application for Subdivision - 52 Golden** 8.2013.211  
**Wattle Circuit, Wattle Ponds**  
**Author:** Development Planner

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**Applicant:** Long Gully Investments Pty Limited  
**Owner:** Long Gully Investments Pty Limited  
**Land and Location:** Lot 226 DP 1303931 – 52 Golden Wattle Circuit, Wattle Ponds  
**Zoning:** C4 Environmental Living  
**Proposal:** 4.55(2) Modification to Subdivision Development  
**Date of Application:** 8 May 2025

### Executive Summary

This report seeks Council's determination of modification number 8 to Development Consent DA 8.2013.211, relating to the approved staged environmental living subdivision at Wattle Ponds.

The application is made under Section 4.55(2) of the Environmental Planning and Assessment Act 1979 and proposes to:

- Amend the approved Stage 3 subdivision layout;
- Increase Stage 3 from 30 lots to 37 lots;
- Increase the overall approved yield from 80 lots (modification 6) to 87 lots;
- Delete the previously approved Stage 4;
- Amend internal road alignments; and
- Modify Vegetation Management Zones (VMZs) to align with the revised layout.

The key matters for Council are that:

- The subdivision envelope remains unchanged;
- No new land use is proposed; and
- The development continues to operate as a low-density environmental living estate.

A detailed assessment of the application has been undertaken in accordance with the provisions of the *Environmental Planning and Assessment Act 1979*. The proposal is considered acceptable including consistent with the aims of the *Singleton Local Environmental Plan 2013 (SLEP 2013)* and the objectives of the *Environmental Planning and Assessment Act 1979*.

The proposal was publicly exhibited in accordance with Council's Community Participation Plan. One (1) submission was received, raising concerns regarding the increased lot yield, servicing capacity and estate character.

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*Infrastructure & Planning Report (Items Requiring Decision) - DI&P5/26*

**RECOMMENDED** that Council:

Approves the Modification number 8 to Development Consent DA 8.2013.211 pursuant to Section 4.55(2) of the Environmental Planning and Assessment Act 1979, subject to conditions of consent, as detailed below:

**Reasons for the Determination and Consideration of Community Views:**

- The proposed development, subject to the recommended conditions, is consistent with the objectives of the applicable environmental planning instruments, being; *Singleton Local Environmental Plan 2013 (SLEP)*, *State Environmental Planning Policy No 55 - Remediation of Land*,
- The proposed development, subject to the recommended conditions, is consistent with the objectives of the Singleton Development Control Plan 2014 (SDCP).
- Subject to the recommended conditions the proposed development will be provided with adequate essential services required under the SLEP.
- The proposed development is considered to be of an appropriate scale and form for the site and the character of the locality.
- The proposed development, subject to the recommended conditions, will not result in unacceptable adverse impacts upon the natural or built environments.
- The proposed development is a suitable and planned use of the site and its approval is within the public interest.
- Any submission issues raised have been taken into account in the assessment report and where appropriate conditions of consent have been included in the determination.
- Council has given due consideration to community views when making the decision to determine the application.

**Reasons for imposing conditions:**

The reason for the imposition of the following conditions is to:

- a) ensure, to Council's satisfaction, the objects of the *Environmental Planning and Assessment Act 1979* (as amended) are achieved;
- b) confirm and clarify the terms of Council's Approval;
- c) to encourage the proper management, development and conservation of natural and artificial resources, including agricultural land, natural areas, forest, minerals, water, towns and villages for the purpose of promoting the social and economic welfare of the community and a better environment;
- d) set standards and performance measures for acceptable environmental performance;
- e) provide for the ongoing management of the development.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P5/26***Modifications Approved under this Consent:**

- **Modification of Condition - 1 (a,b,c,d,e,f)(a,b,c,d,e)**
- **Modification of Condition - 2, 4, 9, 10, 15, 16, 17, 25, 43, 45**
- **Condition Added – 5, 6, 7, 8, 11, 12, 13, 14, 44, 51, 52, 53**

**1. APPROVAL IN ACCORDANCE WITH THE PLANS**

The development will be carried out in accordance with the development application DA211/2013, submitted on 6 September 2013, and accompanied by plans and documents as follows, except as modified by the conditions of the development consent:

**Approved PLANS**

- a) ~~Drawing titled Subdivision Plan, revision B A F, prepared by Martens and Associates and dated 14 October 2016 15 December 2020 11 August 2021, 20<sup>th</sup> June 2025~~
- b) ~~Drawing titled Subdivision Plan (Indicative Dwelling Footprints) Revision G, prepared by Martens and Associates and dated 20<sup>th</sup> June 2025~~
- e) ~~Drawing titled Proposed Boundary Adjustment, revision F, prepared by Martens & Associated P/L and dated 20<sup>th</sup> June 2025~~
- d) ~~Drawing titled Staging Management Plan, Revision B G prepared by Martens & Associated P/L and dated 14 October 2016 15 December 2020 11 August 2021 20<sup>th</sup> June 2025~~
- e) ~~Drawing titled Landscape Concept Plan, Revision F, prepared by Taylor Brammer and dated 14 October 2016.~~
- f) ~~Drawing titled Lot 29 and 30 Plan, revision C, A prepared by Martens and Associates and dated 23 March 2021 12 August 2021;~~

**Approved DOCUMENTS**

- a) ~~Document titled *Vegetation and Fauna Management Plan*, prepared by EcoLogical and dated August 2013 detailing 'Management Actions' for biodiversity conservation;~~
- b) ~~Document titled *Vegetation and Fauna Management Plan*, prepared by Cumberland Ecology and dated 25<sup>th</sup> June 2024 detailing 'Management Actions' for biodiversity conservation;~~

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P5/26*

- e) **Document titled *Bush Fire Assessment, prepared by Blackash Bushfire Consulting, Project No. J3145, Version 1.1 and dated 20<sup>th</sup> June 2024***;
- d) **Document titled *NSW Rural Fire Service General Terms of Approval and Bush Fire Safety Authority, reference DA-2013-02443-S4.55-4 and dated 23<sup>rd</sup> May 2025***;
- e) **Document titled *Department of Planning and Environment – Water General Terms of Approval, reference IDAS-2025-10299 and dated 9<sup>th</sup> July 2025***;

## Notes:

- a) Any alterations to the drawings and/or documentation, as approved by Council, will require further Council consent as per s96 of the *Environmental Planning and Assessment Act*.
- b) No other works or activities, other than those approved by this consent notice, may be carried out without prior consent from Council.

*Reason: To ensure that the development is carried out in accordance with the submitted plans and accompanying documentation.*

Note: ~~Condition number 1 modified under section 96(2) of the *Environmental Planning & Assessment Act 1979* – DA No. 211/2013.2 dated 15 June 2015.~~

~~Condition number 1 modified under section 96(2) of the *Environmental Planning & Assessment Act 1979* – DA No. 211/2013.3 dated 12 December 2016.~~

~~Condition number 1 modified under section s4.55(1A) of the *Environmental Planning & Assessment Act 1979* – DA No. 211/2013.5 dated 24 March 2021.~~

~~Condition number 1 modified under section s4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.6 dated 20 January 2022.~~

**Condition number 1 modified under section s4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

## **2. BUSHFIRE MANAGEMENT – GENERAL TERMS OF APPROVAL (NSW RFS)**

The following General Terms of Approval have been issued by the NSW Rural Fire Service (RFS), reference DA-2013-02443-S4.55-4, dated 23 May 2025, pursuant to section 100B of the Rural Fires Act 1997 and Division 4.8 of the Environmental Planning and Assessment Act 1979, and form part of this consent.

The development shall be carried out strictly in accordance with the General Terms of Approval and the Bush Fire Safety Authority issued by the NSW Rural Fire Service, including (but not limited to) requirements relating to:

Asset Protection Zones; Public access roads; and Water and utility services,

as detailed in the NSW Rural Fire Service correspondence dated 23 May 2025 and the supporting documentation referenced therein, including the Bush Fire Assessment prepared by Blackash Bushfire Consulting (Project No. J3145, Version 1.1, dated 20 June 2024).

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P5/26*

All bushfire protection measures are to be implemented prior to the issue of a Subdivision Certificate and are to be maintained for the life of the development, unless otherwise approved in writing by the NSW Rural Fire Service.

*Reason: To ensure the development complies with the requirements of the NSW Rural Fire Service and provides appropriate bushfire protection in accordance with the Rural Fires Act 1997.*

**Condition number 2 modified under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

**3. ENVIRONMENT AND HERITAGE MANAGEMENT**

In accordance with the integrated development provisions of the Environmental Assessment and Planning Act 1979, the General Terms of Approval are imposed by the Office of Environment and Heritage under Section 90 of the National Parks & Wildlife Act 1974 as per their correspondence to Council dated 1 November 2013 (their ref: DOC13/64800; FIL 12/7057-02), a copy of which is attached.

*Reason: To ensure the requirements of the Office of Environment and Heritage are observed.*

**4. WATER MANAGEMENT**

The following General Terms of Approval have been issued by the Department of Planning and Environment – Water, reference IDAS-2025-10299, dated 9 July 2025, pursuant to section 4.46 of the Environmental Planning and Assessment Act 1979, and form part of this consent.

The development shall be carried out strictly in accordance with the General Terms of Approval issued by the Department of Planning and Environment – Water for works requiring a Controlled Activity Approval under the Water Management Act 2000, as attached to and forming part of this consent.

The General Terms of Approval issued by the Department of Planning and Environment – Water do not constitute an approval under the Water Management Act 2000. Prior to the commencement of any works or activities requiring approval under that Act, the consent holder must obtain a Controlled Activity Approval from the Department of Planning and Environment – Water.

*Reason: To ensure the development is consistent with the General Terms of Approval issued by the Department of Planning and Environment – Water and complies with the Water Management Act 2000.*

**Condition number 4 modified under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

**5. PROTECTION OR RETAINED VEGETATION**

A physical exclusion mechanism such as high visibility flagging or fencing, and appropriate signage, shall be installed and maintained for the duration of construction to discourage inappropriate access to the Vegetation Management Zones 4 to 8, as identified in Figure 4 of the

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P5/26*

Vegetation and Fauna Management Plan, prepared by Cumberland Ecology, dated June 2024.

*Reason: To prevent damage to retained native vegetation and ensure the protection of Vegetation Management Zones during construction.*

**Condition number 5 Added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

## 6. **CLEARING FOR ASSET PROTECTION ZONES (APZ)**

While building work is being carried out, the applicant must ensure the clearance of vegetation to establish the APZ is confined within the marked APZ boundary, to the satisfaction of the principal certifier.

*Reason: To ensure vegetation clearing is limited to the approved Asset Protection Zone and does not result in unnecessary removal of native vegetation.*

**Condition number 6 Added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

## 7. **TREE REMOVAL**

Removal of approved trees/vegetation must be supervised by a suitably qualified and experienced fauna ecologist.

If the ecologist identifies any threatened species inhabiting a tree flagged for removal, all clearing works shall cease and the animal given 24 hours to vacate. If the animal has not vacated within this time, a plan for the relocation of the animal shall be developed by the ecologist.

Clearing of habitat trees shall involve soft-felling techniques, which are to be implemented under the guidance of the ecologist. The ecologist shall be responsible for any fauna handling and relocations where required

Documentary evidence of the clearance supervision works shall be provided to Council's Natural Systems Section prior to issuing of the Occupation Certificate.

*Reason: To minimise harm to native fauna, including threatened species, during vegetation clearing and to ensure appropriate ecological supervision and compliance with the approved Vegetation and Fauna Management Plan.*

**Condition number 7 Added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

## 8. **TREE PROTECTION CONTROLS**

Where works are to be conducted within the Tree Protection Zone of any hollow bearing trees, the following measures are required:

- There is to be no alteration to existing soil levels within the Structural Root zone (SRZ).

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There is to be no stockpiling within the SRZ.

- There are to be no vehicular movements within the SRZ.
- In the event that any roots greater than 40mm are encountered during works, work is to cease and a consulting arborist (AQF 5) is to be contacted for inspection and advice.
- Any excavation works within the TPZ be carried out under the supervision of an appropriately qualified (AQF 5) arborist. Any excavation works within the TPZ be carried out using hand tools only, or, if not practical, a trench at the extent of the works within the TPZ shall be dug using hand tools to the required depth to check for the presence of significant roots (roots which are greater than 50mm diameter); this trench is to be excavated under the supervision of an appropriately qualified arborist and once this has been done, the arborist is not required for the remainder of the excavation works in the vicinity of this trench.

*Reason: To protect hollow-bearing trees and their structural root systems from damage during construction and to ensure the long-term retention of habitat trees in accordance with the approved Vegetation and Fauna Management Plan.*

**Condition number 8 Added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

**PRIOR TO SUBDIVISION CERTIFICATE****9. LANDSCAPING AND BIODIVERSITY CONSERVATION**

Landscaping and biodiversity management works shall be carried out strictly in accordance with the Vegetation and Fauna Management Plan (VFMP) prepared by Cumberland Ecology, dated 2023, and the Addendum Letter dated 25 June 2024 prepared in support of Modification Application 8.2013.211.8, as approved.

All landscaping works and biodiversity management measures required by the approved VFMP are to be completed at each relevant stage of the development prior to the issue of a Subdivision Certificate for that stage, unless otherwise approved in writing by the consent authority.

The vegetation and fauna management measures are to be implemented and maintained for the life of the development. Prospective purchasers of residential lots are to be made aware of the ongoing obligations arising from the approved VFMP, including any restrictions or management requirements applying to their land.

*Reason: To ensure the protection, enhancement and long-term management of valued biodiversity.*

Note: Condition number 5 modified under section 96(2) of the *Environmental Planning & Assessment Act 1979* – DA No. 211/2013.2 dated 15 June 2015.

Condition number 5 modified under section 96(2) of the *Environmental Planning & Assessment Act 1979* – DA No. 211/2013.3 dated 12 December 2016.

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**Condition number 9 modified under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.**

## **10. POSITIVE COVENANT – VEGETATION MANAGEMENT**

Prior to the issue of a Subdivision Certificate, the applicant must prepare and register a Section 88B Instrument pursuant to the Conveyancing Act 1919 which incorporates easements, positive covenants and/or restrictions as to user, as necessary, to give effect to the approved biodiversity conservation measures.

The Section 88B Instrument must provide that:

- No native vegetation clearing is permitted within all areas identified as Management Zones 4– 8 in Figure 4 of the Vegetation and Fauna Management Plan prepared by Cumberland Ecology (2024).
- For the purposes of this condition, native vegetation clearing includes (but is not limited to) under-scrubbing, tree removal, firewood collection, habitat removal and exempt development activities.
- The landowner and any successors in title must ensure that Management Zones 4–8 are maintained free of vegetation clearing and habitat disturbance for the life of the development.

The Section 88B Instrument must further provide that the covenants and/or restrictions must not be released, varied or modified without the written consent of Singleton Council.

*Reason: To protect retained native vegetation and biodiversity values and to ensure the ongoing conservation of land identified for biodiversity management in accordance with the approved Vegetation and Fauna Management Plan.*

**Condition number 10 modified under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

## **11. VEGETATION AND FAUNA MANAGEMENT PLAN – MONITORING AND REPORTING**

Monitoring and reporting reports accordance with the approved Long Gully Road Subdivision S4.55 Modification Vegetation and Fauna Management Plan report must be prepared and submitted to Council.

*Reason: To ensure the approved Vegetation and Fauna Management Plan is properly implemented and monitored.*

**Condition number 11 Added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

## **12. SECTION 88B INSTRUMENT- BIODIVERSITY CONSERVATION**

The applicant must prepare a Section 88B Instrument which incorporates the following easements, positive covenants and restrictions to user where necessary:

No native vegetation clearing, including under scrubbing, tree felling or firewood removal is

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to occur within all areas identified as Management Zones 4-8 in Figure 4 of the Vegetation and Fauna Management Plan (Cumberland Ecology 2024). These areas are to be free of any vegetation clearing, habitat removal or exempt development activities.

*Reason: To ensure the long-term protection of identified vegetation management areas.*

**Condition number 12 Added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

**13. SECTION 88B INSTRUMENT - HOLLOW BEARING TREES**

The applicant must prepare a Section 88B Instrument which incorporates the following easements, positive covenants and restrictions to user where necessary:

All hollow bearing trees identified on Figure 4 of the Vegetation and Fauna Management Plan (Cumberland Ecology 2024) are to be retained in perpetuity.

*Reason: To ensure the retention and protection of hollow bearing trees for biodiversity conservation.*

**Condition number 13 Added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

**14. PROTECT EXISTING VEGETATION AND NATURAL LANDSCAPE FEATURES**

Approval to remove existing vegetation for removal is not to occur until the issue of the Construction Certificate.

No vegetation or natural landscape features other than that authorised for removal, pruning by this Consent must be disturbed, damaged or removed. No additional works or access/parking routes transecting the protected vegetation must be undertaken without Council Approval.

The tree(s) / vegetation identified as Management Zones 4 to 8 in Figure 4 of the Vegetation and Fauna Management Plan, prepared by Cumberland Ecology, dated June 2024 must be retained.

*Reason: To ensure the protection and retention of approved vegetation and natural landscape features in accordance with the approved Vegetation and Fauna Management Plan.*

**Condition number 14 Added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

**15. DENIED ACCESS**

Direct vehicular access to Retreat Road and Long Gully Road shall be denied for all lots identified as having denied access in the approved subdivision plan, as amended by this consent.

Existing approved access locations to Long Gully Road, where identified on the approved plans, are to be maintained.

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Linen plans deposited with Council must include appropriate Section 88B Restrictions as to User denying vehicular access to Retreat Road and Long Gully Road in accordance with the approved subdivision plan.

*Reason: To ensure that vehicle access arrangements are consistent with the approved subdivision design and road safety requirements.*

Note: Condition number 8 modified under section 96(2) of the Environmental Planning & Assessment Act 1979 – DA No. 211/2013.2 dated 15 June 2015

Condition number 8 modified under section 96(2) of the Environmental Planning & Assessment Act 1979 – DA No. 211/2013.3 dated 12 December 2016

**Condition number 15 modified under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

## 16. **RIGHTS OF CARRIAGEWAY**

Reciprocal rights of carriageway are to be created over and in favour of the relevant lots as identified on the approved subdivision plan, as amended by this consent.

The required rights of carriageway are to be created by appropriate notation on the plan of subdivision at each relevant stage and by an instrument pursuant to Section 88B of the Conveyancing Act 1919, submitted to Council for approval.

Council, in addition to the owner(s) of the land benefited by the easement(s), is to be a party whose consent is required to release or vary the easement(s).

*Reason: To ensure that adequate vehicular access and servicing rights are secured for all affected lots in accordance with the approved subdivision design.*

**Condition number 12 modified under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

## 17. **DEVELOPMENT CONTRIBUTIONS**

Development Contributions are required to be paid for the development in accordance with the Singleton Development Contributions Plan 2008 or subsequent amending instrument/s.

Contributions are subject to annual adjustment in accordance with the Consumer Price Index (CPI), such that actual contributions will be those current at the date of payment. At the time of preparation of the amended determination, development contributions for the development are as follows:

### **Total Contributions**

<b>Development Type/Location:</b>		<b>Retreat Contribution Rates</b>	
<b>Facility Type</b>	<b>Development Contribution per Lot</b>	<b>Number of additional Lots</b>	<b>Total Development Contributions at time of determination</b>

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<b>Bushfire Service</b>	<b>\$3,303.00</b>	<b>83</b>	<b>\$274,149.00</b>
<b>Roads/Streets</b>	<b>\$2,332.00</b>	<b>83</b>	<b>\$193,556.00</b>
<b>LGA Public Open Space &amp; Recreation</b>	<b>\$247.00</b>	<b>83</b>	<b>\$20,501.00</b>
<b>Singleton Traffic and Parking Study</b>	<b>\$4,871.00</b>	<b>83</b>	<b>\$404,293.00</b>
<b>Preparing Plans</b>	<b>\$159.00</b>	<b>83</b>	<b>\$13,197.00</b>
<b>Total</b>			<b>\$905,696.00</b>

**Stage 1A** - Stage 1a comprises 3 lots. There are no developer contributions for Stage 1a as a 3 Lot credit has been applied for existing lots.

Development Type/Location:		Retreat Contribution Rates	
Facility Type	Development Contribution per Lot	Number of Lots	Total Development Contributions at time of determination
Bushfire Service	\$3,303.00	21	\$69,363.00
Roads/Streets	\$2,332.00	21	\$48,972.00
LGA Public Open Space & Recreation	\$247.00	21	\$5,187.00
Singleton Traffic and Parking Study	\$4,871.00	21	\$102,291.00
Preparing Plans	\$159.00	21	\$3,339.00
<b>Total</b>			<b>\$229,152.00</b>

Contributions are to be paid prior to the release of the Subdivision Certificate for Stage 1. Note: Stage 1 Consists of 22 Lots. A one Lot Credit for existing lot has been applied.

**Stage 2**

Development Type/Location:		Retreat Contribution Rates	
Facility Type	Development Contribution per Lot	Number of Lots	Total Development Contributions at time of determination

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<b>Bushfire Service</b>	<b>\$3,303.00</b>	<b>25</b>	<b>\$82,575.00</b>
<b>Roads/Streets</b>	<b>\$2,332.00</b>	<b>25</b>	<b>\$58,300.00</b>
<b>LGA Public Open Space &amp; Recreation</b>	<b>\$247.00</b>	<b>25</b>	<b>\$6,175.00</b>
<b>Singleton Traffic and Parking Study</b>	<b>\$4,871.00</b>	<b>25</b>	<b>\$121,775.00</b>
<b>Preparing Plans</b>	<b>\$159.00</b>	<b>25</b>	<b>\$3,975.00</b>
<b>Total</b>			<b>\$272,800.00</b>

Contributions are to be paid prior to the release of the Subdivision Certificate for Stage 2.

**Stage 3**

<b>Development Type/Location: Retreat Contribution Rates</b>			
<b>Facility Type</b>	<b>Development Contribution per Lot</b>	<b>Number of additional Lots</b>	<b>Total Development Contributions at time of determination</b>
<b>Bushfire Service</b>	<b>\$3,303.00</b>	37	<b>\$122,211.00</b>
<b>Roads/Streets</b>	<b>\$2,332.00</b>	37	<b>\$86,284.00</b>
<b>LGA Public Open Space &amp; Recreation</b>	<b>\$247.00</b>	37	<b>\$9,139.00</b>
<b>Singleton Traffic and Parking Study</b>	<b>\$4,871.00</b>	37	<b>\$180,227.00</b>
<b>Preparing Plans</b>	<b>\$159.00</b>	37	<b>\$5,883.00</b>
<b>Total</b>			<b>\$403,744.00</b>

Contributions are to be paid prior to the release of the Subdivision Certificate for Stage 3.

*Reason: To implement the provisions of the Singleton Development Contributions Plan 2008, a copy of which is available for inspection at*

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Council offices during normal office hours.*

~~Note: Condition number 10 modified under section 96(2) of the  
*Environmental Planning & Assessment Act 1979* – DA No. 211/2013.2  
dated 15 June 2015~~

~~Condition number 10 modified under section 96(2) of the *Environmental  
Planning & Assessment Act 1979* – DA No. 211/2013.3 dated 12  
December 2016~~

~~Condition number 10 modified under section 4.55(2) of the *Environmental  
Planning & Assessment Act 1979* – DA No. 211/2013.6 dated 20 January  
2022~~

Condition number 17 modified under section 4.55(2) of the  
*Environmental Planning & Assessment Act 1979* – DA No  
8.2013.211.8

## 18. ROAD CONSTRUCTION

The registered proprietor/s of the land shall construct the following in accordance with Council's Development Engineering Specifications, the Singleton Development Control Plan and Austroads, and set out on a set of plans, four (4) copies which are to be submitted to and approved by Council, prior to the release of the Construction Certificate for each relevant stage.

**Stage – 1A** - No works required at this stage.

**Stage – 1**

**Internal Road-1**

- (a) Construct Internal Road-1 with 6.5m pavement, 20 m road reserve and two (2) coat 14/7 hot bitumen seal with 1m shoulders at the edge of the pavement.
- (b) Design traffic loading for pavement design for Roads are to be 6x10 ESA
- (c) The geometry of the intersections to satisfy safe intersection sight distance (SISD)  
requirement in accordance with AUSTROADS Guide – Part 4A.
- (d) ~~Construct a raised median island inside the proposed internal road 1 at the intersection with Retreat Road preventing right turn movements from the west off Retreat Road and right turn movements from the internal road 1 onto Retreat Road. Details of the design are to be approved by Council prior to issue of a Construction Certificate.~~

**Stage – 2**

**Long Gully Road**

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- (a) Long Gully Road is to be upgraded and realigned as necessary from the intersection of Retreat Road up to a length of 200m north beyond the northern end of the s-bend curve and the boundary of the development site
- (b) Construct 8.0m pavement with 20 m road reserve, two (2) coat 14/7 hot bitumen seal with 1m shoulders at the edge of the pavement.
- (c) Design traffic loading for pavement design for the Road is to be 3x105 ESA
- (d) Intersection of Long Gully Road and Retreat Road is to be moved towards the Long Gully Road to a length of 10m to improve the sight distance. Design traffic loading for pavement design for the widening of Retreat Road is to be 1x106 ESA and two (2) coat 14/7 hot bitumen seal with 1m shoulders at the edge of the pavement with necessary drainage structures
- (e) Intersection at Long Gully Road and Retreat Road is to be constructed with Rural Basic Right-turn treatment (BAR) in accordance with Austroads Road Design– part 4A and Council Engineering Specifications.
- (f) The geometry of the intersection to satisfy safe intersection sight distance(SISD) requirement in accordance with AUSTRROADS Guide – Part 4A.
- (g) Design speed of the Long Gully Road is to be 70 kmph.

**Internal Road 1**

***(a) Following the upgrade of Long Gully Road, the developer shall construct a raised median island inside the proposed internal road 1 at the intersection with Retreat Road preventing right turn movements from the west off Retreat Road and right turn movements from the internal road 1 onto Retreat Road. Details of the design are to be approved by Council prior to issue of a Construction Certificate.***

**Internal Road-2**

- (a) Construct 8.0m pavement with 20 m road reserve, two (2) coat 14/7 hot bitumen seal with 1m shoulders at the edge of the pavement.
- (b) Design traffic loading for pavement design for Roads are to be 3x105 ESA.
- (c) Intersections at Long Gully Road and Internal Road 2 are to be constructed in accordance with AUSTRROADS-Guide to Road Design – part 4A and Council Engineering Specifications.
- (d) The geometry of the intersections to satisfy safe intersection sight distance(SISD) requirement in accordance with AUSTRROADS Guide – Part 4A.
- (e) At the end of Internal Road 2, temporary turning circles are to be constructed with radius 9m.

**Stage – 3**

**Internal Road-2**

- (a) Construct 8.0m pavement with 20 m road reserve, two (2) coat 14/7 hot bitumen seal with 1m shoulders at the edge of the pavement.
- (b) Design traffic loading for pavement design for Roads are to

be 3x105 ESA For All Stages:

- The provision of additional civil works at no cost to Council necessary to ensure satisfactory transition to existing works.
- Provide a pavement design for all roads to Council for approval.
- Minimise the number of drainage discharge points.
- Maximum longitudinal grade of Roads should be 15%
- Turf from edge of shoulders of all roads to the property boundaries including table drains.

Note the applicant will be required to enter into a works agreement with Council under section 138 of the *Roads Act 1993* for any works within an existing public road.

*Reason: To ensure that adequate and safe all-weather access is available to the development.*

**Note: Condition number 11 modified under section 96(2) of the Environmental Planning & Assessment Act 1979 – DA No. 211/2013.2 dated 15 June 2015**

**Note: Condition number 11 modified under section 96(2) of the Environmental Planning & Assessment Act 1979 – DA No. 211/2013.3 dated 12 December 2016**

**19 RESTRICTIVE COVENANTS**

A Restrictive Covenant pursuant to Section 88B of the Conveyancing Act 1919 shall be created over those lots adjoining Long Gully Road identified on the approved Subdivision Plan forming part of this consent, where required to maintain safe intersection sight distance.

The covenant shall:

- a) Restrict the erection of any building, structure, fence, landscaping or other obstruction within the designated sight triangle area;
- b) Preserve clear lines of sight in accordance with Council's Engineering Specifications and Austroads Guide to Road Design – Part 4A; and
- c) Be created prior to the issue of the Subdivision Certificate for the relevant stage.

The terms of the covenant shall be submitted to and approved by Council prior to lodgment of the 88B Instrument.

*Reason: To ensure ongoing maintenance of safe intersection sight distance along Long Gully Road in the interests of road safety.*

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**Condition number 11A added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No. 211/2013.6 dated 20 January 2022s**

**20. PROVISION OF BUS STOP BAYS**

A suitable location for bus stop bays are to be identified and details of the location and design is to be submitted to and approved by Manager of Development and Regulatory Services prior to the issue of the Subdivision Certificate for Stage 2. The bus stop bays are to be provided as part of Stage 2 works at no cost to Council.

*Reason: To ensure the safe passage of bus passengers.*

**21. DAMAGE CAUSED DURING CONSTRUCTION**

The applicant will repair any damage to a public road or associated structures such as kerb & gutter, drains, footpath and utility services caused as a consequence of the development works.

The work is to be completed to Council's satisfaction prior to the issue of a Subdivision Certificate for each stage.

*Reason: To ensure that any damage to Council owned or maintained infrastructure is repaired.*

**22. REMOVAL OF TOPSOIL**

Topsoil shall only be stripped from approved areas and shall be stockpiled for re-use during site rehabilitation and landscaping. Details shall be submitted to and approved by Council prior to release of the Construction Certificate.

*Reason: To minimise erosion and silt discharge and ensure valuable topsoil resources are protected.*

**23. SEDIMENT AND EROSION CONTROL**

The control of erosion and the prevention of silt discharge into drainage systems and waterways will be necessary in accordance with Council's Development Engineering Specifications and LANDCOM's *Soils and Construction* volume 14 Edition (bluebook)

Erosion control measures are to be implemented prior to the commencement of any earthworks and shall be maintained until satisfactory completion and restoration of site earthworks, including revegetation of all exposed areas.

*Reason: To ensure protection of the environment by minimising erosion and sediment*

**24. DRAINAGE DESIGN**

The applicant shall demonstrate that the development will not increase the limits of upstream and downstream flooding for floods over the range of 1 in 1 year to the 1 in 100 year Average Recurrence Interval (ARI) storm events by the inclusion of on-site stormwater detention controls. Additionally, the provision of a stormwater

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system with water quality control facilities to treat the stormwater runoff from the development as outlined in Singleton's DCP to meet Council's performance requirements.

A detailed drainage design including water quality controls shall be prepared for the disposal of roof and surface water from the site, including any natural runoff currently entering the property. The number of points of discharge will be minimised to assist in the prevention of erosion. Details of on-site storage and water cycle management and method of controlled release from the site and connection to an approved drainage system in accordance with Council's Development Engineering Specifications.

The detailed plans, specifications and copies of the calculations, including existing and proposed surface levels, sub-catchments and conduit sizing appropriate for the development prepared by a person suitably qualified and experienced in the field of hydrology and hydraulics. Plans are to be approved by the Principal Certifying Authority prior to release of the Construction Certificate.

Note: Construction shall be completed prior to the release of the Subdivision Certificate for each stage.

*Reason: To ensure that the development is adequately drained and will not increase the flood hazard or flood damage to other properties or adversely affect flood behaviour.*

**25. WORK-AS-EXECUTED (WAE) PLANS**

Work-As-Executed (WAE) Plans must be prepared and submitted to the Principal Certifying Authority prior to the issue of the Subdivision Certificate for each relevant stage.

The WAE plans must:

- a) Be submitted in both PDF and DWG formats;
- b) Include a DWG file compatible with Singleton Council's Geographic Information System (GIS); and
- c) Be prepared in accordance with Council's specifications for WAE plan submissions.

Council's WAE plan specifications are available on Council's website. Alternatively, applicants may contact Council's GIS Department to obtain a copy of the specifications or to seek clarification regarding submission requirements.

*Reason: To ensure accurate recording of constructed infrastructure and integration into Council's asset management and GIS systems.*

**Condition number 25 modified under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

**25. WATER CONNECTION**

All water services necessary to service the development must be provided in accordance with Council's requirements. All services are to be designed and constructed in accordance with Council's Development Construction Standards for Water and Sewer (Oct 1996). The design plans must be approved by Council prior to the issue of the Construction Certificate and all works completed and accepted

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by Council prior to the issue of a Subdivision Certificate.

Connections to Council's existing water reticulation system is to be carried out by Council. At the Developer's request Council will provide estimated costs to carry out the works.

You are advised to contact Council's Utilities Co-Ordinator prior to undertaking this work.

*Reason: To comply with Council policy.*

**26. POWER SUPPLY**

The applicant will provide documentary evidence from Ausgrid that satisfactory arrangements have been made for the provision of Overhead/underground power to all lots, prior to the release of a Subdivision Certificate at each relevant stage and to include:

- The provision of easements in favour of Ausgrid over private land for existing and proposed power lines and where the development required the relocation of power lines for other assets of Ausgrid.
- The provision of a grid based Overhead/underground electricity supply to each of the resultant lots on the subdivision.

Electricity supply shall be staged to service those lots created by the staging of the road construction.

*Reason: To ensure the provision of power to each resultant lot in accordance with Council policy.*

**27. TELEPHONE SUPPLY**

The applicant shall provide documentary evidence from Telstra that satisfactory arrangements have been made for the supply of telephone services to each of the proposed lots and have satisfied any requirements for the National Broadband Network.

Telephone supply shall be staged to service those lots created by the staging of the road construction.

*Reason: To ensure the provision of usual services to each of the lots.*

**28. SERVICE RELOCATIONS**

The registered proprietor of the land shall be responsible for all costs incurred in the necessary relocation of any services affected by the required construction works. Council and other service authorities should be contacted for specific requirements prior to commencement of any works.

*Reason: To ensure that any required alterations to utility infrastructure are undertaken to acceptable standards at the developer's cost.*

**29. EASEMENTS TO BE DETAILED ON LINEN PLANS**

Linen plans deposited with Council for release, must contain appropriate easements to protect public infrastructure on private land(s) (water, sewer, etc) and access.

*Reason: To ensure that linen plans contain appropriate easements.*

**30. VEGETATION**

Any vegetation and/or trees removed as a consequence of this approval will not be burnt on the site. Onsite mulching of the material is recommended and to be used for landscaping.

Trees which are required to be removed as part of this consent which contain, or potentially contain hollows, are to be sectionally dismantled taking care to minimise harm to resident wildlife. Tree removal and dismantling must be supervised by an experienced wildlife carer who holds an appropriate National Parks and Wildlife Services Licence. Wildlife must be relocated locally to an area with adequate resources and provided with a nest box. Provide a report to Council identifying the findings of the identification and relocation of wildlife.

*Reason: To prevent environmental pollution.*

**31. CREEK CROSSING**

The registered proprietor of the land shall provide structural and hydraulic design details of the proposed road crossing of creeks and natural watercourses. Such crossing shall be designed and constructed in accordance with Council's Development Engineering Specifications DCP, except as varied to comply with the Department of primary industries – Office of Water, General terms of approval; and shall include flood warning signage, depth indicators and reflective guideposts in accordance with AS 1743.

The detailed plans, specifications, and copies of the calculations, including existing and proposed surface levels, catchments and conduit sizing appropriate for the development prepared by an engineer suitably qualified and experienced, shall be submitted to and approved by Principal Certifying Authority prior to release of the Construction Certificate for the subdivision. Crossings are to be designed to cater for 1:100 year ARI for public Roads, as well as provide appropriate stream bank protection for the surrounding area for all storm events up to and including the 1:100 year ARI storm event.

*Reason: To ensure public safety for road users.*

**32. ACCESS CROSSING**

A suitably drained, gravel and bitumen sealed vehicular access crossing is to be constructed from the road edge to the property boundary of each allotment created by the subdivision. The access crossing is to be constructed in accordance with Singleton Council's standard for Access to Rural Properties.

All works are to be completed prior to release of the Subdivision Certificate relevant

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to that stage.

*Reason: To ensure the development is provided with adequate vehicle access.*

### **33. CONSTRUCTION MANAGEMENT PLAN**

A construction management plan shall be submitted with the application for the Construction Certificate. The management plan shall include:

- (a) Details of sedimentation and erosion control
- (b) Details of haulage routes
- (c) Details of provision of truck and machinery wash down areas.  
*Note: All trucks and machinery must be free from all foreign material where such material is likely to cause pollution. An area must be set aside for the cleaning of concrete agitator trucks.*
- (d) Details of dust mitigation
- (e) Location and 24 hr. phone number of the site office and contact name
- (f) Traffic Control plans
- (g) Details regarding provision of areas set aside for the storage/stockpiling of:
  - i. Construction refuse
  - ii. Construction materials
  - iii. Raw materials such as sand, soil, mulch and the like
  - iv. Details regarding the provision of facilities for workers associated with the development.

*Reason: To reduce the environmental impact on the site during the construction period.*

### **34. AMENITY**

There is to be no unreasonable interference with the residential amenity of the area by reason of the emission of any noise, smell, smoke, vapour, fume or otherwise during construction.

*Reason: To ensure that construction activities associated with the development is carried out in a manner which has minimal impact on the amenity of the area.*

### **35. FILLING**

The registered proprietor of the land shall place engineered fill on the site as required. The fill shall be placed in accordance with Council's Development Engineering Specifications and Australian Standard AS 3798 'Guidelines on Earthworks for Commercial and Residential Developments' and as follows:-

- (a) The minimum gradient on the fill shall be 1.5%.

*Reason: To ensure that the lots are filled to avoid ponding of water and provide access to all lots that comply with Council's driveway profile in the DCP.*

**36. WASTE MATERIAL FOR DEMOLITION WORKS**

The applicant must ensure that all waste material generated from the work is adequately stored and is removed from the site during demolition and clean up works.

All waste materials must be removed to an appropriate waste disposal facility in accordance with the appropriate WorkCover requirements. In the case of asbestos, prior arrangements may need to be made with the operator of the facility.

*Reason: To prevent any rubbish leaving the site, which could detrimentally affect the amenity of the area.*

**38. CONTROL OF CONSTRUCTION WASTE**

Suitable provision for the containment of construction waste materials generated by the construction process, shall be provided within the boundaries of the construction site prior to any construction work being commenced above natural or excavated ground level, as follows:

- (a) Such containment measures are to be either by means of a screened area of silt stop fabric or shade cloth, having dimensions of 1.8m x 1.8m x 1.2m high area OR equivalent size waste disposal bin;
- (b) The provision of a suitable enclosure or bin shall be maintained for the term of the construction to the completion of the project;
- (c) The enclosure or bin shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site;
- (d) Building waste shall be disposed of at an approved waste disposal or recycling facility. Building waste shall not be disposed of by burning on site.

*Reason: To protect the amenity of the adjoining area by the management of building waste materials within the building site to maintain a clean environment and promote safety on site.*

**39. DEDICATION OF ROAD**

The proposed roads within the subdivision and widening/realigned sections of existing roads shall be dedicated as public roads at no cost to Council. The public roads shall be delineated on the final plan of subdivision submitted with the application for a Subdivision Certificate.

Road names are to be lodged with Council's Spatial Information Officer for approval prior to the issue of the Subdivision Certificate.

*Reason: To ensure adequate physical and legal access is available to each new allotment.*

**40. SUBDIVISION REQUIREMENTS**

Following the final survey, each lot is to comply with Council's subdivision requirement and DCP.

*Reason: to ensure that the subdivision is carried out in accordance with Council's subdivision requirements.*

#### **41. SUBDIVISION CERTIFICATE**

An application for a Subdivision Certificate for each stage is required to be submitted to Council. The application must be accompanied by the final plan of subdivision, and 5 prints pursuant to Clause 157 of the *Environmental Planning and Assessment Regulation 2000*.

Note: Subdivision Certificate fees will be applicable with the application.

*Reason: To provide for certification of the subdivision plan.*

#### **42. MAINTENANCE BOND**

Council is to be furnished with a cash maintenance bond or bank guarantee in lieu thereof of 5% of the contract price of all construction works for the subdivision.

The bond of guarantee will be security for the payment of the cost of remedying, repairing, replacing or rectifying any public work required in connection with this consent, or any work which will ultimately be dedicated to Council, which is found to be faulty or suffering deterioration within the bond period, where the fault or defect has arisen within 6 months after the work is completed.

The Council must be notified in writing within the 48 hours of the completion of each public work or work which will ultimately be dedicated to Council.

The bond of guarantee will be held for a 12-month bond period or greater period if works identified within the 12-month period are going to be carried out after the 12-month period.

The maintenance bond period starts at the time of release of the linen plan for the subdivision. The full bond, less any maintenance costs incurred; is to be refunded at the completion of the bond period or a greater period if works identified within the 12-month period are going to be carried out after the 12-month period.

Council is to notify the contractor within one month of the time it identifies the maintenance works are required. The time permitted for the contractor to carry out the necessary maintenance works will be at the discretion of Council.

Note:

- The term 'maintenance' refers to the repair, replacement or rectification of any work found to be faulty or suffering deterioration.
- 'Maintenance costs' are the actual costs incurred to undertake the works required.

*Reason: To ensure maintenance works are carried out in accordance with the requirements of this consent.*

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P5/26***43. WATER AND SEWER SERVICES – COMPLIANCE REQUIREMENTS****Make Application**

Prior to issue of a construction certificate, application is to be made to Council's Water and Sewer Group for requirements for compliance with Section 307, *Water Management Act 2000* (NSW).

In response to this application, Council's Water and Sewer Group will issue a Notice of Requirements under Section 306 of the *Water Management Act 2000* (NSW), which will detail conditions, which must be satisfied.

**Comply with Pre-Construction Requirements**

Provide evidence of compliance with pre-construction requirements of the s306 Notice of Requirements. The Notice of Requirements will include conditions which must be satisfied prior to release of a Construction Certificate including any requirements for completion of water and sewer servicing strategies and associated detailed designs.

**Condition number 43 modified under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

**44. PREPARE A SERVICING STRATEGY**

Prior to issue of a construction certificate, prepare an approved water servicing strategy for the complete development including other development sites within the local area which would reasonably be expected to rely on the same portions of water or sewer infrastructure.

**Condition number 44 Added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

**45. WATER AND SEWER DEVELOPER CHARGES**

Prior to the release of a Subdivision Certificate, the applicable water and sewer developer charges must be paid. Water Directorate Guidelines are used to calculate the charges which reflect the additional water and sewer loadings generated by the development.

The value of the charges will be included in Water and Sewer Group's Notice of Requirements in response to the developer's application for a certificate of compliance as under Section 307, *Water Management Act 2000* (NSW).

**Condition number 45 Added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

**46. WATER AND SEWER CERTIFICATE OF COMPLIANCE**

Prior to the issue of a Subdivision Certificate, a certificate of compliance with requirements of Section 307, *Water Management Act (NSW) 2000* must be obtained from Council's Water and Sewer group.

A Section 307 Certificate will be issued, upon application to the Water and Sewer

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P5/26*

Group, after all requirements detailed in the Section 306 Notice of Requirements have been satisfied.

**Note: Condition Number 39 added under section 4.55(2) of the Environmental Planning & Assessment Act 1979 – DA No. 8.2013.211.5 dated 24 March 2021.**

**47. DEMOLITION OF EXISTING SHED**

Prior to the issue of a Subdivision Certificate, the existing shed on Lot 29 must be demolished as per Lot 29 & 30 Plan.

**Note: Condition Number 40 added under section 4.55(2) of the Environmental Planning & Assessment Act 1979 – DA No. 8.2013.211.5 dated 24 March 2021.**

**48. ASBESTOS**

If asbestos is encountered during construction or demolition work, even if the works are partial demolition (e.g. one wall), measures must be in place in accordance with WorkCover NSW guidelines, AS 2601:2001: *Demolition of structures* and the *Occupational Health & Safety Regulations 2001 NSW*. Work shall not commence or continue until all the necessary safeguards required by WorkCover NSW are fully in place.

Only contractors who are appropriately licensed for asbestos disposal by WorkCover NSW may carry out the removal and disposal of asbestos from demolition and construction sites.

Prior to commencing demolition of buildings containing asbestos, a commercially manufactured sign containing the words "DANGER ASBESTOS REMOVAL IN PROGRESS" measuring 400mm x 300mm shall be erected in a prominent visible position on the site in accordance with AS1319 "Safety Signs for the Occupational Environment.

The person entitled to act on this consent shall notify adjoining residents in writing five working days prior to the demolition.

Asbestos waste must only be disposed of at a landfill site authorised to receive such waste and copies of receipts received from such disposal kept and made available for inspection by Council during normal working hours and upon the giving of reasonable notice.

**Note: Condition Number 41 added under section 4.55(2) of the Environmental Planning & Assessment Act 1979 – DA No. 8.2013.211.5 dated 24 March 2021.**

**50 DEMOLITION**

All demolition works are to be carried out in accordance with AS 2601-2001 "Demolition of structures", with all waste being removed from the site. Hazardous waste such as asbestos cement sheeting etc, should be handled, conveyed and disposed of in accordance with guidelines and requirements from NSW Workcover

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P5/26*

Authority. Disposal of asbestos material at Council's Waste Depot requires prior arrangement for immediate landfilling.

**Note: Condition Number 42 added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No. 8.2013.211.5 dated 24 March 2021.**

**51. OUTDOOR LIGHTING**

All new and existing outdoor lighting must comply with Appendix A of the 'National Light Pollution Guidelines for Wildlife', prepared by Department of Climate Change, Energy, the Environment and Water, dated 2023

**Condition number 51 Added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

**52. LANDSCAPE PLAN / STREET TREE PLAN**

A landscape/street tree plan must be provided to council for approval, prepared in accordance with Council's DCP requirements for street tree plantings, and utilising suitable native species.

**Condition number 52 Added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

**53. COMPLETION OF LANDSCAPE AND TREE WORKS**

Before the issue of an occupation certificate, the principal certifier must be satisfied that all Landscape and tree-works, including pruning in accordance with AS 4373-2007 Pruning of amenity trees and the management of priority weed species, have been completed in accordance with the approved plans, and any relevant conditions of this consent.

Details demonstrating compliance must be provided to the Certifying Authority.

**Condition number 53 Added under section 4.55(2) of the *Environmental Planning & Assessment Act 1979* – DA No 8.2013.211.8**

**Advice to Applicant:**

- 1 Please advise all subcontractors of conditions of approval.**
- 2 Your plans and specifications have been endorsed and are enclosed together with information from other authorities that may relate to the proposed works.**

**SCHEDULE 2****RIGHT OF APPEAL**

To the extent provided for by Section 8.7 and 8.10 of the Act, an applicant who is dissatisfied with the determination of this application may appeal to the Court within

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P5/26*

six (6) months of the date of this notice.

Sections 8.7 and 8.10 of the Act do not apply in respect of a development consent declared to be valid or validly granted under Section 25C of the *Land and Environment Court Act 1979*.

**NOTES**

- This is not an approval to commence work. Building works cannot commence until a construction certificate is issued by Council or an accredited certifier.
- Consent operates from the determination date. For more details on the date from which the consent operates refer to section 4.20 and 8.13 of the *Environmental Planning and Assessment Act 1979*.
- Section 4.53 of the Act provides that a development consent for the erection of a building does not lapse if the building, engineering or construction work relating to the building is substantially physically commenced on the land to which the consent applies before the date on which consent would otherwise lapse.

**SCHEDULE 3****Other Approvals list *Local Government Act 1993* approvals granted under s 68**

Nil

**1. Report*****1.1. Introduction***

The purpose of this report is to provide an assessment of Modification Application No. 8.2013.211.8 under section 4.55(2) of the Environmental Planning and Assessment Act 1979, including consideration of section 4.15 of the Act.

The application constitutes integrated development due to works proposed within 40 metres of a watercourse and bush fire prone land. The application was referred to the NSW Department of Planning and Environment – Water and the NSW Rural Fire Service for concurrence.

The Applicant seeks approval to modify Development Consent DA 8.2013.211 for a staged environmental living subdivision at Wattle Ponds.

## 1.2. Site History, Location and Context

The subject land comprises Lot 226 DP 1303931, known as 52 Golden Wattle Circuit, Wattle Ponds. The land forms part of the approved Wattle Ponds environmental living subdivision, which extends to approximately 87.5 hectares and is zoned C4 Environmental Living under the Singleton Local Environmental Plan 2013.

The site is characterised by established and developing low-density environmental living allotments within a semi-rural landscape. Surrounding land uses include approved environmental living lots, rural lifestyle properties, and vegetated land containing woodland and riparian corridors.

The nearest sensitive receptors include existing dwellings within earlier stages of the subdivision and adjoining rural properties, relevant to amenity, environmental and bushfire considerations.

The site exhibits gently undulating topography and is not identified as flood prone or strategic agricultural land. An ecological addendum confirms no significant additional biodiversity impacts beyond those previously approved, subject to vegetation management measures and Section 88B instruments.

Access is via Long Gully Road and Golden Wattle Circuit. Infrastructure servicing was established under the original consent. Development Engineering and Water & Sewer have raised no objection subject to conditions.

A location map, aerial photograph, zoning map and identification of sensitive receptors are provided in Figures 1 and 2.

## 2. The Proposed Development

Modification Application No. 8.2013.211.8 seeks approval under section 4.55(2) of the Environmental Planning and Assessment Act 1979 to amend the approved staged subdivision at Wattle Ponds.

The modification proposes to:

- Amend the Stage 3 subdivision layout;
- Increase Stage 3 from 30 to 37 lots;
- Increase the overall yield from 80 lots (Mod 6) to 87 lots;
- Delete Stage 4;
- Amend internal road alignments; and
- Modify Vegetation Management Zones to align with the revised layout.

The application is supported by updated technical information, including a revised bushfire assessment, ecological addendum, vegetation management documentation, Aboriginal due diligence assessment and amended engineering plans.

Infrastructure & Planning Report (Items Requiring Decision) - DI&P5/26

The numerical increase in lot yield represents an internal redistribution within the approved subdivision envelope and does not alter the essential character, development typology or infrastructure framework of the estate.

**2.1. Previous Relevant Approvals**

Development Consent DA 8.2013.211 was originally granted by Council on 5 May 2014 for subdivision of land at Wattle Ponds for environmental living purposes. The consent has since been refined through lawful modifications.

Most relevantly, Modification No. 6 (determined 24 March 2021) reaffirmed the approved subdivision framework, including the subdivision envelope, staging approach, servicing strategy and the application of Clause 4.1C (lot averaging).

Modification No. 8 seeks to further refine Stage 3 within that established framework. The application is reported to Council for determination in accordance with Council's Determination of Development Applications by Council Policy, which requires section 4.55(2) modifications to consents originally granted by Council to be reported to Council for determination.

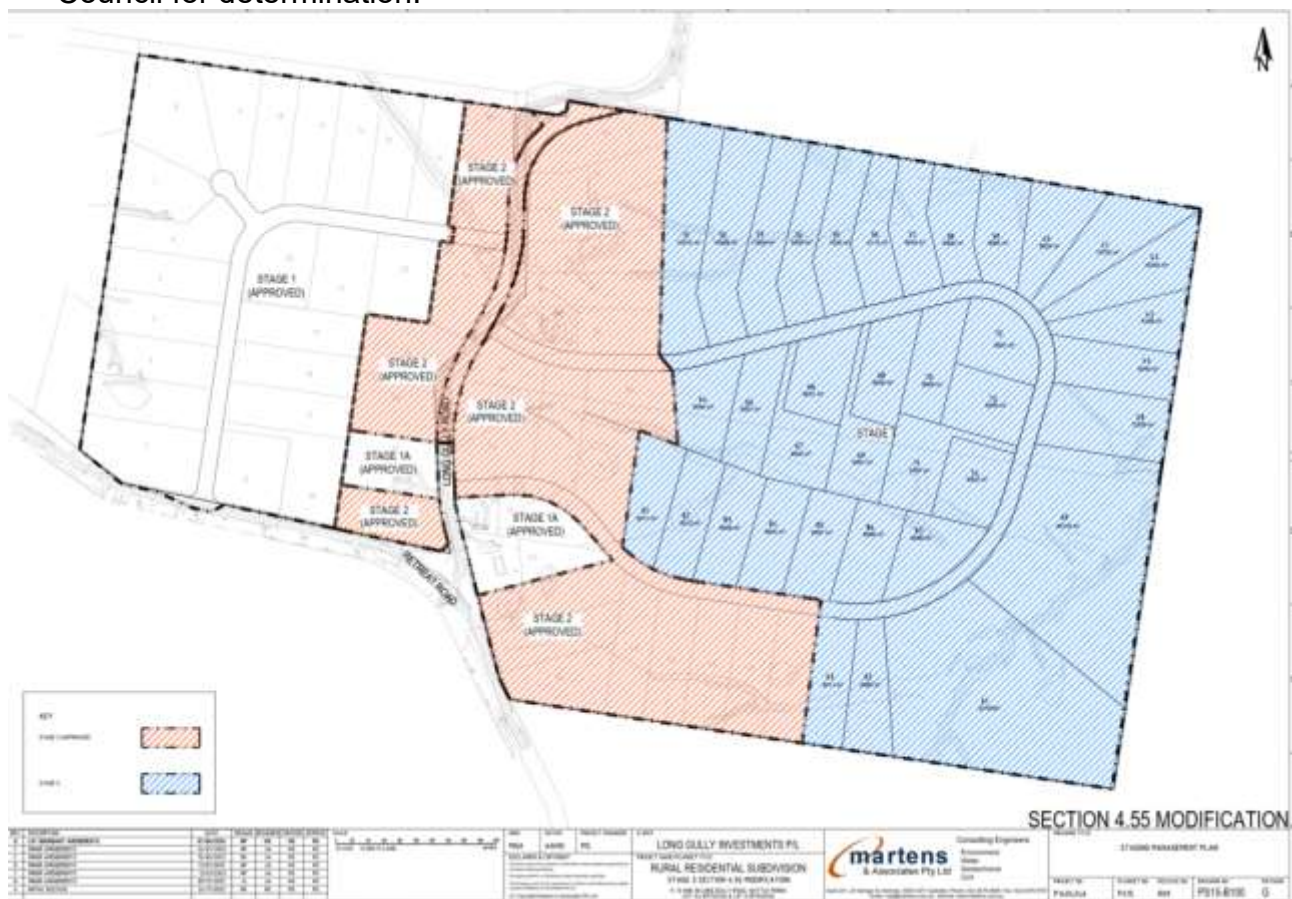


Figure 1: Staging Management Plan

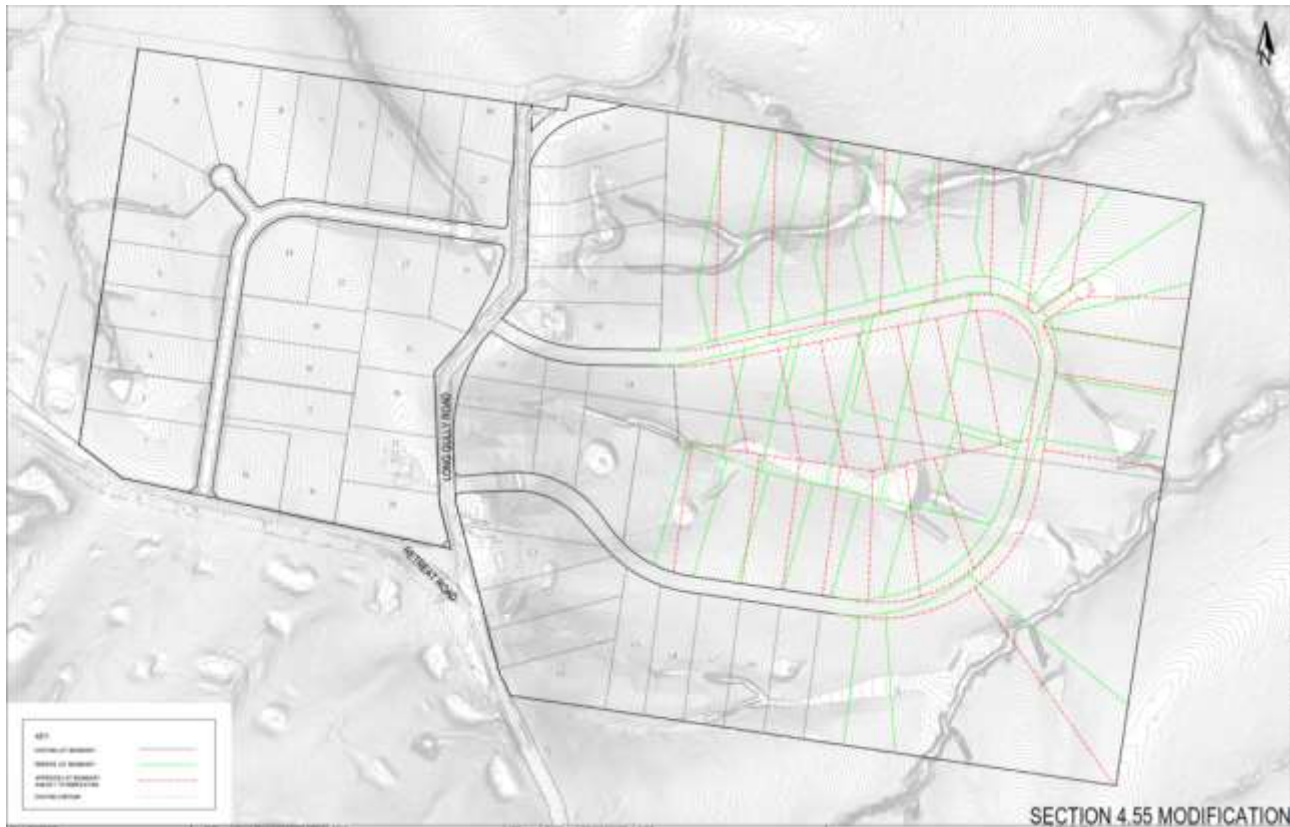


Figure 2: Proposed Boundary Adjustment

### 3. Consultation and Submissions

The application was notified in accordance with Council’s Community Participation Plan for a period of 14 days. One (1) submission was received, the matters raised in the submission have been carefully considered; however, having regard to the statutory assessment under Section 4.15 of the Act, the issues identified do not warrant refusal of the modification.

Allegations relating to existing construction impacts and stormwater discharge are compliance matters associated with previously approved works. Such matters are being addressed through Council’s compliance framework and are not determinative of the merits of the current modification application, which relates solely to the revised Stage 3 lot configuration.

Concern raised	Council comments
Increase in lot yield / estate character	The subdivision envelope remains unchanged, and the proposal does not introduce a new land use. The yield increase is achieved through internal redistribution within the approved envelope and does not result in urban-scale subdivision outcomes or alteration of the environmental living character of the estate.
Infrastructure capacity / servicing	Development Engineering and Water & Sewer have raised no objection subject to standard requirements, Section 307

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Concern raised	Council comments
Environmental impacts	<p>compliance and applicable charges.</p> <p>Council's ecology review supports the revised layout subject to vegetation management measures and Section 88B instruments. RFS has issued a Bush Fire Safety Authority.</p>

During the assessment of the application, advice was sought from relevant departments within Council including Development Engineering and Water and Sewer Services. The application was also referred to Council's Consultant Heritage Officer and Ecologist.

The application was referred to NSW Department of Planning and Environment – Water as integrated development, due to works within 40m of a watercourse. General Terms of Approval requiring a Controlled Activity Approval were issued by the NSW Department of Planning and Environment – Water.

The application was referred to NSW Rural Fire Service as integrated development. NSW RFS have issued a Bush Fire Safety Authority under section 100B of the Rural Fires Act.

Matters raised throughout the assessment by experts and agencies have been addressed through the submission of additional information or conditions of consent.

#### **4. Statutory Considerations**

The proposed development is subject to the environmental assessment requirements specified in the Environmental Planning and Assessment Act 1979, specifically the provisions of section 79C.

##### ***4.1. Environmental Planning and Assessment Act 1979 Section 4.15 (1)(a)(i)***

This section of the Act requires consideration of the provisions of any relevant Environmental Planning Instrument (EPI). EPIs establish the permissibility and development standards applicable to the proposal.

The relevant EPIs applicable to this application include:

- Singleton Local Environmental Plan 2013
- State Environmental Planning Policies relevant to subdivision and environmental protection

No SEPP provisions prohibit or constrain the proposed modification.

##### **4.1.1. Permissibility**

The subject land is zoned C4 Environmental Living under the Singleton Local Environmental Plan 2013.

The proposed development comprises a modification to an approved environmental living subdivision. Subdivision for environmental living purposes is permissible with development consent within the C4 Environmental Living zone.

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The proposal does not introduce a new land use and does not expand the approved subdivision envelope. The modification therefore remains permissible under the zoning framework.

Assessment against LEP provisions is summarised below:

Relevant Clauses	Compliance with clause objectives	Comments/Rationale
Clause 2.7 – Zone objectives	YES	The proposal maintains the low-density environmental living character and does not intensify development beyond the approved estate footprint.
Clause 4.1C – Lot size averaging	YES	The subdivision continues to comply with approved lot averaging provisions previously endorsed under Modification No. 6.
Clause 5.10 – Heritage conservation	YES	A due diligence assessment has been undertaken and no impacts are identified.

#### **4.1.2. Relevant Clauses**

The proposal has been assessed against the relevant clauses of the Singleton LEP 2013 and is considered to comply with the applicable objectives and development standards. The modification refines the approved subdivision layout without altering the approved land use, density framework or servicing strategy.

#### **4.2. Environmental Planning and Assessment Act 1979 Section 4.15 (1)(a)(ii)**

There are no draft Environmental Planning Instruments applicable to the subject land that are relevant to the determination of this application.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P5/26***4.3. Environmental Planning and Assessment Act 1979 Section 4.15(1)(a)(iii)**

The proposal has been assessed against the relevant provisions of the Singleton Development Control Plan 2014.

The DCP establishes performance criteria and controls relevant to subdivision design, environmental management, servicing and infrastructure provision. The proposal is generally consistent with the applicable controls, noting that the subdivision envelope, staging framework and servicing strategy have been previously approved.

Assessment against relevant DCP clauses is summarised below:

Relevant Clauses	Compliance with clause objectives	Comments/Rationale
Subdivision design	YES	The amended layout achieves orderly subdivision and maintains environmental living outcomes.
Environmental management	YES	Vegetation management measures and Section 88B instruments are proposed.
Infrastructure and servicing	YES	Engineering and water servicing requirements are addressed through conditions.

**4.3.1. Relevant Clauses**

The proposal satisfies the intent and objectives of the applicable DCP provisions. Any detailed matters relating to engineering, vegetation management and servicing are addressed through conditions of consent.

**4.4. Environmental Planning and Assessment Act 1979 Section 4.15 (1)(a)(iia)**

There is no planning agreement applicable to the proposed development.

**4.5. Environmental Planning and Assessment Act 1979 Section 4.15 (1)(b)**

The likely impacts of the proposed development have been assessed with regard to the natural and built environment, social and economic considerations, and the suitability of the site.

The proposal represents an internal refinement of an approved subdivision and does not introduce new or additional impacts beyond those previously assessed.

#### 4.5.1. **Key Assessment Issues**

The key assessment issues relevant to the proposal include:

- Subdivision yield and estate character
- Environmental impacts (ecology and bushfire)
- Infrastructure capacity and servicing

The proposed increase in lot yield is achieved through internal redistribution within the approved subdivision envelope. The essential character of the environmental living estate is maintained.

Environmental impacts have been assessed through updated bushfire and ecological documentation, with mitigation measures secured through conditions of consent and Section 88B instruments.

The assessment has been informed by relevant standards and guidelines, including RFS Planning for Bush Fire Protection and Council engineering specifications.

#### 4.5.2. **Internal Referrals**

Internal referrals were undertaken for the following reasons:

- **Development Engineering:** To assess subdivision design, road layout and servicing. No objection was raised subject to conditions.
- **Water and Sewer Services:** To confirm servicing capacity and compliance with Council requirements.
- **Consultant Ecologist:** To assess ecological impacts and vegetation management.
- **Consultant Heritage Officer:** To confirm Aboriginal heritage considerations.

There is no history of unresolved non-compliance relevant to the merits of the modification application.

#### 4.5.3. **External Referrals**

The application was referred to external agencies as integrated development for the following reasons:

- **NSW Department of Planning and Environment – Water:** Due to works within 40 metres of a watercourse. General Terms of Approval requiring a Controlled Activity Approval were issued.
- **NSW Rural Fire Service:** Due to bush fire prone land. A Bush Fire Safety Authority was issued under section 100B of the Rural Fires Act.

All matters raised have been addressed through additional information and conditions of consent.

#### **4.6. Environmental Planning and Assessment Act 1979 Section 4.15 (1)(c)**

The site is considered suitable for the proposed development having regard to its zoning, surrounding land uses, approved subdivision framework and existing servicing infrastructure.

The modification does not expand the development footprint and is consistent with the established environmental living character of the locality.

#### **4.7. Environmental Planning and Assessment Act 1979 Section 4.15 (1)(d)**

One (1) submission was received during public notification.

Concern raised	Council comments
Increase in lot yield / estate character	The subdivision envelope remains unchanged and the proposal does not introduce a new land use. The yield increase is achieved through internal redistribution and does not alter estate character.
Infrastructure capacity / servicing	Relevant Council departments raised no objection subject to standard requirements and conditions.
Environmental impacts	Environmental impacts are acceptable subject to mitigation measures and agency approvals.

Comments must take into consideration the concern raised and identify the proposed condition(s) of consent relevant to the concern raised. Where the concern is not relevant to the application or is not a relevant planning consideration, a statement should be made as to why. Consideration should be given to how these responses are drafted.

#### **4.8. Environmental Planning and Assessment Act 1979 section 4.15 (1)(e)**

The proposal is considered to be in the public interest. It is consistent with the planning objectives of the C4 Environmental Living zone and the Singleton Local Housing Strategy, facilitates orderly development and provides infrastructure consistent with approved plans.

The assessment has considered the principles of ecologically sustainable development, including the precautionary principle, inter-generational equity, conservation of biodiversity and appropriate valuation of environmental resources.

## **5. Other Matters to Consider Under the *Environmental Planning and Assessment Act 1979* and Regulations**

### **5.1. Section 77A and Schedule 3 – Designated Development**

The proposal is not designated development.

### **5.2. Section 4.13 – Consultation and Concurrence**

Consultation and concurrence requirements have been satisfied.

### **5.3. Section 4.46 – Integrated Development**

The application is integrated development. Relevant approvals have been issued

### **5.4. Section 7.11 – Development Contributions**

Applicable development contributions will be imposed as a condition of consent.

### **5.5. Schedule 1 of the *EP&A Regulations***

All relevant matters under Schedule 1 have been considered and addressed.

## **6. Conclusions**

This report recommends that Council approve Modification No. 8 of Development Application DA 8.2013.211 subject to conditions of consent.

This recommendation is made on the basis that the proposal is consistent with the objectives of the C4 Environmental Living zone and is considered to result in minimal impacts on adjoining properties.

Council could alternatively refuse the modification to the development application or refer the modification application to the assessing officer to address specific issues identified.

Where Council makes a planning decision that is inconsistent with the recommendation of this report, Council is required to provide reasons for its decision, including why the staff recommendation was not adopted.

### **Legislative and Policy Considerations**

- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2021*
- *Singleton Local Environmental Plan 2013*
- Singleton Development Control Plan 2014
- Singleton Community Participation Plan
- Determination of Development Applications by Council Policy

**Attachments**

<b>AT-1</b> <a href="#">⇒</a>	8.2013.211.8 - Attachment - Assessment Report - Lot 226 DP 1303931 - 52 GOLDEN WATTLE CIRCUIT WATTLE PONDS - PAN-533250	Attachment Under Separate Cover
<b>AT-2</b> <a href="#">⇒</a>	8.2013.211.8 - Attachment - Notice of Determination - Lot 226 DP 1303931 - 52 GOLDEN WATTLE CIRCUIT WATTLE PONDS - PAN-533250	Attachment Under Separate Cover
<b>AT-3</b> <a href="#">⇒</a>	8.2013.211.8 - Attachment - Subdivision Plan - Lot 226 DP 1303931 - 52 GOLDEN WATTLE CIRCUIT WATTLE PONDS - PAN-533250	Attachment Under Separate Cover
<b>AT-4</b> <a href="#">⇒</a>	8.2013.211.8 - Attachment - NSW Department of Planning and Environment – Water – General Terms of Approval	Attachment Under Separate Cover
<b>AT-5</b> <a href="#">⇒</a>	8.2013.211.8 - Attachment - NSW Rural Fire Service Bush Fire Safety Authority Section 100B Rural Fires Act 1997	Attachment Under Separate Cover
<b>AT-6</b> <a href="#">⇒</a>	8.2013.211.8 - Attachment - Public Submission - Lot 226 DP 1303931 - 52 GOLDEN WATTLE CIRCUIT WATTLE PONDS - PAN-533250	Attachment Under Separate Cover

**DI&P6/26. Minutes - Heritage Advisory Committee - 20/02/2026**  
**Author:** Coordinator Planning & Development Services

**FILE:** 26/00157

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## Executive Summary

The Heritage Advisory Committee held its ordinary meeting on 20 February 2026. 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 20 February 2026.
2. Adopt the following recommendation made by the Heritage Advisory Committee:

### **5.1 Mount Thorley Warkworth Historic Heritage Conservation Fund Grant - 1260 Broke Road, Broke**

That Council to draw on the Mount Thorley Warkworth Historic Heritage Conservation Fund to support the following applications for **Major Works (being repairs and maintenance)** for **Albert Hall, 1260 Broke Road, Broke**, in the amount of **\$10,000.00**.

## Report

The Singleton Heritage Advisory Committee (SHAC) held its ordinary meeting on 20 February 2026. This report seeks Council determination on the following item considered by SHAC:

Council received a grant application in November 2025 for works to be undertaken at Albert Hall, 1260 Broke Road, Broke (Lot 1 and 2 DP 1146108).

- Heritage Grants Application Form
- Supporting statement outlining the project aim, heritage significance, methodology, timeline and photographs
- Quotes to carry out the proposed works

Albert Hall is a late nineteenth-century timber cottage constructed circa 1890 and forms part of the Broke Village Conservation Area. The building retains a high level of original heritage fabric, including timber floorboards, doors, windows and internal cypress pine linings, and is considered to be of local heritage significance.

*Infrastructure & Planning Report (Items Requiring Decision) - DI&P6/26*

The grant application proposes the following repairs and maintenance works:

- Underfloor sealing and moisture protection through installation of closed-cell spray foam insulation to reduce rising damp and protect timber bearers and joists, and
- Repair and waterproofing of existing timber doors and windows, including replacement of glazing putty and treatment of joinery using natural oils, and
- Preservation and oil sealing of internal native cypress pine timbers.

The total cost of the proposed works is **\$13,540.00**, with the applicant seeking **\$10,000.00** in grant funding to assist with delivery of the project. The remaining **\$3,540.00** is to be provided by the applicant through a combination of direct financial contribution and in-kind labour.

SHAC recommends this application be supported and Council to draw on the Mount Thorley Warkworth Historic Heritage Conservation Fund in the amount of \$10,000.00. As the application relates to Major Works, a dollar-for-dollar funding arrangement is required, the applicant is requesting to consider the works in kind labour as value towards the co-contribution.

### Financial Implications

Nil other than the reduction in the fund for the amount requested. The reserve balance at the December 2025 Quarterly Budget Review was \$442,357.

### 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 - Heritage Advisory Committee - 20/02/2026

**MINUTES  
SINGLETON HERITAGE ADVISORY COMMITTEE  
9:00AM FRIDAY 20 FEBRUARY 2026**



<b>Present</b>	Cr Sue George, Deputy Mayor (Chair) (Cr SG) Lyn MacBain (LMc) Dain Simpson (DS) Stewart Mitchell (SM) George Zapletal (GZ) Amanda Schaffer - Coordinator Planning and Development Services, Singleton Council (AS)
<b>In Attendance</b>	Mike Duff - Director Infrastructure & Planning Services, Singleton Council (MD) Marlie Caban - Manager Development & Environment, Singleton Council (MC)
<b>Meeting Location</b>	Committee Room

### 1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies –
  - Darrell Rigby
  - Brian Atfield

### 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 21 November 2025, were confirmed.

### 4 Matters arising from the Minutes

- Re-visit MTW funding – why 75% was deemed appropriate.

### 5 Agenda Items

#### 5.1 Mount Thorley Warkworth Historic Heritage Conservation Fund Grant - 1260 Broke Road, Broke FILE:26/00157

##### Purpose:

The purpose of this report is to provide information to the Committee to enable it to determine whether it will support the application for grant funding under the Mount Thorley Warkworth Historic Heritage Conservation Fund and recommend that Council release funds for the proposed repairs and maintenance works to the heritage building

**MINUTES  
SINGLETON HERITAGE ADVISORY COMMITTEE  
9:00AM FRIDAY 20 FEBRUARY 2026**



detailed below.

**Background:**

The Mount Thorley Warkworth Historic Heritage Conservation Fund is designed to assist residents and community groups wishing to advance public, private and community heritage under the following broad categories:

- Community heritage projects
- Major works
- Heritage reports
- Heritage emergency works
- Education
- Technology

**Report:**

Council received a grant application in November 2025 for works to be undertaken at Albert Hall, 1260 Broke Road, Broke (Lot 1 and 2 DP 1146108), supported by the following documentation (Attachment 1):

- Heritage Grants Application Form
- Supporting statement outlining the project aim, heritage significance, methodology, timeline and photographs
- Quotes to carry out the proposed works

Albert Hall is a late nineteenth-century timber cottage constructed circa 1890 and forms part of the Broke Village Conservation Area. The building retains a high level of original heritage fabric, including timber floorboards, doors, windows and internal cypress pine linings, and is considered to be of local heritage significance.

The grant application proposes the following repairs and maintenance works:

- Underfloor sealing and moisture protection through installation of closed-cell spray foam insulation to reduce rising damp and protect timber bearers and joists, and
- Repair and waterproofing of existing timber doors and windows, including replacement of glazing putty and treatment of joinery using natural oils, and
- Preservation and oil sealing of internal native cypress pine timbers.

The total cost of the proposed works is **\$13,540.00**, with the applicant seeking **\$10,000.00** in grant funding to assist with delivery of the project. The remaining **\$3,540.00** is to be provided by the applicant through a combination of direct financial contribution and in-kind labour.

The application has been reviewed by Council's Heritage Advisor and is considered suitable for consideration by the Singleton Heritage Advisory Committee. As the application relates to Major Works, a dollar-for-dollar funding arrangement is required, the applicant is requesting the Committee consider the works in kind labour as value towards the co-contribution.

**Options:**

The following options are provided for consideration:

**MINUTES  
SINGLETON HERITAGE ADVISORY COMMITTEE  
9:00AM FRIDAY 20 FEBRUARY 2026**



1. Endorse the application and recommend that a report be prepared to Council (for the next available Council meeting) supporting the release of \$10,000.00 from the Mount Thorley Warkworth Historic Heritage Conservation Fund for repairs and maintenance works to Albert Hall at 1260 Broke Road, Broke.
2. Consider the applications and determine not to support the proposal.

Discussion:

DS – instigated project

LMc – Support for project

SM – Any thought given to relocation of building

DS – Not been considered for relocation

GZ – Inspected 19/02 – contractor recommends raw linseed oil. Needs to have old paint scrapped. Proposed 3 coats.

Cr SG – Outside scope of committee – suggestion to speak with the owner

LMc – Suggest that GZ speak with Darrell

DS – Corrugated iron in poor condition

Cr SG – Are we happy to allocation \$10,000.00 from MTWHHCF

SM – GZ & DS to speak to owners about the concerns

DS – Getting quotes in broke very hard

**MOVED** Member MacBain    **SECONDER** Dain Simpson

**Recommendation:**

That the Singleton Heritage Advisory Committee recommend to Council to draw on the Mount Thorley Warkworth Historic Heritage Conservation Fund to support the following applications for **Major Works (being repairs and maintenance)** for **Albert Hall, 1260 Broke Road, Broke**, in the amount of **\$10,000.00**.

**5.2 Singleton Heritage Advisors Report - January 2026    FILE:26/00157  
Executive Summary**

The purpose of this report is to provide the Singleton Heritage Advisory Committee with the Heritage Advisors report for January 2026.

The Singleton Heritage Advisors Report is shown as **Attachment 1** for the information of the Committee.

**MINUTES  
SINGLETON HERITAGE ADVISORY COMMITTEE  
9:00AM FRIDAY 20 FEBRUARY 2026**



Discussion

SG – Anyone interested in being on National Parks and Wildlife committee – still open

SG – The Criterion has been sold

SG – Chain of Ponds mentioned at HVO CCC

SM – Do you know if all the renovation works have been completed on the building?

SG – No, tarp on roof

**6 Other Business**

- DS – Nominated Cosy Nook or the Apple Shed at Broke for heritage listing, are they eligible for funding?
- Cr SG – Once Committees reviews funding agreement will have a better of idea for eligibility
- SM – Matter of road signage on Great North Road – raised at CHAG meeting in November – Nominated to pursue further – Still waiting for minutes on CHAG meeting
- Cr SG – From previous meeting SM to provide wording for sign then needs to go to Council for approval to go on road reserve
- SM – Not much enthusiasm from Convict trail people
- Once CHAG minutes received
- LMc – why is it being investigated when mines are supposed to pay for signage
- DS – Surprised Convict Trail people not interested in signage
- SM – Funding allocated to Convict Trail people which has been used in other areas. Happy to provide information to go on sign
- LMc – Mechanics Institute 160 years old this year, only building that is manage by community. Needs repairs, recent assessment carried out. Funding from Council to carry out repairs, Sub floors dropping, plastic paint needs to be removed. Unable to apply for funding as it a Council building. Who will be Council contact? Offer to any Committee members and Council staff that would like to view building. Cr SG - if there is enough interest may be able to organise a visit. LMc – Would like to see Council take more interest in Mechanics Institute
- George Street survey – is there as a Council committee
- LMc – SHAC needs input into what is being planned
- Cr SG – Certain that SHAC will have input into the final plan

**MINUTES  
SINGLETON HERITAGE ADVISORY COMMITTEE  
9:00AM FRIDAY 20 FEBRUARY 2026**



- LMc – put forward that Council buy a block of land behind Happy Grillmores for parking
- CHAG minutes Springwood now in Aboriginal Conservation Zone for Mount Thorley Warkworth – no longer access for public. At a loss to understand how there has been no consultation, asking for advice on where to go for information, SM – Confirmed. Cr SG suggested to go to National Parks and Wildlife.
- LMc – Given it is on Council LEP how has there been no consideration?  
SM – Still belongs to MTW at this stage, one of three locations given consent to mine. Understood at the time buildings would be restored, work has commenced on Springwood. It is the oldest building in Warkworth, built by settlers. Should be open to the public, Cr SG go back MTW and National Parks and Wildlife.
- AS – Local Heritage Officer would like to attend meetings
- If anyone can contact Barry Searle ask him to contact Tully at Library
- SM – Heritage properties belonging to HVO – where they included in group
- Cr SG – not discussed by CHAG but on webpage will list all heritage properties, three properties being focussed on have people living in them.
- LMc – Previously we would go on tours to mine sites – opportunities to go on tour to heritage sites would be appreciated
- MD – CBD masterplan close on 11 March – is committee going to make a submission? If not make a note of closing date. Invite MAC's team to present. Would committee be happy for Cr Sue George to make a submission?
- LMc – request for meeting in March
- Would like to see masterplan to discuss, Cr SG - request for a briefing for the meeting of the 15 May 2026
- DS – Is there a heritage workshop? Cr SG – Will ask for a heritage workshop.
- Cr SG – Committee happy to make submission
- Cr SG – Book meeting of 15/05 for 2 -21/2 hours to include a workshop
- LMc – what does committee do if there is something to discuss prior to meeting, as chair contact Cr Sue George and Sue will take to Council.

**7 Action List**

**MINUTES  
SINGLETON HERITAGE ADVISORY COMMITTEE  
9:00AM FRIDAY 20 FEBRUARY 2026**



Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
	15/08/2025	Refer LEP heritage list to Aboriginal Advisory Committee for input	Amanda S	Outstanding
	15/08/2025	Committee members to review and provide feedback on LEP heritage list	Amanda S	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	Amanda S	Outstanding
	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	Outstanding
	20/02/2026	Include in agenda for 15/05/2026 - Signage for Great Northern Road	Amanda S	May 2026
	20/02/2026	Report for meeting 15/05/2026 – Mechanics Institute – funding, repairs and Council contact	Amanda S	May 2026
	20/02/2026	Submission – CBD Masterplan and CBD Masterplan workshop	Cr Sue George	May 2026

**8 Next Meeting**

- Friday 15 May 2026 9:00am Committee Room

The meeting closed at 9:47am.

**Cr Sue George, Deputy Mayor**  
Chair

**GM10/26. Minutes - Audit Risk and Improvement Committee - 18 February 2026**      **FILE:**  
26/00149/001  
**Author:** Governance Officer

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### **Executive Summary**

The Audit Risk and Improvement Committee held its ordinary meeting on 18 February 2026. The minutes of the meeting are shown as **Attachment 1** for Council's information.

### **FOR INFORMATION**

#### **Attachments**

**AT-1** [↓](#) Minutes of ARIC 16 February 2026

**MINUTES**  
**AUDIT RISK AND IMPROVEMENT COMMITTEE**  
**2:00PM - 4:00PM MONDAY 16 FEBRUARY 2026**



<b>Present</b>	Paul Quealey – Chair (PQ) ( <i>virtual</i> ) Meredith Caelli – Independent (MerC) Tony Harb – Independent (TH) ( <i>virtual</i> ) Councillor Godfrey Adamthwaite (GA) ( <i>virtual</i> )
<b>In Attendance</b>	Dwight Graham – Acting General Manager, Singleton Council (JFB) Melinda Curtis - Executive Director, Singleton Council (MeIC) ( <i>virtual</i> ) Mark Wiblen – Acting Director Corporate & Community Services (MW) Julie Murray – Acting Chief Financial Officer, Singleton Council (JMu) Deborah McDonald - Manager Integrated Risk, Singleton Council (DM) Luke Malone - External Auditor, Prosperity (LM) ( <i>virtual</i> ) Judy Malpas - Internal Auditor, O'Connor Marsdens & Associates (JMa) ( <i>virtual</i> ) Desmond Quach - Audit Office NSW (DQ) ( <i>virtual</i> ) Erika Wagstaff – Governance Lead, Singleton Council (Minutes)
<b>Meeting Location</b>	Committee Room

### 1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Justin Fitzpatrick-Barr

### 2 Disclosure of Interests

- Nil

### 3 Confirmation of Minutes

- **MOVED** Mr Harb **SECONDED** Ms Caelli that the minutes of the Audit Risk and Improvement Committee meeting held on Tuesday 18 November 2025, were confirmed.

### 4 Matters arising from the Minutes

- Clarification of the governance of the closed ARIC actions, that these are reported once as closed and then removed from the report.

### 5 Agenda Items

**MINUTES**  
**AUDIT RISK AND IMPROVEMENT COMMITTEE**  
**2:00PM - 4:00PM MONDAY 16 FEBRUARY 2026**



**1.1 2024/2025 Financial Audit Management Letter FILE:24/00272**

The 2024/2025 Financial Audit Management Letter was attached for the Committee's information.

The committee discussed the report.

The committee clarified the following:

- The Audit Plan Status is nearing completion and will be provided to the committee out of session.
- Alternative lead partner from Prosperity, Alex Hardy, will facilitate the plan this year, being a geographically closer partner. Luke Malone remains for continuity and smooth transition.
- Information Asset Listing and Risk Register is being created with vendors and system owners.
- 3<sup>rd</sup> party/vendor security controls are a concern and being considered in the creation of the risk register. New vendor supply agreements include measure to address these considerations. Historic agreements may not, this is being investigated for complete understanding.
- Council has existing practices that validates change of vendor details. Will explore this from vendor perspective also.

**NOTED**

Mr Luke Malone left the meeting, the time being 02:28 PM

Mr Desmond Quach left the meeting, the time being 02:28 PM

**5.1 ARIC Pulse Action Status Report - October 2025 to December 2025 FILE:26/00149/001**

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.

The committee clarified the following:

- ELT engages in regular reviews of ARIC action items, it is taken very seriously and requests for extensions are scrutinised before reporting to ARIC.
- Will prioritise the medium to high risk actions that are outside the appetite.

**MOVED** Mr Harb **SECONDED** Ms Caelli..

That the Audit Risk and Improvement Committee note the status of Pulse actions for

**MINUTES  
AUDIT RISK AND IMPROVEMENT COMMITTEE  
2:00PM - 4:00PM MONDAY 16 FEBRUARY 2026**



16 October 2025 to 30 December 2025 and adopt the amended due date for several items as detailed in the report.

**5.2 December 2025 Quarterly Budget Review Statement FILE:26/00149**

The December 2025 Quarterly Budget Review Statement (QBRS) is presented to the Audit Risk & Improvement Committee.

The committee discussed the report.

The committee clarified the following:

- Road value reflects an increase in value of some roads and a decrease in the value of others.
- Large amount of capital expenditure has been deferred into next year due to capacity to complete the works by 30 June 2026.
- Currently reviewing and monitoring the unallocated cash, an area of ongoing focus by the Audit Office.
- Currently reviewing the utilisation rate and charging rate of plant and fleet.

There were no questions from the committee

**MOVED** Ms Caelli **SECONDED** Mr Harb.

That the Audit Risk & Improvement Committee:

1. Note the budgetary changes and the projected year end result presented in the December 2025 Quarterly Budget Review Statement.
2. Note the December 2025 Quarterly Budget Review Statement will presented to Council at the February 2026 Council Meeting.

**5.3 Information Management Strategy 2025 - 2028 FILE:26/00149/001  
Executive Summary**

The Information Management (IM) Strategy 2025 2028 is presented to the Audit Risk & Improvement Committee.

The committee discussed the report.

The committee clarified the following:

- Roadmap is being developed to achieve deliverables.
- Artificial Intelligence is being addressed in an AI policy that is under development. Use of AI tools are restricted appropriately to protect the security of information.

**NOTED**

**MINUTES  
AUDIT RISK AND IMPROVEMENT COMMITTEE  
2:00PM - 4:00PM MONDAY 16 FEBRUARY 2026**



**5.4 ICT Strategy 2026 - 2028  
Executive Summary**

**FILE:26/00149/001**

The Information Technology Communication (ICT) Strategy is presented to the Audit Risk & Improvement Committee.

The committee discussed the report.

There were no questions from the committee.

**NOTED**

**5.5 Service Review - Complaints Handling Framework**

**FILE:26/00149/001**

A report to present the outcomes of the service review of Council's Compliments and Complaints Framework and information on the development of the revised Complaints Handling Policy is provided to the Audit, Risk and Improvement Committee.

The committee discussed the report.

The committee clarified the following

- Look at how to ensure Service Review process is de-politicised and consistent in approach to selection of review areas.
- Future reviews will include financial aspects and efficiencies of the service under review, this was not relevant to this service review.

**NOTED**

**5.6 Gifts & Benefits Report - 1 July 2025 to 31 December 2025**

**FILE:26/00149/001**

The six-monthly report on gifts and benefits for the period 1 July 2025 to 31 December 2025 is provided for information of the Audit, Risk and Improvement Committee.

The committee discussed the report.

There were no questions from the committee.

**NOTED**

**5.7 Service Review 2025 - 2029**

**FILE:25/00177**

A report to provide the Audit Risk & Improvement Committee, the rationale for the selection of Service Reviews committed for delivery within the Delivery Program 2025 – 2029.

The committee discussed the report.

The committee clarified the following:

**MINUTES  
AUDIT RISK AND IMPROVEMENT COMMITTEE  
2:00PM - 4:00PM MONDAY 16 FEBRUARY 2026**



- LG Professionals accepts feedback from participating councils on areas to review. We do not participate in all reviews offered. The areas selected were areas to be reviewed anyway and there is benefit to participating in the program including benchmarking against other Councils.

**NOTED**

**5.8 Internal Audit - Payroll**

**FILE:26/00149/001**

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

The committee discussed the report.

The committee clarified the following:

- Approval process for Higher Duties is robust.

*ACTION: Acting CFO to provide ARIC with further detail on issues caused by the "Scout" system*

**NOTED**

**5.9 Business Unit Risk Management Reports 2025 FILE:26/00149/001**

A report is to provide the Committee with each business unit's risk management report for 2025.

The committee discussed the report.

The committee clarified the following:

- Risk appetite applies to the category or risk.
- Overview of the robust process for development of the risk registers.
- Acknowledged difficulty in having participants step out of the day to day operational activities and think more broadly to consider risks occurring in other councils and emerging risks when updating the risk registers.
- Future improvement to highlight all risks outside of the risk appetite with Directors to review with the Leadership team.
- Prefer to continue to high light high risks to ensure the risk is constantly considered and front of mind rather than amend risk management framework to result in lower ranked risks.
- Review reporting of out of appetite risks to Council in accordance with Risk Management & Internal Audit for local government in NSW guidelines.

*Follow up: Does Council receive further information regarding Council's risk appetite?*

*Action: The three risk registers selected to be presented to ARIC in detail in the coming year are \* Community Services Delivery, \* Infrastructure Services, and \* Community Experience and Events*

**MINUTES  
AUDIT RISK AND IMPROVEMENT COMMITTEE  
2:00PM - 4:00PM MONDAY 16 FEBRUARY 2026**



**MOVED** Ms Caelli **SECONDED** Mr Harb

That the Audit Risk & Improvement Committee notes the production of annual risk management reports for each business unit.

**5.10 Draft ARIC Chair's Annual Report 2025 FILE:26/00149/001**

A report to give the Audit Risk and Improvement Committee the opportunity to review and provide feedback on the draft annual report for 2025 as prepared by the Chair prior to its submission to the elected Council.

The committee discussed the report.

There were no questions from the committee.

*ACTION: Circulate a survey to measure the effectiveness of the ARIC, by the end of June 2026*

**MOVED** Mr Harb **SECONDED** Ms Caelli

That the Audit Risk & Improvement Committee review and provide feedback on the draft annual report for 2025 by the Chair of the Committee.

**6 Other Business**

- NIL

**7 Action List**

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
ARIC26-01	16 February 2026	ACTION: Acting CFO to provide ARIC with further detail on issues caused by the "Scout" system	Acting CFO	24 April 2026
ARIC26-02	16 February 2026	Action: The three risk registers to be presented to ARIC in detail in the coming year * Community Services Delivery, * Infrastructure Services, and * Community Experience and Events	Manager Integrated Risk	23 October 2026
ARIC26-03	16 February 2026	ACTION: Circulate a survey to measure the effectiveness of the ARIC, by the end of June 2026	Manager Integrated Risk / Governance / Executive Assistant	30 June 2026

**MINUTES  
AUDIT RISK AND IMPROVEMENT COMMITTEE  
2:00PM - 4:00PM MONDAY 16 FEBRUARY 2026**

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**8 Next Meeting**

- 18 May 2026, 2:00pm Council Administration Building

The meeting closed at 3:55pm.

*Approved by email CM 26/9119*

**Paul Quealey**  
Chair

**GM12/26. Draft Singleton CBD Masterplan**  
**Author:** Coordinator Strategic Planning

**FILE:** 23/00549

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## Executive Summary

The purpose of this report is to inform Council of the progress on the draft Singleton CBD Masterplan funded under the NSW Government's Regional Housing Strategic Planning Fund – Round 3 (RHSPF).

## FOR INFORMATION

On 26 May 2025, Council received successful notification under the Regional Housing Strategic Planning Fund - Round 3 (RHSPF) for funding to review and update the Singleton CBD Masterplan.

Council staff have worked with planning consultants URBIS to review the current plan, which was adopted in 2013. Many of the objectives and principles established in the 2013 Masterplan remain pertinent and continue to provide a sound basis for guiding the future development of the Singleton CBD. In particular, the emphasis on enhancing public realm quality, protecting heritage values, and supporting economic vitality remains central to the strategic direction for the CBD. The revised Masterplan will build on these foundations while addressing emerging priorities.

The CBD Masterplan review is focussed on John Street as it extends from the Railway Station through to Campbell Street. A separate grant application under the Federal government's Regional Precincts and Partnerships Program (rPPP) - Stream One: Precinct development and planning was made in March 2025, in collaboration with Transport for NSW and with the support of local businesses. Council staff have been advised that the application is continuing to work through the assessment phase. An internal project control group (PCG) is being established to identify opportunities to continue to support post-bypass transport, connectivity and business needs.

The updated masterplan will include the following key components:

- Update the existing Singleton Town Centre Masterplan to better support the delivery of affordable and diverse housing within the town centre, with John Street as a key public space in the Singleton town centre;
- Identify and unlock additional housing opportunities within the town centre and connected neighbourhoods;
- Identify business activation and attraction beyond passing traffic develop and refine the Railway Precinct concept to better support movement of people and connection to place; and
- Investigate the connection between John Street, Rose Point Park, Cook Park, and the river.

*General Manager's Report (Items for Information) - GM12/26*

To assist in preparing an updated masterplan, a baseline analysis of the CBD has been completed and a survey of the local community and businesses has been conducted and is informing the draft masterplan.

The baseline analysis provides a clear understanding of the current state of the CBD, identifies what has been achieved since the adoption of the 2013 Masterplan, and highlights the opportunities and constraints that will shape the next iteration of the plan. The analysis is designed to ensure the revised Masterplan is grounded in evidence, aligned with contemporary policy directions, and responsive to the changing needs of Singleton's community, economy, and environment.

The survey was conducted from 18 February to 11 March 2026, with over 300 responses received.

A strategic workshop with Councillors is scheduled for 24 March 2026, and it is anticipated that a draft revised masterplan will be tabled as part of the April 2026 Council Meeting seeking to publicly exhibit the draft masterplan in accordance with the Community Engagement Strategy.

**Attachments**

There are no attachments for this report.

**ED13/26. Delivery Program 2025 - 2029 and Operational Plan  
2025/2026 Six Month Update**  
**Author:** Integrated Planning & Reporting Specialist

**FILE:** 25/00465

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## Executive Summary

The purpose of this report is to provide Council and the community with a six-monthly status report on the Delivery Program 2025 – 2029 and Operational Plan 2025/2026.

## FOR INFORMATION

It is a requirement of the *Local Government Act, 1993* and the Integrated Planning and Reporting Framework that Council report on the progress of the Delivery Program 2025 - 2029 and Operational Plan 2025/2026. The actions within these documents support strategies included in the Singleton Community Strategic Plan 2025-2035 under the pillars of Our Community, Our Places, Our Environment, Our Economy and Our Leadership.

### 2025/2026 Operational Plan actions status

The graphs below provides a snapshot of the status of the 2025/2026 Operational Plan actions as at 31 December 2025.

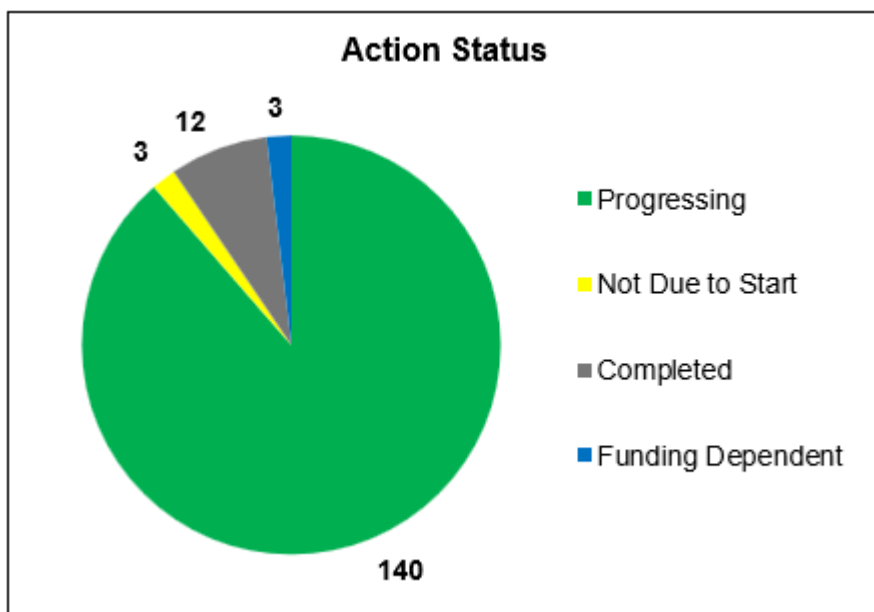
Of the 158 total Operational Plan actions:

- Actions progressing: 140
- Actions completed: 12
- Actions not due to start: 3

These actions are scheduled to be completed between 1 January and 30 June 2026

- Actions funding dependent: 3

Staff continue to seek funding to allow for these actions to be progressed.

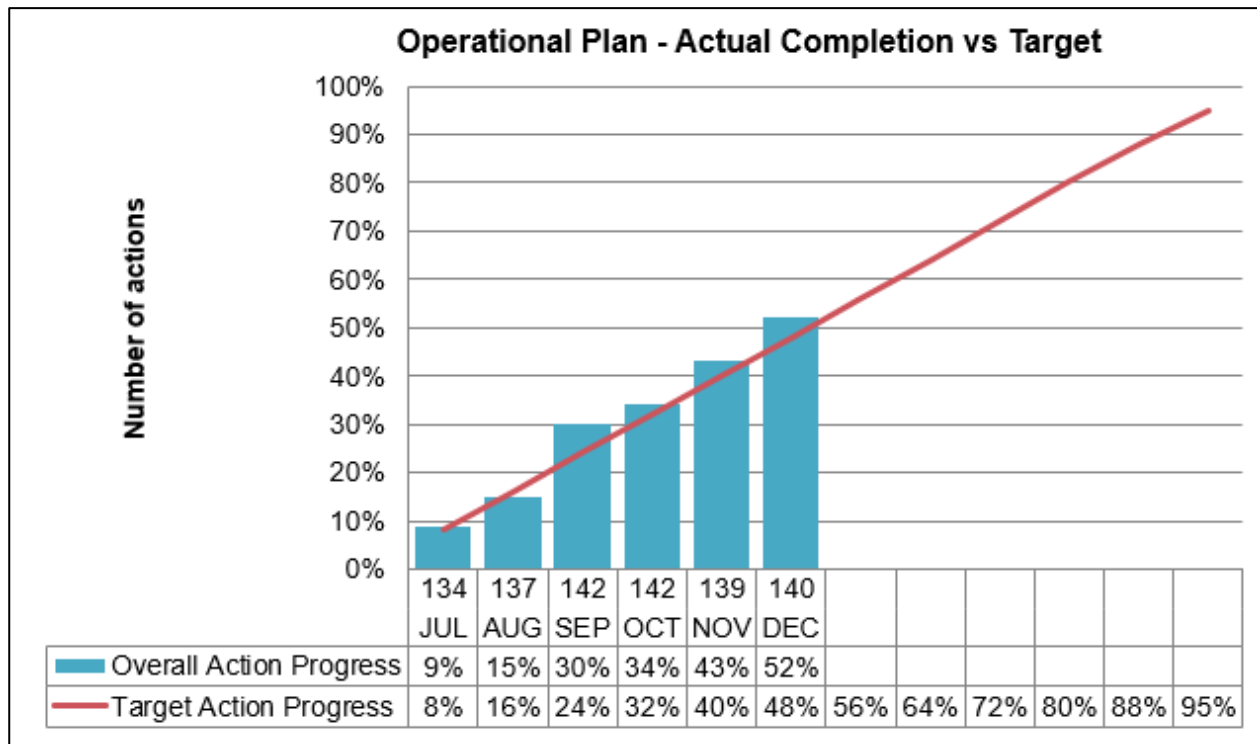


**2025/2026 Operation Plan actions progress**

The graph below demonstrates that Council is on track to meet the target of 95% Operational Plan action completion by 30 June 2026. During the first 6 months of the Operational Plan year, from 1 July 2025 and 31 December 2025, 52% progress has been made to actions which is above the 48% progress target for this period.

A detailed report on the delivery of actions is at **Attachment 1**.

We are continuing to monitor the delivery of the Operation Plan actions using Council's Pulse software.



**Attachments**

**AT-1** [↗](#) Six Month Update Report - Operational Plan 2025/2026

Attachment Under Separate Cover

**ED14/26. Minutes - Combined Rural Halls - 19 February 2026 - FILE: 01/0301**  
**Hall Reports February 2026**  
**Author:** Executive Assistant

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### **Executive Summary**

The Combined Rural Halls Committee held its ordinary meeting on 19 February 2026. Attached for Councillors information is the Minutes of the Ordinary Meeting shown as **Attachment 1** and the Hall Report – February 2026 shown as **Attachment 2**.

### **FOR INFORMATION**

#### **Attachments**

**AT-1** [↓](#) Minutes - Combined Rural Halls Meeting - 19 February 2026

**AT-2** [↓](#) Combined Rural Halls - Hall Reports - February 2026

## SINGLETON COMBINED RURAL HALLS

The committee is set up to facilitate communication between Council and Rural halls in the LGA

Meeting 19 February 2026

Meeting Room Singleton Diggers, York Street Singleton

Meeting opened 7.00 pm

**Present:** Patti Beetson Glendon, Bruce Merrick Warkworth, Errol Long Warkworth, Joy Patton Glendon, Phil Reid Bulga, Maureen Joliffe Glendonbrook, Evelyn Hardy Broke, Lisa Harper Hebden, Isabelle Baldé Howes Valley, Narelle Paget Whittingham, Sue Moore Elderslie, Linda Ancich Whittingham, Anne Leggett Mitchell's Flat, Cr Sue George,

**Apologies:** Rhonda Walter Jerry's Plains, Maureen Pratt Jerry's Plains, Ken Ferguson Putty Margaret Ferguson Putty, Laura Gilkerson Whittingham, Rebecca Clark Glendonbrook, Amanda Clydesdale Hebden

**Minutes of the previous meeting:** accepted moved Joy Patton seconded Maureen Joliffe CARRIED

**Business Arising from Minutes:** NIL

**Correspondence:** Nil

**Treasurer's Report:**

Account Balance \$11 795.01 Moved Maureen Joliffe sec Sue Moore CARRIED

#### General Business

- **Hall Updates**

- **Whittingham** – few bookings, wake for former hall stalwart included donation to hall. Christmas Party attendance disappointing as same day as RFS lolly run
- **Warkworth** – Difficulty accessing builders, hall used by Church weekly, Christmas Party and some member only events, now using a subscription membership where members contribute a certain amount each week.
- **Mitchell's Flat** – Great Christmas function, new people attended, Trivia 23 May, Solar group celebration 8 May, Bingo last Sunday of each month
- **Glendon** – bookings increasing, Mail Run Bike Ride, working with new chapel as a back up venue, Beer'n'Bull monthly, minimal other bookings, quote to redo fence.
- **Bulga** – afterschool and community activities – bingo, yoga, playgroup, Friday night raffles at tavern, events at hall, Festival of Small Halls 24 April 2026, hall meetings now Thursday.
- **Broke** – Quiet over Christmas, mini market last Sunday of month, increasing in participation, Cuppa and Chat, difficult to find builder, good bookings. Broke Social Club using hall, bingo monthly
- **Glendon Brook** – several regular bookings, very hot for Christmas party, 90<sup>th</sup> birthday of the Hall this year, dates for Pie Drive and Trivia to be confirmed.
- **Putty – Christmas** successful, Friday Night Detour well attended, pool table popular, social activities, AGM some changes
- **Howes Valley** – good Christmas Function, social dinners av 35 people cost \$25per head, cuppa & chat & men's night monthly, looking to have an ongoing healthy activity eg yoga
- **Jerry's Plains** – Positive fair but numbers a little down.
- **Hebden** – Birthday parties, AGM May, Carp Bash very successful, over 60 people, (\$10 adult, \$5 child), sponsorship BCF, successful raffle, Toy Box, looking to buy water filter
- **Elderslie** – feels like a new hall, steady hall hire, new ventilation system under hall to keep it dry, 80 years old this year, previously the Mess Hall at Greta Migrant Camp, AGM February no change

- **Other Business –**

- **Bingo** – discussion on how halls operate, prizes usually groceries or donated nick knacks, length of game depends on hall eh 2 ½ to 4 hours, some have lunch, support, afternoon tea as a bring a plate, some have vouchers for local businesses, some also run raffles for special occasions eg Mother's Day

- Generic Plan of Management for some areas – will impact Howes Valley, with Crown Lands
- Masterplan for Broke on public display until March – please comment
- Comment on Disaster Risk Management Strategy on Council website [Have your say](#)
- Emergency Evacuation Lighting for Buildings, change in process now use a special book, it must be kept at the hall. Keep ALL paperwork
- Fire checks – Total Fire will contact each hall
- No small business rebate for electricity
- Club Grants and some Glencore grants now open, HVO opens in March

- **Next meeting– 21 May 2026 7pm at Diggers**

Meeting closed 7.50 pm



## Warkworth Hall Community Centre Inc.

32 High Road  
WARKWORTH NSW 2330



ABN: 56 371 159 961

19.02.2026

### Singleton Combined Rural Halls

The grant from Glencore for the kitchen upgrade has been successful. The grant is for \$5k, we have negotiated with the builder for a price around the \$5k by being able to supply labour for the project.

The hall is still restricted to private use by members and not available for public hire as we are still supporting the local church as it is still undergoing repairs as a result of the July 2022 flooding. The final works have started on the church with a late March or early April date for the church to return to normal uses.

Small group held a barbeque – member and friends

The hall is used weekly by the church for services and meetings.

A family hired the hall for a movie night and nerf gun war

The test and tag for electrical items and the register has been completed, including thermal imaging of the electrical switchboard.

The church Christmas Carols were held on the 21<sup>st</sup> December

Christmas party for members and families was held in December

Held a general meeting to discuss the future viability of the hall in the light of ever increasing costs, especially those beyond our control.

Peabody Resources continue to carry out the ground maintenance on a regular basis.

Hall renovations continue with the redundant air conditioner being removed, waiting on the builder for a start date on the kitchen floor replacement and looking at a complete interior repaint and minor repairs.

Regards

Errol Long  
Hon. Treasurer  
28 Edinburgh Ave.  
SINGLETON N.S.W .2330  
M: 0428340736



**DCCS19/26. Diesel Fuel Rebate Scheme - Fuel tax credits**  
**Author:** Coordinator Finance Business Partnering

**FILE:** 25/00405

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### Executive Summary

In response to the resolution of Council on 18 November 2025 regarding Councils' Diesel Fuel Rebate Scheme claims, the following report has been prepared to provide an understanding of the risk management framework that has been put into place to ensure Fuel tax credits are claimed correctly and to the maximum permissible into the future.

### FOR INFORMATION

At its meeting of 18 November 2025, Council resolved the following:

*Council prepare a report which provides an understanding of the risk management that has been put in place to ensure fuel tax credits are correctly claimed in the future.*

Whilst reviewing the Business activity statement lodged with the Australian Taxation Office it was perceived that the amount being claimed quarterly for the Diesel Fuel Rebate appeared to a lesser amount that would be expected for the Council fleet. This had been occurring for a period of time.

Research indicated that Council was able to back claim for a period of up to 4 years, this was confirmed by the Australian Taxation Office.

Once this was established, work commenced upon reworking the claims for the prior 4 years to calculate the correct amount that Council was entitled to claim. This resulted in an amount of \$600K being able to be claimed.

This claim was lodged and paid during the 2025 financial year.

Processes are now in place to ensure that the Diesel Fuel Rebate is calculated and claimed accurately each quarter, including the following:

- A reporting tool has been developed that links to the General ledger to provide the information required for the claim.
- This reporting tool provides several opportunities for the data to be reviewed and verified by a supervisor.
- The claim is not lodged until compared to prior period claim to ensure reasonableness of the claim.
- Any variation from previous claims is investigated and amended if required prior to lodgement with the Australian Taxation Office.

### Attachments

There are no attachments for this report.

**DCCS20/26. Minutes - Singleton Aboriginal Reconciliation Committee - 03/02/2026**  
**Author:** Executive Assistant - Directors

**FILE:** 22/00156

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### **Executive Summary**

The Singleton Aboriginal Reconciliation Committee held its ordinary meeting on 3 February 2026. The minutes of the meeting are shown as **Attachment 1** for Council's information.

### **FOR INFORMATION**

#### **Attachments**

**AT-1** [↓](#) Minutes Singleton Aboriginal Reconciliation Committee Meeting 03022026

**MINUTES  
SINGLETON ABORIGINAL RECONCILIATION COMMITTEE  
3:30PM - 5:00PM TUESDAY 3 FEBRUARY 2026**



<b>Present</b>	<p>Cr Danny Thompsom, Councillor – Singleton Council (Chair)          Cr Peree Watson, Councillor – Singleton Council          Aunty Jean Hands, Community Representative          Malcolm Franks, Community Representative          De-anne Douglas, Wanaruah Local Aboriginal Land Council          Rebel Fay, Youth Delegate          Miley MacDonald, Youth Delegate          Val Scott, Community          Warrant Officer Michael Morton, School of Infantry          Warrant Officer Mary-Anne Holland, School of Infantry          Dwight Graham, Director Corporate &amp; Community Services – Singleton Council          Kristy Murphy, Senior Community Development Specialist – Singleton Council</p>
<b>In Attendance</b>	<p>Kirsten Torrance, Executive Assistant – Singleton Council          Paul Smith, Lead Liaison Officer Major State Infrastructure &amp; Planning Services – Singleton Council          Mark Cure, Singleton Bypass Project Manager – Transport for NSW          Sam Mitchell, Senior Environment &amp; Sustainability Officer – Transport for NSW          Merredy Quinn-Bates – Transport for NSW          Lee Davison – Transport for NSW          Kylie Jacky – NSW Environment Protection Authority          Lauren Shore – NSW Environment Protection Authority</p>
<b>Meeting Location</b>	Committee Room & virtual via Microsoft Teams

### 1 Welcome and Apologies

- Welcome
- Welcome to Country by Malcolm Franks
- Apologies – Uncle Warren Taggart, Sky Hands, Jade Perry

### 2 Disclosure of Interests

- Nil

### 3 Confirmation of Minutes

- The minutes of the Singleton Aboriginal Reconciliation Committee meeting held on Tuesday 5 August 2025, were confirmed.

**Moved:** Renee MacDonald **Seconded:** Cr Thompson

**MINUTES  
SINGLETON ABORIGINAL RECONCILIATION COMMITTEE  
3:30PM - 5:00PM TUESDAY 3 FEBRUARY 2026**



#### **4 Matters arising from the Minutes**

Nil

#### **5 Agenda Items**

##### **5.1 Singleton Bypass - Yarning Circle**

Representatives from Transport for NSW (TfNSW) provided a briefing to the Committee on a proposal to construct a Yarning Circle in Rose Point Park as part of the Singleton Bypass Project.

The proposed Yarning Circle would provide a space for Aboriginal and non-Aboriginal people to gather and utilise as a teaching space and general seating in Rose Point Park.

Committee members discussed smoking ceremonies, access to the river and repatriation of artefacts. The planned location for the proposed Yarning Circle is in the fenced area in Rose Point Park with accessible features.

There was discussion around the paths leading into the proposed Yarning Circle representing local Aboriginal Groups.

TfNSW will continue consultation around the Yarning Circle project, confirming consultation with the Local Aboriginal Land Council, with no objection from the Committee.

A copy of TfNSW's Yarning Circle presentation is enclosed for your information.

**Moved:** Malcolm Franks **Seconded:** Aunty Jean Hands

##### **5.2 Climate Change Licensee Requirements**

Representatives from NSW Environment Protection Authority (EPA) provided an overview of new climate change licensee requirements, specifically relating to proposals for NSW coal mines.

The EPA is currently engaging broadly around climate change and reduction of emissions.

The Aboriginal Initiatives Team is working towards improved communication with Aboriginal people, referring to the EPA Statement of Commitment.

During the consultation process, EPA has engaged with community groups and businesses, seeking feedback around how climate change affects their community and how businesses report and intend to reduce emissions

**MINUTES  
SINGLETON ABORIGINAL RECONCILIATION COMMITTEE  
3:30PM - 5:00PM TUESDAY 3 FEBRUARY 2026**



Feedback received from businesses around emission reduction has largely related to the costs involved and operations concerns.

The EPA is engaging with other local councils, especially if they hold an environmental protection licence.

The outcomes of the project will be released to the public at a later date.

Kylie and Lauren left the meeting at 4:04pm

**5.3 Meeting Notes - Singleton Aboriginal Reconciliation  
Committee Meeting 28/10/2025**

The Singleton Aboriginal Reconciliation Committee was scheduled to meet on 28 October 2025. As a quorum was not reached, there was no formal meeting held and minutes were not recorded.

Meeting notes of brief discussions held were attached to the agenda and taken as read.

NOTED

**5.4 Baiame Cave Access Road**

Dwight Graham, Director Corporate and Community, presented an update to the Committee on the Baiame Cave Access Road.

At its meeting on 5 August 2025, the Committee requested Council staff investigate the possible upgrade of the access road to Baiame Cave. The estimated cost of the upgrade 12 months ago was \$700k. The design also requires a small amount of land acquisition, noting an addition to the cost.

Dwight explained to the Committee that this upgrade is currently not budgeted and Council will explore State and Federal grant opportunities.

NOTED

**5.5 Proposal to Establish an Aboriginal Engagement  
Contact List**

Kristy Murphy, Senior Community Development Specialist, presented a proposal to establish a voluntary contact list of Aboriginal people and organisations interested in receiving direct engagement opportunities from both internal and external stakeholders.

**MINUTES  
SINGLETON ABORIGINAL RECONCILIATION COMMITTEE  
3:30PM - 5:00PM TUESDAY 3 FEBRUARY 2026**



Committee members agreed all enquiries relating to Aboriginal matters to be directed to the Wanaruah Local Aboriginal Land Council.

Committee members requested Council consider sending Development Applications out for consultation to the Wanaruah Local Aboriginal Land Council.

**Moved:** Renee MacDonald **Seconded:** Aunty Jean Hands  
**All in favour**

**5.6 Acknowledgement of Country Sign - Singleton Civic Centre**

Council sought feedback on the preferred location of the Acknowledgement of Country Sign for the Civic Centre. Committee members agreed the sign be placed on the outside of Singleton Civic Centre, with wording as previously approved by this Committee.

**6 Other Business**

- Cr Watson thanked Cr Thompson for chairing this meeting
- Renee thanked the Committee for their support of NASCA
- Deanne advised that the Wanaruah Local Aboriginal Land Council has commenced a new trainee, completing Cert 3 in Admin under the NDIS program. The build at the back is progressing well, utilising local trades. An invitation to the building opening will be coming soon. The Wanaruah Local Aboriginal Land Council will be launching a rangers group soon.
- An EOI has been sent for the Singleton NAIDOC 2026 Committee, a copy of which is attached to these minutes.
- There has been a proposal for a Bulk Bottle, Can & Container Return & Earn Station at Rutherford. These facilities are not facilitated or managed by local Councils.
- Council's Australia Day Committee thanked the Aboriginal Reconciliation Committee for their contribution to the event.
- Council will investigate and review the timing of this meeting.

**MINUTES**  
**SINGLETON ABORIGINAL RECONCILIATION COMMITTEE**  
**3:30PM - 5:00PM TUESDAY 3 FEBRUARY 2026**



**7 Action List**

<b>Pulse/Action No</b>	<b>Meeting Date</b>	<b>Action</b>	<b>Responsible Officer</b>	<b>Due Date</b>
ABR26-01	03/02/2026	Liaise with Planning & Development Services regarding Development Applications out for consultation to Wanaruah Local Aboriginal Land Council.	Director CCS	31/03/2026
ABR26-02	03/02/2026	Investigate the timing of the meeting.	Director CCS Executive Assistant	07/04/2026

**8 Next Meeting**

Tuesday 5 May 2026, 3:30pm – 5:00pm

The meeting closed at 4:47pm

**Cr Danny Thompson**  
Chair

**DCCS22/26 Investment Report - February 2026****FILE:** 25/00405**Author:** Finance Officer - Treasury  
Coordinator Finance Business Partnering**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 28 February 2026.

**FOR COUNCIL'S INFORMATION****Report**

For the last 12 months to 28 February 2026, the investment portfolio returned 6.26% versus the bank bill index benchmark's 3.83%.

Council's total portfolio of investments was \$131.128 million with an additional \$4.278 million held in Council's operational account, as of 28 February 2026.

Without marked-to-market influences, Council's investment portfolio yielded 4.45% 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 February, Council had \$4.5m in deposits mature and Council invested a total of \$7.2m during the month. These new investments are detailed in the following table:

<b>Amount</b>	<b>Investment Type</b>	<b>Period</b>	<b>Rate</b>
\$2,000,000	Term Deposit	394 Days	4.79%
\$2,000,000	Term Deposit	363 Days	4.82%
\$1,200,000	Floating Rate Note	1926 Days	4.64%
\$1,000,000	Term Deposit	374 Days	4.90%
\$1,000,000	Term Deposit	395 Days	4.90%

The NSW TCorpIM Long Term Growth Fund recorded a gain of +1.08%(actual) for the month of February. This is reflective of the solid results across global share markets, led by a resurgence of non-technological sectors including resources and financials, which were both up 9% domestically.

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) – DCCS22/26*

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 26% 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 February 2026.

**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 - February 2026



Investment Summary Report  
February 2026

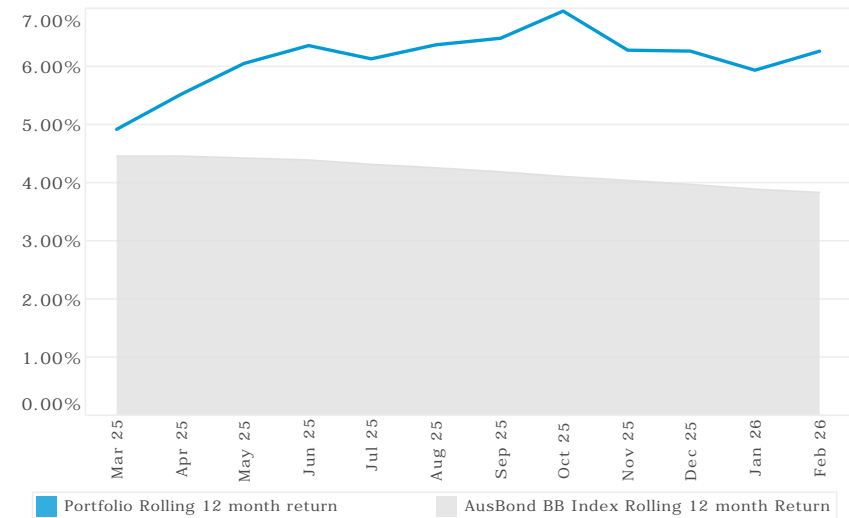
1 Singleton Council  
Executive Summary - February 2026



Investment Holdings

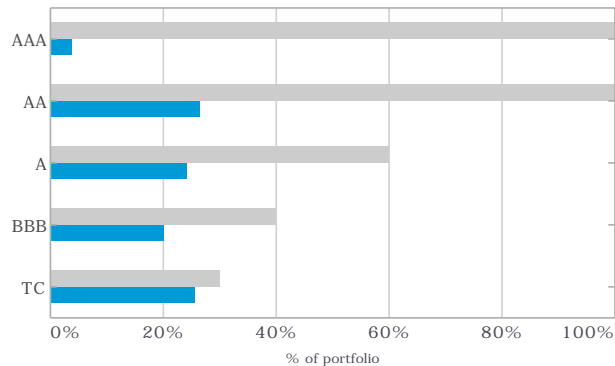
	Face Value (\$)	Current Value (\$)
Bonds	5,000,000	4,971,900
Cash	9,254,036	9,254,036
Floating Rate Note	40,400,000	40,531,425
Managed Funds	33,474,424	33,474,424
Term Deposit	43,000,000	43,000,000
	131,128,459	131,231,784

Investment Performance

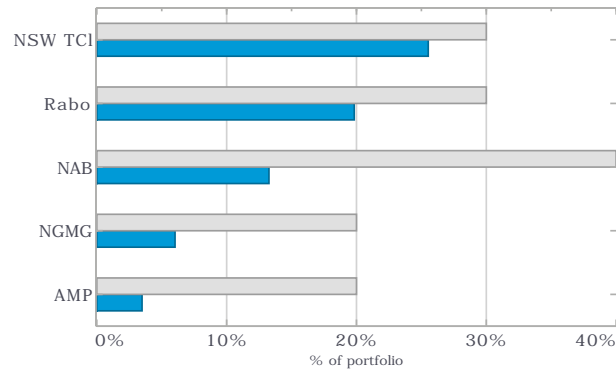


Investment Policy Compliance

Total Credit Exposure



Individual Institutional Exposures



Term to Maturities

	Face Value (\$)	Policy Max
Between 0 and 1 years	102,128,459	78% 100% a
Between 1 and 10 years	29,000,000	22% 80% a
	131,128,459	

Specific Sub Limits

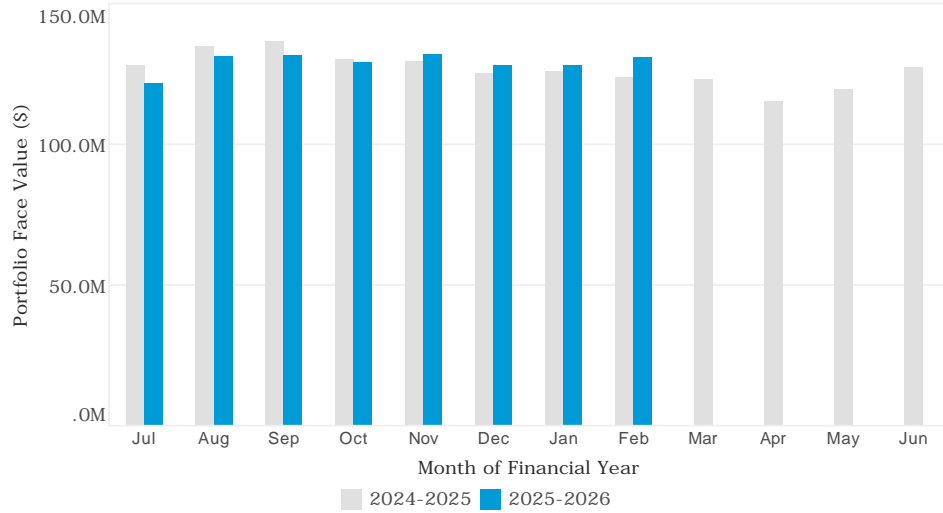
Between 3 and 10 years	13,250,000	10% 50% a
Between 5 and 10 years	0	0% 25% a

g Portfolio Exposure      g Investment Policy Limit

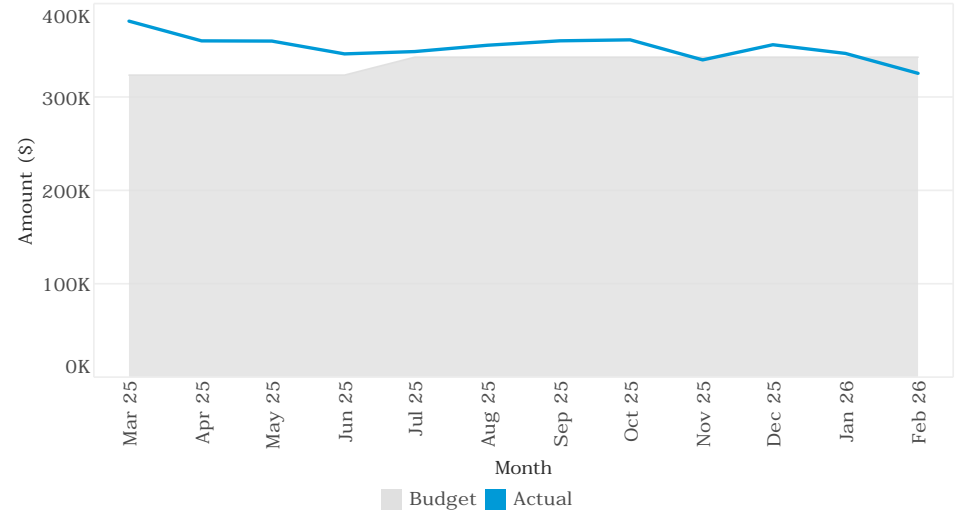
1 Singleton Council  
Executive Summary - February 2026



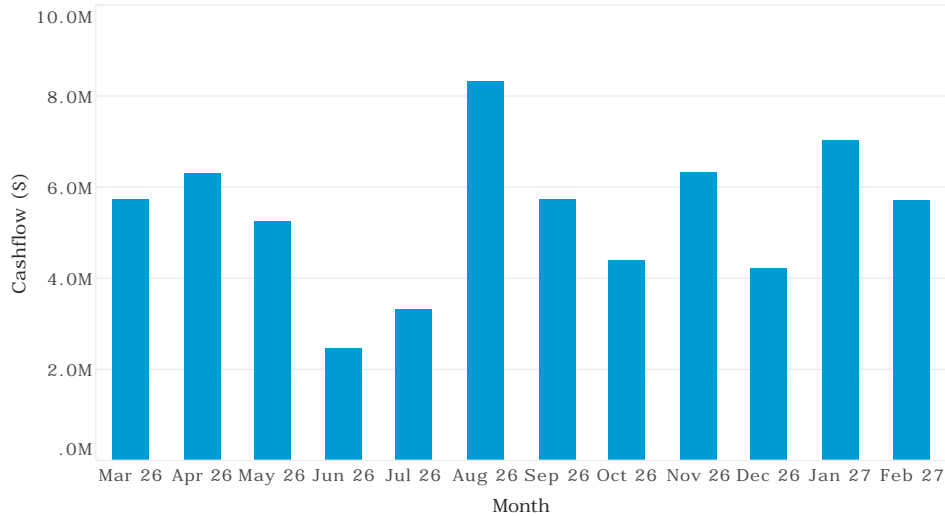
Historical Portfolio Balance



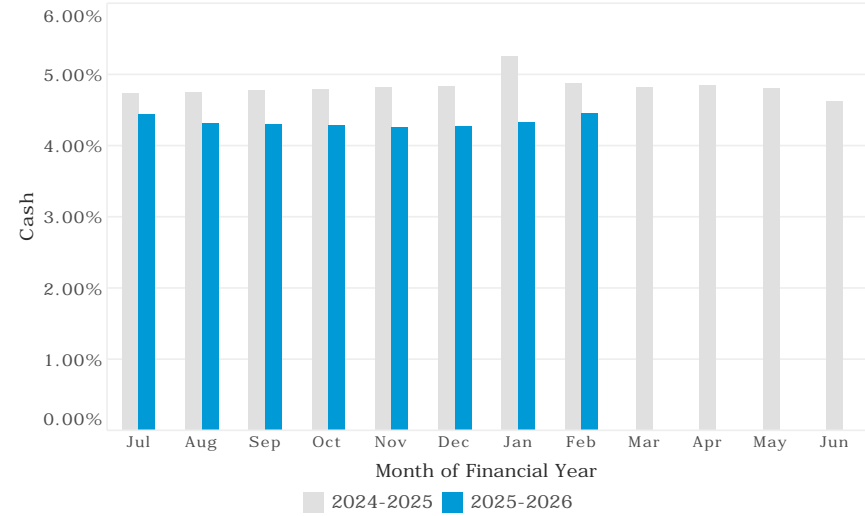
Interest Earned Rolling 12 months



Upcoming Investment Cashflow Summary



Weighted Average Return



# Singleton Council Investment Holdings Report - February 2026



Cash Accounts							
Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference	
0.00	3.9000%	Macquarie Bank	A+	0.00	540145	Accelerator	
3,268,253.56	4.5000%	AMP Bank	BBB+	3,268,253.56	540079	31d Notice	
5,985,781.97	3.9500%	National Australia Bank	AA-	5,985,781.97	546234	Prof Acct	
9,254,035.53	4.1442%			9,254,035.53			

Managed Funds							
Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value (\$)	Deal No.	Reference
33,474,423.54	1.0754%	NSW T-Corp (LT)	TCI	Long Term Growth Fund	33,474,423.54	544559	
33,474,423.54	1.0754%				33,474,423.54		

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
19-Mar-26	2,000,000.00	4.2700%	Rabobank Australia	A	2,000,000.00	5-Jun-25	2,062,938.63	546135	62,938.63	At Maturity	
26-Mar-26	1,000,000.00	4.1500%	Westpac Group	AA-	1,000,000.00	28-Aug-25	1,021,034.25	546390	21,034.25	At Maturity	
8-Apr-26	2,000,000.00	4.7500%	National Australia Bank	AA-	2,000,000.00	7-Feb-25	2,005,205.48	545780	5,205.48	Annually	
16-Apr-26	1,000,000.00	4.2000%	Rabobank Australia	A	1,000,000.00	4-Sep-25	1,020,482.19	546423	20,482.19	At Maturity	
30-Apr-26	2,000,000.00	4.1500%	Rabobank Australia	A	2,000,000.00	5-Jun-25	2,061,169.86	546136	61,169.86	At Maturity	
7-May-26	2,000,000.00	4.3000%	Rabobank Australia	A	2,000,000.00	8-Oct-25	2,033,928.77	546661	33,928.77	At Maturity	
21-May-26	2,000,000.00	4.2700%	Suncorp Bank	AA-	2,000,000.00	16-Jun-25	2,060,364.93	546169	60,364.93	At Maturity	
4-Jun-26	1,000,000.00	4.2500%	Rabobank Australia	A	1,000,000.00	1-Aug-25	1,024,684.93	546297	24,684.93	At Maturity	
11-Jun-26	1,000,000.00	4.3600%	Rabobank Australia	A	1,000,000.00	13-Nov-25	1,012,900.82	546839	12,900.82	At Maturity	
9-Jul-26	1,000,000.00	4.2000%	Rabobank Australia	A	1,000,000.00	19-Jun-25	1,029,342.47	546183	29,342.47	Annually	
23-Jul-26	2,000,000.00	4.0800%	Rabobank Australia	A	2,000,000.00	26-Jun-25	2,055,443.29	546209	55,443.29	Annually	
6-Aug-26	2,000,000.00	4.1800%	National Australia Bank	AA-	2,000,000.00	4-Sep-25	2,040,769.32	546422	40,769.32	Annually	
13-Aug-26	1,000,000.00	4.1300%	Westpac Group	AA-	1,000,000.00	22-Aug-25	1,021,611.78	546375	21,611.78	At Maturity	
10-Sep-26	1,000,000.00	4.2300%	Rabobank Australia	A	1,000,000.00	9-Jul-25	1,027,234.25	546250	27,234.25	Annually	

# Singleton Council

## Investment Holdings Report - February 2026



Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
23-Sep-26	1,000,000.00	4.1000%	National Australia Bank	AA-	1,000,000.00	24-Jul-25	1,024,712.33	546285	24,712.33	Annually	
23-Sep-26	2,000,000.00	4.2000%	National Australia Bank	AA-	2,000,000.00	10-Sep-25	2,039,583.56	546463	39,583.56	Annually	
5-Nov-26	2,000,000.00	4.5300%	Rabobank Australia	A	2,000,000.00	4-Dec-25	2,021,595.07	546913	21,595.07	At Maturity	
12-Nov-26	2,000,000.00	4.6200%	Rabobank Australia	A	2,000,000.00	11-Dec-25	2,020,252.05	546936	20,252.05	At Maturity	
26-Nov-26	2,000,000.00	4.0800%	Rabobank Australia	A	2,000,000.00	26-Jun-25	2,055,443.29	546210	55,443.29	Annually	
2-Dec-26	2,000,000.00	4.4700%	Westpac Group	AA-	2,000,000.00	2-Dec-25	2,021,798.90	546908	21,798.90	At Maturity	
10-Dec-26	1,000,000.00	4.2300%	Rabobank Australia	A	1,000,000.00	9-Jul-25	1,027,234.25	546251	27,234.25	Annually	
7-Jan-27	2,000,000.00	4.7000%	Rabobank Australia	A	2,000,000.00	8-Jan-26	2,013,391.78	547011	13,391.78	At Maturity	
11-Feb-27	2,000,000.00	4.8200%	Bank of Queensland	A-	2,000,000.00	13-Feb-26	2,004,225.75	547122	4,225.75	At Maturity	
18-Feb-27	1,000,000.00	4.9000%	Rabobank Australia	A	1,000,000.00	9-Feb-26	1,002,684.93	547096	2,684.93	Annually	
4-Mar-27	2,000,000.00	4.7900%	ING Bank (Australia)	A	2,000,000.00	3-Feb-26	2,006,824.11	547079	6,824.11	At Maturity	
11-Mar-27	1,000,000.00	4.9000%	Rabobank Australia	A	1,000,000.00	9-Feb-26	1,002,684.93	547097	2,684.93	Annually	
25-Mar-27	2,000,000.00	3.9500%	Rabobank Australia	A	2,000,000.00	26-Jun-25	2,053,676.71	546211	53,676.71	Annually	
	43,000,000.00	4.3714%			43,000,000.00		43,771,218.63		771,218.63		

### 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	4.3058%	NPBS Snr FRN (Mar26) BBSW+0.63%	BBB+	2,500,000.00	4-Mar-21	2,525,652.00	540982	25,657.85	4-Mar-26	
15-Sep-26	1,500,000.00	4.1920%	SUN Snr FRN (Sep26) BBSW+0.48%	AA-	1,500,000.00	15-Sep-21	1,513,872.82	541879	13,092.82	16-Mar-26	
23-Oct-26	1,200,000.00	5.4085%	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	1,200,000.00	23-Jan-24	1,213,613.51	544801	6,579.11	23-Apr-26	
27-Oct-26	1,000,000.00	4.6116%	BoQ Snr FRN (Oct26) BBSW+0.80%	A-	1,000,000.00	21-Oct-21	1,005,799.39	542004	4,169.39	28-Apr-26	
30-Oct-26	2,000,000.00	5.3362%	BOz Snr FRN (Oct26) BBSW+1.50%	BBB+	2,020,540.00	7-Jun-24	2,018,553.84	545154	8,771.84	30-Apr-26	
23-Dec-26	1,000,000.00	4.1398%	CBA Green Snr FRN (Dec26) BBSW+0.41%	AA-	1,000,000.00	23-Sep-21	1,007,942.50	541918	7,712.50	23-Mar-26	
14-Jan-27	2,000,000.00	4.4358%	CBA Snr FRN (Jan27) BBSW+0.70%	AA-	2,000,000.00	14-Jan-22	2,015,960.65	542237	11,180.65	14-Apr-26	
25-Jan-27	1,000,000.00	4.5116%	WBC Snr FRN (Jan27) BBSW+0.70%	AA-	1,000,000.00	25-Jan-22	1,006,688.98	542257	4,078.98	28-Apr-26	
25-Jan-27	1,800,000.00	4.5916%	SUN Snr FRN (Jan27) BBSW+0.78%	AA-	1,800,000.00	25-Jan-22	1,812,800.36	542262	7,472.36	28-Apr-26	
8-Feb-27	1,400,000.00	5.5400%	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	1,400,000.00	8-Feb-24	1,415,253.86	544823	4,249.86	8-May-26	

1

# Singleton Council

## Investment Holdings Report - February 2026

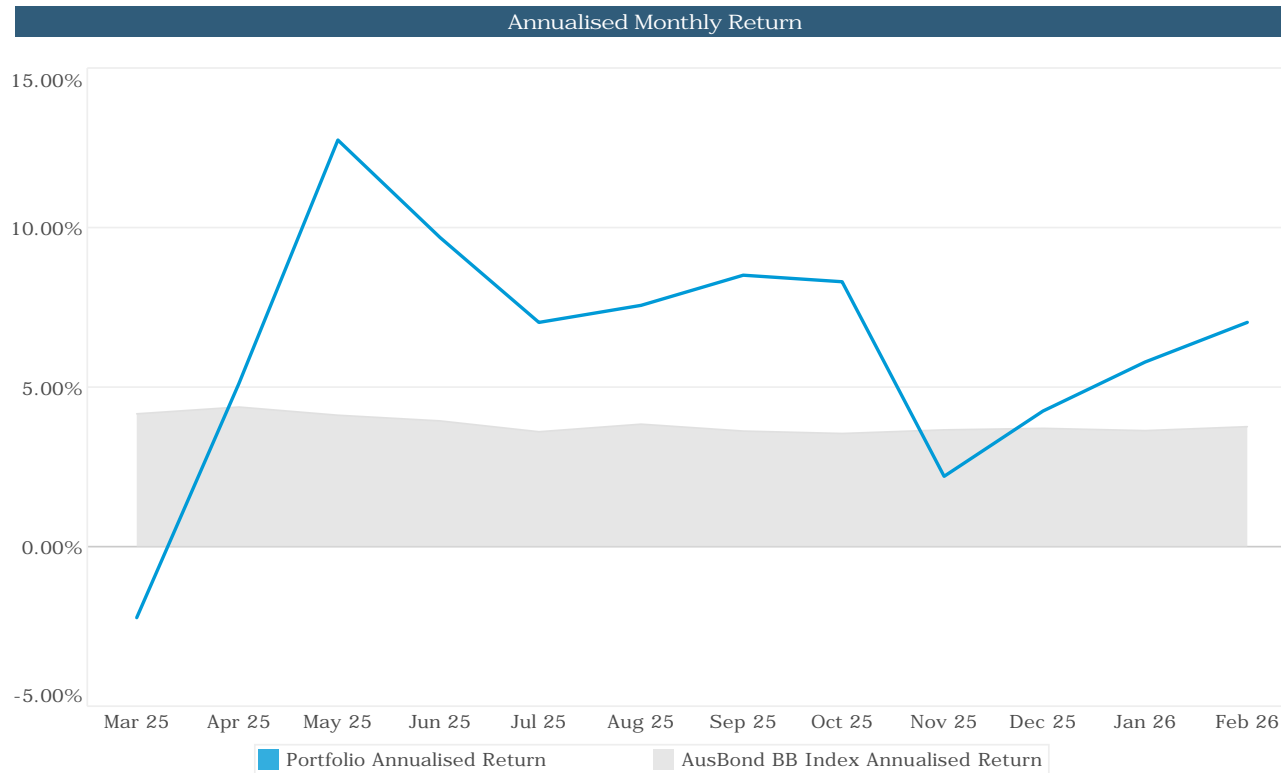


Maturity Date	Face Value (\$)	Current Rate (%)	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Date	Reference
10-Feb-27	1,000,000.00	4.9428%	NPBS Snr FRN (Feb27) BBSW+ 1.00%	BBB+	996,250.00	28-May-24	1,005,302.96	545104	2,572.96	11-May-26	
14-May-27	600,000.00	4.9572%	BEN Snr FRN (May27) BBSW+ 1.00%	A-	600,000.00	14-May-24	604,281.35	545078	1,059.35	14-May-26	
21-Jun-27	1,000,000.00	5.0275%	TMB Snr FRN (Jun27) BBSW+ 1.30%	BBB+	1,000,000.00	21-Jun-24	1,016,634.04	545188	9,504.04	23-Mar-26	
13-Sep-27	1,000,000.00	5.0420%	AusW Snr FRN (Sep27) BBSW+ 1.33%	Baa2	1,000,000.00	13-Sep-24	1,010,498.41	545463	10,498.41	13-Mar-26	
13-Sep-27	1,300,000.00	4.9820%	AMP Snr FRN (Sep27) BBSW+ 1.27%	BBB+	1,300,000.00	13-Sep-24	1,320,596.52	545482	13,485.52	13-Mar-26	
14-Dec-27	1,100,000.00	4.9620%	SUN Snr FRN (Dec27) BBSW+ 1.25%	AA-	1,100,000.00	14-Dec-22	1,124,763.02	543634	11,365.02	16-Mar-26	
15-May-28	1,500,000.00	5.4572%	MMB Snr FRN (May28) BBSW+ 1.50%	BBB	1,500,000.00	14-May-25	1,502,915.49	546024	2,915.49	14-May-26	
3-Oct-28	1,500,000.00	4.6907%	TMB Snr FRN (Oct28) BBSW+ 0.95%	BBB+	1,500,000.00	1-Oct-25	1,512,372.27	546598	10,602.27	3-Apr-26	
3-Nov-28	2,000,000.00	4.7950%	GSB Snr FRN (Nov28) BBSW+ 0.93%	BBB+	2,000,000.00	3-Nov-25	2,005,861.35	546745	6,831.23	5-May-26	
27-Nov-28	750,000.00	5.0161%	BOz Snr FRN (Nov28) BBSW+ 1.03%	BBB+	750,000.00	27-Nov-25	750,772.39	546852	206.14	27-May-26	
22-Mar-29	2,000,000.00	4.6275%	NAB Snr FRN (Mar29) BBSW+ 0.90%	AA-	2,000,000.00	15-Mar-24	2,034,183.75	544957	17,495.75	23-Mar-26	
5-Nov-29	1,500,000.00	4.9826%	HPC Snr FRN (Nov29) BBSW+ 1.05%	BBB+	1,500,000.00	5-Nov-25	1,505,229.35	546771	4,914.35	5-May-26	
21-Jan-30	3,000,000.00	4.9792%	NPBS Snr FRN (Jan30) BBSW+ 1.25%	BBB+	3,023,670.00	18-Aug-25	3,040,110.72	546339	15,960.72	21-Apr-26	
18-Mar-30	2,400,000.00	4.5520%	NAB Snr FRN (Mar30) BBSW+ 0.83%	AA-	2,400,000.00	18-Mar-25	2,433,861.60	545902	21,849.60	18-Mar-26	
15-Jan-31	1,750,000.00	4.4654%	CBA Snr FRN (Jan31) BBSW+ 0.74%	AA-	1,750,000.00	6-Jan-26	1,760,559.06	547005	9,634.25	15-Apr-26	
23-Jan-31	1,400,000.00	4.9385%	NPBS Snr FRN (Jan31) BBSW+ 1.13%	BBB+	1,400,000.00	13-Jan-26	1,408,408.61	547032	7,008.61	23-Apr-26	
12-Feb-31	1,200,000.00	4.6364%	WBC Snr FRN (Feb31) BBSW+ 0.68%	AA-	1,200,000.00	12-Feb-26	1,200,396.50	547090	2,591.30	12-May-26	
	40,400,000.00	4.7958%			40,440,460.00		40,772,885.30		241,460.37		

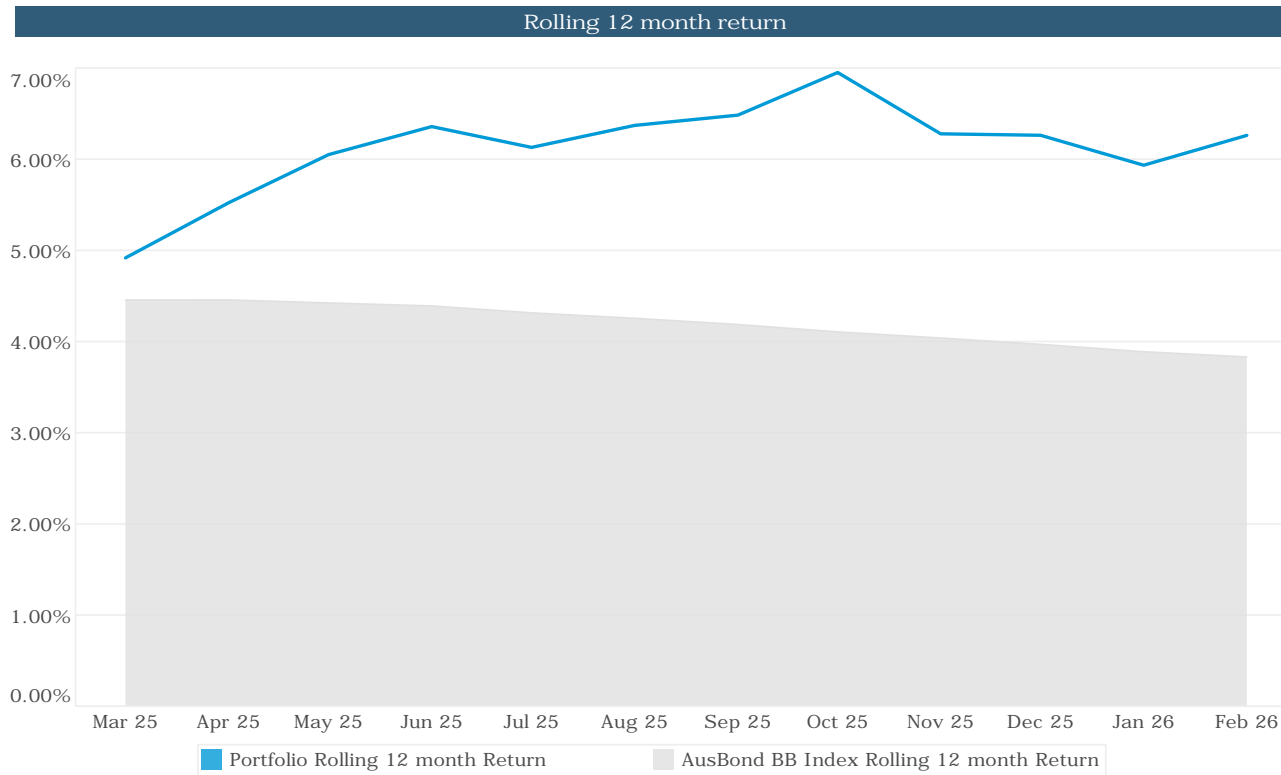
### Fixed Rate Bonds

Maturity Date	Face Value (\$)	Current Rate (%)	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Purchase Yield	Reference
24-Aug-26	5,000,000.00	3.2500%	SUN Cov Bond (Aug26) 3.25%	AAA	5,527,000.00	28-Apr-21	4,974,144.48	541284	2,244.48	1.30500%	
	5,000,000.00	3.2500%			5,527,000.00		4,974,144.48		2,244.48	1.3050%	

1 Singleton Council  
Investment Performance Report - February 2026



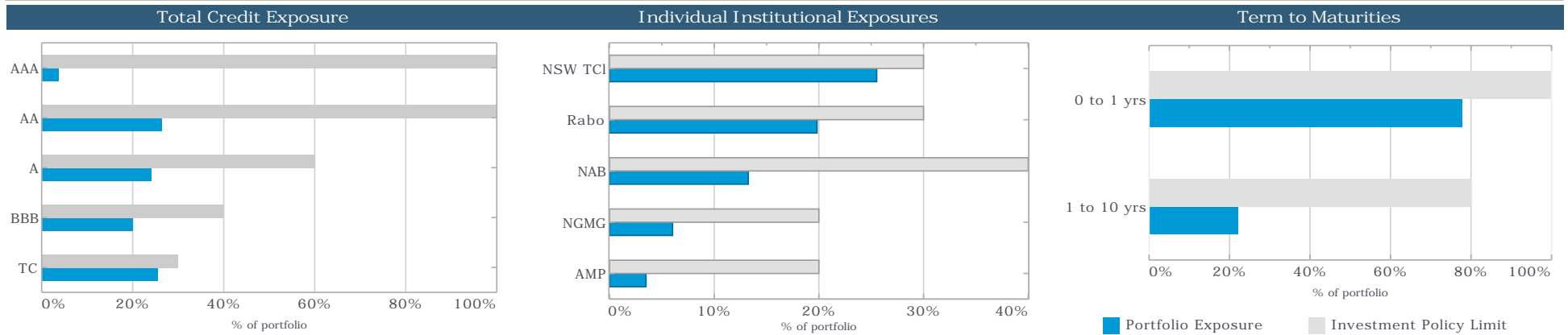
Historical Performance Summary (% pa)			
	Portfolio	Annualised BB Index	Outperformance
Feb 2026	7.03%	3.76%	3.27%
Last 3 months	5.64%	3.70%	1.94%
Last 6 months	5.98%	3.65%	2.33%
Financial Year to Date	6.31%	3.67%	2.64%
Last 12 months	6.26%	3.83%	2.43%



Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Feb 2026	0.52%	0.28%	0.24%
Last 3 months	1.36%	0.90%	0.46%
Last 6 months	2.92%	1.80%	1.12%
Financial Year to Date	4.16%	2.43%	1.73%
Last 12 months	6.26%	3.83%	2.43%

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Investment Policy Compliance Report - February 2026



Credit Rating Group	Face Value (\$)	Policy Max
AAA	5,000,000	4%
AA	34,735,782	26%
A	31,600,000	24%
BBB	26,318,254	20%
TC	33,474,424	26%
	<b>131,128,459</b>	

Institution	% of portfolio	Investment Policy Limit
NSW T-Corp (TCI)	26%	30%
Rabobank Australia (A)	20%	30%
National Australia Bank (AA-)	13%	40%
Newcastle Greater Mutual Group (BBB+)	6%	20%
AMP Bank (BBB+)	3%	20%
Great Southern Bank (BBB+)	2%	20%
Suncorp Bank (AA-)	5%	40%
Westpac Group (AA-)	5%	40%
Heritage and People's Choice (BBB+)	2%	20%
Bank Australia (BBB+)	2%	20%
Teachers Mutual Bank (BBB+)	2%	20%
Suncorp Bank Covered (AAA)	4%	40%
Commonwealth Bank of Australia (AA-)	4%	40%

Term	Face Value (\$)	Policy Max
Between 0 and 1 years	102,128,459	78%
Between 1 and 10 years	29,000,000	22%
	<b>131,128,459</b>	

Specific Sub Limits	Face Value (\$)	Policy Max
Between 3 and 10 years	13,250,000	10%
Between 5 and 10 years	0	0%

a = compliant  
r = non-compliant

1 Singleton Council

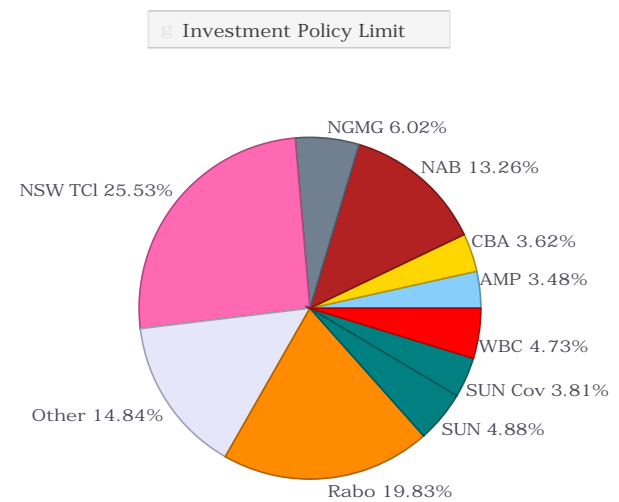
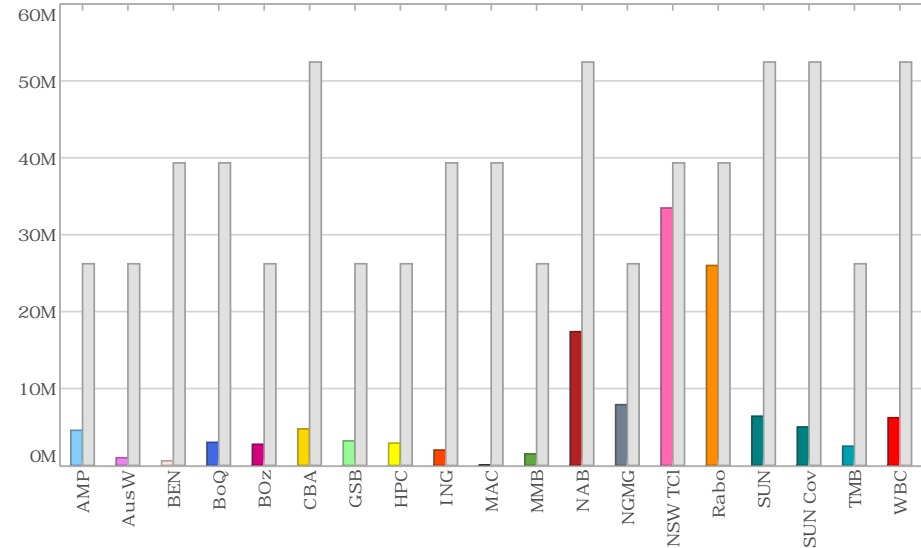
Individual Institutional Exposures Report - February 2026



Individual Institutional Exposures

Individual Institutional Exposure Charts

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	4,568,254	3%	26,225,692	20%	21,657,438
Auswide Bank (Baa2)	1,000,000	1%	26,225,692	20%	25,225,692
Bank Australia (BBB+)	2,750,000	2%	26,225,692	20%	23,475,692
Bank of Queensland (A-)	3,000,000	2%	39,338,538	30%	36,338,538
Bendigo and Adelaide Bank (A-)	600,000	0%	39,338,538	30%	38,738,538
Commonwealth Bank of Australia (AA-)	4,750,000	4%	52,451,384	40%	47,701,384
Great Southern Bank (BBB+)	3,200,000	2%	26,225,692	20%	23,025,692
Heritage and People's Choice (BBB+)	2,900,000	2%	26,225,692	20%	23,325,692
ING Bank Australia (A)	2,000,000	2%	39,338,538	30%	37,338,538
Macquarie Bank (A+)	0	0%	39,338,538	30%	39,338,538
Maitland Mutual Limited (BBB)	1,500,000	1%	26,225,692	20%	24,725,692
National Australia Bank (AA-)	17,385,782	13%	52,451,384	40%	35,065,602
Newcastle Greater Mutual Group (BBB+)	7,900,000	6%	26,225,692	20%	18,325,692
NSW T-Corp (TCI)	33,474,424	26%	39,338,538	30%	5,864,114
Rabobank Australia (A)	26,000,000	20%	39,338,538	30%	13,338,538
Suncorp Bank (AA-)	6,400,000	5%	52,451,384	40%	46,051,384
Suncorp Bank Covered (AAA)	5,000,000	4%	52,451,384	40%	47,451,384
Teachers Mutual Bank (BBB+)	2,500,000	2%	26,225,692	20%	23,725,692
Westpac Group (AA-)	6,200,000	5%	52,451,384	40%	46,251,384
	131,128,459				



**DI&P7/26. Singleton Council ats Christian Education Ministries Ltd - Land and Environment Court - Class 1 Proceedings 2025/00186678**  
**Author:** Manager Development and Regulatory Services

**FILE:**  
8.2023.502/13

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### Executive Summary

The purpose of this report is to provide councillors with an update on the Class 1 Appeal lodged by Christian Education Ministries (Australian Christian College).

The appeal is in response the Regional Planning Panel refusal of DA8.2023.502 seeking construction of a two-storey classroom building, carpark upgrade, access upgrades and associated works including tree removal and increase in student capacity from 304 to 700 students for the existing school at 109-129 Kelso Street, Singleton NSW 2330 (Lot 4 DP 1119857).

### FOR INFORMATION

As previously advised in the Briefing Note of 20 June 2025, Council received notice of a Class 1 Appeal for the Regional Planning Panel refusal of DA8.2023.502 on 20 March 2025.

A s34 Conciliation Conference was held on 3 September 2025 facilitated by Senior Commissioner Dixon. Following without prejudice discussions between the parties, no agreement could be reached and the during the course of the s34 Conciliation Conference was terminated.

On 9 February 2026, a second directions hearing was heard before the Registrar of the Land and Environment Court setting out the arrangements for a 2-day hearing and joint expert reports. The directions are as follows:

- The proceedings are fixed for a two-day hearing on 26 and 27 May 2026 commencing onsite at 10:30am and returning to the Land and Environment Court of NSW.
- The traffic experts are to confer in relation to traffic issues and prepare a Joint Expert Report by 28 April 2026.

A further update will be provided to Councillors following the Hearing.

### Attachments

There are no attachments for this report.