



NOTICE OF MEETING

Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993* that a **Meeting of Singleton Council** will be held in the **Council Chambers, Queen Street Singleton**, on **Tuesday 21 April 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

PAGE

Opening of Meeting

Acknowledgement of Country

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

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1. 17 Mar 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.

MM2/26. Mayoral Minute - Over 55 Retirement Opportunities
Author: Governance Lead

FILE:
26/00006/004

There is a need to ensure Singleton provides appropriate and diverse housing options for our ageing population, particularly for those over 55 seeking to downsize and maintain independence.

Singleton is experiencing demographic changes, with an increasing number of residents approaching or entering retirement age. It is essential that Council proactively plans for this shift by encouraging the development of suitable over 55 and retirement living options within our local government area. Providing these opportunities not only supports our ageing population but also helps to free up existing housing stock for younger families, contributing to a more balanced and sustainable housing market.

To support this objective, it is important that Council takes an active role in engaging with industry. By initiating discussions with developers who specialise in over 55 and retirement living, Council can better understand market interest, identify potential barriers to development, and explore opportunities to facilitate appropriate projects within Singleton.

Acknowledging that there is an information report in this agenda that details actions taken to date in the implementation of the Singleton Local Housing Strategy, including in relation to over 55s developments, I am now seeking a structured approach to creating the development environment necessary to attract development suitable for over 55s.

RECOMMENDED that Council:

1. Note and support the incorporation of a Housing Forum into the 2026/2027 draft Operational Plan
2. Once the Operational Plan is approved by Council, undertake the Housing Forum within the first six months of the 2026/2027 Operational Plan period
3. Ensure that the scope of work for the Housing Forum includes a specific over 55s retirement theme
4. Provide a report back to Council within three (3) months of completion of the Housing Forum that includes actions and associated timeframes in response to the outcomes of the Housing Forum.

Attachments

There are no attachments for this report.

MM3/26. Mayoral Minute - Review of Singleton Local Environmental Plan (SLEP)
Author: Governance Lead

FILE:
26/00006/004

Singleton is experiencing continued growth and change, bringing both opportunities and challenges for our community. It is important that Council takes a proactive and forward-thinking approach to planning, ensuring that our framework not only responds to current demands but also anticipates future needs and supports sustainable development.

The review of the Singleton Local Environmental Plan (SLEP) presents a timely opportunity to strategically plan for this growth, with a focus on unlocking housing diversity, improving land utilisation, and delivering long-term community benefits. This review should prioritise key areas of strategic importance, including land around the bypass, land adjacent to the hospital, and significant public spaces.

In addition, it is essential that the review explores innovative housing solutions to address affordability and increase housing diversity, including the consideration of tiny homes and manufactured homes as part of a more flexible and inclusive planning framework.

A proactive approach to the LEP review will enable Council to:

- Support a diverse range of housing options that meet the needs of residents at different life stages.
- Encourage efficient and sustainable use of land, particularly in areas with strategic transport links and community infrastructure.
- Maximise the community benefit of public land, including health precincts and central public spaces.
- Promote innovative housing solutions, such as tiny homes and manufactured homes, to increase affordability and choice.

Acknowledging that there is an information report in this agenda that details actions taken to date in the implementation of the Singleton Local Housing Strategy, I am now seeking a higher level of focus on these priorities. By doing so, Council can ensure Singleton remains a vibrant, inclusive, and well-planned community that balances growth with liveability.

RECOMMENDED that Council

1. Commence work to prepare a review of the Singleton Local Environmental Plan (SLEP) focusing on:
 - a) Investigating opportunities for the rezoning of land around the bypass to support appropriate development outcomes;
 - b) Exploring options to optimise the use of land adjacent to the hospital for community, health, and/or compatible residential purposes;
 - c) Incorporating provisions for tiny homes and manufactured homes to unlock increased opportunities for affordable housing and greater housing diversity; and
2. Commence the process to reclassify Victoria Square and Cranston Park from Community Land to Operational Land to support affordable housing outcomes, while maintaining community benefit.

Mayoral Minute - MM3/26

3. Investigate opportunities for Albion Park to support affordable housing outcomes.
4. Within three (3) months, bring a report back to Council detailing the timeframe, community consultation and other actions required to achieve items 1, 2 and 3.

Attachments

There are no attachments for this report.

NM3/26. Cr Yeomans - Notice of Motion - Key Service Summaries**FILE: 26/00215****Author:** Executive Assistant - Executive Director

Councillor S Yeomans will move that Council:

1. Develop a series of key service area summaries within 6 – 12 months, that will be incorporated into the combined Delivery Program 2025-2029 and Operation Plan 2027/28, that will include the following:
 - Identification of services as mandatory (core), community priority (non-core) or open market services
 - Annual resource allocation including number of employees, revenue and expenditure
 - Relevant legislation
 - Activities and projects as outlined in the Community Strategic Planning, Delivery Program and Operational Plan
 - Team/s involved in delivering service
2. Provide a report back to Council by December 2026 tabling these key service summaries.

Background

To provide cost benefit information on various areas of Council operations in a quick easy to read format for each department. To help motivate Council to get on top of its budget issues.

After consultation with the Executive Director, it was confirmed that this body of work was already planned pending competing priority needs. The funding source for this notice of motion is that it can be delivered in the current operational allocation in the timeframe listed above of December 2026.

Attachments

There are no attachments for this report.

n

NM4/26. Cr Watson - Notice of Motion - Commercial and Operational Land Lease Register
Author: Executive Assistant - Executive Director

FILE: 26/00215

Councillor Cr Watson will move:

That a register of Singleton Council Commercial Leases for Community and Operational Land be produced annually and included in the 2026/27 Annual Report.

The register to include:

- Details of property
- Leasee
- The property revenue to Council
- Operational (excluding depreciation) and capital expenses
- Are we covering the cost of properties with the lease
- Lease end date and extension options

In the interim for the 2025/26 Annual Plan, the following data to be included:

- Details of property
- Leasee
- The property revenue to Council
- Are we covering the cost of properties with the lease
- Lease end date and extension options

The funding source for the Notice of Motion is that it can be covered by operational budget as long as the data points and timelines are consistent with the above.

Reason

So that we can make transparent financial decisions for the Community during difficult budget times and in the interest of transparency for our Community this should be included in the Annual Report.

Attachments

There are no attachments for this report.

NM5/26. Response to Notice of Motion - Cr McLachlan - Review of Sporting Groups and Grounds Across LGA - NM8/25 FILE: 26/00215
Author: Coordinator Recreation & Facilities

Executive Summary

At the April 2025 Council meeting, Councillor Mel McLachlan put forward the following Notice of Motion (NOM) that:

Council undertake a review of all sporting groups and grounds across the LGA to ensure that there is a consistent approach to all. Specifically detailing the following:

- Which facility is used by which sporting group and how many users they have.
- Details of the facilities, past and future enhancements and if they were provided by grant funds or general funds.
- Water charges, whether the responsibility of the Club or Council.
- Any other in-kind support that is received by the Club.

FOR INFORMATION

Report

1. **Which facility is used by which sporting group and how many users they have.**

Council owns or manages 23 venues that directly support organised sports training and competitions, as part of a range of community sports grounds, village reserves and associated facilities that support active recreation.

Singleton area residents of all ages participate in a diverse range of activities on a weekly basis, either via formal sporting club networks, social play or individualised participation.

The Singleton Community Sports Infrastructure Strategy 2022- 2032 developed a hierarchy for facilities based on level of use and quality of the facility. Sporting facilities are categorised as either District Sports Ground, Local Sportsground or Village Recreation Reserve. These categorisations are used to guide provision standards and the level of service provided.

Sports grounds are well utilised with most venues experiencing year-round use by a variety of winter and summer sporting codes as well as schools. Venues are typically used 25 – 35 hours per week for competition and training. Outside of this, sports grounds are available for informal use by the wider community.

Table 1 (below) provides details of the formal venues, hierarchy and the organised sporting groups who use the venue across the year.

Table 1: Council facility, sporting user group and usage model.

Venue	Club Usage	Facility Tier	Usage Model
Rose Point James Cook 1	Singleton District Cricket - Summer Singleton Junior RL - Winter	District	Seasonal Hire
Rose Point James Cook 2	Singleton District Cricket - Summer Singleton Junior RL - Winter	District	Seasonal Hire
Rose Point James Cook 3	Singleton District Cricket - Summer Singleton Junior RL - Winter	District	Seasonal Hire
Rose Point James Cook 4	Singleton District Cricket - Summer Singleton AFL - Winter	District	Seasonal Hire
Rose Point James Cook 5	Singleton Track and Field - Summer	District	Seasonal Hire
Rose Point James Cook Netball	Singleton Netball - Netball	District	Seasonal Hire
Allan Bull	Singleton Junior Rugby Union - Winter	District	Seasonal Hire
Albion Park	Singleton District Cricket - Summer	Local	Seasonal Hire
Howe Park	Singleton District Cricket - Summer Singleton Strikers Football – Premier - Winter	District	Seasonal Hire
Alroy Oval	Singleton Strikers Football – Premier – Winter/preseason Singleton Strikers Football – Community - Winter/preseason	District	Seasonal Hire
Civic Park	Singleton Strikers Football – Premier - Winter/preseason Singleton Junior Touch – Year-round	District	Seasonal Hire
Pirtek Park	Singleton Senior Rugby League - Winter	District	Leased
Howe Park Tennis	Howe Park Tennis Club – Year-round	District	Proposed lease under negotiation
Pioneer MTB Park	Singleton MTB Club – Year-round	District	Proposed license under negotiation
Gym and Swim	Year- round	District	Third party management contract

Notices Of Motion – NM5/26

Singleton heights Sports Centre	Singleton Basketball Club – year-round	District	Third party management contract
Victoria square	Back up for wet weather only	Local	Casual Hire
Broke recreation Ground	Informal use only	Village Recreation Reserve	Casual Hire
Bulga Recreation Ground	Informal use only	Village Recreation Reserve	Casual Hire
Jerrys Plains Recreation Ground	Informal use only	Village Recreation Reserve	Casual Hire
Stanhope Tennis	Informal use only	Village Recreation Reserve	Casual Hire
Jim Johnstone Park	Informal use only	Village Recreation Reserve	Casual Hire
Jerrys Plains Pony Club Grounds	Not currently used	Village Recreation Reserve	Casual Hire
Singleton Golf Course	Singleton Golf Club – year-round	District	Leased

It is noted that Club membership has appeared to be relatively stable over recent years. Table 2 (below) shows recent data for the numbers of registered participants for each sporting club.

Table 2: Club membership as of March 2026

Club	Number of Registered Participants
Singleton Junior Touch Football	887
Singleton District Cricket Association including junior cricket	283
Singleton Junior Rugby Union	279
Singleton Strikers Football Club- Community Division	448
Singleton Strikers Football Club- Premier Division	180
Singleton Track and Field	250
Singleton Junior Rugby League	430
Singleton Roosters AFL	180

Notices Of Motion – NM5/26

Singleton Senior Rugby League	110
Howe Park Tennis Club	300
Singleton Netball	300
Singleton Mountain Bike Club	100
Singleton Golf Club	300
Singleton Parkrun	2500
Singleton Triathlon Club	Not available
Singleton Swim Club	70

Most of the formal usage of the facilities listed in Table 1 occurs via a seasonal hire arrangement whereby clubs are allocated a venue following an application process. Under this model currently, Council retains responsibility for maintenance, utility costs and asset renewal/upgrade. Groups and schools can also apply to hire venues on a casual booking basis, usually for one-day events. Seasonal and casual hire is currently at no cost for events involving or run by Singleton Clubs and Schools.

Exceptions to this model are:

- Pirtek Park, which is under lease arrangements until 2038. Under the Lease the club is responsible for all operating, utility and some maintenance costs, whilst Council retains asset renewal and major repair responsibility.
- Singleton Golf Course, under lease arrangement until 2044. Under the Lease the club is responsible for all operating, utility and maintenance costs, whilst Council retains asset renewal responsibility.
- Singleton Gym and Swim – Third Party Management Contract (shared maintenance and operating costs, Council responsible for asset renewal).
- Singleton Heights Sports Centre. Third Party Management Contract (shared maintenance and operating costs, Council responsible for asset renewal).

2. Details of the facilities, past and future enhancements and if they were provided by grant funds or general funds

A detailed assessment of each of the facilities is provided as an attachment at **AT-1**.

In recent years there has been significant capital investment in renewing and upgrading Singleton's sports facilities, largely driven by Federal and State grant funding. This has been assisted by sporting clubs successfully seeking funding opportunities, through either community grants or via their Associations. The projects are aligned with recommendations in the Singleton Community Sports Infrastructure Strategy 2022- 2032.

Between 2021 and 2026 approximately \$23M of sporting facility improvements were delivered, with \$16.2M (70%) of the works funded by grants, with the remaining \$6.8M (30%) funded by Council through a combination of loan funds, section 7.11 contributions, unrestricted reserves or general funds.

Table 3 (below) provides a breakdown of Councils capital expenditure by venue from 2021 to 2026.

Table 3: Capital expenditure by Venue 2021 - 2026

Venue	Capital Investment Summary 2021-2026
Rose Point James Cook 1	\$ 65,182
Rose Point James Cook 2	\$ 101,631
Rose Point James Cook 3	\$ 7,942
Rose Point James Cook 4	\$ 4,120,402
Rose Point James Cook 5	\$ 2,216,520
Rose Point James Cook Netball	\$ 1,417,088
Allan Bull	\$ 1,027,446
Albion Park	\$0
Howe Park	\$ 1,162,053
Alroy Oval	\$ 8,602,206
Civic Park	\$0
Pirtek Park	\$ 407,955
Howe Park Tennis	\$ 1,227,696
Pioneer MTB Park	\$ 632,862
Singleton heights Sports Centre	\$ 143,168
Victoria square	\$0
Broke recreation Ground	\$ 687,794
Bulga Recreation Ground	\$ 1,504
Jerrys Plains Recreation Ground	In progress \$ 465,000
Stanhope Tennis	\$0
Jim Johnstone Park	\$0
District facilities seating and ground renovations	\$ 1,111,130

The Singleton Community Sports Infrastructure Strategy 2022-2032 identifies future projects that are currently unfunded. Priority projects include:

Civic Park:

- Amenities upgrade as per master plan: estimate \$2.5M – \$3M
- LED lighting upgrade on all fields: estimate \$600k
- Irrigation replacement: estimate \$300k

Cook 1 & 2:

- Amenities need upgrading for the expansion of women in Rugby League: estimate \$1.5M – \$2M.

Allan Bull Reserve:

- Amenities building replacement: estimate \$2.5M – \$3M.

Howe Park:

- Amenities upgrade and expansion: estimate \$3M – \$5M.

3. Water charges, whether the responsibility of the club or council

A majority of water charges are paid by Council except for Pirtek Park (leased), Singleton Gym and Swim and Singleton Heights Sports Centre.

4. Any other in-kind support that is received by the club.

In 2025-2026 Council is forecast to spend an estimated \$1.2M maintaining and operating outdoor sports venues (note this amount excludes leased venues and venues under third party contract arrangements). This expenditure includes wages, plant, materials, contractors, licenses and utilities. Council also pays rates and other fixed land costs for the venues.

Council provides a competitive, merit-based Sports Grant Program that all sporting groups in Singleton can access. In 2025-2026 \$170k was available to sports club applicants.

Council provides additional support, on a cost recovery basis, for line marking and Goal post installations, though more typically Clubs undertake this work.

Attachments

AT-1 [↓](#) Facilities Assessment Table

Facilities Assessment Table

Singleton Outdoor Sports Facilities												
Facility Name	Playing Surfaces	Practice Nets	Courts	Wicket	Long Jump	Amenity Building/ Clubhouse	Grandstand/Tiered Seating	Storage	Change Rooms	Lights	Irrigation	Drainage
Rose Point Cook 1	1 oval		No	1 turf	N/A	Shared	No	Shared	Shared	LED 100lux	Yes	No
	1 full size rectangular fields. 2 mini fields											
Rose Point Cook 2	1 full sized oval	Yes x 2 double concrete	No	1 turf	N/A	Shared	Yes	Shared	Shared	LED 100lux	Yes	No
	1 full size rectangular fields.											
Rose Point Cook 3	1 full sized oval	Yes x 3 double concrete plus turf	No	Turf	N/A	No	No	Yes	No	No	Yes	No
	1 mod and 4 minis.											
Rose Point Cook 4	1 full sized oval AFL/cricket	Yes x 2 double concrete	No	Turf	N/A	Yes	Yes	Yes	Yes	LED 100lux	Yes	No
Rose Point Cook 5	1 full sized oval	No	No	Concrete	Dual lane-synthetic run up	Yes	Free standing x 2	Yes	No	LED 100lux	Yes	No
	400m grass track discus cage and pad, shotpad.											
Rose Point - Netball	N/A	N/A	12	N/A	N/A	Yes	Yes	Yes	No	LED 100lux	N/A	N/A
Albion Park	1 full sized oval	No	No	1x concrete synthetic grass	N/A	No	No	No	No	No	No	No

Facilities Assessment Table

Facility Name	Playing Surfaces	Practice Nets	Courts	Wicket	Long Jump	Amenity Building/ Clubhouse	Grandstand/Tiered Seating	Storage	Change Rooms	Lights	Irrigation	Drainage
Civic Park	1 full sized oval	No	No	1x concrete synthetic grass	N/A	Toilet/Canteen	No	Shipping container	No	Partial Halogen	Yes	No
	7 full size touch rectangular fields											
Victoria Square	1 junior oval	No	No	1 x concrete synthetic grass		No	No	No	No	No	No	No
Allan Bull Reserve	2 full size rectangular fields	No	No	No	N/A	Yes	Free standing x 3	Yes	Yes	LED 100 lux	Yes	No
Alroy Oval	3 full size rectangular fields	No	1 x Basket Ball	No	N/A	Yes	Yes	Yes	Yes	LED 100 lux	Yes	Yes
Howe Park Oval	1 full sized oval	No	No	1 x Turf	N/A	Yes	Yes	Yes	Yes	LED 300 lux	Yes	Yes
	1 full size rectangular field											
Howe Park Tennis	N/A	N/A	8 x grass, 2 x hotshots and 6 synthetic	N/A	N/A	Yes	No	Yes	Yes	LED 200 lux	Yes	N/A
Stanhope Tennis Court	N/A	N/A	1	N/A	N/A	Yes	N/A	N/A	No	Halogen coin operated	No	N/A
Broke recreation Ground	1 oval	No	3 (1 multi)	Concrete	No	No	No	No	No	LED Wifi operated	NO	No
Bulga Recreation Ground	1 Oval	No	2	Concrete	No	No	No	No	No	Halogen coin operated	No	No

Facilities Assessment Table

Facility Name	Playing Surfaces	Practice Nets	Courts	Wicket	Long Jump	Amenity Building/ Clubhouse	Grandstand/Tiered Seating	Storage	Change Rooms	Lights	Irrigation	Drainage
Jerrys Plains Recreation Ground	No	Yes	2 multi	No	No	Yes	No	Yes	No	Halogen coin operated	No	No
Pioneer MTB Park	10km MTB tracks	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Pirtek Park	2 full size rectangular fields	No	No	No	N/A	Yes	Yes	Yes	Yes	LED 100 lux	Yes	No
Jim Johnstone Park	1 full sized oval	No	No	Concrete	N/A	No	No	No	No	No	No	No

**NM6/26. Response to Notice of Motion - Cr Hollee Jenkins -
Reporting on Council Projects over \$100,000 - NM1/26
Author: Executive Assistant - Directors**

FILE: 26/00215

Executive Summary

At the February 2026 Council meeting, Councillor Hollee Jenkins put forward the following Notice of Motion (NOM) that:

Council resolves that, for all future Council projects with a value exceeding \$100,000, a report be provided to Council upon project completion addressing:

- Final project outcomes
- Initial tender price / budget
- Total expenditure
- Any variations
- Delivery timeframes
- Whether the project was completed within the approved budget.
- The total of grant funding and the source
- Any additional funds required, and the source.

Moved Cr P Watson **Seconded** Cr M McLachlan to defer the item and a report back to Council which details:

1. Clarification on how many projects would be between \$100,000 and \$250,000; and
2. The level of resources required to achieve this increased level of reporting.

FOR INFORMATION

Report

1. Clarification on how many projects would be between \$100,000 and \$250,000

A range analysis has been completed to quantify how many projects would be between \$100,000 and \$250,000 in value at any given time.

For capital projects (i.e. excluding operational) averaged over the past 5 years, the following approach has been applied:

- The average total capital expenditure per annum is \$30,731,127 (A).
- The average total tender register (projects >\$250,000) during this same time period is \$17,902,453 (B).
- The total average capital expenditure for projects under \$250,000 is therefore (A) – (B) = \$12,828,674 (C).
- Then, the minimum number (lower limit) of projects between \$100,000 and \$250,000 is derived by assuming all are \$250,000 in value.
- That is, \$12,828,674 (C) / \$250,000 = 50 (D).

In other words, on average and at any given time, there are at least 50 capital projects of a value between \$100,000 and \$250,000 to report on.

In addition, there are typically more than 10 operational projects in progress at any point in time, taking the total number within that range to over 60.

2. The level of resources required to achieve this increased level of reporting.

Council staff will provide a quarterly report to Council including the following information in relation to all tendered projects:

- Amount tender is awarded for
- Contingency amount set
- Approved variations
- Reasoning for variations
- Final amount of expenditure

In accordance with the *Local Government Act (1993)* Section 55, projects which are \$250,000 or above must go to tender. Projects below \$250,000 only require quotes and are not held in a central procurement database. While the costs are grouped together in Council's finance system, non-financial information (eg reasons for variations, timings, etc) are not held centrally.

To gather individual reporting on all projects between \$100,000 and \$250,000 into a report as described above, would take significant administrative resource, estimated to be one FTE at approx. \$100,000 per annum. Applying a charge to each project would spread this cost but would make every project more costly and in some cases, may cause issues in relation to maximum admin costs allowed on projects. Therefore, to provide this information would require a resolution of Council (allocating the budget) and a funding source.

Attachments

There are no attachments for this report.

GM15/26. Draft Construction Workers Accommodation Policy **FILE:** POL/40016
Author: Manager Community Growth and Evolution

Executive Summary

The purpose of this report is to seek Council endorsement to place the draft Construction Workers Accommodation Policy (Policy) on public exhibition for a period of 28 days to allow for submissions to be made. The Policy has been reviewed within the first 12 months to ensure it is contemporary and consistent with current government policy on construction worker accommodation. The Policy has been amended to include short-term rental accommodation as a suitable alternative to Construction Workers Accommodation within the Singleton LGA. Changes to the Policy have been identified in **Attachment 1**.

RECOMMENDED that:

1. Council place the reviewed POL/40016.2 Construction Workers Accommodation Policy on public exhibition for a period of at least 28 days and provide public notice of its intention to adopt the reviewed strategy subject to consideration of submissions received
2. The reviewed POL/40016.2 Construction Workers Accommodation Policy be adopted following the public exhibition period subject to submissions received, provided that no submissions or objections are received or that no alterations are required to the draft document and POL/40016.1 Construction Workers Accommodation Policy be rescinded.
3. Should any objections or submissions be received or any alterations be required to the draft document, a further report be presented to Council prior to adopting the reviewed POL/40016.2 Construction Workers Accommodation Policy.

Report

In September 2025, the Construction Workers Accommodation Policy was adopted by Council, following a 28-day exhibition period. The Policy has been used in discussions with the Hunter Transmission Project and EnergyCo on future accommodation needs and expectations for both the Hunter Transmission Project and renewable energy projects in the Hunter Central Coast Renewable Energy Zone (REZ).

During the assessment of the Hunter Transmission Project (Project) environmental impact statement, EnergyCo amended the Project to remove the proposed construction workers accommodation from within the Singleton local government area.

Following engagement with EnergyCo on the Hunter Transmission Project, a review of the Construction Workers Accommodation Policy has been undertaken to include encouragement of the use of existing short term rental accommodation. The uptake of short-term rental accommodation within the LGA will support local tourist and visitor accommodation businesses, particularly from Sunday to Thursday, when vacancy rates can be higher.

The proposed amendments to the Policy continue to align with Council's adopted Local Housing Strategy actions, in particular:

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- Investigate and implement ways to encourage temporary housing for transient workers or individuals displaced due to social issues. This can include motel and hotel developments, so rental stock is not taken up by this cohort.

To compliment this action, council staff are working with Hunter Valley Wine and Tourism Association (HVWTA) and other associations to identify data regarding short-term rental vacancies across the LGA.

Additional minor amendments, including definitions for wet and dry mess, minor amendments to the definitions and ensuring applications consider the Rural Fire Service Planning for Bushfire Protection, have also been included in this revision.

It is recommended that the draft Policy be placed on exhibition for a period of 28 days to allow for submissions to be made.

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

- Local Strategic Planning Statement
- Singleton Local Housing Strategy
- *Environmental Planning and Assessment Act, 1979*
- *State Environmental Planning Policy (Housing), 2021*
- Guidelines for Construction Workers Accommodation (Department of Planning, Housing and Infrastructure, 2025)

Financial Implications

There are no financial implications as a result of exhibiting this draft Policy. Any local development application submitted to council for determination that includes Construction Workers Accommodation will be subject to the relevant adopted fees and charges set out in the Fees and Charges Schedule at the time the application is made.

Consultation

Council's Community Growth and Evolution team have undertaken internal consultation with relevant staff in relation to the proposed changes.

Council staff had previously written to owners of the land identified in the Policy to advise of the proposed inclusion in the draft Policy, provide the opportunity to meet with staff to discuss and to make a submission should Council resolve to exhibit the draft Policy.

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Council staff have also been made aware that EnergyCo has separately reached out to these landholders in relation to the Policy.

A briefing on the draft Policy was provided to Council on 9 September 2025, prior to its original exhibition.

Council staff have met with the Hunter Valley Wine and Tourism Association, EnergyCo and Ausgrid to seek input into the inclusion of short-term rental accommodation within the Policy.

Sustainability

The draft Policy has considered alignment with Council's adopted Sustainability Strategy. The draft Policy has direct line of sight to Goal 11: Sustainable Cities and Communities and the specific deliverables to:

- Increase awareness towards sustainable urban planning outcomes
- Facilitate the development of innovation
- Create a healthy community

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that construction workers' accommodation will be approved at the State level without consideration of local issues and needs, which may lead to increased levels of service and reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that construction workers' accommodation will be located in places that do not meet Council or community expectations, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that the community will not be provided with the opportunity to consider appropriate planning outcomes for construction workers' accommodation, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that consideration of	Medium	Adopt the recommendation	Low	Yes

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Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
accommodation typologies suitable for construction and/or temporary workers will not be undertaken, which may lead to reputational damage.				

Options

The following options are available to Council:

1. That Council:
 - a. Council place the reviewed POL/40016.2 Construction Workers Accommodation Policy on public exhibition for a period of at least 28 days and provide public notice of its intention to adopt the reviewed strategy subject to consideration of submissions received
 - b. The reviewed POL/40016.2 Construction Workers Accommodation Policy be adopted following the public exhibition period subject to submissions received, provided that no submissions or objections are received or that no alterations are required to the draft document and POL/40016.1 Construction Workers Accommodation Policy be rescinded.
 - c. Should any objections or submissions be received or any alterations be required to the draft document, a further report be presented to Council prior to adopting the reviewed POL/40016.2 Construction Workers Accommodation Policy.
2. That Council does not adopt the recommendation.

Option one is recommended.

Conclusions

The Hunter Central Coast Renewable Energy Zone brings opportunities for Council to promote the benefits and value of Singleton and surrounding communities as a place to live, work, play and invest. The draft Construction Workers Accommodation Policy provides direction to developers seeking this type of development on the assessment, construction, operation, reuse and decommissioning of accommodation used for temporary workers. The draft Policy has been reviewed having regard to the opportunity for short-term rental accommodation to be used as construction worker accommodation. By placing the draft Policy on exhibition, Council will be able to seek feedback from the community and ensure temporary accommodation meets current and future needs.

Attachments

AT-1 [↓](#) Draft Construction Workers Accommodation Policy



Construction Workers Accommodation

POLICY | Community Growth and Evolution

To Provide Guiding Principles on the Location, Assessment, Establishment and Management of Construction Workers Accommodation in the Singleton Local Government Area

Policy No:	POL/40016	Version:	1
Service Unit:	Strategic Planning		
Responsible Officer:	Manager Community Growth and Evolution		
Responsible Director:	General Manager		
Authorisation Date:		Review Date:	16 September 2029
Minute No:			

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1 BACKGROUND

1.1 Title of the Policy and Commencement Date

The Construction Workers Accommodation Policy takes effect upon adoption by Council.

1.2 Purpose of the Policy

The purpose of this Policy is to provide guiding principles to developers seeking to construct, manage and operate Construction Workers Accommodation within the Singleton Local Government Area (LGA).

2 OBJECTIVE

2.1 Objectives and Coverage of the Policy

This Policy aims to provide transparency regarding Construction Workers Accommodation through:

1. Providing Council's preferred locations for investigation of Construction Workers Accommodation in Singleton.
2. Providing guiding principles for the location, construction, operation, reuse and decommissioning of Construction Workers Accommodation.
3. Provide guidance on alternative accommodation strategies for short term projects within the Singleton LGA.
4. Clearly outline the roles and responsibilities of Council and developers in the assessment, construction, operation, reuse and decommissioning of Construction Workers Accommodation.
5. Promoting the benefits and value of Singleton and surrounding communities as a place to live, work, play and invest.

3 APPLICATION

3.1 Application of this Policy

This Policy applies to all Construction Workers Accommodation proposals within the Singleton Local Government Area and is not limited to accommodation required for electricity infrastructure development.

This Policy applies to Construction Workers Accommodation proposed and installed in neighbouring Local Government Areas, where these facilities are likely to have an impact on the delivery of services by Singleton Council.

4 DEFINITIONS

For the purposes of this policy:

Term	Meaning
Council	<ul style="list-style-type: none"> Singleton Council
Construction Workers Accommodation	<ul style="list-style-type: none"> The State Environmental Planning Policy (Housing) 2021 sets out at clause 141D: construction workers accommodation means a place that is— <ul style="list-style-type: none"> (a) used to provide at least 5 dwellings for relevant construction workers in moveable dwellings, other than campervans, caravans or tents, and (b) related to the construction of 1 or more of the following: <ul style="list-style-type: none"> (i) relevant electricity infrastructure development; (ii) State significant development (mining, extractive industries, air transport facilities, port facilities and rail and related transport facilities); or (iii) State significant infrastructure (general public authority activities, port facilities and wharf or boating facilities, rail infrastructure, water storage or water treatment facilities, pipelines). <p>Note: State significant development and State significant infrastructure are defined under the State Environmental Planning Policy (Planning Systems) 2021.</p>
Electricity Infrastructure Development	<p>The State Environmental Planning Policy (Housing) 2021 defines electricity infrastructure development as development for the following purposes that is carried out in a renewable energy zone—</p> <ul style="list-style-type: none"> (a) electricity generating works, within the meaning of State Environmental Planning Policy (Transport and Infrastructure) 2021, Part 2.3, Division 4, (b) electricity transmission or distribution networks, within the meaning of State Environmental Planning Policy (Transport and Infrastructure) 2021, Part 2.3, Division 5.
Renewable Energy Zone	<ul style="list-style-type: none"> Geographical area of the State and the infrastructure specified in a declaration by the Minister
Temporary Workers' Dwellings	<ul style="list-style-type: none"> Housing provided on a temporary basis for workers who need accommodation for the life of a project or a season. Accommodation for non-electricity infrastructure development uses, including mining, infrastructure, seasonal workers in the agricultural or tourism sectors.
Rural Workers' Dwellings	<ul style="list-style-type: none"> Permanent housing provided on farm on a year round or seasonal basis for workers involved in agriculture or rural industries on that land.
Wet Mess	<ul style="list-style-type: none"> A building provided within a Construction Workers Accommodation facility that supplies alcohol to residents or visitors.

Term	Meaning
Dry Mess	<ul style="list-style-type: none"> • A building provided within a Construction Workers Accommodation facility that does not supply alcohol to residents or visitors.

5 PRINCIPLES/BODY

5.1 Procedural Statement

Housing Dynamics in Singleton Local Government Area

Singleton Council's preference is to provide for a long term, legacy solution where Construction Workers Accommodation contributes to addressing the longer-term shortage of short-term rental accommodation for industry diversification in the LGA, as well as meets known accommodation needs to support crisis services, homelessness, aged care, over 55s, essential workers accommodation and youth accommodation.

The adopted Singleton Local Strategic Planning Statement identifies the following planning priorities:

- Accommodation, facility and service provision meets the needs of the aging population
- The housing stock is high-quality, affordable and provides for a range of accommodation choices

Whilst not specifically identifying the needs of construction workers within the Local Strategic Planning Statement, the policy direction of Council is to ensure housing in the LGA meets community expectations to a high standard.

The adopted Singleton Local Housing Strategy identifies the following gaps:

- Greater diversity of lot sizes
- Diverse and affordable housing types
- Dwellings with fewer number of bedrooms
- Housing to cater towards short-term stays and temporary workers
- Dwellings in rural areas

To address these gaps, the Local Housing Strategy includes the following actions, specifically targeting temporary workers:

- Investigate a public-private partnership "demonstration project" for a diverse housing typology project.
- Proactively work with resources sector, community housing and Defence Housing Authority providers to explore new models for shared and investment incentives through subsidized or deferred return on investment programs.
- Support innovative housing solutions such as pre-fab, manufactured housing, 3D print housing and tiny houses where development outcomes do not negatively affect amenity of the site or surrounds.

- Investigate and implement ways to encourage temporary housing for transient workers or individuals displaced due to social issues. This can include motel and hotel developments, so rental stock is not taken up by this cohort.

The actions within the adopted Local Housing Strategy should be considered when assessing site suitability for Construction Workers Accommodation.

Use of Existing Sites within the Singleton Local Government Area

To assist, Singleton Council has identified locations within the Singleton Local Government Area that meet the criteria listed within this Policy. These locations have been identified through the adopted Singleton Local Strategic Planning Statement and the Singleton Local Housing Strategy as either infill potential or Strategic Growth Areas.

These sites have the following characteristics that align broadly with this Policy, noting detailed site assessment is required to determine the full suite of constraints (if any):

- Located within existing Strategic Growth Areas, zoned residential with no rezoning requirements for Construction Workers Accommodation
- Access to required infrastructure, including water, reticulated sewer, electricity and telecommunications (including NBN)
- Not located on the flood plain
- Is assessed for bushfire in accordance with the NSW Rural Fire Service Planning for Bushfire Protection
- Largely free of biodiversity constraints, however contemporary assessments would be required
- Not located on biophysical strategic agricultural land or critical industry cluster
- General topography is suitable for development
- Access to community services and facilities, including retail
- Capable of creating a walkable neighbourhood

The following list has been compiled based on adopted Council strategies.

Suitable Strategic Growth Area sites:

- Lot 9 DP1196266 (Singleton Local Housing Strategy Strategic Growth Area 6)
- Lot 2 DP1279109 (Singleton Local Housing Strategy Strategic Growth Area 3)

Repurpose sites: existing sites that have the potential to be repurposed as Construction Workers Accommodation include:

- Part Lot 203 DP1042655 (Former Mercy Aged Care Services site)

Infill development sites: within the Singleton town centre:

- Lot 1 DP1070881 (corner Patrick Street and Queen Street, Singleton)
- Part Lot 3 DP1070881 (corner Patrick Street and Queen Street, Singleton)

Supporting Accommodation for Rural Workers

Council supports the use of Construction Workers Accommodation in rural areas where the accommodation can be repurposed for rural workers where seasonal work requires temporary accommodation.

Site Selection Criteria and Design Requirements

Where Council's preferred sites are determined to be unsuitable, site selection should be consistent with the below criteria-based approach that takes into consideration accessibility and serviceability ahead of project convenience.

In addition to the design requirements set out in Council's adopted Development Control Plan and Engineering Standards, Construction Workers Accommodation should include consideration of the following:

- Located adjacent or near to existing urban zoned land ((R1 - General Residential', R2 - Low-density Residential) or should be a logical extension of an existing lifestyle living area
- Have access to the required services and infrastructure including water, reticulated sewer/onsite sewer management system, electricity, telecommunications (including NBN)
- Is not located on the flood plain
- Be free of high biodiversity or ecological value. Where biodiversity constraints exist, be accompanied by a Biodiversity Development Assessment Report (BDAR)
- Be consistent with Planning for Bushfire Protection requirements
- Be supported by a water and sewer servicing strategy and infrastructure needs analysis
- Should not be proposed in areas identified as biophysical strategic agricultural land or critical industry cluster
- The proposed land has the following general attributes:
 - Flat-moderate grades
 - Access to community services and facilities
 - Access to convenience and/or other retail
 - Road access
 - Capable of creating a walkable neighbourhood

The selection of any site for Construction Workers Accommodation should be located to:

- Allow infrastructure to be converted, with the approval of Council, and used for future residential or visitor accommodation or employment generating activities

- Allow for logical extension to existing lifestyle living or residential development
- Minimise the impact to Council on the provision of infrastructure and community services
- Provide ease of access for workers to community services

The design of Construction Workers Accommodation should consider:

- Sustainable building design principles, including the Nationwide House Energy Rating System (NatHERS) and partnership with the National Built Environment Rating System (NABERS).
- Alignment with the Trajectory for Low Energy Buildings
- The strategies required to eliminate modern slavery risks in the whole of life supply chain for the proposed development

Provision of Infrastructure

Council has an adopted Local Infrastructure Contributions Plan, Planning Agreement Policy and Water and Sewer Development Servicing Plans which provide for the provision of development led infrastructure within the LGA.

Council has an adopted Asset Management Strategy and supporting plans for buildings, transportation, open spaces and reserves, stormwater drainage, roads, sewer and water infrastructure delivered and maintained by Council.

Proposed Construction Workers Accommodation developments should consider these strategic plans when determining the location and infrastructure needs of the development.

Council reserves the right to use its adopted Planning Agreement Policy as a framework to offset impacts of proposed Construction Workers Accommodation.

Access to infrastructure should be an extension of existing servicing, to prevent isolated and costly service arrangements.

Construction Workers Accommodation will require a water/sewer servicing strategy to be developed and submitted with any application.

Council's Development Control Plan and Engineering Standards and Water and Sewer Technical Specifications must be complied with. Where deviation is proposed, early engagement with Council is encouraged.

Construction Workers Accommodation should include the principles of a Circular Economy to provide for collection, recycling and reuse of waste produced on site.

Provision of Social and Community Infrastructure

Council supports a 'dry mess' facility to improve safety and encourage use of local retail and hospitality services. Council will not accept an application that includes a 'wet mess'.

Where possible, local procurement for operations, maintenance and management of facilities should be undertaken and include First Nations providers.

The impact of the development on support services in health, education and sport should be assessed in a cumulative sense. Council encourages consultation and engagement with service providers early in the development process to ensure adequacy and cumulative impacts are assessed.

The assessment of impact on support services should result in no net impact to existing locally provided services and, where services are available in the community, the Construction Workers Accommodation should use these.

Long Term Legacy

Construction Workers Accommodation have the potential to provide a long-term legacy to communities through the sharing, reuse and/or repurposing of facilities between projects and to support individuals displaced due to housing affordability and availability in the LGA.

Council supports the lodgement of development applications for the change of use of Construction Workers Accommodation to a higher order use following construction, where the proposal meets the legislative and policy requirements at the time of lodgement.

Accommodation should be designed to create an attractive space for immediate and future users and consider contemporary models such as the Core and Cluster Model used in other service areas.

Use of Short-Term Rental Accommodation

Council encourages the use of short-term rental accommodation to support the temporary accommodation needs of employees engaged in construction work. The use of short-term rental accommodation will take pressure of other accommodation types within the LGA that may be suitable for other purposes (including tourism and crisis accommodation).

Any use of short-term rental accommodation must be undertaken having regard to the code of conduct for the short-term rental accommodation industry, where applicable, and be clearly documented in any Employment or Accommodation Strategy required for the development.

6 RELEVANT LEGISLATION

Environmental Planning and Assessment Act, 1979

Environmental Planning and Assessment Regulation, 2021

State Environmental Planning Policy (Housing) 2021

Guidelines for Construction Workers Accommodation

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
23/20371	<ul style="list-style-type: none"> Engineering Design Guidelines
23/20041	<ul style="list-style-type: none"> Engineering Construction Guidelines
23/20043	<ul style="list-style-type: none"> Standard Drawings
24/30502	<ul style="list-style-type: none"> Development Servicing Plan - Water
24/30501	<ul style="list-style-type: none"> Development Servicing Plan - Sewer
24/39950	<ul style="list-style-type: none"> Technical Specifications – Water
24/39951	<ul style="list-style-type: none"> Technical Specifications – Sewer

Table 7-1 – Related documents

8 RESPONSIBLE OFFICER / POLICY OWNER

Ownership of this policy rests with the Manager Community Growth and Evolution.

9 RESPONSIBILITIES

Parties or Persons	Responsibilities
General Manager and Executive Leadership Team	<ul style="list-style-type: none"> Ensure adequate resources are available to support implementation of the Policy.
Manager Community Growth and Evolution	<ul style="list-style-type: none"> Oversee the implementation of the Policy and provide reports to Council on Policy outcomes
Manager Development and Regulatory Services	<ul style="list-style-type: none"> Ensure Construction Workers Accommodation is assessed in accordance with this Policy and relevant planning instruments.
Planning and Development Coordinator	<ul style="list-style-type: none"> Undertake assessment of Construction Workers Accommodation applications and provide advice into State significant development proposals consistent with this Policy, Council's adopted Development Control Plan and any relevant legislation.
Coordinator Strategic Planning	<ul style="list-style-type: none"> Ensure planning agreements are undertaken in accordance with Council's adopted Planning Agreements Policy. Ensure local infrastructure contributions are levied in accordance with Council's adopted Local Infrastructure Contributions Plan.
Manager Infrastructure Services	<ul style="list-style-type: none"> Ensure servicing requirements for Construction Workers Accommodation are consistent with Council's adopted Engineering Standards and other relevant documents.

Parties or Persons	Responsibilities
Manager Water and Sewer	<ul style="list-style-type: none"> Ensure servicing requirements for Construction Workers Accommodation are consistent with Council's adopted Engineering Standards and other relevant documents.

10 APPROVAL

As per cover sheet.

11 MONITORING

This policy will be monitored by the Manager Community Growth and Evolution 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 within twelve (12) months to ensure that it meets legislative and community requirements.

13 RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

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

14 BREACHES AND SANCTIONS

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

15 DOCUMENT HISTORY

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

Version	Date Amended	Author	Comments (eg reasons for review)
0	NA	Mary-Anne Crawford	<ul style="list-style-type: none"> New Policy
1	14 April 2026	Mary-Anne Crawford	<ul style="list-style-type: none"> Initial policy review following 12-month implementation

Version	Date Amended	Author	Comments (eg reasons for review)
			<ul style="list-style-type: none"> • Amendment to role titles and functions following structural changes • Inclusion of short-term rental accommodation options • Inclusion of additional definitions • Inclusion of Planning for Bushfire Protection

GM16/26. Draft Electric Vehicle Charging Infrastructure on Council Land Policy
Author: Manager Community Growth and Evolution

FILE: POL/10070

Executive Summary

The uptake of Electric Vehicles (EV) in Australia has seen over 157,000 new EVs enter the Australian car market in 2025, 103,000 of which are battery electric vehicles. This makes up 13.1% of all new car sales, an increase of 36.4% on sales in 2024. Australia's EV fleet exceeds 454,000 vehicles and continues to grow. In NSW EVs account for 8.6% of new car sales, the highest in Australia. The increasing demand for EV across Australia has seen an increasing demand for Electric Vehicle Charging Infrastructure (EVCI) to support the growing market.

To support this increasing demand, the EVCI on Council Land Policy has been reviewed to ensure Council's policy position is consistent with community demands. The Policy details clear processes to guide prospective Providers and Council on the provision, installation, operation and management, maintenance and removal of EVCI on appropriate parcels of Public Land. The Policy has been amended to take into consideration changes in relation to the functions of the Local Traffic Committee and the role of Council under the *Roads Act, 1992*.

The purpose of this report is to consider adopting the draft Electric Vehicle Charging Infrastructure on Council Land Policy following a period of public exhibition.

RECOMMENDED that:

1. Council place the reviewed POL/10070.2 Electric Vehicle Charging Infrastructure on Council Land Policy on public exhibition for a period of at least 28 days and provide public notice of its intention to adopt the reviewed strategy subject to consideration of submissions received.
2. The reviewed POL/10070.2 Electric Vehicle Charging Infrastructure on Council Land Policy be adopted following the public exhibition period subject to submissions received, provided that no submissions or objections are received or that no alterations are required to the draft document and POL/10070.1 Electric Vehicle Charging Infrastructure on Council Land Policy be rescinded.
3. Should any objections or submissions be received or any alterations be required to the draft document, a further report be presented to Council prior to adopting draft POL/10070.2 Electric Vehicle Charging Infrastructure on Council Land Policy.

Report

The current uptake of EV is expected to increase over time through improvements in range and government incentives for uptake. Councils have a role to play in supporting the community response to EV uptake through removal of barriers for the installation of EVCI on both public and private land.

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There are currently three public EVCI locations within the Singleton Local Government Area (LGA) and have been installed by third parties with support from the Federal Government ARENA funded programs. The use of the Policy to support installation has been beneficial to both staff, installers and the community as it provides a transparent and accountable process for consultation and endorsement of locations.

Amendment to the Electric Vehicle Charging Infrastructure on Public Land Policy

The Electric Vehicle Charging Infrastructure on Public Land Policy (Policy) has been amended to address changes in the way in which local traffic decisions are made. The Local Traffic Committee is no longer a function of Council, having been replaced with delegation and a Local Traffic Forum.

Council resolved at its meeting on 18 November 2025 to adopt the Terms of Reference for the Local Traffic Forum. The adoption of the Terms of Reference for the Local Traffic Forum resulted in the dissolution of the Local Traffic Committee.

Council performs two roles with the installation of EVCI on Council land. Where EVCI is proposed within the road reserve, but not on Council's land (eg pole mounted), Council's role is delegated under the *Roads Act, 1992* and approval is obtained under s138 of the *Roads Act*.

The second function is where EVCI is proposed on land owned by Council (eg fast charging infrastructure in a park or reserve). Council's role is as a landholder, providing access to the land in accordance with the *Local Government Act, 1993* with a lease/license/agreement arrangement.

The Policy has been amended to clarify these distinct roles and functions of Council.

Following the successful installation of pole mounted chargers within the LGA, the Policy has been amended to ensure that EVCI providers (including Council) are aware of Council's requirements and expectations.

Conclusion

The dissolution of the Local Traffic Committee identified a procedural gap and opportunity for a review of the Electric Vehicle Charging Infrastructure on Council Land Policy. This review has been completed, and it is the recommendation of staff to place the amended Policy on exhibition for a period of 28 days, with endorsement subject to submissions received.

Community Strategic Plan

Strategy:	2	Our Places
Deliverable:	2.3	Our Places are thoughtfully designed to enhance the environment, heritage and investment outcomes
Action:	2.3.2	To advocate and facilitate land use planning and development outcomes to drive investment

Council Policy/Legislation

The Policy has been developed to support the following Council resolution (13/21):

Adopt the following Cities Power Partnership Pledges:

1. Install renewable energy (solar PV and battery storage) on Council buildings, for example childcare facilities, libraries, street lighting, recreation centres, sporting grounds and Council offices.
2. Implement an education and behaviour change program to influence the behaviour of Council officers, local residents and businesses within the Local Government Area (LGA) to drive the shift to renewable energy, energy efficiency and sustainable transport.
3. Adopt best practice energy efficiency measures across all Council buildings, and support community facilities to adopt these measures.
4. **Provide fast-charging infrastructure throughout the LGA at key locations for electric vehicles.**
5. Set LGA-level renewable energy or emissions reduction targets and sustainable energy policies to provide a common goal and shared expectations for local residents and businesses. [our emphasis]

Whilst the Cities Power Partnership itself has dissolved, the pledges are a relevant resolution of Council.

The Policy has regard to the following legislation:

- *Environmental Planning and Assessment Act, 1979*
- *Local Government Act, 1993*
- *Road Act 1992*

With specific regard to the Local Government Act, the Policy sets out the procurement process requirement for ensuring appropriate transparency and probity occurs with the installation of EVCI on Council Land, along with consideration of Community Land provisions under the Act.

Financial Implications

The Policy provides for the recovery of costs to Council through lease/licensing/agreement arrangements. As such, adoption of the Policy is not expected to result in a negative financial impact.

Council may seek to install EVCI under the arrangements set out in the Policy. The ability to do so is afforded through the adoption of the Policy. Should Council resolve to install EVCI, this would be planned for and funded through the annual budget process.

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Consultation

The amendment to the Policy is in response to legislative changes in relation to how a Local Traffic Forum will function. As such, internal consultation with the Infrastructure Services team was undertaken to ensure the Policy reflected changes in staff delegations.

Sustainability

The Policy itself does not create any unintended environmental consequences. The Policy provides the requirements for the environmental assessment of EVCI installation and removal.

The adoption of the Policy includes the measures that Council would take to ensure Council and the community achieve improvements under the United Nations Sustainable Development Goals, specifically:

- Goal 3: Good Health and Wellbeing
- Goal 7: Affordable and Clean Energy
- Goal 9: Industry, Innovation and Infrastructure
- Goal 11: Sustainable Cities and Communities and
- Goal 12: Responsible Consumption and Production.

The Singleton Sustainability Strategy sets an overall objective for Goal 11: Sustainable Cities and Communities that states *drive sustainable design and development*. Relevant deliverables under this strategy include *increase options for transportation in and around the local government area*.

Council has also resolved, through its membership of the Cities Power Partnership, to *provide fast-charging infrastructure throughout the LGA at key locations for electric vehicles*.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not meet its pledge under the Cities Power Partnership membership which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that Singleton LGA will not adapt to the increasing demand of EVCI to support EV market growth, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes

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Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that the EVCI on Council Land Policy does not achieve the desired outcomes, leading to an impact on the visitor economy and reputational damage.	Low	Adopt the recommendation	Low	Yes
There is a risk that other Councils with EV infrastructure may become preferred locations for residents, visitors, and businesses seeking sustainable transport options which may lead to reduced economic activity, lower residential appeal and reduced business attraction and investment.	Medium	Installation of electric vehicle charging bays	Low	Yes
There is a reputational risk to Council as residents and businesses may see Council as resistant to change or unsupportive of sustainable transport which may lead to them questioning Council's commitment to innovation and sustainability	Medium	Installation of electric vehicle charging bays	Low	Yes

Options

The following options are available to Council:

1. That:

- a. Council place the reviewed POL/10070.2 Electric Vehicle Charging Infrastructure on Council Land Policy on public exhibition for a period of at least 28 days and provide public notice of its intention to adopt the reviewed strategy subject to consideration of submissions received
- b. The reviewed POL/10070.2 Electric Vehicle Charging Infrastructure on Council Land Policy be adopted following the public exhibition period subject to submissions received, provided that no submissions or objections are received or

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that no alterations are required to the draft document and POL/10070.1 Electric Vehicle Charging Infrastructure on Council Land Policy be rescinded.

- c. Should any objections or submissions be received or any alterations be required to the draft document, a further report be presented to Council prior to adopting draft POL/10070.2 Electric Vehicle Charging Infrastructure on Council Land Policy.
2. Not place reviewed POL/10070.2 Electric Vehicle Charging Infrastructure on Council Land Policy on public exhibition.

Option one is recommended.

Conclusions

Australia's EV fleet exceeds 454,000 vehicles and continues to grow. In NSW EVs account for 8.6% of new car sales, the highest in Australia. The increasing demand for EV across Australia has seen an increasing demand for Electric Vehicle Charging Infrastructure (EVCI) to support the growing market.

To support this increasing demand, the Electric Vehicle Charging Infrastructure on Council Land Policy was developed in 2023. The Policy has been reviewed, triggered by changes in the Local Traffic Committee. The review was also timely, following installation of EVCI in the road reserve and this has resulted in other minor amendments.

By adopting the Electric Vehicle Charging Infrastructure on Council Land Policy, Council will provide the mechanism for installation of EVCI on Council Land.

Attachments

- AT-1** [↓](#) Draft Electric Vehicle Charging Infrastructure on Council Land Policy



ELECTRIC VEHICLE CHARGING INFRASTRUCTURE ON PUBLIC LAND

Policy | Community Growth and Evolution

To Provide Guiding Principles on the Establishment, Operation and Management of Electric Vehicle Charging Infrastructure on Public Land in the Singleton Local Government Area

Policy No:	POL/10070	Version:	1
Service Unit:	Sustainable Services		
Responsible Officer:	Manager Community Growth and Evolution		
Responsible Director:	General Manager		
Authorisation Date:	xxx	Review Date:	21 February 2027
Minute No:	xxx		

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Policy

Electric Vehicle Charging Infrastructure on Public Land Policy

1 Background

1.1 Title of the Policy and Commencement Date

The Electric Vehicle Charging Stations on Public Land Policy takes effect upon adoption by Council.

1.2 Purpose of the Policy

The purpose of this Policy is to provide guiding principles to prospective providers and Council for the installation, operation and management of Electric Vehicle Charging Infrastructure (**EVCI**) on Public Land in the Singleton Local Government Area (**LGA**).

2 Objective

2.1 Objectives and Coverage of the Policy

This Policy aims to support the take up of Electric Vehicles within the Singleton Local Government Area through:

1. Providing guiding principles for the provision, installation, operation and management, maintenance and removal of EVCI on appropriate parcels of Public Land;
2. Clearly outlining the roles and responsibilities of the provider and Council in relation to the installation, operation and management, maintenance and removal of EVCI; and
3. Promoting visitation to the LGA by encouraging the placement of EVCI at desirable locations to address Range Anxiety.

3 Application

3.1 Application of this Policy

This Policy applies to all providers of EVCI, including Council, seeking to install EVCI on Public Land within the Singleton Local Government Area

This Policy does not apply to providers seeking to install EVCI on private land. The installation of EVCI on private land may be subject to planning controls set through the *Singleton Development Control Plan 2014* or State government policy.

4 Definitions

For the purposes of this policy:

Term	Meaning
Council	Singleton Council
Provider	A company or organisation which provides/supplies EVCI and includes Council.



Term	Meaning
Public Land	As defined in the <i>Local Government Act 1993</i> , means any land (including a public reserve) vested in or under the control of Council, but does not include: <ul style="list-style-type: none"> (a) A public road*; or (b) Land to which the <i>Crown Land Management Act 2016</i> applies*; or (c) A common; or (d) A regional park under the <i>National Parks and Wildlife Act 1974</i>. <p>Note: * For the purposes of this Policy, 'Public Land' includes public roads where Council is the roads authority under the <i>Roads Act 1993</i> and Crown land managed by Council.</p>
Destination Charging	EVCI that is installed in locations frequented by tourists and visitors such as hotels, restaurants and points of interest.
Electric Vehicle (EV)	This describes a range of different vehicles that are powered by an electric motor with a battery on its own, or accompanied by a fuel-powered internal combustion engine. This includes Plug-in Hybrid Vehicles (PHEVs).
Electric Vehicle Charging Infrastructure (EVCI)	Infrastructure that supplies and supports the provision of electric energy to recharge EVs. This includes charging stations, signage, designated parking bays and all other supporting infrastructure.
Range Anxiety	The fear that when driving an EV, it will run out of charge and the driver will be stranded due to the inability to recharge.

5 Principles/Body

5.1 Procedural Statement

Process for Installation of EVCI on Public Land

The installation and operation of EVCI on Public Land requires the completion of a detailed public procurement process. Successful providers will be invited to enter into a lease/licence/agreement (unless other consent pathways are identified) with Council for the site. During this process, Council will:

- ensure a fair and equitable selection of providers by following Council's adopted Procurement Policy;
- provide input into the development of site selection and designs for EVCI on Public Land;
- review and assess suitable applications for EVCI on Public Land through Council's Traffic Committee; and
- promote EVCI by making information freely available to the wider community via our website such as the location of charging stations in the Singleton LGA.



The Provider of EVCI must complete an application to Council demonstrating how the Provider will install, operate, manage, maintain and remove EVCI on Public Land throughout the life of the facility.

Approved providers will be required to enter into a lease/licence/agreement (unless alternative consent pathways are identified) with Council for the use of the site. Prior to making an application, providers should ensure the following minimum criteria can be met:

- Recognised EVCI provider as listed on the Transport for NSW website or the Electric Vehicle Council website;
- Site selection criteria and design requirements as set out in this Policy;
- Obtaining public liability cover to to a minimum limit of indemnity of \$20 million, or other such amount as determined by Council, and noting the interests of Singleton Council; this insurance must be maintained throughout the life of the installation;
- Completion of an Installation Risk Assessment for the EVCI that caters for the life of the facility (Appendix 1);
- The installation will result in a community benefit;
- Provision of a suitable management plan for operation and maintenance of EVCI.

In some instances, the installation of EVCI will fall within the exempt provisions of the *State Environmental Planning Policy (Transport and Infrastructure) 2021*. However, a Development Application (DA) may still be required depending on the proposed location. The provisions of the *Local Government Act 1993* may also apply if the installation is on community land. It is the Provider's responsibility to determine the need for and obtain any required consents or approvals.

Installation of EVCI in the Road Reserve

An application to install EVCI in the road reserve is required under section 138 of the *Roads Act 1992*. This application will be submitted to the Manager Infrastructure Services for review, who will determine under relevant delegation the application. Approvals may be subject to conditions.

Site Selection Criteria and Design Requirements

The following site selection criteria and design requirements must be addressed to progress the procurement process for the installation and operation of EVCI on Public Land.

1. Location

Council will consider locations on Public Land where the Provider is able to demonstrate that public safety and traffic movement can be appropriately managed through the Installation Risk Assessment. The location must be compliant with AS/NZS 60079.10.1 *Explosive gas atmospheres*.

In proposing a location, the Provider must consider in their submission to Council:

- The proximity to other EV charging points
- Potential impacts to traffic flow and other uses of the area



- Proximity to a range of amenities, including services, such as restrooms, seating, food outlets, tourist locations and other attractions, such that users can stop and spend time in the area or use local amenities
- Proximity to community activity (such as sports grounds, playgrounds, recreation areas and other community facilities)
- Proximity to residential areas to enable residents with an Electric Vehicle to refuel outside the home
- Proximity to areas with limited off-street parking
- Potential congestion points such that EVCI does not impede parking or traffic movements

Location choice must consider the expected increase in growth and demand for EVs and be able to support upgrades to infrastructure whilst meeting the above criteria.

2. Power Source

EVCI must have suitable access to an existing electrical supply. Preference will be provided where the electrical supply is a renewable source.

As chargers draw a significant amount of power, a review of the available electrical infrastructure is required prior to installation to ensure there is sufficient existing capacity to cater for the EVCI. Evidence must be provided to demonstrate:

- The capacity of the grid to support the EVCI
- The number of charging stations proposed and capacity to support growth and demand

If existing supply is inadequate to support proposed and future growth, it is the responsibility of the Provider to upgrade the network to ensure no net impact to the grid.

3. Safety

Dedicated EVCI parking must comply with the Singleton Development Control Plan 2014 clause 2.28 *design of car parking areas, loading docks and vehicle manoeuvring areas*.

The Provider must complete an Installation Risk Assessment and provide this to Council prior to installation of the EVCI. The Installation Risk Assessment must consider all hazards applicable to the installation, operation and management of the EVCI and be specific to the location.

The location of EVCI must be easily seen by pedestrians and vehicles, with lighting of both EVCI and parking areas provided. Parking signage must be in accordance with AS1742. Wayfinding and safety signage are required to highlight the location of the facility and provide information on the use of charging stations, including:

- Parking restrictions (if required)
- Costs of charging
- Charge duration and capacity
- Instructions for use
- Source of electricity supply



EVCI and its supporting infrastructure must be managed and maintained by the Provider through the life of the facility to ensure continued good working order and to mitigate the risk of hazards identified in the Installation Risk Assessment.

4. Access

EVCI must be accessible 24 hours a day, 7 days a week to all users within the community. EVCI must not be placed in such a way that it impacts traffic flow. EVCI must provide for all abilities access in accordance with the *Disability Discrimination Act 1992*. EVCI parking should cater for all types of EV charging connections used by vehicle manufacturers and the location of their charging points on all types of EV. A minimum of two (2) car parking spaces per EVCI must be provided. Dedicated EVCI parking must be clearly identified with appropriate signage and labelling and are for the dedicated use of EVs only.

Sustainability

The installation, operation, management, maintenance and removal of EVCI and supporting infrastructure must be in accordance with this Policy.

Where EVCI is provided by Council the electricity to support the infrastructure will be sourced from a renewable source to reduce greenhouse gas emissions in accordance with Council's adopted Sustainability Strategy 2019-2027.

Type of EVCI

Council will support the installation of a range of EVCI to cater for different charging needs. Medium and fast charging infrastructure will be prioritised in areas with high parking demand and short-stay parking occurs.

Council will only accept the installation of charges in accordance with the Electric Vehicle Strategy, and any subsequent guidelines.

Council will reserve the right, through conditions of lease/licence/agreement to require a Provider to upgrade EVCI to meet community demand as technology develops and community take up of EVs increases.

Community Engagement

Prior to any approval/lease/license/agreement from Council, the Provider must consult with Council and prepare a Consultation Plan to be approved by council staff prior to undertaking consultation on the proposed locations of EVCI. Consultation must be undertaken by the Provider in accordance with the approved Consultation Plan and address any questions or concerns raised.

Council will take the outcomes of consultation into consideration when developing a lease/license/agreement or granting approval.

Leasing/Licensing/Agreement Requirements



Providers are subject to the specific conditions and obligations outlined in the leasing/licencing/agreement as agreed with Council. Council will consider, as a minimum, the following factors when entering into a lease/licence/agreement:

- the provider,
- proposed site and design,
- maintenance obligations,
- public safety and legal liability,
- length of lease/licence/agreement and terms for decommissioning EVCI at the end of the agreed term;
- Terms of payments;
- Provision of security or bond;
- insurance requirements and desired length of operation of EVCI; and
- any other terms as relevant to the proposed EVCI installation, operation, management, maintenance and removal, including upgrade or expansion of the EVCI.

Council may implement fees and/or charges for the use of Council Land.

6 Relevant Legislation

The Provider is required to comply with all relevant legislation and obtain all applicable approvals and consents. As a minimum:

- *Environmental Planning and Assessment Act, 1979*
- *Roads Act, 1992*
- *Local Government Act, 1993*
- Singleton Development Control Plan 2014

7 Document Information

7.1 Related Documents

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

Number	Title
	Singleton Sustainability Strategy
	Singleton Development Control Plan 2014
	NSW Government Electric Vehicle Strategy

Table 7-1 – Related documents

8 Responsible Officer / Policy Owner

Ownership of this policy rests with the Manager Development and Environmental Services.



9 Responsibilities

Parties or Persons	Responsibilities
Manager Infrastructure Services	<ul style="list-style-type: none"> • Ensure fair and equitable assessment of applications for EV installation • Provide input into the development of site selection and designs for EVCI on Public Land • Review and assess suitable applications for EVCI under the Roads Act.
Manager Corporate and Commercial Services	<ul style="list-style-type: none"> • Review applications for the lease/license/agreement for the use of Public Land. • Enter into lease/license/agreement for the use of Council Land, as required.
Provider	<ul style="list-style-type: none"> • Enter into a lease/licence/agreement with Council • Adhere to the site selection criteria and design requirements set out in this Policy • Responsible for the installation (including power supply), operation, management, maintenance and removal of EVCI and supporting infrastructure • Responsible for and bear the cost of any upgrade require to the electrical supply so as to have the capacity to cater for the EVCI during the life of the facility • Ensure EVCI has capacity to cater for all EV charging connections • Upgrade plug and connection hardware that may be required as EV technology advances • Provide access by arrangement to educational and promotional activities in partnership with Council
	<ul style="list-style-type: none"> •
Manager Community Growth and Evolution	<ul style="list-style-type: none"> • Promote EVCI by making information freely available to the wider community via website and social media on EVCI across the LGA • Collaborate with EVCI Providers to ensure understanding of the requirements of this Policy.

10 Approval

As per cover sheet.

11 Monitoring

This policy will be monitored by the Manager Development and Environmental Services to ensure compliance.



Policy

Electric Vehicle Charging Infrastructure on Public Land Policy

12 Review Date

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

13 Last Review Date

This is the first version of the Policy.

14 Record Keeping, Confidentiality and Privacy

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

15 Breaches and Sanctions

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

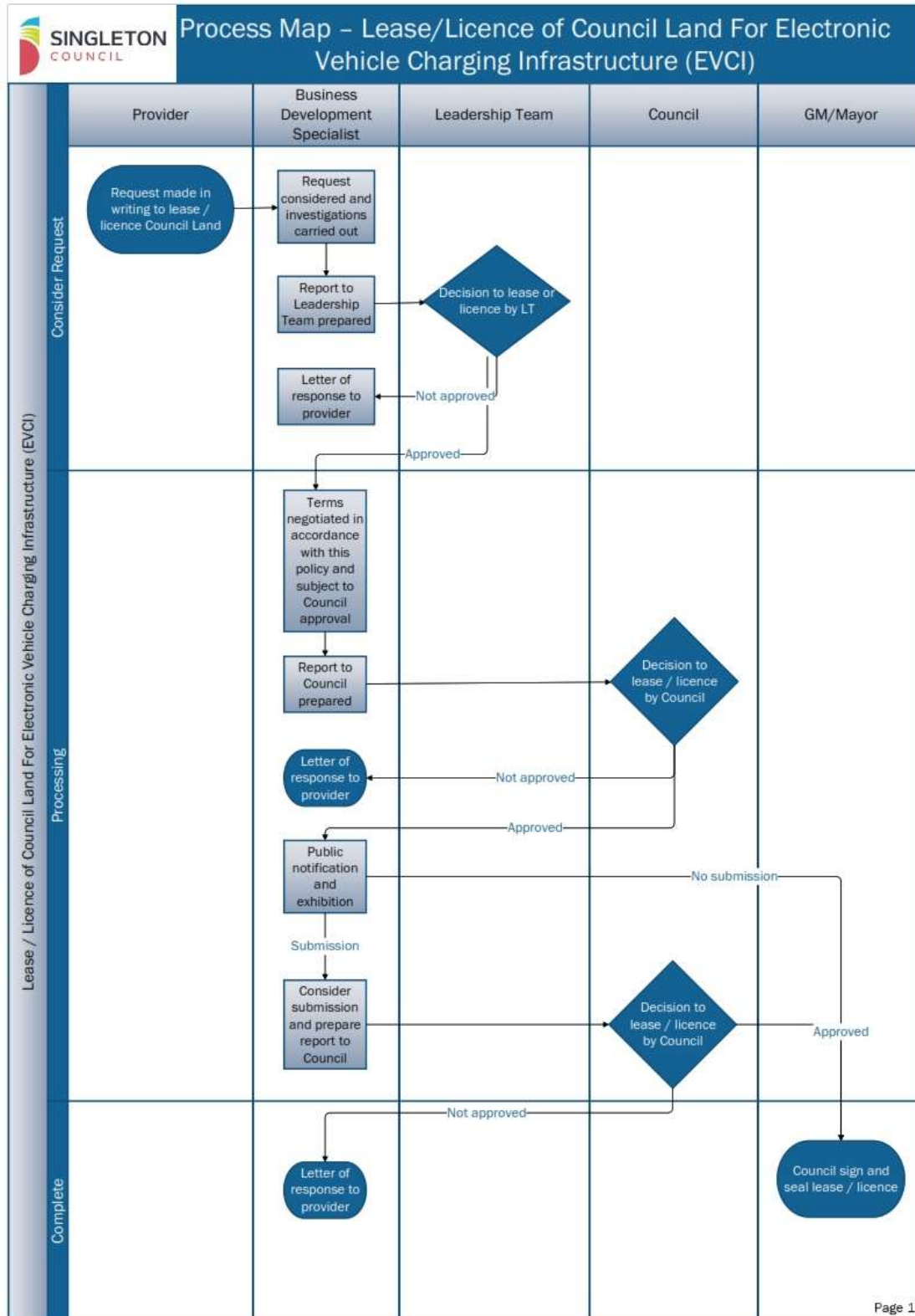
16 Document History

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

Version.	Date	Author	Comments (e.g. reasons for review)
1	February 2023	M Crawford	<ul style="list-style-type: none"> • New Policy
2	March 2026	M Crawford	<ul style="list-style-type: none"> • Changes to position titles • Amendments to reflect the status of the Local Traffic Committee • Additional roles and responsibilities



Appendix A - Process Map



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

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) with an additional action added to review permissible uses in both residential and rural zones under the Singleton Local Environmental Plan 2013 to ensure relevant zones do not preclude the development of 'tiny homes'.

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 for Information) – 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.

ConsultationInternal

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.

This report was tabled as part of the March 2026 Council Meeting and was deferred to clarify any changes to the approval pathways for 'tiny homes'. Council staff have completed a review of any changes that have occurred, and have consulted with the NSW Department of Planning, Housing and Infrastructure (DPHI) to confirm the results of this review.

In NSW, a 'tiny home' is not a land use definition within planning legislation, thus it cannot be referred to within a Local Environmental Plan. However, a 'tiny home' can be defined as either a secondary dwelling or a moveable dwelling, depending on whether they are fixed or mobile. The permissibility of these definitions is prescribed under the State Environmental Planning Policy (Housing) 2021 or the *Local Government Act, 1993* respectively.

Under the State Environmental Planning Policy (Housing) 2021, secondary dwellings are permitted in prescribed residential zones (R1, R2, R3, R4, R5) and can be approved via a Complying Development Certificate (CDC) or development application under the *Environmental Planning and Assessment Act, 1979*.

Where a structure is considered a moveable dwelling (such as a tiny home on wheels), approval is generally required under the *Local Government Act 1993*, typically involving a permit to install or occupy the dwelling on land.

In terms of recent changes affecting the approval of 'tiny homes', the NSW Department of Planning, Housing and Infrastructure consolidated the provisions previously contained within the Affordable Rental Housing SEPP 2009 into the State Environmental Planning Policy (Housing) 2021. These changes did not fundamentally alter the planning framework for secondary dwellings, rather they streamlined and standardised existing controls within a single instrument. The Policy reinforces a consistent, statewide approach by permitting secondary dwellings in standard residential zones, including where they may not otherwise be expressly permitted under a Local Environmental Plan, and retains the ability for approval via a Complying Development Certificate where development standards are

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satisfied. Key controls, such as maximum floor area, minimum lot size and the prohibition on subdivision, remain unchanged, however the consolidation improves clarity, reduces reliance on local controls, and strengthens the State's facilitating role in enabling secondary dwellings as a form of low-impact housing supply.

The Affordable Housing Action Plan addresses this by including actions to use future LEP amendments to enable mixed-tenure housing models where viable, and to as part of the next review of the Singleton Development Control Plan 2014, include controls and objectives that encourage diverse types of housing (e.g. small dwellings, co-living, accessible housing, terraces).

It is recommended that an additional action be included in the Affordable Housing Action Plan to review permissible uses in both residential and rural zones under the Singleton Local Environmental Plan 2013 to ensure relevant zones do not preclude the development of 'tiny homes'.

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 in Table 1:

Table 1: Summary of Submission Received and Response to Submission

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 support (such as "granny flat" style accommodation). It recommends that Council	Council acknowledges the submitter's support for Action 10 and the broader objective of increasing housing diversity. However, it is important to clarify that permissibility of land uses is determined by the Local Environmental Plan (LEP),

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Author of Submission	Submission Summary	Response to submission
	<p>formally recognise “Movable Tiny Homes” within the updated Development Control Plan to provide legal clarity and a streamlined approval pathway.</p>	<p>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 addressing workforce accommodation needs</p>	<p>The action plan addresses this element of the submission by including an action for Council to Advocate for a Workforce</p>

General Manager's Report (Items for Information) – GM9/26

Author of Submission	Submission Summary	Response to submission
	<p>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>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 Government Act and</p>

General Manager's Report (Items for Information) – GM9/26

Author of Submission	Submission Summary	Response to submission
		<p>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 for Information) – GM9/26

Author of Submission	Submission Summary	Response to submission
		planning settings and partnerships, noting that any pilot projects would need to comply with existing statutory planning controls.

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

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

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Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
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) with an additional action added to review permissible uses in both residential and rural zones under the Singleton Local Environmental Plan 2013 to ensure relevant zones do not preclude the development of ‘tiny homes’.

2. That Council does not endorse the recommendation.

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

GM17/26. Gym & Swim 25m Pool Enclosure Preferred Solution

Author: Manager Community Services Delivery
Manager Infrastructure Services

FILE:
PRO25/04/C

Executive Summary

This report outlines the outcomes of a structured evaluation process undertaken to determine the most appropriate long-term solution for the 25m pool at Singleton Gym & Swim following the Council resolution to demolish the existing dome structure and retain the pool.

A range of concept solutions were assessed against weighted criteria including community impact, capital cost, speed of delivery, operational costs, visitation and revenue. The evaluation identified that solutions involving replacement of the enclosure provide the most balanced and sustainable outcome, maintaining all-weather access and preserving community amenity, albeit at a higher upfront capital cost.

In parallel, staff are investigating interim operational options, including the feasibility of heating the 25m pool in an outdoor setting following dome demolition, to support continued service delivery and mitigate disruption ahead of a permanent solution being implemented.

The report recommends progressing procurement activities for a new enclosure (or alternative solution), with outcomes to be reported back to Council in a tender evaluation report for final determination. It also proposes further investigation into broader aquatic facility opportunities, including feasibility of future heating of the 50m pool.

This approach ensures Council continues to deliver accessible, high-quality aquatic infrastructure aligned with community expectations, while balancing financial sustainability, risk, and delivery timeframes.

RECOMMENDED that Council:

1. Note a contract has been awarded for the demolition of the 25m pool existing dome structure with a target completion in June 2026.
2. Note the evaluation process of potential solutions undertaken for the 25m pool based on criteria including community impact, capital cost, speed of solution, operational costs, visitation and revenue.
3. Note the preferred concept recommended for the 25m pool is to replace the demolished existing dome with a new enclosure.
4. Approve the commencement of procurement activities for the design and construction of a new 25m pool enclosure (either as per the current approved design or an alternative design) or an outdoor heated pool solution.
5. Note that following the outcome of the procurement process, a tender evaluation report will be returned to Council for final determination.

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6. Note that staff will investigate temporary operation of the existing 25m pool heating without an enclosure, to determine if this is feasible.
7. If temporary operation of the existing 25m pool heating is deemed feasible:
 - a. Delegate to the General Manager approval to proceed with necessary temporary works.
 - b. Receive a status report including options, expected performance, capital and operational cost, methodology and risk.
8. Note the requirement for a heated pool facility (either indoor or outdoor) to be in service for the community by 1 April 2027.
9. Endorse a separate investigation to explore the feasibility of future heating of the outdoor 50m pool.

Report*Background*

At the March 2026 meeting regarding the Gym & Swim 25m pool agenda item, Council resolved to eliminate permanent closure of the 25m pool from consideration. Additional funding was also approved for \$2,943,407 to establish a total provisional project budget of \$6,687,522.

Council also resolved to commence procurement activities to demolish the existing dome structure, which had reached the end of its serviceable life. Demolition is permitted under the current approved DA. A contract has since been awarded and work is already underway with a target completion date in June 2026.

Staff have completed an evaluation process that included high-level cost-benefit analysis, risk assessment, operational impact and procurement strategies as a comparative and indicative method to identify the preferred solution. A weighted evaluation criteria was developed to reflect the key performance areas of community impact, capital cost, speed of solution, operational costs and visitation and revenue. Solutions were then assigned an indicative numerical score and aggregated to determine an overall ranking.

Review of Concept Solutions:

The proposed concepts and corresponding solutions evaluated were:

1. Outdoor Heated Pool – Provide an all-season, outdoor heated pool without an enclosure, either:
 - a. Heated Pool 25m (unheated outdoor 50m) or
 - b. Heated Pool 50m (close 25m pool).

Or

2. Replace 25m Enclosure – Provide a new enclosure for the existing heated 25m pool, either:
 - a. Like for Like enclosure as per the current approved design or

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b. Alternative enclosure as per a new design specification.

Or

3. Close 25m Pool – 25m pool remains closed, either:

a. Interim care and maintenance, deferring to future council decision.

b. Note: Permanent closure was resolved by Council, at the March 2026 Council Meeting, to be eliminated.

Evaluation Criteria (Key Performance Areas)

To ensure that an overall decision was made transparently and as objectively as possible, a series of weighted evaluation criteria based on Key Performance Areas (KPA's) was developed. The table below presents these criteria and associated weightings. These criteria encapsulate the breadth of Council's priorities across community outcomes, financial considerations, and delivery timeframes.

EC#	Criteria	Definition	Weighting
1.1	Community impact	How significantly will the Solution's change in amenity impact existing users and the wider community?	30%
1.2	Capital cost	What relative level of capital cost is required to deliver the Solution?	25%
1.3	Speed of solution	How likely is the Solution to deliver winter lap swimming capabilities by winter 2027?	15%
1.4	O&M costs	What relative level of ongoing Operations & Maintenance (O&M) costs will the Solution entail?	20%
1.5	Visitation and revenue	How significantly will the Solution impact the level of visitation and revenue the facility receives?	10%

The most heavily weighted criterion was 'Community impact', which acknowledges the significance of the pool to the health and wellbeing of the Singleton community. At the same time, consideration of capital and operational costs ensures that any recommended Solution remains financially sustainable for Council over the long term.

Cost Benefit & Risk Assessment

A high-level due diligence analysis was conducted on each of the concept solutions based on available data and, where necessary, commentary was made qualitatively. Areas of investigation included:

- Service disruption
- Amenity and community impacts
- Capital cost requirements
- Operating cost impacts
- Revenue and visitation impacts

The goal of the evaluation was to provide Council with an indicative direction that is supported by high-level analysis. While some specific data was not available or modelled,

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the assessment was still able to identify which solutions were more likely to deliver optimal outcomes and which were unlikely to be feasible.

Based on the analysis, the solutions were each assigned a rating against each criterion. Ratings were then given indicative numerical scores and weighted to determine aggregate scores and overall ranking. The table below summarises the final scores and rankings of the solutions considered.

Rank	Solution Proposal	Score	Key insights
1	2b: Alternative enclosure	2.1	Provides comparable amenity to the current facility at a lower capital cost than a like-for-like enclosure replacement.
2	2a: Like-for-like enclosure	2.0	Provides comparable amenity to the current facility at a higher capital cost than an alternative enclosure replacement.
3	1a: Heated outdoor 25m; unheated outdoor 50m	1.8	Removes all-weather swimming capability.
=4	1b: Closed 25m; heated outdoor 50m	1.5	Removes all-weather swimming capability and reduces overall level of aquatic infrastructure and amenity.
=4	3a: Care and maintain closed 25m	1.5	Generates operational savings but significantly reduces aquatic infrastructure and amenity.

Comparison Matrix

The matrix provided as **Attachment 1** presents a summary of the analysis results for each of the six solutions. Note that these findings are based on estimates and benchmarks, and were used to enable high-level ranking of solutions, facilitate discussion, and provide a comparative and indicative indication of which solutions are unlikely to be feasible or preferred.

Discussion

The evaluation found that:

- While outdoor-only solutions (Solutions 1a and 1b) have lower upfront costs, they have high amenity impact and high operating impact, including loss of all-weather useability and increased heating energy demand.
- Solutions which replace the enclosure (Solutions 2a and 2b) are the most optimal as, despite higher upfront capital costs, they provide a contemporary solution that retains all existing amenity.

In terms of interim use of the 25m pool once the dome is demolished, staff have investigated the technical viability of the existing heating system being utilised without an enclosure and under what operating conditions might that be practical. The expected service level outcomes are not easily predicted due to the complex variables.

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However, staff will continue to explore options that would maximise performance, availability and benefit whilst minimising risk of equipment deterioration, excessive operating costs or other unfavourable impacts. This will include strategies for target heating temperature of an outdoor pool (which may differ to an indoor pool), hours of operation, pool covers to minimise heat loss and energy demand and what other new or upgraded equipment would be required before operation.

It is expected that performance trials will be needed to confirm viability of interim use of the 25m pool, and a further report will be provided to Council once those results are available. Timing for any new enclosure construction requirements will also be considered. If this is proven to be an acceptable temporary solution, it may also provide a contingency plan for the early part of the 2027 winter swim season should an unexpected delay occur for the long-term solution resolved by Council.

Recommendations

The final recommendations of the evaluation process are as follows:

1. Remove Solutions 1b and 3a from further consideration for the 25m pool analysis.
2. After the 25m pool dome is demolished, trial the technical viability of using the existing heating system to continue heating the pool in an outdoor context.
3. Develop and release a Design and Construct RFT to market for:
 - A like-for-like 25m pool enclosure (Solution 2a); or
 - An alternative roof structure that meets minimum functionality and serviceability requirements (Solution 2b); or
 - An upgrade to the existing 25m pool heating system (and associated works) for use as an outdoor pool (Solution 1a).
4. Return the outcome of the RFT process for a final Council decision on the preferred solution, with consideration to:
 - Cost impacts;
 - Amendments required to approved DA and associated timing implications;
 - Time required to deliver solution; and
 - Impacts to community amenity.
5. Separately to the 25m pool analysis, consider an EOI to undertake a feasibility study on a future heating system for the outdoor 50m pool (Solution 1b).

Procurement Strategy

The procurement approach aims to achieve value for money for the community through a transparent and fair process. It will balance risk, safety, sustainability, and legislative compliance while encouraging participation from local suppliers.

The proposed project scope follows a Design and Construct model, asking tenderers to provide multiple solutions, including a like-for-like 25-metre pool enclosure, an alternative

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roof structure that meets minimum functional requirements, or an upgrade to the existing pool heating system to support continued outdoor use, the latter option may be evaluated as a permanent solution or a temporary solution if required to ensure an operational 2027 winter.

Evaluation will incorporate mandatory and weighted criteria, including capital cost, community impact, delivery timing (with a focus on enabling winter lap swimming by 2027), operational costs, visitation and revenue implications, and benefits to the local economy.

A public open tender will be released through Tenderlink, supported by a mandatory on-site pre-tender briefing to ensure all tenderers understand the complexity and community importance of the project.

Next Steps & Timeline

The proposed project timeframes are:

Tender release	22 April 2026
Mandatory tender briefing	6 May 2026
Tender close	3 June 2026
Evaluation completed	30 June 2026
Council meeting	18 August 2026
Contract award	25 August 2026
Start on site (dependant on awarded option)	8 September 2026
Project completion (dependant on awarded option)	30 March 2027

Operational Implications

The demolition of the existing 25m pool dome and transition to a new or interim operating model will have several operational impacts for the Singleton Gym & Swim.

In the short term, service delivery will be affected by reduced all-weather swimming capacity, particularly during cooler months. This may impact lap swimming programs, learn-to-swim continuity, and community access, requiring careful programming adjustments and communication with user groups.

Should interim outdoor heating be viable, operational settings such as reduced operating hours, modified temperature targets, and use of pool covers will be required to balance performance, asset protection and cost efficiency. These adjustments will require close coordination with Belgravia Leisure to manage customer expectations and maintain service standards.

The project delivery phase will include ongoing contract management, stakeholder engagement, and operational planning to minimise service disruption. Staff resources will be required to support tender process, project delivery and transition planning.

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In the longer term, delivery of a new enclosure or alternative solution will restore full functionality of the 25m pool, improve operational efficiency, and support consistent year-round programming, enhancing overall facility performance and user experience.

Potential use of alternative facilities has been explored; however, options are limited. The Army Camp facility is not available. Muswellbrook has indicated limited capacity on a fortnightly arrangement. Kurri Kurri has already absorbed some local families and can offer some availability on Wednesday and Thursday mornings and afternoons. Maitland has similarly absorbed some families, is constrained for space particularly during winter, and has capped squad numbers, with limited availability on weekends only.

The absence of a consistently accessible local pool is expected to have a detrimental impact on community health and wellbeing, reducing opportunities for physical activity, and social connection. There is also a workforce risk, with the potential loss of qualified learn-to-swim instructors, lifeguards, and technical operations staff essential to daily operations. Loss of these skilled roles will create challenges in re-establishing services, requiring time, investment, and retraining to rebuild a suitably qualified workforce, and may impact the ability to safely and effectively staff the facility into the future.

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)*
- *Local Government (General) Regulations, 2021*
- Tendering Guidelines for NSW Local Government
- Singleton Council's Procurement and Local Preference Policies, and
- Contract management obligations under the Belgravia Leisure agreement
- Relevant building and structural compliance standards.

Financial Implications

Council has established a provisional budget of \$6,687,522, inclusive of additional funding of \$2,943,407 approved in March 2026. This provides capacity to progress demolition, procurement, and delivery of a preferred long-term solution.

While enclosure replacement options require higher upfront capital investment, the evaluation indicates they provide stronger long-term value through improved visitation, revenue stability, and reduced operational inefficiencies associated with outdoor-only heated pool scenarios.

Interim operation of the 25m pool without an enclosure may result in increased operating costs due to higher energy demand and potential inefficiencies in heating performance. These costs will need to be carefully managed and monitored through any trial phase.

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Future procurement outcomes will provide greater cost certainty, including capital costs, lifecycle costs, and potential variations depending on design solutions and market response. These will be reported back to Council prior to final commitment.

The proposed EOI for heating the 50m pool will inform any future capital investment decisions and potential long-term financial implications.

The absence of a functional 25m pool over the winter period will have a direct and material impact on the facility's financial position. Reduced program capacity and limited usability are expected to result in a decline across key revenue streams, with Belgravia Leisure estimating losses of approximately \$50,000 per month. This creates both an immediate revenue shortfall and a longer-term risk of customer attrition, which may affect future income stability. At the same time, fixed operating costs will largely remain unchanged, resulting in an unfavourable cost-to-revenue ratio. Additional costs may also arise through interim service measures, customer communications, retention initiatives, refund requests, and membership suspensions. Beyond the immediate financial impacts, continued disruption may also affect participation levels and community confidence in the service. Collectively, these pressures reduce the operational sustainability of the facility and may require Council to consider increased subsidy support or budget realignment to maintain service delivery.

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 has been 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 25m 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

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Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
Delay in delivery of permanent solution impacting winter 2027 operations. Community, reputation, service delivery and financial implications.	High	Early procurement process, clear project timelines, contingency planning through interim heating trials	Medium	No, the contingency will cost more in heating costs and will be added to the budget, if required.
Inability to effectively heat the 25m pool in outdoor conditions. Community, reputation, service delivery and financial implications.	High	Conduct performance trials, investigate pool covers and system upgrades, define acceptable operating parameters	Medium	While not expected to be significant, the cost of performance trials is not yet known.
Community dissatisfaction due to reduced amenities and service disruption. Community, reputation, service delivery and financial implications.	High	Proactive communication strategy, staged updates, maintain partial service where possible	Medium	Yes
Procurement risks including limited market response or cost escalation. Community, reputation, service delivery and financial implications.	Medium	Open tender process, clear specifications, market engagement, evaluation of multiple solution pathways	Low	Yes
Asset deterioration or system failure during interim operations. Community, reputation, service delivery and financial implications.	Medium	Implement asset monitoring, maintenance planning, and operational controls	Low	Yes

Options

The following options are available to Council:

1. Proceed with the recommended approach (Preferred Option)

General Manager's Report (Items for Information) – GM17/26

2. Delay procurement and undertake further detailed analysis prior to market engagement

Option one is recommended.

Conclusions

The evaluation process confirms that replacement of the 25m pool enclosure represents the most balanced and sustainable long-term solution, delivering strong community outcomes while maintaining operational viability and financial responsibility.

While interim operational challenges are anticipated following demolition of the existing dome, the proposed approach, combining investigation of temporary heating solutions with progression of procurement activities, provides a practical pathway to maintaining service continuity and minimising disruption.

Proceeding with procurement will enable Council to test the market, refine cost and delivery expectations, and return with a fully informed recommendation for final decision. This staged approach ensures Council remains responsive, transparent, and aligned with community expectations.

Overall, the proposed direction supports the continued provision of high-quality aquatic facilities, aligns with the Community Strategic Plan, and positions the Gym & Swim facility for long-term sustainability

Attachments

AT-1 [↓](#) Comparison Matrix - Six solutions - Gym and Swim 25m Pool Enclosure

ATTACHMENT 1

Concepts	1. Heated Outdoor Pool		2. Replace 25m Enclosure		3. Close 25m Pool	
Solutions	1a. Heated Outdoor 25m Pool (Unheated 50m Pool)	1b. Heated Outdoor 50m Pool (Close 25m Pool)	2a. Like for Like Enclosure (Current Approved Design)	2b. Alternative Enclosure (New Design)	3a. Care & Maintenance (Interim 25m Pool Closure)	3b. Permanent Closure of 25m Pool (Rehabilitate Site)
Ranking	3rd	= 4th	2nd	1st	= 4th	6th
Scope Statement	Demolish existing dome, convert 25m pool into a heated outdoor lap pool, convert indoor wading pool into an outdoor wading pool.	Demolish existing dome, close 25m pool and wading pool, install heating to existing outdoor 50m pool.	Demolish existing dome, construct permanent replacement enclosure that maintains similar amenity and functionality.	Demolish existing dome, construct lower-cost modular enclosure system providing comparable functionality but with a shorter asset life.	Demolish existing dome, close 25m pool and wading pool and maintain asset in a safe state for potential future use.	Solution removed by Council resolution.
Capital Cost Estimate	Upgrade of 25m pool heating system: ~\$0.2-0.5m	New 50m pool heating system: ~\$1.3-1.5m, security fencing: ~\$50k	Like-for-like enclosure: ~\$6.0-7.0m	Alternative enclosure: ~\$2.0-3.0m	Security fencing: ~\$50k	Pool demolition and site rehabilitation: ~\$160k in excess of dome demolition costs
Operating Cost Estimate	~\$380k p.a. increase in due to outdoor conversion of 25m pool.	~\$1.2m p.a. avoided costs due to 25m pool closure, significant costs expected for outdoor 50m pool heating but requires modelling to quantify.	No material impact expected.	No material impact expected.	~\$1.2m p.a. avoided costs due to 25m pool closure, additional security/ personnel costs: ~\$40k p.a.	~\$1.2m p.a. avoided costs due to 25m pool closure.
Estimated Completion	November 2026	February 2027	February 2027	November 2027	May 2026	May 2026

Comparison Matrix - Six solutions - Gym and Swim 25m Pool
Enclosure

DA approval	N/A	Additional approvals may be required to upgrade current electrical capacity; design, approval, and installation may take up to 18 months.	Ready to proceed	Additional approvals will be required; DA approval process may take up to 9 months.	N/A	N/A
Service level impact	Heated outdoor 25m pool, unheated outdoor 50m pool, removes all-weather lap swimming protection.	Closed 25m pool, heated outdoor 50m pool, removes all-weather lap swimming protection.	Heated indoor 25m pool, unheated outdoor 50m pool, no material impact to service level.	Heated indoor 25m pool, unheated outdoor 50m pool, no material impact to service level.	Closed 25m pool, unheated outdoor 50m pool, removes all-weather lap swimming protection.	Demolished 25m pool, unheated outdoor 50m pool, removes all-weather lap swimming protection.
Asset life	Upgraded 25m heating system: 15 years	Outdoor 50m heating system: 15 years	Like-for-like enclosure: >30 years	Alternative enclosure: >15 years	N/A	N/A
Pros	Fast solution that retains 25m pool, retains winter lap swimming capability.	Fast solution that retains winter lap swimming capability.	Maintains existing amenity.	Maintains existing amenity.	Low capital and operating cost requirements.	Reduced capital and operating cost requirements.
Cons	Removes all-weather useability, increased operating cost due to conversion of indoor 25m pool into an outdoor pool.	Closes 25m pool, removes all-weather useability, reduces community amenity and revenue.	Highest capital cost.	Higher capital cost, potentially prolonged procurement timeline due to additional planning approval requirements.	Closes 25m pool, removes wintertime and all-weather useability, heavily reduces community amenity and revenue.	Demolishes 25m pool, removes wintertime and all-weather useability, heavily reduces community amenity and revenue.
Risks	Risk of future demand from community to	Electrical capacity upgrades may require up to 9	Risk of no winter 2027 useability without contingency /	High risk of no winter 2027 useability without	High risk of community disapproval.	High risk of community disapproval.

Comparison Matrix - Six solutions - Gym and Swim 25m Pool
Enclosure

	restore all-weather useability.	months of 50m pool closure, removing all lap swimming capability.	meanwhile solution.	contingency / meanwhile solution.		
Opportunities		Opportunity to restore 25m pool in future.	Potential to reduce operating costs due to better-performing enclosure built to current standards.	Potential to reduce operating costs due to better-performing enclosure built to current standards.	Opportunity to restore 25m pool in future.	
Options						
A. Temporary solution	Test existing 25m heating system for outdoor use.	Test existing 25m heating system for outdoor use. Seek quote for temporary enclosure solution.	Test existing 25m heating system for outdoor use. Seek quote for temporary enclosure solution.	Test existing 25m heating system for outdoor use. Seek quote for temporary enclosure solution.	N/A	N/A
B. Return pipe renewal	Considered non-essential and unnecessary if no significant capital works is undertaken otherwise.	Unnecessary if 25m pool is closed.	Council should seek a quote as an additional scope item and evaluate the need to renew.	Council should seek a quote as an additional scope item and evaluate the need to renew.	Unnecessary if 25m pool is closed.	Unnecessary if 25m pool is demolished.

GM18/26. Huntlee Pty Ltd Class 4 Proceedings**Author:** Manager Community Growth and Evolution**FILE:**

25/00186/025

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 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.

- GM19/26. Offer to enter into a Voluntary Planning Agreement with REW22 Pty Ltd for land at 349 Bridgman Road, Obanvale** **FILE:** 145.2024.5
Author: Coordinator Strategic Planning
-

Executive Summary

The purpose of this report is to seek in principle endorsement of an offer **Attachment 1** to enter into a Voluntary Planning Agreement (VPA) with REW22 Pty Ltd in relation to a development application (DA) currently under assessment at 349 Bridgman Road, Obanvale. The offer has been made in accordance with clause 7.4 of the *Environmental Planning and Assessment Act, 1979* (the Act) which sets out the terms for entering into a Voluntary Planning Agreement.

Under the terms of the offer, the Developer would dedicate the land identified in **Attachment 2** to Council, free of cost.

The report also seeks a resolution to authorise the General Manager or his delegate to continue to negotiate and prepare a draft planning agreement and explanatory note should the application be approved by the Hunter and Central Coast Regional Planning Panel.

Should the offer be endorsed in principle and the application receives approval by the Hunter and Central Coast Regional Planning Panel, a further report to Council seeking endorsement to publicly exhibit a draft VPA and Explanatory Note would be required.

RECOMMENDED that Council:

1. Accepts, in principle, the offer **Attachment 1** to enter into a Voluntary Planning Agreement with REW22 Pty Ltd for the dedication of land, free of cost.
2. Should the application be approved by the Hunter and Central Coast Regional Planning Panel, authorise the General Manager or his delegate to continue to negotiate and prepare a draft planning agreement and explanatory note.

Report

On 13 January 2026, REW22 Pty Ltd (the Developer) offered to enter into a planning agreement in relation to a development application at 349 Bridgman Road, Obanvale that is currently under consideration by the Hunter and Central Coast Regional Planning Panel. The development application seeks approval for the staged subdivision of the site and currently includes around 380 residential lots.

Under the terms of the offer, the Developer would dedicate the land as in **Attachment 2** to Council free of cost. While a planning agreement is not required for land to be dedicated to Council, a planning agreement is required to ensure that any vegetation management plan (or equivalent) and the delivery of a playground will occur (to Council's satisfaction) prior to accepting the land.

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The offer to enter into a planning agreement does not impact the Section 7.11 Contributions that the developer will pay, which will total around \$7.6m, depending on the final development approval.

This report seeks in principle support to accept the offer to enter into a planning agreement as detailed above, and should the project receive approval from the Hunter and Central Coast Regional Planning Panel, authorise the General Manager or his delegate to continue to negotiate and prepare a draft planning agreement and explanatory note. A subsequent Council Report seeking a resolution to exhibit the planning agreement would then be required.

Community Strategic Plan

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

Council Policy/Legislation*Environmental Planning and Assessment Act, 1979 (EP&A Act)*

The application of a Voluntary Planning Agreement is governed by Division 7.1 Subdivision 2 of Part 7 of the *Environmental Planning and Assessment Act, 1979* (EP&A Act). Should the application receive a positive determination, the VPA will be prepared in accordance with section 7.4 of the EP&A Act.

Environmental Planning and Assessment Regulations, 2021 (EP&A Regulation)

Should the application receive a positive determination an explanatory note will be prepared in accordance with clause 205 of the EP&A Regulation.

Singleton Council Planning Agreements Policy

The terms of the offer to enter into a VPA are consistent with the Singleton Council Planning Agreements Policy and provides adequate transparency and accountability for the transferring of the land.

Community Engagement Strategy

If endorsed by Council, any draft planning agreement will be publicly exhibited in accordance with Council's Community Engagement Strategy.

Financial Implications

The processing of planning agreements attracts fees from Council's Adopted Fees and Charges to ensure that staff time is accounted for. Any agreement will include provisions that ensure the Developer is responsible for the legal costs and disbursements associated with preparing the agreement.

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A planning agreement will allow Council to ensure that the condition of the land and any other conditions of development consent (such as the delivery of a playground) are acceptable to Council prior to the transferring of the land.

Consultation

Consultation with key internal stakeholders has been undertaken by the Community Growth and Evolution Section. The offer has been endorsed by Council's Development Contributions Advisory Group (DCAG) which includes representatives from relevant sections of Council including representatives from Council's Infrastructure Services, Corporate and Commercial Services, and Planning and Regulatory Services sections.

This consultation included assessment of the maintenance burden to Council as a result of owning the subject land. The agreement will ensure that the works required to be undertaken by the Developer, including any vegetation management plan and the delivery of a playground will occur (to Council's satisfaction) prior to accepting the land. This will ensure that the maintenance costs are minimal.

The consultation also included an assessment of the likely outcome if Council did not accept the land dedication. If Council does not accept the land dedication, the subject land will remain in private ownership. This outcome is not considered to be favourable to Council. In such circumstances, there is a risk that the community will reasonably expect Council to manage and maintain the land consistent with other public open spaces. However, Council would have no authority to undertake such works. This may result in complaints regarding maintenance standards and accessibility, while limiting Council's ability to respond. Consequently, this scenario has the potential to create reputational risk, administrative inefficiencies, and community dissatisfaction.

Should the project receive a positive determination, a subsequent Council Report seeking a resolution to publicly exhibit the draft planning agreement and explanatory note in accordance with Council's Council's Community Engagement Strategy will be prepared.

Sustainability

The proposed offer has the potential to deliver positive sustainability outcomes from social, environmental and economic perspectives. The dedication of land to Council, at no cost, provides an opportunity to secure land for public purposes, including open space, which can enhance community wellbeing, accessibility and social cohesion. From an environmental perspective, public ownership enables coordinated land management, including the protection and enhancement of ecological values and improved maintenance standards. Economically, the agreement reduces the financial burden on Council associated with land acquisition, allowing resources to be directed toward the delivery and ongoing management of community infrastructure.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that if Council	Medium	Adopt the	Low	Yes

General Manager's Report (Items for Information) - GM19/26

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
does not accept the land dedication and the land remains privately owned, the residents of the subdivision and broader community may expect Council to maintain the land. This creates potential for reputational risk, administrative inefficiency, and limited ability for Council to respond due to lack of authority.		recommendation		
There is a risk that if Council does not enter into a planning agreement but accepts the land dedication without an executed planning agreement, the obligations on the Developer to embellish the land, enact and vegetation management plan and deliver the playground will not be legally enforceable. This may lead to a financial burden as Council would become the landowner prior to these works being carried out.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. That Council:
 - a) Accepts, in principle, the offer to enter into a Voluntary Planning Agreement with REW22 Pty Ltd for the dedication of land, free of cost.
 - b) Should the application be approved by the Hunter and Central Coast Regional Planning Panel, authorise the General Manager or his delegate to continue to negotiate and prepare a draft planning agreement and explanatory note
2. That Council does not endorse the recommendations.

Option one is recommended.

*General Manager's Report (Items for Information) - GM19/26***Conclusions**

This report seeks Council endorsement to accept, in principle, an offer to enter into a VPA That proposed the dedication of land to Council free of cost. The offer has been assessed by council staff, endorsed by Council's Development Contributions Advisory Group, and is consistent with Council's Planning Agreements Policy.

If the recommendations within this report are supported and the development application is approved by the Hunter and Central Coast Regional Planning Panel, the General Manager (or his delegate) will continue to progress the planning agreement and prepare a subsequent Council Report prior to the public exhibition of any agreement.

Attachments

AT-1 [↓](#) Attachment 1

AT-2 [↓](#) Attachment 2

REW22 Projects PTY LTD

PO Box 587 Riverstone, NSW, 2765

ABN 44 861 388 048 | PH: 0415 891 481

13 January 2026

Singleton Council
12-14 Queen Street
Singleton NSW 2330

Attn: The General Manager

Dear Sir/Madam,

**Re: 349 Bridgman Road Obanvale
Letter of Offer for All RE1 Land**

We, REW22 Projects Pty Ltd, the landowners and registered proprietors of the subject land known as 349 Bridgman Road Obanvale provide this letter of offer for consideration in Council's meeting on the 1st of February 2026.

REW22 Projects Pty Ltd offers Singleton Council all the RE1 and riparian corridor land, Basins, and playground area at registration stage free of cost with no further costs to the developer post settlement. This would be after the VMP obligations have been met.

This offer does not impact S7.11 contributions.

Enclosed with this letter project masterplan showing the land to be dedicated and a map of the Asset Protection Zone overlay denoted in orange dash line.

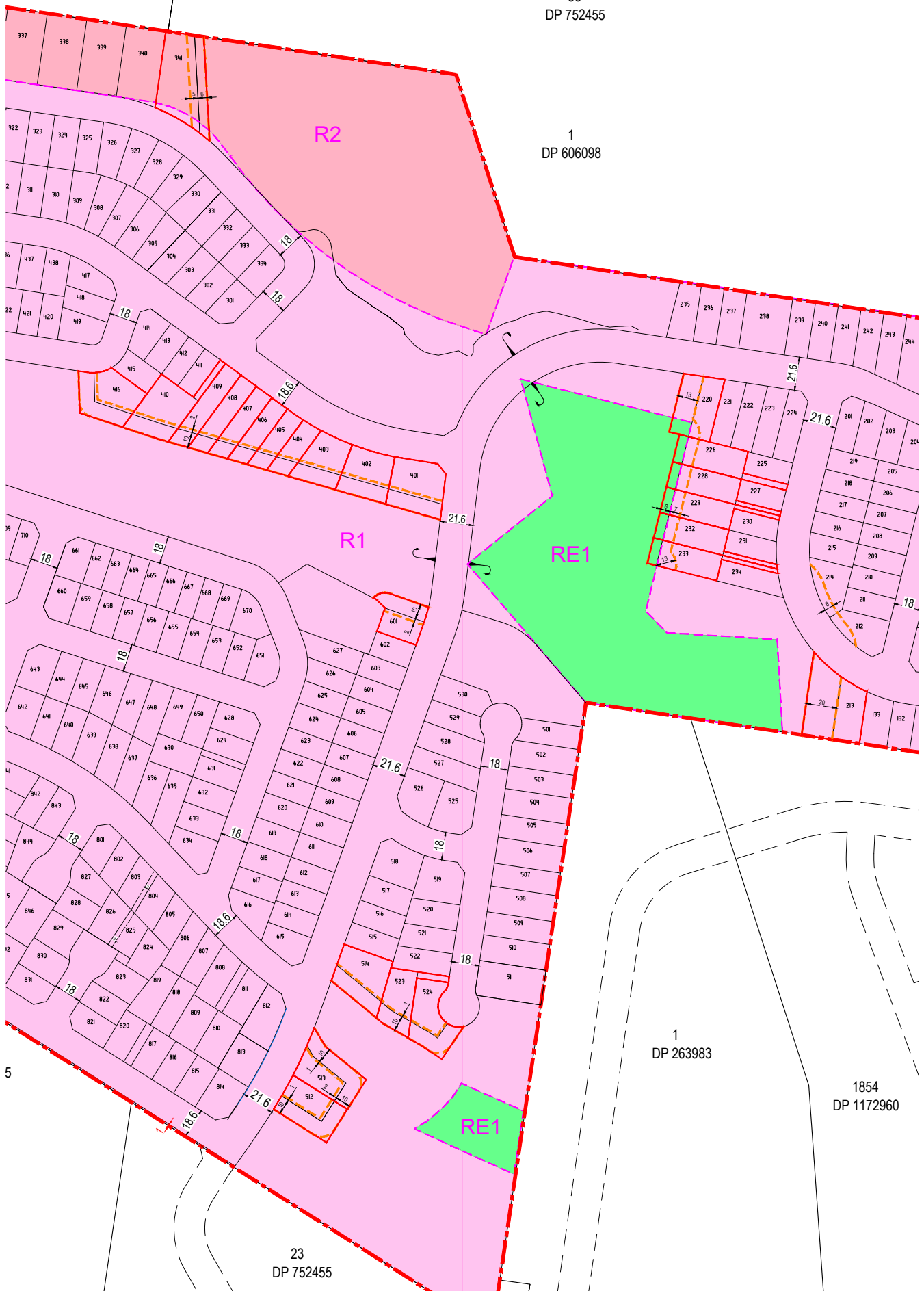
Yours Faithfully,
Joseph Mekary



On Behalf of REW22 Projects Pty Ltd
Senior Development Manager

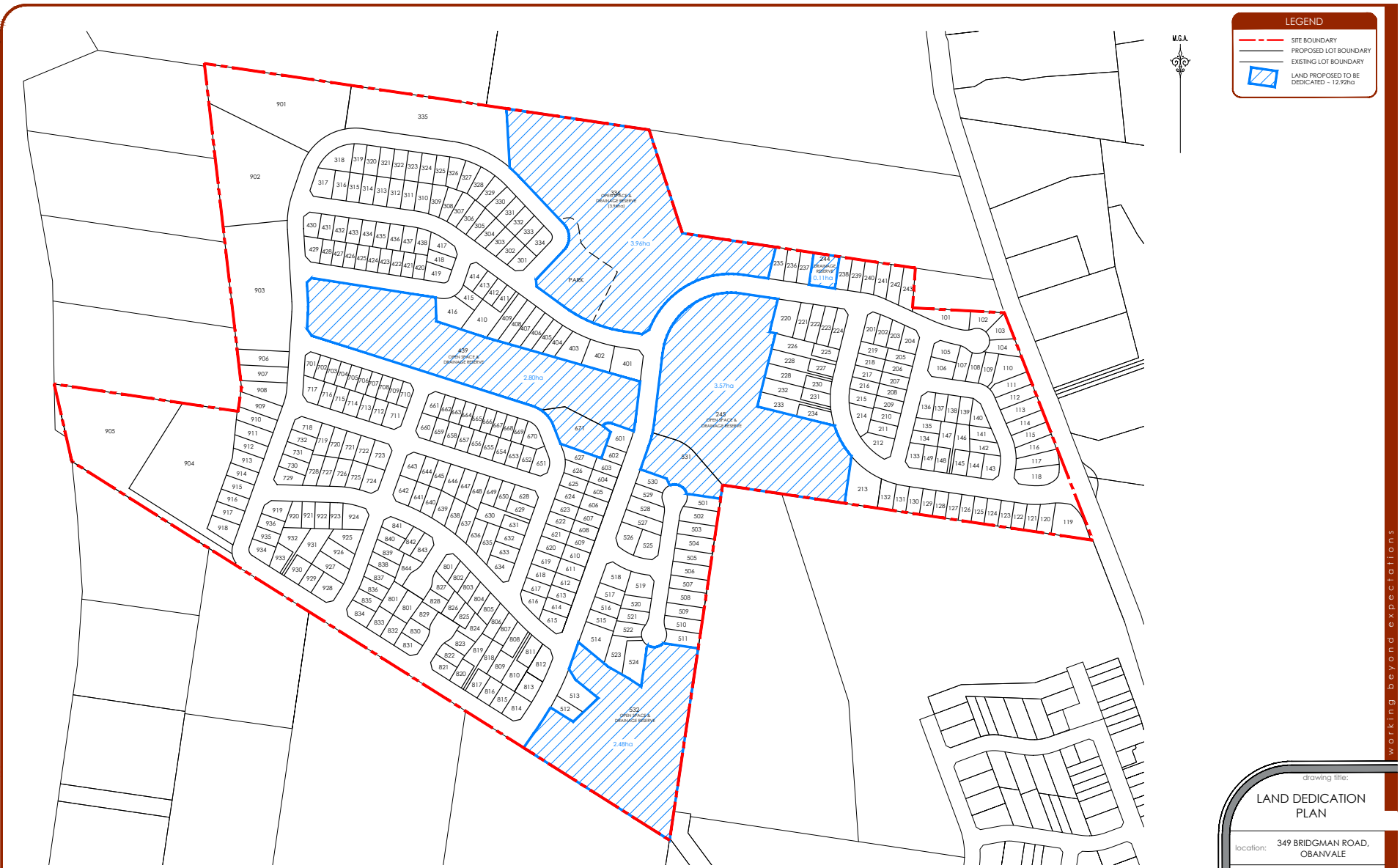
DP 752455

1
DP 606098



191099-PSK-001A1

This plan includes colour information, if you have a black and white copy you do not have all of the information. This note is colour of E.D.



LEGEND

- SITE BOUNDARY
- PROPOSED LOT BOUNDARY
- EXISTING LOT BOUNDARY
- LAND PROPOSED TO BE DEDICATED - 12.92ha



OVERALL SITE PLAN
SCALE 1:2000

drawing title:
LAND DEDICATION PLAN

location: 349 BRIDGMAN ROAD, OBANVALE

council: SINGLETON COUNCIL

dwg ref: 191099-PSK-001

client: **REW22 PROPERTY PTY LTD**

Central Coast office Ph. (02) 8303 4200
Hunter office Ph. (02) 4978 5100
Sydney office Ph. (02) 8787 4499

www.adwjohnson.com.au

ver.	date	comment	drawn	pm	coordinate & level information	scale (A1 original size)	notes
A	25.03.2026	INITIAL ISSUE	JS	DB	DATUM: GDA2020 MGA56 A.H.D. CONTOUR INTERVAL: N/A	A1 1:2000	

- project management
- civil engineering
- infrastructure
- superintendency
- social impact
- town planning
- surveying
- development feasibility
- visualisation
- urban design

working beyond expectations

GM20/26. Offer to enter into a Voluntary Planning Agreement with REW21 Pty Ltd for land at 133 Pioneer Road, Hunterview FILE: 145.2024.1
Author: Coordinator Strategic Planning

Executive Summary

The purpose of this report is to seek in principle endorsement of an offer **Attachment 1** to enter into a Voluntary Planning Agreement (VPA) REW21 Pty Ltd in relation to a development application (DA) located at 133 Pioneer Road, Hunterview that was determined on 1 November 2023. The development includes the staged residential subdivision for an additional 90 lots. The determination for the subject development includes obligations for the Developer including embellishment to open space and the implementation of a Vegetation Management Plan. The offer proposes to meet these obligations prior to Council taking ownership of the land.

The offer has been made in accordance with clause 7.4 of the *Environmental Planning and Assessment Act, 1979* (the Act) which sets out the terms for entering into a Voluntary Planning Agreement.

Under the terms of the offer, the Developer would dedicate the land identified in **Attachment 2** to Council, free of cost.

The report also seeks a resolution to authorise the General Manager or his delegate to continue to negotiate and prepare a draft planning agreement and explanatory note should the Developer seek a modification of the determination to add a condition of consent that refers to the VPA.

Should the offer be endorsed in principle, a further report to Council seeking endorsement to publicly exhibit a draft VPA and Explanatory Note would be required.

RECOMMENDED that Council

1. Accepts, in principle, the offer **Attachment 1** to enter into a Voluntary Planning Agreement with REW21 Pty Ltd for the dedication of land, free of cost.
2. Should the Developer seek a modification of the determination to add a condition of consent that refers to the general terms of the VPA., authorise the General Manager or his delegate to continue to negotiate and prepare a draft planning agreement and explanatory note.

Report

On 13 January 2026, REW21 Pty Ltd (the Developer) offered to enter into a planning agreement in relation to a development application (DA) located at 133 Pioneer Road, Hunterview that was determined on 1 November 2023. The development includes the staged residential subdivision for an additional 90 lots.

General Manager's Report (Items for Information) - GM20/26

The determination for the subject development includes obligations for the Developer including embellishment to open space and the implementation of a Vegetation Management Plan. The offer proposes to meet these obligations prior to Council taking ownership of the land.

Under the terms of the offer, the Developer would dedicate the land as in **Attachment 2** to Council free of cost. While a planning agreement is not required for land to be dedicated to Council, a planning agreement is required to ensure that any vegetation management plan and the delivery of a playground will occur (to Council's satisfaction) prior to accepting the land.

The offer to enter into a planning agreement does not impact the Section 7.11 Contributions that the developer will pay.

This report seeks in principle support to accept the offer to enter into a planning agreement as detailed above, should the recommendations of this report be endorsed by Council, and the Developer seeks a modification of the determination to add a condition of consent that refers to the general terms of the VP., authorise the General Manager or his delegate to continue to negotiate and prepare a draft planning agreement and explanatory note.

Should in principle support be provided by Council, staff will continue to work with the Developer to prepare a draft Planning Agreement. Staff will then prepare a subsequent Council Report seeking a resolution to exhibit the planning agreement.

Community Strategic Plan

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

Council Policy/Legislation

Environmental Planning and Assessment Act, 1979 (EP&A Act)

The application of a Voluntary Planning Agreement is governed by Division 7.1 Subdivision 2 of Part 7 of the *Environmental Planning and Assessment Act, 1979* (EP&A Act). Should the recommendations of this report be endorsed by Council, and the Developer seeks a modification of the determination to add a condition of consent that refers to the general terms of the VPA, the VPA will be prepared in accordance with section 7.4 of the EP&A Act.

Environmental Planning and Assessment Regulations, 2021 (EP&A Regulation)

Should the recommendations of this report be endorsed by Council, and the Developer seeks a modification of the determination to add a condition of consent that refers to the general terms of the VPA., an explanatory note will be prepared in accordance with clause 205 of the EP&A Regulation.

Singleton Council Planning Agreements Policy

The terms of the offer to enter into a VPA are consistent with the Singleton Council Planning Agreements Policy and provides adequate transparency and accountability for the transferring of the land.

Community Engagement Strategy

If endorsed by Council, any draft planning agreement will be publicly exhibited in accordance with Council's Community Engagement Strategy.

Financial Implications

The processing of planning agreements attracts fees from Council's Adopted Fees and Charges to ensure that staff time is accounted for. Any agreement will include provisions that ensure the Developer is responsible for the legal costs and disbursements associated with preparing the agreement.

A planning agreement will allow Council to ensure that the condition of the land and any other conditions of development consent (such as the delivery of a playground) are acceptable to Council prior to the transferring of the land.

Consultation

Consultation with key internal stakeholders has been undertaken by the Community Growth and Evolution Section. The offer has been endorsed by Council's Development Contributions Advisory Group (DCAG) which includes representatives from relevant sections of Council including representatives from Council's Infrastructure Services, Corporate and Commercial Services, and Planning and Regulatory Services sections.

This consultation included assessment of the maintenance burden to Council as a result of owning the subject land. The agreement will ensure that the works required to be undertaken by the Developer, including any vegetation management plan and the delivery of a playground will occur (to Council's satisfaction) prior to accepting the land. This will ensure that the maintenance costs are minimal.

The consultation also included an assessment of the likely outcome if Council did not accept the land dedication. If Council does not accept the land dedication, the subject land will remain in private ownership. This outcome is not considered to be favourable to Council. In such circumstances, there is a risk that the community will reasonably expect Council to manage and maintain the land consistent with other public open spaces. However, Council would have no authority to undertake such works. This may result in complaints regarding maintenance standards and accessibility, while limiting Council's ability to respond. Consequently, this scenario has the potential to create reputational risk, administrative inefficiencies, and community dissatisfaction.

Should the recommendations of this report be endorsed by Council, and the Developer seeks a modification of the determination to add a condition of consent that refers to the general terms of the VPA., a subsequent Council Report seeking a resolution to publicly exhibit the draft planning agreement and explanatory note in accordance with Council's Community Engagement Strategy will be prepared.

Sustainability

The proposed offer has the potential to deliver positive sustainability outcomes from social, environmental and economic perspectives. The dedication of land to Council, at no cost, provides an opportunity to secure land for public purposes, including open space, which can enhance community wellbeing, accessibility and social cohesion. From an environmental perspective, public ownership enables coordinated land management, including the protection and enhancement of ecological values and improved maintenance standards. Economically, the agreement reduces the financial burden on Council associated with land acquisition, allowing resources to be directed toward the delivery and ongoing management of community infrastructure.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that if Council does not accept the land dedication and the land remains privately owned, the residents of the subdivision and broader community may expect Council to maintain the land. This creates potential for reputational risk, administrative inefficiency, and limited ability for Council to respond due to lack of authority.	Medium	Adopt the recommendation	Low	Yes
There is a risk that if Council does not enter into a planning agreement but accepts the land dedication without an executed planning agreement, the obligations on the Developer to embellish the land, enact and vegetation management plan and deliver the playground will not be legally enforceable. This may lead to a financial burden as Council would become the landowner prior to these works being carried out.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. That Council:
 - a) Accepts, in principle, the offer **Attachment 1** to enter into a Voluntary Planning Agreement with REW21 Pty Ltd for the dedication of land, free of cost.
 - b) Should the Developer seek a modification of the determination to add a condition of consent that refers to the general terms of the VPA., authorise the General Manager or his delegate to continue to negotiate and prepare a draft planning agreement and explanatory note.
2. That Council does not endorse the recommendations.

Option one is recommended.

Conclusions

This report seeks Council endorsement to accept, in principle, an offer to enter into a VPA That proposed the dedication of land to Council free of cost. The offer has been assessed by council staff, endorsed by Council's Development Contributions Advisory Group, and is consistent with Council's Planning Agreements Policy.

If the recommendations within this report are supported, and the Developer seeks a modification of the determination to add a condition of consent that refers to the general terms of the VPA., the General Manager (or his delegate) will continue to progress the planning agreement and prepare a subsequent Council Report prior to the public exhibition of any agreement.

Attachments

AT-1 [↓](#) Attachment 1

AT-2 [↓](#) Attachment 2

REW21 Property PTY LTD

PO Box 587 Riverstone, NSW, 2765

ABN 89 538 806 382 | PH: 0415 891 481

13 January 2026

Singleton Council
12-14 Queen Street
Singleton NSW 2330

Attn: The General Manager

Dear Sir/Madam,

**Re: DA Consent 8.2020.300 - 133 Pioneer Road Hunterview
Letter of Offer for All RE1 Land**

We, REW21 Property Pty Ltd, the landowners and registered proprietors of the subject land known as 133 Pioneer Road Hunterview provide this letter of offer for consideration in Council's meeting on the 1st of February 2026.

REW21 Property Pty Ltd offers Singleton Council all the RE1 land at registration stage free of cost with no further costs to the developer post settlement. This would be after the VMP obligations have been met.

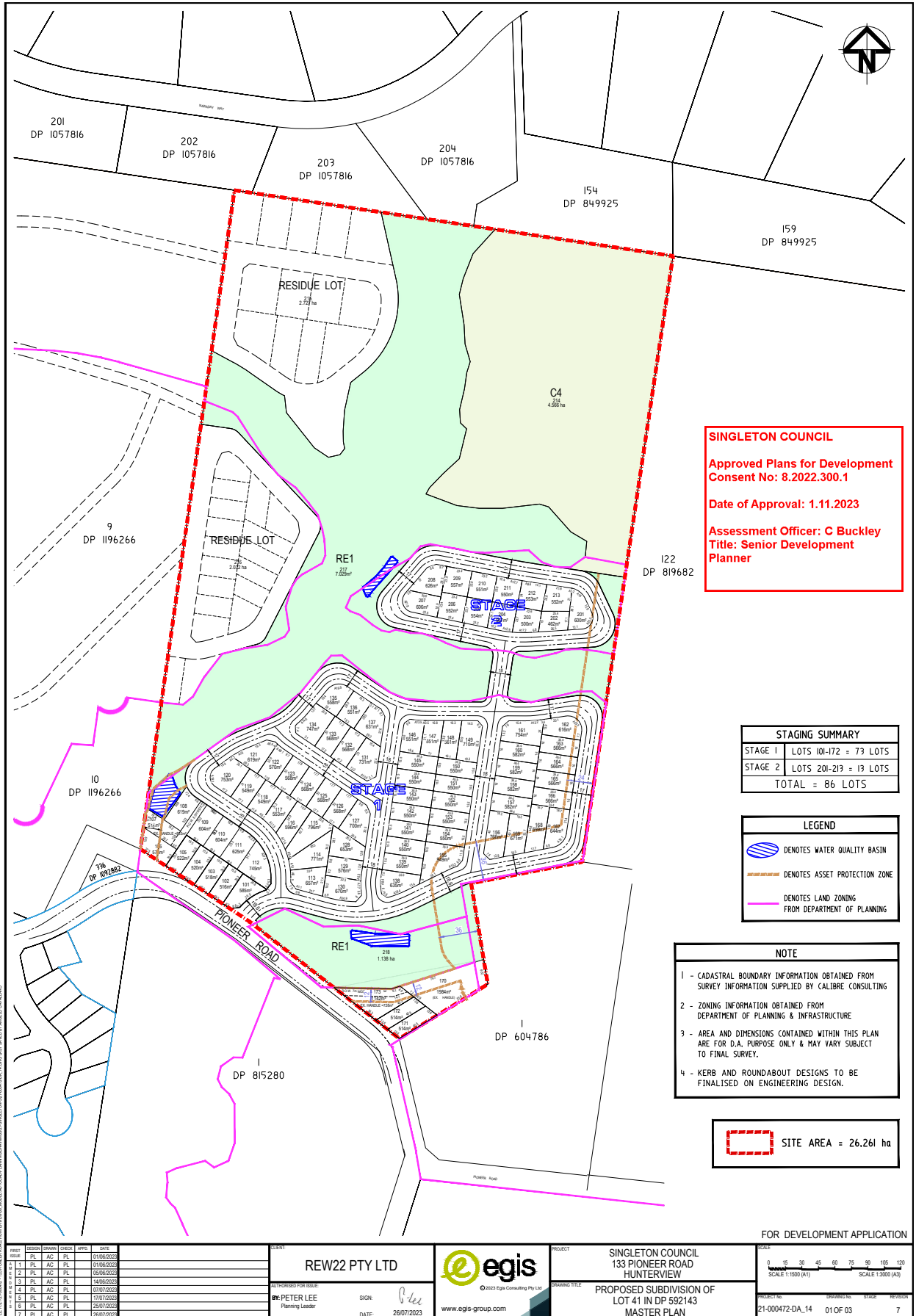
This offer does not impact S7.11 contributions.

Enclosed with this letter project masterplan showing the land to be dedicated and the Asset Protection Zone overlay denoted in brown dash line.

Yours Faithfully,
Joseph Mekary



On Behalf of REW21 Property Pty Ltd
Senior Development Manager



SINGLETON COUNCIL
 Approved Plans for Development
 Consent No: 8.2022.300.1
 Date of Approval: 1.11.2023
 Assessment Officer: C Buckley
 Title: Senior Development
 Planner

STAGING SUMMARY	
STAGE 1	LOTS 101-172 = 73 LOTS
STAGE 2	LOTS 201-213 = 13 LOTS
TOTAL = 86 LOTS	

LEGEND	
	DENOTES WATER QUALITY BASIN
	DENOTES ASSET PROTECTION ZONE
	DENOTES LAND ZONING FROM DEPARTMENT OF PLANNING

- NOTE**
- CADASTRAL BOUNDARY INFORMATION OBTAINED FROM SURVEY INFORMATION SUPPLIED BY CALIBRE CONSULTING
 - ZONING INFORMATION OBTAINED FROM DEPARTMENT OF PLANNING & INFRASTRUCTURE
 - AREA AND DIMENSIONS CONTAINED WITHIN THIS PLAN ARE FOR D.A. PURPOSE ONLY & MAY VARY SUBJECT TO FINAL SURVEY.
 - KERB AND ROUNDABOUT DESIGNS TO BE FINALISED ON ENGINEERING DESIGN.

SITE AREA = 26.261 ha

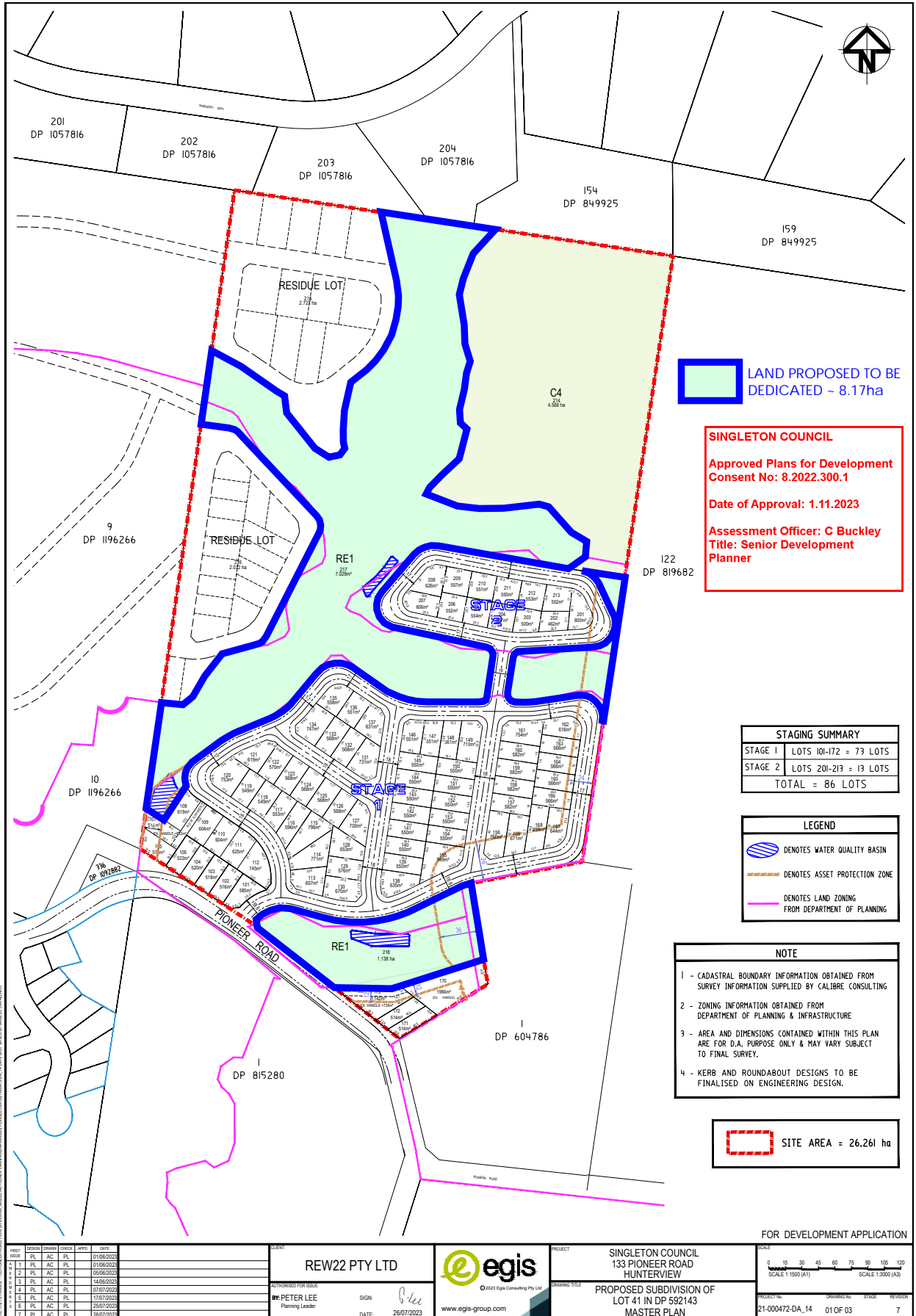
REV	NO	DATE	BY	CHKD	DESCRIPTION
1	PL	01/06/2023			
2	PL	01/06/2023			
3	PL	05/06/2023			
4	PL	14/06/2023			
5	PL	07/07/2023			
6	PL	17/07/2023			
7	PL	26/07/2023			

CLIENT: **REW22 PTY LTD**
 AUTHORIZED FOR ISSUE: **PETER LEE** (Planning Leader)
 SIGN: *Peter Lee*
 DATE: 26/07/2023
 www.egis-group.com

PROJECT: **SINGLETON COUNCIL
 133 PIONEER ROAD
 HUNTERVIEW**
 DRAWING TITLE: **PROPOSED SUBDIVISION OF
 LOT 41 IN DP 592143
 MASTER PLAN**

FOR DEVELOPMENT APPLICATION

SCALE	PROJECT NO.	ISSUING NO.	STAGE	REVISION
0 15 30 45 60 75 90 105 120 SCALE 1:1500 (A1) SCALE 1:3000 (A3)	21-000472-DA_14	01 OF 03		7



LAND PROPOSED TO BE DEDICATED - 8.17ha

SINGLETON COUNCIL
 Approved Plans for Development
 Consent No: 8.2022.300.1
 Date of Approval: 1.11.2023
 Assessment Officer: C Buckley
 Title: Senior Development
 Planner

STAGING SUMMARY	
STAGE 1	LOTS 101-172 = 73 LOTS
STAGE 2	LOTS 201-213 = 13 LOTS
TOTAL = 86 LOTS	

LEGEND	
	DENOTES WATER QUALITY BASIN
	DENOTES ASSET PROTECTION ZONE
	DENOTES LAND ZONING FROM DEPARTMENT OF PLANNING

- NOTE**
- CADASTRAL BOUNDARY INFORMATION OBTAINED FROM SURVEY INFORMATION SUPPLIED BY CALIBRE CONSULTING
 - ZONING INFORMATION OBTAINED FROM DEPARTMENT OF PLANNING & INFRASTRUCTURE
 - AREA AND DIMENSIONS CONTAINED WITHIN THIS PLAN ARE FOR D.A. PURPOSE ONLY & MAY VARY SUBJECT TO FINAL SURVEY.
 - KERB AND ROUNDABOUT DESIGNS TO BE FINALISED ON ENGINEERING DESIGN.

SITE AREA = 26.261 ha

REV	NO	DATE	BY	CHKD	DESCRIPTION
1	PL	01/06/2023			
2	PL	01/06/2023			
3	PL	05/06/2023			
4	PL	14/06/2023			
5	PL	07/07/2023			
6	PL	17/07/2023			
7	PL	26/07/2023			

REW22 PTY LTD
 AUTHORIZED FOR ISSUE:
PETER LEE
 Planning Leader
 SIGN: *Peter Lee*
 DATE: 26/07/2023
 www.egis-group.com

egis
 ©2023 Egis Consulting Pty Ltd
 PROJECT: SINGLETON COUNCIL
 133 PIONEER ROAD
 HUNTERVIEW
 DRAWING TITLE: PROPOSED SUBDIVISION OF
 LOT 41 IN DP 592143
 MASTER PLAN

FOR DEVELOPMENT APPLICATION

SCALE	PROJECT NO.	ISSUING NO.	STAGE	REVISION
0 15 30 45 60 75 90 105 120 SCALE 1:1500 (A1) SCALE 1:3000 (A3)	21-000472-DA_14	01 OF 03		7

GM21/26. Draft Singleton Town Centre Masterplan
Author: Coordinator Strategic Planning

FILE: 23/00549

Executive Summary

The purpose of this report is to seek Council endorsement to place the Draft Singleton Town Centre Masterplan (Draft Masterplan) (**Attachment 3**) on public exhibition in accordance with Council's adopted Community Engagement Strategy.

The Draft Masterplan has been prepared following a comprehensive review of the existing Singleton Town Centre Masterplan (2013) and builds on its established objectives and principles. It identifies a strategic framework to guide the future development of the Singleton CBD, with a focus on enhancing public realm quality, protecting heritage values, supporting economic vitality, and responding to emerging priorities.

The Draft Masterplan also seeks to facilitate the delivery of diverse and affordable housing within the town centre, strengthen business activation beyond passing traffic, improve connectivity and movement, and reinforce key links between John Street, the Railway Precinct, surrounding neighbourhoods, and the river.

The Draft Masterplan will inform future strategic planning, infrastructure prioritisation, place-based investment, and partnership opportunities, positioning Council to proactively manage growth and change within the CBD while supporting a vibrant, connected and resilient town centre.

RECOMMENDED that Council:

1. Endorse the Draft Singleton Town Centre Masterplan **Attachment 3** to be placed on Public Exhibition for a period of 28 as per Council's adopted Community Engagement Strategy.
2. Receive a further report following completion of the public exhibition period that includes how the draft Singleton Town Centre Masterplan has been revised to take into consideration feedback from the community and the councillor workshop.

Report

On 26 May 2025, Council received funding under the Regional Housing Strategic Planning Fund – Round 3 (RHSPF) to support the review and update of the Town Centre Masterplan 2013. Council staff have worked in collaboration with planning consultants URBIS to undertake this review, recognising that many of the objectives and principles established in 2013 remain relevant, particularly those relating to public realm quality, heritage protection and economic vitality. The updated Masterplan builds on these established directions while responding to 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

General Manager's Report (Items for Information) – GM21/26

internal project control group (PCG) is being established to identify opportunities to continue to support post-bypass transport, connectivity and business needs.

A key catalyst for change is the delivery of the Singleton Bypass, which will divert heavy vehicle traffic away from the CBD and create an opportunity to reposition the centre as a place for people, supported by improvements to the public domain and increased activation of key destinations, including the riverfront and railway station precinct.

The draft masterplan includes the following key components:

- Updating 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;
- Identifying and unlocking additional housing opportunities within the town centre and connected neighbourhoods;
- Identifying opportunities for business activation and attraction beyond passing traffic, and developing and refining the Railway Precinct concept to better support movement of people and connection to place; and
- Investigating the connection between John Street, Rose Point Park, Cook Park, and the river.

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 informs 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 400 responses received. Further information relating to the results of the survey is included within the 'Consultation' section of this report.

Community Strategic Plan

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

Council Policy/Legislation

Singleton Local Strategic Planning Statement (LSPS)

The draft Masterplan helps to achieve the following priorities from the LSPS:

- 2.1 Places are well planned and maximise access to infrastructure and services
- 2.2 The significance of heritage and cultural identity is embraced

General Manager's Report (Items for Information) – GM21/26

- 2.3 The housing stock is high-quality, affordable and provides for a range of accommodation choices

Singleton Local Housing Strategy (LHS)

The draft Masterplan helps achieve Principle 2 'Housing will be Diverse and Affordable' from the LHS.

Community Engagement Strategy

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

Financial Implications

There are no financial implications arising from the adoption of the draft Masterplan.

The adopted Singleton Local Infrastructure Contributions Plan (**Plan**) includes the following items relevant to upgrades within the Town Centre, subject to the apportionment outlined in the adopted Plan:

- Town Centre Upgrade - \$11.916M
- Shared Paths - \$1.5M
- Ryan Avenue Toilets - \$549.5K
- Youth Venue - \$400K
- Civic Masterplan and Upgrades - \$14.5M

Implementation of the draft Masterplan and its associated actions will be incorporated into future Operational Plans utilising existing resources and grant funding where available.

The completion of the draft Masterplan is funding dependent, with adoption of the draft Masterplan required by no later than 28 August 2026. By exhibiting the draft Masterplan during April/May, sufficient time will be available for both the consultant and staff to review submissions, make amendments and prepare a Council report seeking adoption.

ConsultationInternal

The draft Masterplan has been prepared in consultation with relevant sections of Council.

An information report was reported to the March 2026 Council Meeting.

A strategic workshop was held with Councillors on 31 March 2026.

External

Council undertook a community survey to inform the review of the Singleton Town Centre Masterplan, attracting responses from more than 400 participants. Respondents included residents, business owners, workers, property owners and visitors, with the majority regularly accessing the CBD for shopping, services and everyday needs. As such, the feedback reflects a strong understanding of the day-to-day function and performance of the town centre.

General Manager's Report (Items for Information) – GM21/26

Overall, the survey indicates that while the Singleton CBD is functional, convenient and valued by the community, it is widely perceived as having significant unrealised potential. Key strengths identified include accessibility, walkability, parks and greenery, and a strong local business and community presence. However, consistent issues were raised, including parking and traffic challenges, shop vacancies, limited retail and dining options, and concerns regarding public domain quality, accessibility and safety. Many respondents also identified a lack of activation, identity and overall destination appeal.

There was strong community support for improvements to amenity and activation, including additional seating and shade, enhanced greenery, better use of parks and the riverfront, increased outdoor dining, events and cultural activities, and a more diverse mix of retail and hospitality. The Singleton Bypass was also identified as a key catalyst for change, presenting an opportunity to reposition the town centre as a destination rather than a movement corridor. The survey data has been collated and is included in **Attachment 1**. An engagement report from the survey can be found at **Attachment 2**.

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

Exhibition will include a public notice published in a local newspaper and on Council's website. The draft Masterplan will be available for inspection on Council's website, and at the Administration Building, Singleton Library and the Singleton Visitor Information Centre.

Submissions can be made to Council during the public exhibition period. A review of the grant program is currently being undertaken to determine whether there is sufficient funding to undertake a further community survey on the draft Masterplan.

It is also proposed to run a second survey with respect to the draft actions within the plan during the public exhibition of the draft masterplan, and to incorporate any feedback within the final version of the plan.

Following exhibition, a report will be prepared to summarise any submissions received and to seek Council approval to finalise the draft Masterplan.

Sustainability

The Draft Masterplan promotes long-term social, economic and environmental sustainability by providing a strategic framework to guide the future development and revitalisation of the Singleton town centre. It recognises that a well-designed, accessible and vibrant CBD is essential to supporting a resilient, inclusive and economically active community.

The Masterplan focuses on creating the spatial, policy and investment conditions that enable improved public domain outcomes, business activation, and the delivery of diverse and affordable housing within the town centre. This includes identifying opportunities to enhance key public spaces, strengthen connections between destinations, support local businesses, and leverage infrastructure investments such as the Singleton Bypass to reposition the CBD as a destination.

General Manager's Report (Items for Information) – GM21/26

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that without an updated Masterplan, the current Town Centre Masterplan that was developed in 2013 will continue to be used despite its age and the many changes that have occurred in this time, which may lead to changes in service delivery and reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that without an updated Town Centre Masterplan, there would be no clear strategic basis for Council's future work in relation to the Town Centre. This may limit Council's ability to influence planning policy, access external funding, or demonstrate alignment with State and regional housing objectives, which may lead to changes in service delivery and reputational damage.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. That Council:
 - a) Endorse the Draft Singleton Town Centre Masterplan Plan **Attachment 1** to be placed on Public Exhibition for a period of 28 as per Council's adopted Community Engagement Strategy.
 - b) Receive a further report should objections or feedback be received during the public exhibition period.
 - c) If no submissions are received, adopt the Draft Singleton Town Centre Masterplan following the public exhibition period.
2. That Council does not endorse the recommendations.

Option one is recommended.

Conclusions

The Draft Singleton Town Centre Masterplan represents a key strategic document to guide the future growth, revitalisation and place-based development of the Singleton CBD. It builds on the strengths of the existing centre while responding to emerging opportunities, including those associated with the Singleton Bypass, changing economic conditions and evolving community expectations.

Public exhibition of the Draft Masterplan will provide an opportunity for the community, stakeholders and government agencies to review the proposed directions and provide feedback to inform the final document. This process is consistent with Council's Community Engagement Strategy and will ensure the Masterplan reflects local priorities and aspirations.

This report seeks Council endorsement to place the draft Singleton Town Centre Masterplan on public exhibition in accordance with Council's adopted Community Engagement Strategy. The report also recommends that Council receive a further report should objections or feedback be received during the public exhibition period, or if no submissions are received, adopt the Draft Singleton Town Centre Masterplan following the public exhibition period.

Attachments

AT-1	Attachment 1 - Singleton CBD Masterplan - Survey Data - Survey Monkey Results March 2026	Attachment Under Separate Cover
AT-2	Attachment 2 - Engagement Report	Attachment Under Separate Cover
AT-3	Attachment 3 - Draft Singleton Town Centre Masterplan	Attachment Under Separate Cover

DCCS23/26. Event Promotion Policy - Public Exhibition**FILE:** 25/00608**Author:** Manager Community Experience & Events

Executive Summary

The purpose of this report is to seek Council's endorsement to place the draft *Event Promotion Policy* on public exhibition for a period of 28 days to allow community feedback prior to adoption. The draft Policy establishes a clear and transparent framework for Council-supported event promotion, while clearly distinguishing promotion from endorsement and maintaining appropriate governance and risk controls.

RECOMMENDED that Council:

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

Report

The Draft Event Promotion Policy has been developed to guide the types of events that Council will promote and the criteria required for events to be eligible for promotional support. The policy supports the vision of Council's Community Strategic Plan 2035 by ensuring that events promoted by Council contribute positively to the cultural, social and economic vitality of the Singleton Local Government Area (LGA).

The purpose of the policy is to establish a clear, transparent and consistent framework for determining which events Council will promote through its communication channels. This includes ensuring that promoted events align with Council's strategic priorities, demonstrate community value, and contribute to a vibrant and inclusive events calendar across the LGA.

Promotion of an event by Council under this Policy does not constitute endorsement of the event, its organisers, sponsors or content. Event organisers remain responsible for obtaining all required approvals, permits and licences, and for ensuring compliance with all relevant legislation and Council requirements.

The policy aims to:

- Provide a consistent and transparent process for assessing requests for Council's promotion of community and externally delivered events

Corporate and Community Services Report (Items for Decision) – DCCS23/26

- Ensure events promoted by Council reflect the diversity, creativity and livability of Singleton LGA.
- Support events that encourage community participation, social connection, wellbeing and civic pride through Council-led or Council-facilitated initiatives, partnerships or operational involvement.
- Promote events that contribute to local cultural development, tourism and economic activity through the use of Council communication channels and platforms.
- Ensure that Council's resources and communication platforms are used in a fair, transparent and equitable manner.

Under the Policy, event organisers seeking Council promotion will be required to meet clearly defined eligibility criteria, ensuring a fair, transparent and consistent approach to the use of Council communication channels.

By implementing this policy, Council demonstrates its commitment to managing event promotion in a structured and equitable manner, while simultaneously providing clarity for event organisers.

The Event Promotion Policy aligns with Council's Community Strategic Plan 2035 (CSP), event management processes and other relevant governance documents. All events promoted under the Policy are required to comply with applicable legislation, Council policies and operational guidelines to ensure responsible event delivery and positive outcomes for the Singleton community.

Community Strategic Plan

Strategy:	1	Our Community
Deliverable:	1.1	Provide services and facilities that meet the needs of our community at different stages of life
Action:	1.1.1	Create and provide social, recreational and cultural services which educate, innovate, inspire and entertain
	1.1.3	Promote and provide venues and spaces that are available for use and hire by the community to support creativity, vibrancy and inclusion
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
	5.1.2	Collaborate with our community stakeholders and Council to create an informed community and better outcomes
	5.1.3	Our people and systems are continuously evolving to ensure we meet the challenges of the future
Strategy:	5	Our Leadership
Deliverable:	5.2	Our Council is trusted, responsible and transparent
Action:	5.2.3	Seek funding to provide infrastructure, programs, services or events which will add to the delivery of the objectives of Singleton 2035

*Corporate and Community Services Report (Items for Decision) – DCCS23/26***Council Policy/Legislation**

- *Local Government Act, 1993 (NSW)*
- *Local Government (General) Regulation, 2021*
- *Government Information (Public Access) Act 2009 (NSW)*
- *Privacy and Personal Information Protection Act 1998 (NSW)*
- *Competition and Consumer Act 2010*
- *Work Health and Safety Act 2011*
- Singleton Community Strategic Plan 2035

Financial Implications

The promotion of community events will not incur a direct financial cost to Council, as support will be provided in-kind through the allocation of Council staff time and the use of existing communication channels to promote events across the region.

This approach is expected to increase event visibility and visitation, while also strengthening Council's relationships with local community groups and organisations. In turn, increased attendance and engagement will contribute to positive economic outcomes, supporting local tourism and benefiting businesses within the region.

Consultation

- Manager Community Experience & Events
- Combined Leadership Team
- Coordinator Economic Development
- Coordinator Events
- Coordinator Communication & Engagement
- Coordinator Customer Service

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

Sustainability

The Policy delivers social, environmental, and economic benefits:

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

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
Lack of a clear event	Medium	Adoption and	Low	Yes

Corporate and Community Services Report (Items for Decision) – DCCS23/26

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
promotion framework may lead to reputational damage or inconsistent decision-making.		implementation of the Event Promotion Policy, including clear eligibility criteria and transparent assessment processes.		
Approval of event requests that do not align with Council values may lead to ethical or reputational risks.	Medium	Assessment of event promotion requests in accordance with the Event Promotion Policy guidelines and approval processes.	Low	Yes
Perceived inequity or favouritism in the promotion of events may lead to community dissatisfaction and reputational risk.	Medium	Application of transparent eligibility criteria and consistent assessment processes as outlined in the Event Promotion Policy.	Low	Yes

Options

The following options are available to Council:

Council Resolves to:

Option 1:

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

*Corporate and Community Services Report (Items for Decision) – DCCS23/26***Option 2:**

- a) Not place the draft *Event Promotion Policy* on public exhibition at this time.
- b) Request further review and amendments to the draft *Event Promotion Policy* to address identified issues or concerns.
- c) Receive a further report to Council following completion of amendments prior to any decision regarding public exhibition or adoption of the Policy.

Option One is recommended.

Conclusion

The Event Promotion Policy aligns with Council's CSP 2035 and supports the delivery of inclusive, accessible and vibrant community-led events across the Singleton Local Government Area. It provides a clear and consistent framework for how community groups and event organisers can request and receive Council-supported promotional assistance, ensuring a fair and transparent approach.

The Policy clarifies the types of events Council will promote, the eligibility criteria that must be met, and the promotional channels available, while ensuring Council resources are used equitably and deliver community, cultural and economic benefit.

Importantly, the Policy clearly distinguishes Council promotion from endorsement. Promotion of an event does not constitute approval or endorsement of the event, its organisers or its content, and event organisers remain responsible for obtaining all required approvals and complying with relevant legislation and Council requirements. This distinction ensures appropriate governance and risk management.

While Council will make reasonable efforts to support eligible events, the level and type of promotional assistance will be determined based on available resources, alignment with Council priorities and overall community benefit. The adoption of this Policy strengthens Council's role in enabling community-led initiatives, supporting the local visitor economy and fostering a connected and engaged community.

Attachments

AT-1 [↓](#) Event Promotion Policy - Draft



EVENT PROMOTION POLICY

POLICY | Community Experience & Events

To establish a consistent approach to the promotion of events within Singleton Local Government Area (LGA)

Policy No:	POL/xxxx.x	Version:	1.0
Service Unit:	Events		
Responsible Officer:	Manager Community Experience & Events		
Responsible Director:	Director Corporate and Community Services		
Authorisation Date:	Date approved by Council	Review Date:	April 2030
Minute No:	Xx/xx		

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1 BACKGROUND

1.1 Title of the Policy and Commencement Date

The Event Promotion Policy takes effect from the date adopted by Council.

1.2 Purpose of the Policy

The purpose of this Policy is to provide clear, transparent and consistent guidelines for the promotion of events within the Singleton Local Government Area (LGA) through Council communication channels.

The Policy ensures that promoted events align with Council's strategic priorities, deliver community, cultural or economic benefit, and meet established eligibility criteria.

This Policy supports the Singleton Community Strategic Plan 2035 by promoting events that enhance community wellbeing, liveability, economic development and civic pride.

2 OBJECTIVES

2.1 Objectives and Coverage of the Policy

This policy aims to promote events that deliver genuine social benefit to the Singleton community, fostering inclusivity, connection, and community pride. It also supports events that contribute to the local economy by attracting visitors and encouraging tourism within the LGA. By establishing clear guidelines, the policy ensures the equitable and consistent promotion of eligible events across all Council communication channels. Additionally, it seeks to maximise the reach and effectiveness of the Council's promotional platforms, ensuring that high-impact events receive appropriate visibility and support.

3 APPLICATION

3.1 Application of this Policy

This Policy applies solely to events seeking promotional support through Council-owned communication channels. It does not restrict event organisers from undertaking their own independent promotion, provided such promotion complies with relevant legislation and Council policies.

4 DEFINITIONS

For the purposes of this policy:

Term	Meaning
ATDW	<ul style="list-style-type: none"> Australian Tourism Data Warehouse – a national platform for tourism event listings.

Banner	<ul style="list-style-type: none"> A banner is a large, printed display supplied by the event organiser and used to visually promote or announce an event.
Business Event	<ul style="list-style-type: none"> Business events suitable for promotion include: Significant conferences, seminars, galas, launches, symposiums or other activities where the majority of participants will be travelling from interstate or overseas and the program will permit leisure time at the destination.
Classes, Lessons, Workshops and Talks	<ul style="list-style-type: none"> One-off educational events like art workshops, cooking classes/lessons and music lessons with guest speakers. These events must highlight experiences specific to the city or region and have a leisure tourism focus.
Community Event	<ul style="list-style-type: none"> Eligible community events must be open to the general public, in a public venue. They must specially target audiences from the broader community and interested visitors. Events must be open and accessible to the general public. Private or invitation-only events are not eligible.
Concert or Performance	<ul style="list-style-type: none"> A Concert or Performance may include plays, musical theatre shows, opera, stand-up comedy, circus performances, puppetry, music concerts of any genre, dance, one off film screenings and live shows e.g. <i>The Wiggles Live</i>, <i>Disney on Ice</i>, <i>Top Gear Live</i>.
Council Supported Events	<ul style="list-style-type: none"> Events receiving financial or in-kind support from Council.
Exhibition and Shows	<ul style="list-style-type: none"> Events that feature temporary displays, demonstrations, or showcases that are not permanently available at a venue or attraction. These may include exhibitions of art, collections, gardens, products, or themed displays that are held for a limited time or as a one-off event. Examples include Open Gardens, art exhibitions (e.g. French Impressionism), Easter Shows, Royal Shows, Agricultural Shows, and lifestyle expos such as Caravan and Camping, Craft, Health and Wellness, or Food and Wine events. Musical or theatrical performances are not included in this category and should be classified under Concert or Performance.
Festivals and Celebrations	<ul style="list-style-type: none"> A Festival event may include: Film festivals, seasonal festivals e.g. Floriade, arts festivals, food and wine festivals, multicultural festivals, Mardi Gras etc. A Celebration or Commemoration event may include Australia Day activities, ANZAC Day, New Years Eve, Easter Egg hunt, Athletes Welcome Home Parade, Open Days etc.
Flagship Council Events	<ul style="list-style-type: none"> Major, high-profile events owned and operated by Council.
Food and Wine	<ul style="list-style-type: none"> Food and Wine Events listed here will have food, wine or other beverages as the core component of the event. E.g. a one-off themed dinner/lunch/performance at a winery or a

	Truffle Hunt.
Major Community Events	<ul style="list-style-type: none"> Large-scale events led by the community, open to the public, with significant attendance.
Markets	<ul style="list-style-type: none"> A market event is not a permanently housed, regular market. Market events include one-off, irregular or specially themed markets in temporary locations. Market events may include produce, crafts, specialty items etc.
Visitor Economy Events	<ul style="list-style-type: none"> Events designed to attract visitors from outside the LGA, contributing to the local economy.
VMS	<ul style="list-style-type: none"> Variable Message Signage – Council owned electronic message boards used for event and public messaging.

5 PRINCIPLES/BODY

5.1 Event Promotion Principles

Council prioritises the promotion of events that:

- a) Deliver community benefit;
- b) Support the visitor economy;
- c) Are inclusive and accessible; and
- d) Align with Council's strategic priorities
- e) Are assessed using fair, consistent and transparent processes

5.2 Promotion and Endorsement

Promotion of an event by Council does not constitute endorsement of the event, its organisers, sponsors, partners, content or messaging.

Event organisers remain solely responsible for the planning, delivery and conduct of their event, including compliance with all relevant legislation, Council policies, approvals, permits, licences and insurance requirements.

Council reserves the right to refuse, withdraw or amend promotional support where an event no longer meets the requirements of this Policy or poses a reputational, operational or compliance risk.

5.3 Event Promotion Eligibility Criteria

To be eligible for promotional support from Singleton Council, events must meet several key criteria. They must be located within the Singleton LGA and open to the general public. Events must have all required approvals in place prior to promotion, including development consent, an approved event application or a valid exemption where applicable. Council promotion does not replace, imply or guarantee approval of any event-related application.

Events should generally attract more than 100 attendees, however Council may exercise discretion where the event demonstrates strong community, cultural or visitor economy benefit. Additionally, events should be inclusive, accessible, and demonstrate the potential to attract visitors from outside the LGA. They must also meet the eligibility requirements of the Australian Tourism Data Warehouse (ATDW), as outlined in Appendix A. Events of a political nature, including rallies, protests or demonstrations, are not eligible for promotion under this Policy to ensure Council communication channels remain neutral, inclusive and non-partisan.

Criteria	Yes	No	Notes / Action Required
1. Is the event located within the LGA?			Only events within the (LGA) are eligible.
2. Is the event open to the public?			Must be accessible to the general community to be eligible.
3. Has the DA or Event Application been approved or is there an exemption?			Approvals by Council must be confirmed prior to any promotion.
4. Will the event attract more than 100 attendees?			Helps gauge community impact and reach of event.
5. Is it inclusive and accessible to all?			The event should meet basic accessibility standards.
6. Does the event have potential to attract out-of-LGA visitors?			Encouraged for an economic and tourism benefit.
7. Does the event meet ATDW criteria? (<i>Australian Tourism Data Warehouse</i>)			Ensures standardised event promotion. See Appendix A for ATDW event types and eligibility.
8. Is the event non-political in nature? (e.g. rally, protest, demonstration)			Political events are not eligible.

Event Types Eligible for Promotion

Events eligible for promotion include Flagship Council Events, other Council Events, Council Supported Events, Major Community Events, and Visitor Economy Events.

Event Types Not Eligible

Events not typically eligible for promotion include:

- a) Regular fitness classes or workshops
- b) Routine venue programming (eg, weekly live music at licensed venues)
- c) Small private or invitation-only gatherings
- d) Internal organisational events

Promotion Channels Offered

- a) Promotional support may include one or more of the following channels:
- b) Posts on Singleton Hunter Valley social media platforms
- c) VMS signage (subject to approval and availability)
- d) Council's "What's On" web calendars and monthly e-newsletters
- e) Assistance with event listings on the ATDW. All ATDW event listings will be featured on Council's dedicated attraction website at www.singletonhuntermvalley.com.au.

Promotion Timeframe

Events will be promoted for up to 4 weeks, depending on the date of notification and scheduling availability.

6 RELEVANT LEGISLATION

Legislation relevant to this Policy includes:

Local Government Act 1993 (NSW)

Local Government (General) Regulation 2021 (NSW)

Government Information (Public Access) Act 2009 (NSW)

Privacy and Personal Information Protection Act 1998 (NSW)

Competition and Consumer Act 2010

Work Health and Safety Act 2011

7 DOCUMENT INFORMATION

Related documents and reference information in this section provide 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
23/12151	<ul style="list-style-type: none"> Hunter Valley – Destination Management Plan

Table 7-1 – Related documents

8 RESPONSIBLE OFFICER / POLICY OWNER

Ownership of this policy rests with the Manager Community Experience & Events.

9 RESPONSIBILITIES

Parties or Persons	Responsibilities
Director Corporate & Community Services	<ul style="list-style-type: none"> Provide executive oversight of the Event Promotion Policy.
Manager Community Experience & Events	<ul style="list-style-type: none"> Provide oversight of policy implementation and operational compliance. Resolve disputes regarding eligibility or promotional priority. Monitor risk, reputational considerations and community impact.
Coordinator Events	<ul style="list-style-type: none"> Act as the lead officer for assessment of event promotion requests under the Policy. Liaise with event organisers to obtain required information and documentation. Provide recommendation on suitability for promotion, including VMS placement.
Coordinator Economic Development	<ul style="list-style-type: none"> Provide specialist assessment and advice regarding visitor economy impact and ATDW eligibility. Support events to meet ATDW eligibility requirements where applicable. Provide strategic input on prioritisation of high-impact events for VMS promotion.
Coordinator Communication & Engagement	<ul style="list-style-type: none"> Develop and approve promotional messaging for VMS boards. Ensure messaging complies with branding, accessibility and clarity standards. Schedule approved events across promotional channels (VMS, social media, website, e-newsletter).
Coordinator Customer Service	<ul style="list-style-type: none"> Receive and log event promotion requests from organisers. Provide organisers with policy information and eligibility criteria. Coordinate booking timeframes for VMS placement (subject to availability).

	<ul style="list-style-type: none"> • Manage enquiries from the public regarding promoted events.
Governance	<ul style="list-style-type: none"> • Ensure the Event Promotion Policy is formally registered within Council's policy register and allocated a unique policy number. • Ensure policy reviews, amendments and superseded versions are formally documented.

10 APPROVAL

As per cover sheet.

11 MONITORING

The Coordinator Events will monitor the implementation of this Policy and report any operational issues or required updates to the Manager Community Experience & Events.

12 REVIEW DATE

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

13 RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

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

14 BREACHES AND SANCTIONS

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

15 DOCUMENT HISTORY

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

Version	Date Amended	Author	Comments (eg reasons for review)
1.0	March 2026	Coordinator Events	<ul style="list-style-type: none"> • New policy
			<ul style="list-style-type: none"> •

			•
			•
			•
			•

DRAFT

Appendix A – ATDW Event Eligibility Criteria

Appendix A is an external reference document provided by the Australian Tourism Data Warehouse (ADTW) and is included to support assessment of visitor economy event eligibility. It does not replace this Policy.

<https://www.atdw-online.com.au/assets/ATDW%20Operator%20Listing%20Guidelines.pdf>

This event criteria outlines the types of events suitable for tourism listings, focusing on experiences that attract visitors and contribute to the destination's leisure and cultural offering. The criteria also distinguishes between event types to ensure listings are accurately categorised and highlight experiences that enhance the region's visitor economy.

DRAFT

DCCS24/26. Westpac Charity Ball 2026 - Fee Waiver/Donation Request
Author: Manager Community Experience & Events

FILE: 26/00115

Executive Summary

The purpose of this report is to seek Council's consideration of a request from Westpac Rescue Helicopter Service for a waiver of fees equivalent to the hire fees for the Singleton Civic Centre for the 2026 Upper Hunter Rescue Ball, to be held on Saturday 22 August 2026.

The total value of the requested fee waiver is \$4,301.00 (incl. GST).

RECOMMENDED that

1. Council does not support the request to provide a fee waiver or donation equivalent to the Civic Centre hire fees totalling \$4,301.00, as it sets a precedence for requests of this nature.
2. Require the Westpac Helicopter Service to pay all applicable fees associated with the hire of the Singleton Civic Centre for the 2026 Upper Hunter Rescue Ball.

Report

The Westpac Rescue Helicopter Service has submitted a request seeking Council's support in the form of a fee waiver, equivalent to the hire fees for the Singleton Civic Centre, to host the 2026 Upper Hunter Rescue Ball.

The Upper Hunter Rescue Ball is an annual fundraising event that supports the ongoing operations of the Westpac Rescue Helicopter Service, a critical 24/7 aeromedical service providing emergency response across the region. In 2024, the service responded to 19 missions within the Singleton Local Government Area.

The total value of the requested support is \$4,301.00 (incl. GST), representing the quoted hire fees for the Civic Centre.

Community Strategic Plan

Strategy:	1	Our Community
Deliverable:	1.1	Provide services and facilities that meet the needs of our community at different stages of life
Action:	1.1.1	Create and provide social, recreational and cultural services which educate, innovate, inspire and entertain
	1.1.3	Promote and provide venues and spaces that are available for use and hire by the community to support creativity, vibrancy and inclusion

Council Policy/Legislation

This request is considered under Council's Donation Policy - POL/6016 and Fees and Charges.

Clause 5.7 of the Policy allows Council to provide financial or in-kind support to not-for-profit organisations delivering community benefit.

While the Westpac Rescue Helicopter Service provides benefit to the Singleton community, the requested support represents a waiver or subsidisation of adopted fees for the use of a Council-operated facility. Such requests must be considered alongside Council's adopted Fees and Charges, which support the ongoing operation and cost recovery of Council venues.

In accordance with Council's adopted policy position, officers do not support the waiver or subsidisation of fees outside of established frameworks. Authority to approve such requests rests with Council by formal resolution.

Financial Implications

If Council elects to provide financial support, the impact would be a reduction in operational revenue of up to \$4,301.00.

Should Council choose to provide a partial contribution, this would comprise:

- \$1,575.00 from Council's Donation Fund; and
- \$2,726.00 from the Community Experience & Events operational budget.

While the Donation Fund allocation can be accommodated within the current available balance, the in-kind component represents foregone revenue for the Civic Centre, which contributes to staffing, maintenance, and operational costs.

As a Council-operated facility, the Civic Centre relies on hire fees to support ongoing service delivery. Approving fee waivers or in-kind subsidies outside of policy may have cumulative financial implications if applied to multiple events.

Consultation

- Director Corporate & Community Services
- Executive Director
- Manager Community Experience & Events
- Coordinator Events

Sustainability

The event delivers strong social outcomes by supporting a critical emergency service that provides direct benefit to the Singleton community and broader region.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
Not providing financial support to a well-regarded emergency service may lead to perceptions that Council does not support key community organisations, which may lead to reputational impact and community dissatisfaction.	High	Present the request transparently to Council for determination and clearly communicate the rationale based on policy and financial sustainability.	Low	Yes
Approving fee waivers that offset adopted fees may lead to expectations from other organisations for similar support, which may lead to inconsistent application of policy and cumulative financial impacts on Council's revenue and cost recovery for facilities.	High	Apply a consistent, policy-aligned approach to all requests and reinforce that any support is determined by Council on a case-by-case basis.	Low	Yes

Options

The following options are available to Council:

Option 1 (Recommended)

- a) Do not support the request to provide a fee waiver or donation equivalent to the Civic Centre hire fees totalling \$4,301.00, in accordance with Council's adopted Fees and Charges and Donation Policy.
- b) Require the Westpac Helicopter Service to pay all applicable fees associated with the hire of the Singleton Civic Centre for the 2026 Upper Hunter Rescue Ball.

Option 2

Provide financial support to the Westpac Charity Ball 2026 through one of the following options:

- a) Approve contributions comprising \$1,575.00 from Council's Donation Fund and \$2,726.00 from the Community Experience & Events operational budget totalling \$4,301.00; or
- b) Approve a full fee waiver equivalent to the Civic Centre hire fees totalling \$4,301.00

Conclusions

The Westpac Rescue Helicopter Service provides a vital service to the Singleton community, and the Upper Hunter Rescue Ball is a well-established fundraising initiative.

The request represents a financial contribution through the waiver of subsidisation of adopted fees for the use of a Council-operated facility. While the community benefit is recognised, this must be balanced against the financial sustainability of Council-operated venues and consistency with adopted policy.

Council's determination is sought.

Attachments

AT-1 [↓](#) Westpac Upper Hunter Rescue Ball - Letter for Fee Waiver Request - Civic Centre

AT-2 [↓](#) Westpac Upper Hunter Rescue Ball - Fee Waiver Request - Annual Mission

Westpac Rescue Helicopter Service

Northern NSW

Newcastle PO Box 230, New Lambton NSW 2305
Tamworth PO Box 6187, Westdale NSW 2340
Lismore PO Box 3080, Lismore Delivery Centre NSW 2480



ABN 40 002 862 026 | CFN 11992 | Westpac Rescue Helicopter Service is operated by Northern NSW Helicopter Rescue Service Ltd

2nd March 2026
Ms Ellen Papanicolaou
Singleton Council
PO Box 314
Singleton NSW 2330

Subject: Application for Donation – Upper Hunter Rescue Ball 2026

Dear Ellen,

On behalf of the Westpac Rescue Helicopter Service (WRHS), I am pleased to submit this request for a one-off donation from Singleton Council to support the Upper Hunter Rescue Ball.

Event date: Saturday 22 August 2026
Location: Singleton Civic Centre

This major community event raises funds and awareness to ensure our vital aeromedical services continues to provide 24/7 emergency aeromedical care to people of Singleton and nearby areas.

Local Impact in Singleton

WRHS responds to emergencies across the Upper Hunter. In 2025, our rescue crews completed 26 missions within the **Singleton Local Government Area as per table below:**

Singleton	
Pre-Hospital	23
Inter-Hospital	2
Search and Rescue	1
Total	26

- More information is available in the attached **2025 Mission Summary**.
- Upper Hunter Rescue Ball event information: <https://rescuehelicopter.com.au/events/upper-hunter-rescue-ball/>

Why We Are Seeking Support

The 2026 Upper Hunter Rescue Ball is a key fundraising initiative that helps fund the ongoing delivery of our emergency aeromedical service.

All funds raised at this event stays local to support your local base including:

- Medical and rescue equipment
- Aircraft operations and maintenance
- Specialist crew training

This support helps to ensure the Service is ready to respond 24/7. Council support will help offset event delivery costs and maximising the funds raised to support the work of the Service money raised can go directly to lifesaving operations.



Westpac Rescue Helicopter Service

Northern NSW

Newcastle PO Box 230, New Lambton NSW 2305

Tamworth PO Box 6187, Westdale NSW 2340

Lismore PO Box 3080, Lismore Delivery Centre NSW 2480

ABN 40 002 862 026 | CFN 11992 | Westpac Rescue Helicopter Service is operated by Northern NSW Helicopter Rescue Service Ltd



Upper Hunter Rescue Ball Event Budget

The total cost to run the event is approximately \$98,400. These costs are carefully costed and essential to ensuring the delivery of a high-quality, engaging, and impactful event that maximises fundraising outcomes for our aeromedical service. The estimated budget allocation is as follows:

- Venue Hire; Catering & Beverages; Entertainment; Marketing and Promotion; Event Production, AV Equipment, Logistics & Decorations; Staffing; Accommodation, Security

Our goal is to **raise \$80,000 after costs**. These funds will directly support WRHS operations that serve the Singleton community. Missions for this region are flown from our Belmont base.

Donation Request

We seek Singleton Council's generous support for a **one-off contribution of \$4,301** to help offset the costs of delivering the event. Additional event funding comes from community and corporate sponsorships, ticket sales, auction item, and raffles proceeds, in-kind contributions and donations from local businesses, making it a true and much-loved Community event.

How Singleton Council Support Will Be Recognised

- Display Council's logo on printed and digital event materials.
- Acknowledge Council on the Rescue Ball website and official program.
- Display Council's logo on screens during the event.
- Acknowledge Council's generous support during the event MC announcements.

Alignment with Singleton Council's Community Strategic Plan

This initiative strongly aligns with Singleton Council's Community Strategic Plan by:

- Supporting community health and safety through vital emergency services
- Strengthening community spirit through civic celebration and fundraising
- Encouraging local partnerships and volunteer engagement
- Showcasing Singleton as a proud, connected, and resilient community

We appreciate Singleton Council's consideration of this request and welcome the opportunity to discuss the Ball or our local impact in more detail. Please do not hesitate to contact me on **(02) 4952 0000** if you have any questions. Thank you for your continued support.

Yours sincerely,

Sarah Badcock

Sarah Badcock
Major Events Lead

Annual Missions

JANUARY - DECEMBER 2025



- Pre-Hospital Emergency
- Inter-Hospital Transfers
- Search and Rescue



723		Medical Conditions	61		Farming
236		Motor Vehicle	42		Burns
150		Other	35		Industrial
145		Motorcycle	16		Sporting
111		Water	7		Air Transport
89		Falls			



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In Partnership with

NSW Ambulance



And the Community



DCCS25/26. Draft Hardship Policy**Author:** Coordinator Finance Business Partnering**FILE:**
POL/6009

Executive Summary

The purpose of this report is for Council to consider the amended draft Hardship policy in response to a motion for deferral from the Council meeting of 17 March 2026.

RECOMMENDED that Council

1. Place the draft POL/6009.7 Hardship Policy for public exhibition for 28 days to ensure compliance with the *Local Government Act, 1993* and *Local Government (General) Regulation, 2021* and provide public notice of its intention to adopt the draft document subject to consideration of submissions received.
2. The draft POL/6009.7 Hardship Policy be adopted following the public exhibition period subject to submissions received, provided that no submissions or objections are received or that no alterations are required to the draft document.
3. Should any objections or submissions be received or any alterations be required to the draft document, a further report be presented to Council prior to adopting the draft POL/6009.7 Hardship Policy
4. Upon adoption of the draft POL/6009.7 Hardship Policy, rescind POL/6009.6 Hardship Policy.

Report

During the consideration of the draft Hardship Policy at its meeting on 17th March 2026, Council resolved the following:

That council defer this item to enable a redraft that includes the following:

“A waiver of waste fees for households (that can be applied for by ratepayers and renters) who are experiencing hardship and require a weekly red bin collection due to a large household (over 6 people) or 2 children in nappies.”

Upon consideration of the above inclusion, from a financial perspective this clause appears to be restrictive for the following reasons:

- There may be households within the LGA experiencing financial hardship that require a weekly red lidded bin collection that are not covered by the two (2) requirements set forth in the above request.
- Should a household have 3 children in nappies and experiencing financial hardship they do not fall within the criteria and would be therefore ineligible for a waiver of the fee for a weekly red lidded bin collection.

Section 5.5 “Hardship assistance in relation to Waste Collection” has been added to the Draft Hardship Policy in response, describes the circumstances in which a fee waiver for the additional garbage service is to be applied in a fair and equitable manner across the community.

Corporate and Community Services Report (Items for Decision) – DCCS25/26

This amendment has been highlighted in yellow in the attached policy.

Community Strategic Plan

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

Council Policy/Legislation

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

Financial Implications

As part of the options available under the policy, Council may reduce or waive the interest charges on overdue rates and annual charges associated with additional Waste collection charges (as described in Section 5.5 in the amended Policy), this may have 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

The 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,	High	Adopt the recommendation	Low	Yes

Corporate and Community Services Report (Items for Decision) – DCCS25/26

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
finances and penalties				
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, leading to reputational damage.	Medium	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:

Option 1: that Council

- Place the draft POL/6009.7 Hardship Policy for public exhibition for 28 days to ensure compliance with the *Local Government Act, 1993* and *Local Government (General) Regulation, 2021* and provide public notice of its intention to adopt the draft document subject to consideration of submissions received.
- The draft POL/6009.7 Hardship Policy be adopted following the public exhibition period subject to submissions received, provided that no submissions or objections are received or that no alterations are required to the draft document.
- Should any objections or submissions be received or any alterations be required to the draft document, a further report be presented to Council prior to adopting the draft POL/6009.7 Hardship Policy
- Upon adoption of the draft POL/6009.7 Hardship Policy, rescind POL/6009.6 Hardship Policy.

Option 2:

- That Council does not place the amended draft Hardship Policy on Public Exhibition for 28 days and requests further amendments.

Option one is recommended.

Conclusions

The revised draft policy as attached is recommended for adoption.

Attachments

AT-1 [↓](#) DRAFT amended Hardship Policy - April 2025



Draft Hardship Policy

Policy | Finance

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

Policy No:	POL/6009	Version:	7
Service Unit:	Finance		
Responsible Officer:	Chief Financial Officer		
Responsible Director:	Director Corporate & Community Services		
Authorisation Date:		Review Date:	May 2030
Minute No:			

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Policy

Hardship

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Policy

Hardship

1 Background

1.1 Title of the Policy and Commencement Date

The Financial Hardship Policy takes effect at adoption by Council.

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 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*.

This policy also applies to all Council's sundry debtor accounts.

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"> 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"> • 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.
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.
- Council may reduce rates or annual charges but will consider alternative available approaches to dealing with cases of financial hardship.
- Council may consider a scheme of periodical payment outside the due dates in cases of hardship or extenuating circumstances.



Policy		Hardship
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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 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).

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 counsellor or financial planner confirming financial hardship.
- Letter from a medical professional confirming medical conditions causing hardship.
- Evidence that the hardship will have a detrimental effect on the applicant's tenant, where applicable.

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

5.2. HARDSHIP ASSISTANCE BY PERIODICAL PAYMENT ARRANGEMENTS

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.

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.

The following guidelines should be met in determining eligibility:

- 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. HARDSHIP 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. HARDSHIP 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 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.



Policy

Hardship

5.5 HARSHIP ASSISTANCE IN RELATION TO WASTE COLLECTION

- 5.5.1 A household that demonstrates a genuine need and is under financial hardship may request the waiver of fees associated with the supply of **one additional** 240L red lid bin (collected fortnightly) **or** a weekly collection of **one** 240L red lid bin.
- 5.5.2 A genuine need (in 5.5.1) must fit the following criteria
- A large household (over 6 people) or
 - Two (2) or more household members using nappies or incontinence products and
 - Evidenced financial hardship in accordance with Section 5.1.4 of this policy
- 5.5.3 Fee waivers are applicable for one financial year only. Standard fees will apply upon expiration of fee waiver period. Unless renewal of the hardship waiver is applied for and approved.
- 5.5.4 Under this section of the policy, the fee waiver is only applicable to the additional charge for the increased level of service outlined in 5.5.5, the standard waste charge as displayed on the Rates instalment notice are able to be waived.
- 5.5.5 For the purpose of the increased level service outlined in 5.5.1, Landlords may request a fee waiver on behalf of tenants.

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



Policy

Hardship

9 Responsibilities

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

10 Approval

As per cover sheet.

11 Monitoring

This policy will be monitored by the [insert Responsible Officer Title] 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

21 March 2023.

14 Record Keeping, Confidentiality and Privacy

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

15 Breaches and Sanctions

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



DI&P9/26. Request to Waive Section 138 Fees - 2026 Milbrodale Mountain Classic
Author: Asset Engineer

FILE:
26/00145/006

Executive Summary

The purpose of this report is to seek Council's determination on a request received from the Hunter Valley Off Road Racing Association (HVORRA) to waive the applicable Section 138 application fee of \$711 for temporary traffic and road reserve management associated with the 2026 Milbrodale Mountain Classic.

RECOMMENDED that Council does not support the request for a fee waiver for Hunter Valley Off Road Racing Association of the Section 138 fee as per Council's adopted Fees and Charges.

Report

On 6 February 2026, Council received a formal letter from HVORRA requesting a waiver of the Section 138 fees. The event is scheduled for 27 - 28 June 2026. Welsh's Road will not be closed but will experience temporary interruptions supervised by traffic controllers. The event attracts national competitors and visitors, contributing significant economic and tourism value to the region. HVORRA has a 40+ year history of delivering the event and supporting local charities and schools.

Key points from the applicant's submission include:

The event is scheduled for **27–28 June 2026**.

- Welsh's Road will **not be closed**, but short, controlled interruptions will occur during race heats.
- The event attracts competitors, officials, and spectators from across Australia, generating substantial economic benefit for the Singleton LGA, including hospitality, accommodation, and local businesses.
- The Milbrodale Mountain Classic has operated for more than **40 years** and contributes significantly to tourism and regional promotion.
- HVORRA has historically donated funds to charities and local schools, including Simply Loving Taylor, Whitmore Enterprises, CANTEEN, Camp Quality, Broke Public School, and Milbrodale Public School.
- The event is supported by landholders, emergency services, and volunteers, fostering community engagement.

The applicant notes they are not part of the Singleton Sports Advisory Committee due to hosting only one event per year but consider the event to be a major sporting drawcard for the LGA.

Community Strategic Plan

Strategy:	1	Our Community
Deliverable:	1.2	Our Community is safe, healthy and educated

Infrastructure & Planning Report (Items Requiring Decision) – DI&P9/26

Action: 1.2.1 Promote, facilitate and provide services for public health, healthy living and lifestyles

Council Policy/Legislation

Council's adopted Fees and Charges do not permit staff to waive Section 138 fees under delegation. A formal Council Resolution is required.

Financial Implications

The fee associated with the Section 138 approval is \$711, waiving fees in this instance may set precedence for future applications requesting the same. Should the fee be waived the costs associated with determining this application will have to be taken from other budget areas.

Consultation

Initial communications with a representative from the HVORRA started in May 2025 regarding waiving of fees however this was too late for them to put a request before Council. As such they decided to wait until 2026. This is the first official time a waiver request has been received. HVORRA has paid a section 138 fee for all previous events.

The club representative has sent an email to Singleton Council requesting to waive fees to demonstrate support for the club and in recognition of the economic benefits that patrons bring to the area. Previous years the event has been sent to the LTC for temporary traffic management and the NSW Police Force for Section 115 of Road Transport Act 2013, however only a referral to the NSW Police has been made this year. It was not referred to LTC or the Local Transport Forum as it has not proposed modifying traffic management arrangements previously accepted in at least the last two annual events.

Sustainability

The event demonstrably provides a substantial economic and social benefit to the Singleton area and promotes tourism.

HVORRA has a long history of returning funds to local schools and charitable organisations, however it is not registered as a charity, or entitled to receive tax deductible gifts. It does operate as a not for profit entity.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
Not waiving the minimum fee charge may create reputational risk to Council if it puts the community group into financial hardship.	High	Waive the minimum fee charge	Low	Yes

Infrastructure & Planning Report (Items Requiring Decision) – DI&P9/26

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
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 request for a fee waiver of the Section 138 fee.
2. Not adopt the recommendation and apply a fee waiver of the Section 138 fee.

Option one is recommended.

Conclusions

The Milbrodale Mountain Classic delivers longstanding economic, tourism, and community benefits to the Singleton LGA, with minimal traffic impacts limited to short, security managed interruptions on Welsh's Road. HVORRA's 40-year history of community support and charitable contributions further demonstrates the event's value.

While the information provided by HVORRA with the request to waive the Section 138 fee is considered reasonable for Council's consideration, Council officers believe waiving the fee will set a precedent. It should also be noted that HVORRA is not a registered charity and is not entitled to receive tax deductible gifts.

Attachments

There are no attachments for this report.

DI&P10/26. Minutes - Roads Advisory Committee - 12/03/2026**FILE:** 26/00158**Author:** Executive Assistant - Directors**Executive Summary**

The Roads Advisory Committee held its ordinary meeting on 12 March 2026. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

RECOMMENDED that Council:

1. Notes the minutes of the Roads Advisory Committee meeting held on 12 March 2026.
2. Adopts the following recommendation of the Roads Advisory Committee:
 - 5.1 Draft Roads Capital Works 2026/2027**
 1. Support the proposed draft Roads Capital Works Program – 2026/2027
 2. A further report provided to the next Roads Advisory Committee Meeting scheduled for June 2026 to provide the finalised draft Capital Works Program - 2026/2027
 - 5.2 Brunners Bridge Timeline**
 1. Provide to the Roads Advisory Committee in June 2026 a report for Brunners Bridge with the full scope of works, what was originally determined at the Council meeting, explanation regarding the variation, what needed to be implemented, an explanation as to why the variation didn't come back to Council and the final outcome.
 2. No funds or project acquittal returned until Council has had the opportunity to lobby to use money on debilitated roads/detours from Brunners Bridge, until report presented to June 2026 Roads Advisory Committee meeting

Community Strategic Plan

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

Council Policy/Legislation

Nil.

Financial Implications

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
5.1 Draft Roads Capital Works 2026/2027				
There is a risk that assets deteriorate to the point where major capital funding is required to bring them to an acceptable service level which is a reputational and financial risk to Council.	High	Adoption of preferred recommendation	Low	Yes
There is a risk that some projects are linked to grant funding, deviation from the program may jeopardise the grant funding allocation which is a reputational and financial risk to Council.	Medium	Adoption of preferred recommendation	Low	Yes
5.2 Brunners Bridge Timeline				
There is a risk that any outstanding funds due under the grant will not be paid until the acquittal is submitted which is a financial risk to Council.	Medium	Adoption of preferred recommendation	Low	Yes

AttachmentsAT-1 [↓](#) Minutes - Roads Advisory Committee - 12/03/2026

**MINUTES
ROADS ADVISORY COMMITTEE
9:30AM THURSDAY 12 MARCH 2026**



Present	Cr Sue Moore, Mayor – Singleton Council (Chair) (Cr SM) Cr Godfrey Adamthwaite - Singleton Council (Cr GA) Cr Hollee Jenkins – Singleton Council (Cr HJ)
In Attendance	Mike Duff – Director Infrastructure and Planning Services, Singleton Council (MD) Conor Byrne – Manager Infrastructure Services, Singleton Council (CB) Marlie Caban – Manager Development & Environment, Singleton Council (MC) Warren Vandermeer – Coordinator Assets, Singleton Council (WV) Marko Misikic – Acting Coordinator Engineering Services, Singleton Council Natasha Hain – Asset Management Officer, Singleton Council (NH) Melissa Cope – Minute Taker, Singleton Council
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
 - Leigh Hall – Singleton Council
 - Sam Masoomi – Singleton Council

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Roads Advisory Committee meeting held on Thursday 11 December 2025, were confirmed.

Moved Cr GA Seconded Cr HJ

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Draft Roads Capital Works 2026/2027 FILE:26/00158

- CB advised the draft Capital Works program provided is a standard item and provided in the same format as previous years. The program is slightly different given the budget for 2026/2027

**MINUTES
ROADS ADVISORY COMMITTEE
9:30AM THURSDAY 12 MARCH 2026**



- The line items listed with various locations refer to resealing and resheeting. The locations are not yet finalised as they will be guided by what is completed this financial year. The various locations will be confirmed in the next 3 months
- Cr SM queried Oakley Lane on the draft Capital Works program – a customer approached the Mayor about an agreed diversion through his property at Oakley Lane. NH suggested it could be in place for potential road rehab or causeway maintenance. CB is not aware of any diversions requested by Council and will take the question on notice and provide a response at the next RAC meeting in June 2026.
Action: CB to provide information about a diversion in place on a property at Oakley Lane at the next Roads Advisory Committee meeting in June 2026.
- Cr HJ asked what does block mean and do Council have to provide information to the funding bodies? CB advised it is a long standing repeating source of grant funding and yes we do have to provide information to them.
- Cr SM asked what a wingwall is? NH advised it is a large structure that directs the water through, it adds stability and scour protection to the bridge. The wall can move over time falling forward causing pressure to the bridge, in these cases the structure would need to be replaced. Cr SM asked if the \$400,000 budget was firm, or could it be more. CB advised it is a complex site but not a huge structure. Therefore the estimate is accurate.

Recommendation:

That the Roads Advisory Committee recommends to:

- a) Support the proposed draft Roads Capital Works Program – 2026/2027
- b) A further report provided to the next Roads Advisory Committee Meeting scheduled for June 2026 to provide the finalised draft Capital Works Program - 2026/2027

Moved Cr HJ Seconded Cr GA

5.2 Brunners Bridge Timeline

FILE:26/00158

- Cr HJ doesn't feel the report provided corresponds to what was discussed or what was asked for at the last RAC meeting. Cr HJ advised she would like to see included what was determined by Council in the original determination compared to what eventuated with the project.
- Cr SM noted it is looking like funding will not be spent on Mitchells Flat Road or

**MINUTES
ROADS ADVISORY COMMITTEE
9:30AM THURSDAY 12 MARCH 2026**



Glendon Lane. CB advised the grant is not yet finalised, the acquittal process is still imminent, Council will need to lodge the acquittal to claim the final outstanding accounts. No internal funding was used for this project.

- Balance of grants funds need to be claimed, Council does not hold the funds
- MD suggested staff could prepare a summary of events report including asset/engineering information, photos and specifications to bring back to RAC in June 2026 to support the request to use the leftover grant funding.

Motion put forward by Cr Jenkins –

- Provide to the Roads Advisory Committee in June 2026 a report for Brunners Bridge with the full scope of works, what was originally determined at the Council meeting, explanation regarding any variations and what needed to be implemented, why any variations didn't come back to Council, the timeline of decisions and the final outcome.
- No funds or project acquittal returned until Council has had the opportunity to lobby to use money on debilitated roads/detours from Brunners Bridge, until report presented to June 2026 Roads Advisory Committee meeting

Moved Cr HJ Seconded Cr GA

NOTED

6 Other Business

- The committee was provided an update on the CCTV installation at Sunnyside & Starvation Lanes. Emails were sent to landowners advising them of Councils intentions with 28 days to respond. Minimal feedback was received regarding the bollards and location of the CCTV. If unwanted behaviour is captured on cameras, Council will be reporting to the police. Cr HJ asked if Council can provide footage to the landowner, CB to investigate.
Action: CB to investigate if Council can provide CCTV footage to landowners for insurance purposes if requested.
- Cr HJ suggested with the Council meeting brought forward a week in December 2026, can RAC be moved forward a week to align. Cr SM advised HJO has a meeting that day, will leave RAC as scheduled on 17 December 2026.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
RAC26-1	12/03/2026	CB to provide information about a diversion in place on a property at Oakley Lane at the next Roads	Conor Byrne	18/06/2026

**MINUTES
ROADS ADVISORY COMMITTEE
9:30AM THURSDAY 12 MARCH 2026**



		Advisory Committee meeting in June 2026.		
RAC26-2	12/03/2026	CB to investigate if Council can provide CCTV footage to landowners for insurance purposes if requested.	Conor Byrne	18/06/2026

8 Next Meeting

- Thursday 18 June 2026 at 9:30am in the Committee Room.

The meeting closed at 10:13am.

Cr Sue Moore, Mayor
Chair

DI&P11/26. Combo Lane Pedestrian & Cycling Bridge & Quietway Project Update FILE: 23/00708
Author: Coordinator Capital Works

Executive Summary

Since the July 2024 announcement from Transport for NSW (TfNSW) confirming \$5,073,500 funding for the Combo Lane Pedestrian & Cycling Bridge & Quietway project, staff have been progressing through the design development and procurement phases. A tender process commenced in July 2025 following the completion of various technical, consultation and scoping matters, including an Aboriginal Cultural Heritage Assessment.

At the conclusion of the tender process, a budget shortfall was identified. Staff have since submitted a variation request with TfNSW to cover the shortfall amount.

This variation request includes an allowance for general escalation, informed by *Rawlinsons Construction Cost Guide* quarterly market updates and projections, covering the period since tender close.

However, given the current geopolitical environment and the impact to fuel prices, further escalation may occur. Recent sector advice indicates that should market conditions not stabilise within the next few weeks, direct inflationary pressures on manufacturing and transport are likely to be reflected in construction pricing and further escalation.

Whilst staff continue to engage with TfNSW seeking approval of the variation request, their final decision has not yet been received. Considering the procurement status and the tender process being on hold, staff recognise the longer the delay to award a contract, the higher the financial risk of the project.

RECOMMENDED that the report on Combo Lane Pedestrian & Cycling Bridge & Quietway Project Update be considered in Closed Council with the press and public excluded in accordance with Section 10A(2) (c) of the *Local Government Act, 1993*, on the grounds that the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

Report

Background

The 1.55km long Combo Lane Pedestrian & Cycling Bridge & Quietway will connect the Singleton CBD to Hunterview and Singleton Heights. This will improve access to education and community facilities for local residents, improve pedestrian and cyclist safety and improve linkages between existing cycling routes and provide continuity to the existing and future network. The original project funding of \$5,073,500 was provided by a Transport for NSW (TfNSW) Get Active NSW grant.

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Under the TfNSW funding deed, Council is not required to provide a financial co-contribution, however, all grant funds must be expended solely for the purposes of this project and in accordance with the deed conditions. The original construction completion date could not be achieved due to additional cultural heritage assessments and outcomes of the procurement process. As a result, a variation request has been submitted to TfNSW for an extension of time proposing the following revised key milestone dates:

- Draft Detailed Design – 7 July 2026
- 100% Detailed Design – 24 July 2026
- Construction Start – 27 July 2026
- Construction Complete – 14 December 2026
- Hard Deadline Completion – 30 June 2027

Council has worked collaboratively with TfNSW to finalise and agree on an appropriate project design that meets program objectives and technical requirements as well as requesting funding and schedule variations.

The funding deed outlines key obligations including milestone reporting, compliance with agreed scope and design standards, and timely communication with TfNSW regarding project progress and risks. Any proposed changes to scope, budget, or delivery timeframe must be submitted through the formal variation process for assessment and approval by TfNSW.

Timeline

A summary of the of key milestones in the project to date are as follows:

- 02 July 2024 – TfNSW Get NSW Active Funding Deed executed (\$5,073,500).
- 17 September 2024 – Internal concept design completed.
- September 2024 to February 2025 – Consultation continued, site investigations undertaken, Quietway requirements established, technical details resolved to support preparation of tender documentation.
- 07 February 2025 – Scope of Works finalised for release of a Design & Construct Request for Tender (RFT).
- 02 October 2025 – After granted extensions of time, tenders closed with 3 submissions and 4 proposed design solutions received ranging in pricing values.
- 23 October 2025 – Tender evaluation completed with the preferred submission being in excess of available funding.
- 18 November 2025 – Variation request submitted to TfNSW seeking additional funding to cover the shortfall amount.
- 27 November 2025 – TfNSW responded seeking Council co-contribution to funding shortfall.
- 19 December 2025 – Price Hold Request issued to all tenderers.
- 04 February 2026 – Request for Information with TfNSW regarding details of land acquisition costs and potential co-contribution.
- 11 February 2026 – Request for Information with TfNSW seeking clarification of the basis of cost variation from original estimates.
- 17 March 2026 – Request for Information with TfNSW seeking clarification that Aboriginal Heritage Impact Permit (AHIP) is not required.

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- 23 March 2026 – Advice from TfNSW that variation request has been escalated to Executive for review.
- Ongoing – Staff follow up and engagement with TfNSW seeking a decision on variation request.

Status Update

The project has experienced a series of delays and complexities to accommodate community feedback, scope refinement, environmental and cultural heritage requirements and market response during the procurement process.

In June 2025, environmental advice identified a significant portion of the site as a Potential Archaeological Deposit (PAD), necessitating an Aboriginal Cultural Heritage Assessment (ACHA), which had not been identified in earlier planning investigations.

A grant variation request was submitted to allow incorporation of detailed design into the design and construct contract, acknowledging that the original July 2025 construction commencement milestone was no longer achievable.

Increasing community feedback prompted a formal information session and contributed to further scope changes, including an extension of the Combo Lane shared path.

The tender process was ultimately completed, closing in October 2025. Evaluation identified a preferred contractor; however, a funding shortfall necessitated a variation request to TfNSW.

Since late 2025, staff have been actively engaging with TfNSW to secure additional funding approval, including responding to multiple information requests and providing clarification on cost escalation and project constraints.

TfNSW has advised that, whilst the funding program deed normally excludes cost variations, special consideration will be given in this instance due to the project's community value. However, any request for additional funding requires a senior TfNSW level of assessment and approval as it falls outside normal program provisions.

As of March 2026, the tender process is on hold and the funding variation remains under assessment at senior levels within TfNSW, with no confirmed timeframe for determination.

The most recent discussions with TfNSW indicate that the matter is progressing through their executive review, supported by additional clarification from council staff regarding cultural heritage approval requirements and other supplementary responses.

Community Strategic Plan

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

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1.3.1 Provide services, support and facilities that meet the needs of our community at different stages of life

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

Strategy: 2 Our Places
 Deliverable: 2.2 Our Places are vibrant, connected, innovative and safe
 Action: 2.2.1 Improve transport connectivity and support sustainable alternatives

Council Policy/Legislation

- *Work Health and Safety Act, 2011 (NSW)*
- *Local Government Act, 1993 (NSW); and*

Financial Implications

The currently approved project budget of \$5,073,500 was secured from TfNSW under the Get NSW Active grant program. This was found to be insufficient budget to proceed with the project following the recent tender process undertaken. A variation request has been made to TfNSW to resolve the shortfall amount.

Sustainability

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
Loss of significant grant funding which may stop the project from proceeding leading to reputational risk to Council.	High	Stakeholder management, contribution of Council funds.	Low	Yes
Inability to fully self-fund a new pedestrian Hunter River crossing which may lead to disconnected communities without supporting transport links, resulting in reputational risk to Council.	High	Introduce additional revenue streams, utilise loans.	High	No
Potential impact to future funding success which may lead to reputational and financial risk to Council.	High	Proactive media management, governance communication,	Medium	Yes

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Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
		stakeholder management.		

Conclusions

The construction of the Combo Lane Pedestrian & Cycling Bridge is a regionally significant project that aligns with Council's Traffic & Transportation strategy as well as the Walking and Cycling plan. It is imperative that Council considers the matters included in the Closed Council report for the project to proceed.

Attachments

There are no attachments for this report.

GM22/26. Update on Implementation of the Singleton Local Housing Strategy**Author:** Manager Community Growth and Evolution**FILE:**
24/00139/002

Executive Summary

The purpose of this report is to provide Council with an update on the implementation of the Singleton Local Housing Strategy including feedback following a site visit to Port Stephens Council.

FOR INFORMATION**Implementation of the Singleton Local Housing Strategy****Tracking Housing Data**

Singleton Council has a well-established process for tracking development data. Council monitors via an internal Power BI dashboard the number of applications received and determined. This data is broken down into dwellings, subdivisions and other applications, is collected in real time and was historically reported quarterly to councillors through the Key Result Measures (KRM) report.

Council's process is complemented by the external reporting undertaken by the Department of Planning, Housing and Infrastructure (DPHI) who provides, via the housing supply dashboard, data related to lodged and approved dwellings. This dashboard is available at [Housing supply dashboard | Planning](#). Data is updated on a quarterly basis.

The DPHI publishes via the council league tables monthly data related to development applications received and determined. This data can be analysed for residential dwelling determinations. The data is available at [Council league table | Planning](#)

Council staff have compared internal results with DPHI results for consistency, noting the public facing reporting is undertaken by the DPHI.

New home completions (that is occupancy certificates) is not reported by the DPHI or Council but is available via the Australia Bureau of Statistics. Council engages analytics company REMPLAN to convert ABS updated housing data on a financial year basis, drawn from ABS Building Approvals data released in August each year. The latest completion data is from 2024-2025, identifying 55 new dwellings.

REMPAN data is publicly available at [Singleton Housing and Property Market Insights | Number of approvals, Approvals | REMPLAN](#)

Partnership Opportunities

Council's ability to partner with external organisations is limited to the opportunities available in relation to its own land holdings. To that end, council staff have continued to engage with external partners such as Homes NSW, Landcom and Community Housing Providers (CHP) which includes Home in Place.

At the 16 September 2025 ordinary meeting, Council resolved to enter into a Memorandum of Understanding (MOU) with Homes NSW. A draft MOU has been prepared and is currently with Homes NSW for endorsement.

Council's development application (8.2024.236) is currently before the Regional Planning Panel (RPP) for determination. Following approval of the development, staff will continue to work with CHP, Homes NSW and Landcom.

Understanding Short Term Rental Accommodation

Airbnb provides council staff with access to a city portal. This portal was developed by Airbnb in response to the NSW Government's approach to managing the impacts of short-term rental accommodation.

The portal provides council staff with access to information regarding the average daily price of an Airbnb property within the Singleton LGA, travel insights (travel distance and demographics) and regulatory information regarding compliance with the NSW government's code of conduct for short-term rental accommodation. Council staff use this information to inform how short-term rental accommodation is used in the LGA.

Council staff are working with Hunter Valley Wine and Tourism Association (HVWTA) and other associations to identify data regarding short-term rental vacancies across the LGA. Further, an amendment to the Construction Workers Accommodation Policy has been proposed to encourage developers to consider using short-term rental accommodation in lieu of construction workers accommodation or other accommodation types. The amendments would require consideration of short-term rental accommodation opportunities when developing a project specific Accommodation Strategy as required by either a project's Secretary's Environmental Assessment Requirements (SEARs) or conditions of consent.

Advocacy and Meetings

1. State Agencies

Council staff have met with representatives of relevant NSW State Agencies to discuss opportunities and constraints to the realisation of housing in the Singleton LGA. This discussion included the identification of infrastructure constraints (roads and water/sewer) as well as opportunities council staff have been investigating with Landcom and Homes NSW regarding Council's own property portfolio. Additional discussion around population growth, anticipated timing of housing delivery and modern methods of construction were also discussed.

2. Port Stephens Council

Council staff met with staff from Port Stephens Council on 9 March 2026 to discuss the scope of work for their Housing Forum, the council's approach to homelessness and their involvement in creating over 55s accommodation.

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In response to the outcomes of these discussions, an action has been added to the 2026/2027 *to deliver high priority actions from the Affordable Housing Action Plan, including undertaking an LGA specific Housing Forum.*

Whilst the draft Plan had not been adopted, council staff have continued to progress actions within the Affordable Housing Action Plan that align to existing strategies (such as the Local Housing Strategy). These actions are:

1. Identify and assess Council-owned land for potential future partnerships to deliver affordable housing.
2. Continued to work with Homes NSW on a Memorandum of Understanding to support the delivery of affordable housing.
3. Explored potential partnerships with major employers experiencing workforce housing pressures.
4. Amended the Construction Workers Accommodation Policy to encourage the use of short-term rental accommodation.
5. Reviewed the concierge service to accommodate an Investment Front Door approach.
6. Commenced review of the Development Control Plan 2014 to include controls and objectives that encourage diverse types of housing (e.g. small dwellings, co-living, accessible housing, terraces, manufactured home estates, tiny homes).
7. Commenced review of the Singleton Local Environmental Plan 2013 to ensure that there are no impediments to the facilitation or delivery of affordable housing.
8. Reviewed the Advocacy Agenda, particularly the advocacy item *provision of diverse and affordable housing and crisis accommodation* to ensure community needs align with Advocacy priorities in the Plan.
9. Engaged with EnergyCo and Ausgrid on the use of short-term rental accommodation in the Singleton LGA in lieu of construction workers accommodation, particularly to support mid-week vacancies.

Key takeaways from discussion with Port Stephens Council staff were to:

1. Communicate the opportunities in Singleton for housing of all types;
2. Cap capacity to ensure there is an even representation of all groups;
3. Engage with experts around LGA specific constraints;
4. Seek understanding of the relationship in Singleton between housing and other factors that contribute to housing (e.g. employment, investment, State and Federal government policy); and
5. Seek input from unique stakeholders, such as in the visitor or investment economy, where housing availability impacts resourcing.

These factors will be taken into consideration as Council staff prepare a scope of work for the delivery of an LGA specific Housing Forum to be held during the 2026/2027 Operational Plan period.

3. Over 55s Developers

To facilitate investment discussions, council staff have developed a Concierge process for new development enquiries that are at the concept or pre-development stage. Coordinated through the Community Growth and Evolution team, when an investment enquiry is

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received, the Concierge process provides advice to potential developers that includes land use planning opportunities, partnering opportunities and opportunities to connect with funding opportunities external to Council. Further refinements to the process are underway, including providing support through the NSW planning system.

Through the concierge process, staff have met with two developers seeking to construct modular type housing in the Singleton LGA and partnering with potential over 55s lifestyle providers, Homes NSW and other partners to improve housing diversity across the LGA.

Council staff have also sought advice from Port Stephens Council staff in relation to encouragement of over 55s style developments. Typically, developments of this nature require large, flat and unconstrained sites, in the right locations adjacent to services for an aging population. Council staff are currently investigating how to integrate an over 55s specific element within the Housing Forum scope of work.

Council staff have also contacted three over 55s accommodation providers to arrange to meet and discuss opportunities and barriers to these types of developments.

4. Department of Planning, Housing and Infrastructure

In response to the proposed strategic planning reforms, council staff have worked with consultants engaged by the NSW DPHI to develop LGA specific narratives for the proposed regionally planning process. Council staff have identified key actions from the adopted Local Housing Strategy and Rural Lands Strategy as well as infrastructure constraints for inclusion in the narrative and to provide this feedback. These include:

- Maintain an adequate supply of land through State and Federal funding for enabling and supporting infrastructure;
- Ensure housing is diverse and affordable;
- Provide sustainable housing and communities;
- Design, character and liveability underpin housing delivery; and
- Ensure dispersed rural housing is appropriately located to protect agricultural production and avoid unreasonable or uneconomic demands for public infrastructure or services.

Local Housing Strategy Findings Report 2025

Council staff have prepared an annual Local Housing Strategy Findings Report that details progress towards the delivery of actions within the Local Housing Strategy. The 2025/2026 Report is included at **Attachment 1**.

Attachments

AT-1 [↓](#) Local Housing Strategy Findings Report 2025/2026



LOCAL HOUSING STRATEGY 2021

FINDINGS REPORT

Project Number:		Revision:	2
Project Name:	Findings Report – Local Housing Strategy 2021		
CM9 Container No:	23/00186		
Directorate:	General Manager		
Service Unit:	Strategic Planning		
Officer:	Mary-Anne Crawford		
Date:	18 December 2025		
Approval:	Mary-Anne Crawford		

Revision History		
Date	Author	Description
24 July 2024	Ashleigh McTackett	
18 December 2025	Mary-Anne Crawford	Updated to reflect progression of actions in 2024/2025 Inclusion of Operational Plan actions for 2025/2026 and 2026/2027

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 2.2 Findings 3
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1.0 Report Name

Local Housing Strategy – Findings Report.

1.1 CM9 Container

23/00186

2.0 Report

2.1 Background

The LHS was prepared during the 2021 / 2022 financial year to identify the current situation of housing within the LGA and identify how our existing zoned areas can ensure that 'housing will respond to the needs of our communities now and into the future'.

This report has been prepared to provide an overview of findings and recommendations made for the Singleton Local Government Area (LGA) within the Singleton Local Housing Strategy 2041 (LHS).

The report is required to be prepared in accordance with Action 2.4.6.1 of the Singleton Operational Plan 2025/2026 to "*Monitor and report on the implementation of the Housing Strategy (LSPS 2.3.2)*". The report will also deliver on relevant deliverables set out under 2.4 of the Community Strategic Plan 2032 (CSP), including Deliverable 2.3.1 that aims to "*advocate and facilitate land use planning and development outcomes which respect and contribute in a positive way to the environment and community*".

This report also aims to identify a methodology to establish a monitoring and reporting system to monitor the implementation of the LHA as per Action 2.3.2 of the Singleton Local Strategic Planning Statement 2020 (LSPS).

2.2 Findings

The Strategy identified five (5) gaps in our housing supply across urban housing, lifestyle living and rural lands.

1. Greater diversity of lot sizes
2. Diverse and affordable housing types
3. Dwellings with fewer number of bedrooms
4. Housing to cater toward short-term stays
5. Dwellings in rural areas



These recognised gaps were then used to develop housing **principles and identify actions** (Attachment 1) to support the delivery of housing over the coming decades to best prepare Singleton Council for changes to our community.

Using the vision and principles identified as key findings of the report, criteria for rezoning lands to urban and lifestyle living were established to assist in supporting closing the identified housing gaps and are provided in Attachment 2.

3.3 Directions and Actions

As part of the Operational Plan 2024 / 2025 the following actions specific to the LHS have been identified.

Action 2.3.1.6

“Monitor and report on the implementation of Housing Strategy (LSPS 2.3.2)”

Action 2.3.1.9

“Commence review of DCP in response to strategic land use planning outcomes identified in the Housing Strategy, Employment Land Strategy and Vineyards and Rural Tourism Strategy (LSPS 4.3.2)”

A review of the actions for the Singleton LGA under the LHS (Attachment 1) identified many tasks have been implemented or ‘in action’ as per existing actions set out under /2026the Singleton Operational Plan 2025 and Community Strategic Plan 2035 (CSP).

Where delivery of tasks has not been actioned, a review of tasks will determine the alignment with the Singleton Operational Plan 2025/2026 and 2026/2027 and highlight potential advocacy opportunities.

3.4 Monitoring and Reporting

This report also aims to identify a methodology to establish a monitoring and reporting system to monitor the implementation of the LHS as per Action 2.3.2 of the Singleton Local Strategic Planning Statement 2020 (LSPS).



Attachment 1:

**Singleton Local Housing Strategy
Principles and Actions**



Principle	Actions	How Council is addressing action
Principle 1: Maintain an adequate supply of land.	<ol style="list-style-type: none"> 1. Track the take up of existing land supply to ensure sufficient land is zoned to meet current and future housing needs including lot sizes. 2. Liaise with government agencies to investigate how sensitive increases in housing densities on rural lands can be achieved including a dwelling entitlement map. 3. Ensure that developer contributions remain current to provide for infrastructure required to service urban and lifestyle living areas. 4. Engage with key stakeholders to understand barriers to housing supply in Singleton and other centres. 5. Foster strong regional and local working partnerships to advocate for investment, knowledge share and infrastructure to support housing delivery and community building. 6. Promote lifestyle villages within 15-minute walk in urban settings or 15 minute bike ride in suburban settings. 7. Undertake an analysis of existing zoned areas to ensure these areas are feasible to be developed under current legislation. 	<p>Council have undertaken the following to address actions under Principle 1:</p> <p>1.1 The Local Housing Strategy identified three growth scenarios (0.4%, 0.8% and 1.2%) and adopted the 0.8% growth rate. Even with a 1.2% growth rate there is sufficient housing supply to cater for demand for the life of the Strategy.</p> <p>1.2 A review of SGAs was undertaken in association with the Urban Development Program (UDP) to identify the current housing supply pipeline.</p> <p>2.1 A Rural Land Use Strategy has been developed and adopted by Council. The Strategy identifies seven planning priorities, including, in relation to housing <i>ensure dispersed rural housing is appropriately located to protect agricultural production and avoid unreasonable or uneconomic demands for public infrastructure or services.</i></p> <p>2.2 A priority action from the Rural Lands Strategy included in the 2026/2027 Operational Plan is to <i>undertake and exhibit a clause 4.2A suitability study in the nominated locality to identify appropriate rural land for potential dwelling entitlements, ensuring identified land meets the suitability criteria.</i></p> <p>3.1 A new Local Infrastructure Contributions Plan has been adopted by Council and commenced on 1 July 2025. The Plan includes s7.11 and s7.12 contributions as well as specific contributions for road maintenance because of extractive industries.</p> <p>4.1 Engagement through Strategy development, including the Singleton Vineyards and Rural Tourism Strategy, Local Housing Strategy and Rural Land Use Strategy ensure key stakeholders are engaged to understand barriers to the housing supply across Singleton.</p> <p>5.1 Ongoing collaboration and engagement with multiple agencies and stakeholders, including ORED, UDP, Regional NSW, DPHI, TfNSW is occurring to ensure the housing supply in Singleton that is shared with DPHI is reflective of current circumstances. These relationships allow for ongoing local, regional and state advocacy and knowledge of our region and opportunities to be shared with investors and government agencies.</p> <p>6.1 Connections to support lifestyle and ensure houses are within walking distance of open space, recreation areas, or waterways have been identified and developed through multiple council departments, including:</p> <ul style="list-style-type: none"> ○ Recreational Needs Analysis ○ Walking and Cycling Plan ○ Traffic and Transport Strategy ○ Liveability census data

Principle	Actions	How Council is addressing action
		7.1 Reviewed development and status of Strategic Growth Areas (SGAs) as per the Singleton Local Strategic Planning Statement. Analysis of the SGAs against contemporary constraints (eg bushfire, flooding and biodiversity) is subject to funding and dependent on work currently being undertaken in relation to biodiversity mapping across the LGA.
Principle 2: Housing will be diverse and affordable.	<ol style="list-style-type: none"> 1. Review LEP and DCP controls and make appropriate amendments to better facilitate diverse and affordable housing outcomes where the standard of outcome will not be impacted and in consultation with the community. 2. Engage with key stakeholders to understand impediments, if any to increase diverse and affordable housing in the Singleton LGA. 3. Investigate a public-private partnership 'demonstration project' for a diverse housing typology project. 4. Investigate alternative housing systems that delivery construction efficiency, high quality housing and lower cost to market. 5. Facilitate land use efficiency through diversity of urban release lot sizes and price points. 6. Proactively work with resources sector, community housing and Defence Housing Authority providers to explore new models for shared and investment incentives through subsidized or deferred return on investment programs. 7. Support innovative housing solutions such as pre-fab, manufactured housing, 3D print housing and tiny houses where development outcomes do not negatively affect amenity of the site or surrounds. 	<p>Council have undertaken the following to address actions under Principle 2:</p> <ol style="list-style-type: none"> 1.1 A review of the LEP and DCP is proposed to occur across the term of the Delivery Program. 2.1 An Affordable Housing Action Plan has been developed and exhibited, identifying partnerships, leveraging land and advocacy as key themes. 2.2 Ongoing collaboration and engagement with multiple agencies and stakeholders, including ORED, UDP, Regional NSW, DPHI, TfNSW is occurring to ensure the housing supply in Singleton that is shared with DPHI is reflective of current circumstances and ensure impediments (such as transport limitations) are identified and discussed. These relationships allow for ongoing local, regional and state advocacy and knowledge of our region and opportunities to be shared with investors and government agencies. 3.1 Council staff have progressed the development of an MOU with Homes NSW and have undertaken consultation with Landcom in relation to Council's property portfolio. 3.2 Council has established a Property Advisory Panel to advise Council on, amongst other things, property investment, divestment and development options. 4.1 Council staff are investigating formal ways to establish alternative housing systems within the LGA. One example of current development typology using non-traditional materials is hempcrete. 5.1 Diversity and efficiency of land use continues to be considered as part of subdivision development and Planning Proposals to offer diversity of urban release. 6.1 Council staff have developed a Concierge process for new development enquiries that are at the concept or pre-development stage. 7.1 Council staff are investigating formal ways to establish alternative housing systems within the LGA. One example of current development typology using non-traditional materials is hempcrete.

Principle	Actions	How Council is addressing action
Principle 3: Communities and Housing will be sustainable.	<ol style="list-style-type: none"> 1. Promote infill housing to limit sprawl and take advantage of existing services and infrastructure. 2. Develop a suite of design guidelines to encourage ecologically sustainable development. 3. Extensions to identified growth areas must include quality open space areas and/or be designed to connect to established open space including walking and cycling routes where possible. 4. Investigate and implement changes where possible to support transition to climate-efficient housing developments to achieve net-zero emissions status by 2050. 5. Investigate and promote modern and emerging technologies that deliver energy and water efficiencies for all forms of residential housing. 6. Facilitate education and engagement initiatives that collaborate with community and encourage sustainable living opportunities and outcomes. 7. Investigate how to apply NatHERS National Scorecard initiative in future development. 	<p>Council have undertaken the following to address actions under Principle 3:</p> <ul style="list-style-type: none"> • Opportunities to develop precinct plans and masterplans for key villages and town centres are being explored through grant funding. • The CBD Masterplan is currently under review, focussing on the railway precinct, John Street, Putty Road interchange from the Bypass through to Campbell Street. • Council staff applied for an rPPP grant to undertake a masterplan for the New England Highway (George Street) from the NEH interchange through to the TfNSW bridge. • Council staff have reviewed the proposed amendments to the Climate Change and Natural Hazards State Environmental Planning Policy. • Council staff have prepared an amendment to the LEP to incorporate the findings of the Singleton Floodplain Risk Management Study and Plan, adopted by Council in 2024. • Council's building certification team is building capacity in the delivery of housing using 'modern methods of construction', such as hempcrete. • A Rural Land Use Strategy has been developed and adopted by Council. The Strategy identifies seven planning priorities, including, in relation to housing <i>Protect and enhance the natural values, biodiversity, water quality and landscape character of rural and environmental lands.</i> • An Urban Greening Strategy is proposed to be developed to support sustainable communities. This strategy is subject to funding and will identify actions to enhance the urban forest. • An EV Strategy is being developed, along with EV charging opportunities through government incentives to promote and deliver modern technologies and alternatives. • Council has adopted an EV Charging Stations on Council Land Policy. • Education around sustainability continues to be provided by the Environmental Services Team. • Council continues to support the Scores on Doors initiative.
Principle 4: Design, character and liveability	Prepare liveability assessments of the urban areas including villages of the Singleton LGA and use them to inform Council and	Council have undertaken the following to address actions under Principle 4:

Principle	Actions	How Council is addressing action
	<p>community responses to positively contribute to character and place.</p> <p>Engage the community as a key, active participant in defining desires for future housing, active living and a culturally rewarding community.</p> <p>Encourage design, character and liveability responses if further rezonings are sought.</p> <p>Review planning control and design guides to ensure that medium density and diverse housing types in heritage conservation areas are sympathetic to the current and desired future character of the area.</p>	<ul style="list-style-type: none"> • Liveability census data has been collected by the Economic Development Team across 2023 and 2025, with a view to embed liveability outcomes into Council's strategic planning framework. • A review of the LEP and DCP is proposed to occur across the term of the Delivery Program. • REMPLAN have been engaged to deliver data on population projects for 10 regions, forming the LGA. this data will be used to inform future character and liveability requirements and is reviewed annually to inform strategic planning. • A Rural Land Use Strategy has been developed and adopted by Council. The Strategy identifies seven planning priorities, including, in relation to housing <i>improve resilience to natural hazards and a changing climate</i>. • Council has prepared a Water Considerations Report (in consultation with Muswellbrook and Upper Hunter Councils and relevant agencies) that maps the impact on water demand for current, transitioning, and emerging industries, incorporating licensing, irrigation systems, and water security needs for sectors identified for future growth and undertakes future scenario planning to identify water security requirements for priority growth sectors, particularly agriculture, renewable energy, and manufacturing. • Engagement through Strategy development, including the Singleton Vineyards and Rural Tourism Strategy, Local Housing Strategy and Rural Land Use Strategy ensure key stakeholders are engaged to understand barriers to the housing supply across Singleton. • Diversity and efficiency of land use continues to be considered as part of subdivision development and Planning Proposals to offer diversity of urban release • An investment prospectus has been developed by the Economic Development team. This prospectus and ongoing collaboration between the Economic Development team and ORED, continues to proactively explore opportunities. • Council continues to seek funding to develop an Affordable Housing Design Guideline to deliver alternative and innovate design opportunities. • Council continues to pursue funding to develop an Aboriginal Heritage Guideline to support consideration of local Aboriginal cultural and community values in planning.

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Attachment 2:

Singleton Local Housing Strategy

Criteria for rezoning lands to Urban and lifestyle living



 General Manager's Report (Items for Information) – GM23/26

APPENDIX 1**Criteria for rezoning land to Urban Land**

(R1 – General Residential + R2 – Low Density Residential)

Considerations for rezoning to create new land for urban purposes must be able to address housing gaps identified in the Local Housing Strategy and provide public benefit. Examples of significant public benefit may include infrastructure items which will benefit the local community; commitments to achieve greater ecologically sustainable design; or, include responses to achieve greater design, character and liveability.

In addition to these, applications will only be considered where land meets the following criteria and objectives:

- Should be located adjacent or near to existing urban zoned land (R1 - General Residential, R2 - Low-density Residential) and located within an area where rezonings may be considered.
- Have access to required services and infrastructure including reticulated water and sewer, electricity and telecommunications.
- Land will not be located on the flood plain.
- Be free of high biodiversity or ecological value. Where biodiversity constraints exist, applications are required to be accompanied by a Biodiversity Development Assessment Report (BDAR). BDARs at development application stage are not preferred.
- Be consistent with Planning for Bushfire Protection requirements.
- The land has following general attributes:
 - Generally flat-moderate grades.
 - Access to community services and facilities.
 - Access to convenience / other retail.
 - Road access.
 - Consistent with objective of creating walkable neighbourhoods.

APPENDIX 2**Criteria for rezoning land to lifestyle living land**

(R5 – Large Lot Residential + C4 Environmental Living)

Considerations for rezoning to create new land for Lifestyle Living must be able to address housing gaps identified in the Local Housing Strategy and provide public benefit. Examples of significant public benefit may include infrastructure items which will benefit the local community; commitments to achieve greater ecologically sustainable design; or, include responses to achieve greater design, character and liveability.

In addition to these, rezonings for additional Lifestyle Living land will only be considered where the land meets the following criteria and objectives:

- Should be a logical extension of an existing lifestyle living area and be located within an area where rezonings may be considered.
- Have access to water, reticulated sewer/on-site sewer management system, electricity, telecommunications.
- Include a staging and sequencing plan giving consideration to lot sizes based on available water supply, reticulated sewer and other infrastructure such as electricity, telecommunications and bushfire services. Minimum lot sizes for unsewered areas should be demonstrated by the proponent and justified why these are appropriate.
- Be consistent with Planning for Bushfire Protection requirements.
- Be free of high biodiversity or ecological value. Where biodiversity constraints exist, applications are required to be accompanied by a Biodiversity Development Assessment Report (BDAR). BDARs at development application stage are not preferred.
- Biodiversity and water and sewer infrastructure reviews be undertaken prior to determining final zoning boundaries and minimum lot sizes.
- Should not be proposed in areas identified or better suited for future urban development.
- Should not be located so as to increase the potential for water extraction from streams or groundwater and comply with harvestable water rights requirements.

GM23/26. Minutes - Australia Day Committee - 11/03/2026
Author: Executive Assistant

FILE: 26/00212

Executive Summary

The Australia Day Committee held its ordinary meeting on 11 March 2026. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [↓](#) Minutes - Australia Day Committee Meeting - 11 March 2026

**MINUTES
AUSTRALIA DAY COMMITTEE
12PM WEDNESDAY 11 MARCH 2026**



Present	Cr Sue Moore (Mayor) Margaret Walton (Singleton Lions Club) Peter Knight (Cultural Organisation) Susan Gittoes (Singleton Ministers Association) Malcolm Franks (Singleton Aboriginal Reconciliation Committee Representative) Layla Korff (2026 Young Achiever of the Year) Tim Merrick (2026 Citizen of the Year) David Andrews (PCYC Representative)(Virtual) Jason Hayes (School of Infantry – RSM) Melinda Curtis (Executive Director)
In Attendance	Sam Calleja (Executive Assistant)
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies - Cr Danny Thompson (Chair), Pam Dicks (Singleton Lioness Club), Wendy Love (Community Representative), Courtney Bendall (Rotary Singleton), Ellen Papanicolaou (Coordinator Events), Mitch Madden (Singleton Diggers Club), Jean Hands (Singleton Aboriginal Reconciliation Committee Representative)

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- **MOVED** Margaret Walton **SECONDED** Jason Hayes The minutes of the Australia Day Committee meeting held on Wednesday 10 December 2025, were confirmed.

4 Matters arising from the Minutes

- Welcome to Tim Merrick and Layla Korff, the two new members of the Australia Day Committee for the next 12 months. They were congratulated once again on being awarded the 2026 Citizen and Young Achiever of the Year.

**MINUTES
AUSTRALIA DAY COMMITTEE
12PM WEDNESDAY 11 MARCH 2026**



5 Agenda Items

5.1 Debrief - Mayoral Reception 25/1/26 and Official Ceremony 26/1/26 FILE:26/00212

The Committee were invited to provide their comments on the Mayoral Reception held at the Civic Centre on Sunday, 25 January, 2026 and the Official Ceremony held at the Civic Centre on Monday, 26 January, 2026.

The committee provided positive feedback on the Mayoral Reception, Official Ceremony, and Twilight event. Mixed feedback was received regarding the change to a Q&A-style session with the special guest.

ACTION: Continue with Q+A format again this year, with staff to review and potentially reduce the number of questions asked.

Staff also identified several back-of-house/internal improvements required, particularly relating to the setup of the dressing room for the official party.

The Rotary Club BBQ was well received, excess food items were donated to the Neighbourhood Centre and the lionesses used the left over milk. Due to the temperature on the day several people asked for water.

ACTION: Staff to ensure bottled water is available at future events

NOTED

5.2 Planning for Australia Day - Tuesday, 26 January, 2027 FILE:26/00212
Executive Summary

The purpose of this report is to commence planning for Australia Day, Tuesday, 26 January, 2027.

Agenda Items:

1. Australia Day Guest (Cr Danny Thompson, as the Chair, will select the 2027 Australia Day Special Guest on behalf of the committee and advise the committee once confirmed, prior to the next meeting)
2. Mayoral Reception (Monday, 25 January, 2027)
 - Civic Centre Booked for 5.30pm – 7.30pm
3. Family Friendly Function “Twilight” (Monday, 25 January, 2027)
4. Official Ceremony – Tuesday, 26 January, 2027
 - BBQ Breakfast provided by Singleton Lions Club – 8.00am to 9.15am

**MINUTES
AUSTRALIA DAY COMMITTEE
12PM WEDNESDAY 11 MARCH 2026**



- Smoking ceremony in the Civic Centre Court – 8.45am
 - Ministers Association Roster for 2027 – Singleton Baptist Church
 - Official Ceremony – 9.30am
5. Proposed Nominations Timetable
- Nominations open – Friday 30/10/26
 - Nomination close – Friday 27/11/26
 - Nominations sent to the Committee 2/12/26
 - Nominations considered Wednesday 9/12/26

NOTED

5.3 DRAFT 2026 / 2027 Calendar of Duties for Citizen of the Year & Young Achiever of the Year FILE:26/00212

The DRAFT 2026 / 2027 Calendar of Duties for the Citizen of the Year and Young Achiever of the Year was circulated to the committee for your review and feedback. The calendar outlines upcoming invitations and responsibilities for the awardees, ensuring they are informed of key events throughout the year.

The calendar will be finalised and sent to the 2026 Citizen of the Year and 2026 Young Achiever of the Year to allow them ample time to prepare for their involvement in the community and the events listed.

ACTION: The Young Achiever Learning and Development Program to be promoted when nominations are open to help attract more Young Achiever nominations.

Layla confirmed receipt of her Young Achiever Learning and Development Program Letter.

NOTED

6 Other Business

- Following attendance at an event at Mitchells Flat Community Hall on Sunday evening to celebrate the decision not to proceed with the proposed Mitchells Flat Solar Farm, Mayor Sue Moore noted that a farewell for Mitchells Flat residents Cliff and Jane Byson and Rod and Rob Tuckerman will be held on 22 March from 2:30 pm. All community members are invited to attend.
- Jason Hayes advised that he will hand over his duties as the School of Infantry representative on the committee due to a new posting at the end of the year and will therefore not be present for next year's ceremony. He confirmed that the Army's support will continue as in previous years.
- Margaret Walton advised that she will confirm the Singleton Lions Club's commitment to running the BBQ once the proposal has been considered by the club. She noted that she does not anticipate any issues. **ACTION:** Sam

**MINUTES
AUSTRALIA DAY COMMITTEE
12PM WEDNESDAY 11 MARCH 2026**



Calleja to confirm numbers and requirements with the club closer to the event.

- **ACTION:** An invitation is to be extended to Uncle Warren to conduct the Welcome to Country and Smoking Ceremony

7 Action List

Meeting Date	Action	Responsible Officer	Due Date
11/3/26	Continue with Q+A format again this year, with staff to review and potentially reduce the number of questions asked.	Sam Calleja / Mel Curtis	9/12/26
11/3/26	Staff to ensure bottled water is available at future events	Sam Calleja	26/1/27
11/3/26	The Young Achiever Learning and Development Program to be promoted when nominations are open to help attract more Young Achiever nominations.	Sam Calleja / Comms Team	30/10/26
11/3/26	Sam Calleja to confirm numbers and requirements with the club closer to the event.	Sam Calleja	9/12/26
11/3/26	An invitation is to be extended to Uncle Warren to conduct the Welcome to Country and Smoking Ceremony	Sam Calleja	10/6/26

8 Next Meeting

- Wednesday 10 June 2026 - 12PM

The meeting closed at 12.26PM.

Sue Moore (Mayor)

Chair

GM24/26. Hunter Environment Advisory Group
Author: Executive Assistant

FILE: 26/00006

Executive Summary

Attached for Councillors information is the following:

1. Minutes from the Hunter Environment Advisory Group meeting held on 5 March 2026 (shown as **Attachment 1**)
2. Presentation from the Hunter Environment Advisory Group meeting held on 5 March 2026 (shown as **Attachment 2**)

FOR INFORMATION

Attachments

- AT-1** [↓](#) Minutes - Hunter Environment Advisory Group - 05/03/2026
AT-2 [↓](#) Presentation - Hunter Environment Advisory Group -
05/03/2026



Minutes

Meeting:	Hunter Environment Advisory Group Meeting	Date:	Thursday 5 March, 2026
Location:	Minimbah Teaching Place, 266 Charlton Road, Bulga	Time:	10am to 12.00pm with lunch and optional site tour
Chair:	David Gathercole, Director Operations, EPA		
Group members:	Community members Chris Tola - in person Ian Hedley – in person Stephen Dewar Michael White - in person	Industry members Annie Jiang (Go Circular) - online left 11.15am Rob Cooper (AGL) - in person John Watson (Glencore) - in person Environment member Wendy Wales - in person	Council members Mary-Anne Crawford (Singleton Council) - in person Tracy Ward (Muswellbrook Shire Council) - in person Phillipa Hill – City of Newcastle
Attendees:	David Gathercole (EPA) Corrie Ford (EPA) Claire Miles (EPA) Catherine Baird (EPA)	Kaydy Pinetown (DCCEEW) (Online) Margaret Haak (DCCEEW)	Apologies: Trudie Larnach (PWCS) Danny Thompson Alfred Davis

1. Introduction

No.	Notes	Time	Lead
1.1.	Welcome and Acknowledgment of Country	5 mins	David Gathercole

2. EPA update

No.	Notes	Time	Lead
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2.1.	Newcastle and Hunter regulatory operations update - As per slide deck - Short discussion about the inquiries that Council is receiving and the EPA's involvement in the Hunter Transmission Project. - EPA ppy to work with Council to address any issues.	30 mins	David, Claire and Corrie
2.2.	Bust the Dust - As per slide deck - Agreement that there has been improvement in dust but can still get 2-3 bad days - Discussion and clarification about the media reports on Bust the Dust vs community feedback. EPA clarified that the media was reporting on the regulatory campaign period rather than a whole of Upper Hunter experience	15 mins	Corrie Ford/David Gathercole
2.3.	Engagement update - As per slide deck - EPA re-structure - Key features of the new operating model include: - strengthening our frontline regulatory and compliance capability, - Integrating our policy, programs and regulatory work - Enabling deeper engagement with communities, industry and local government - These changes provide clarity on our core services and ensure we remain sustainable, fit for purpose and aligned with our Strategic Plan 2024-2029. - Implementation of the new model is proposed for Q2 (April-June) 2026. - The collaboration and work with do with stakeholders is critical to our work. - Please continue to engage with the EPA as you normally would. If your contact has changed, we will let you know who your new contact is. - We are committed to delivering a sustainable operating model that meets community and government expectations. - If you have any questions, please reach out to the Engagement team who will support you engagement@epa.nsw.gov.au . - New Operations Directors: David Gathercole – Sydney Metro incl Wollongong; Greg Sheehy, Coastal including Newcastle and Scott Kidd, Regional/country NSW.	10 mins	Catherine Baird
		2 mins	David Gathercole
2.4.	Feedback questionnaire - - HEAG has formally come to the end of the 2yr term. - As part of the restructure, the EPA is completing a feedback survey to help inform the future of the group.	15 mins	David Gathercole

3. Air quality

No.	Notes	Time	Lead
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3.1.	GHG monitoring network	20 mins	Kaydy Pinetown
3.2.	Overview of recent air quality data - Wendy Wales enquired about air quality on 25 Feb 2026 in Aberdeen. DCCEEW to look into the data.	20 mins	Margaret Haak

4. General business

No.	Notes	Time	Lead
4.1.	Other items Warkworth - EPA has planned discussions for this year to improve the operations at Warkworth Future of HEAG - Clarifying question asked about the EPA's intentions to continue HEAG and what is the process going forward. - EPA replied that as part of the re-structure the group was being reviewed. The first step was to complete the survey/feedback form. - The EPA will be in contact with the group regarding the future. Thank you - Thank you John/Glencore for hosting the meeting today.	5 mins	All Corrie David

5. Actions

No.	Action item	Due	Lead
5.1.	Share link to coal fire power station regulatory information on the EPA website https://www.epa.nsw.gov.au/Working-together/Community-engagement/Regulation-of-power-stations	Complete	EPA Ops
5.2.	Complete feedback questionnaire and email to Annie Savage via engagement@epa.nsw.gov.au	13 March	All
5.3.	DCCEEW to look into air quality data on 25 Feb 2026 and provide feedback and insights to the group	13 March	DCCEEW
5.4.	Ian to provide presentation slide deck to EPA/DCCEEW	13 March	Ian Hedley
5.5.	Circulate feedback questionnaire, meeting slide deck and minutes	13 March	EPA stakeholder engagement



Kamay Botany Bay National Park
Credit: Michael Xiao, DCCEEW

Hunter Environment Advisory Group meeting

5 March 2026





Acknowledgement of Country

The NSW Environment Protection Authority acknowledges the Traditional Custodians of the land on which we live and work, honours the ancestors and the Elders both past and present and extends that respect to all Aboriginal people.

We recognise Aboriginal peoples' spiritual and cultural connection and inherent right to protect the land, waters, skies and natural resources of NSW. This connection goes deep and has since the Dreaming.

We also acknowledge our Aboriginal and Torres Strait Islander employees who are an integral part of our diverse workforce, and recognise the knowledge and wisdom embedded forever in Aboriginal and Torres Strait Islander custodianship of Country and culture.



Agenda



1. Welcome – Acknowledgement of Country
2. EPA update
 - Newcastle and Hunter regulatory operations update
 - Bust the Dust 2025
 - Engagement update
 - Feedback questionnaire
3. DCCEE air quality update
 - GHG monitoring network
 - Overview of recent air quality data
4. General business and next meeting
5. Wrap up and close followed by lunch and site tour



Newcastle and Hunter update



Newcastle and Hunter update

- EPA v Delta Power and Energy¹-Delta convicted of an offence. Sentencing hearing set for 13-14 August 2026.
- The EPA has commenced proceedings in the Land and Environment Court against Graincorp for breaching a condition of their licence in relation to a leak of Methyl Bromide from their Carrington premises
- The EPA has commenced proceedings in the Land and Environment Court against Orica for breaching a condition of their licence at their Kooragang Island premises.
- The EPA is progressing investigations into alleged offensive odours from Brancourts, Hexham. Measures also underway to address odours at the facility.
- The EPA is progressing investigations into activities at the Hunter Power Station that occurred on 8 & 9 July during commissioning activities.

1-Environment Protection Authority v Delta Power & Energy (Vales Point) Pty Ltd t/as Delta Electricity [2025] NSWLEC 151

Newcastle and Hunter update

- EPA investigating intermittent odours in the Mayfield area.
- Compliance activities being undertaken in the Weston/Kurri area to ensure facilities are operating in environmentally satisfactory manner.
- Orica Kooragang Island scrubber performance significantly reducing PM2.5 emissions
- EPA working closely with Hunter Water regarding investigations at Stockton Beach from the former Stockton WWTP.
- Remediation of the former Trugain site at Rutherford is nearing completion.
- EPA continues to regulate impacts from construction of major infrastructure works in the region, including Muswellbrook By-pass, Newcastle By-pass, Singleton By-pass and Hexham road upgrades.



Trugain. Image courtesy of Newcastle Herald



Orica KI. Image courtesy of Orica Australia

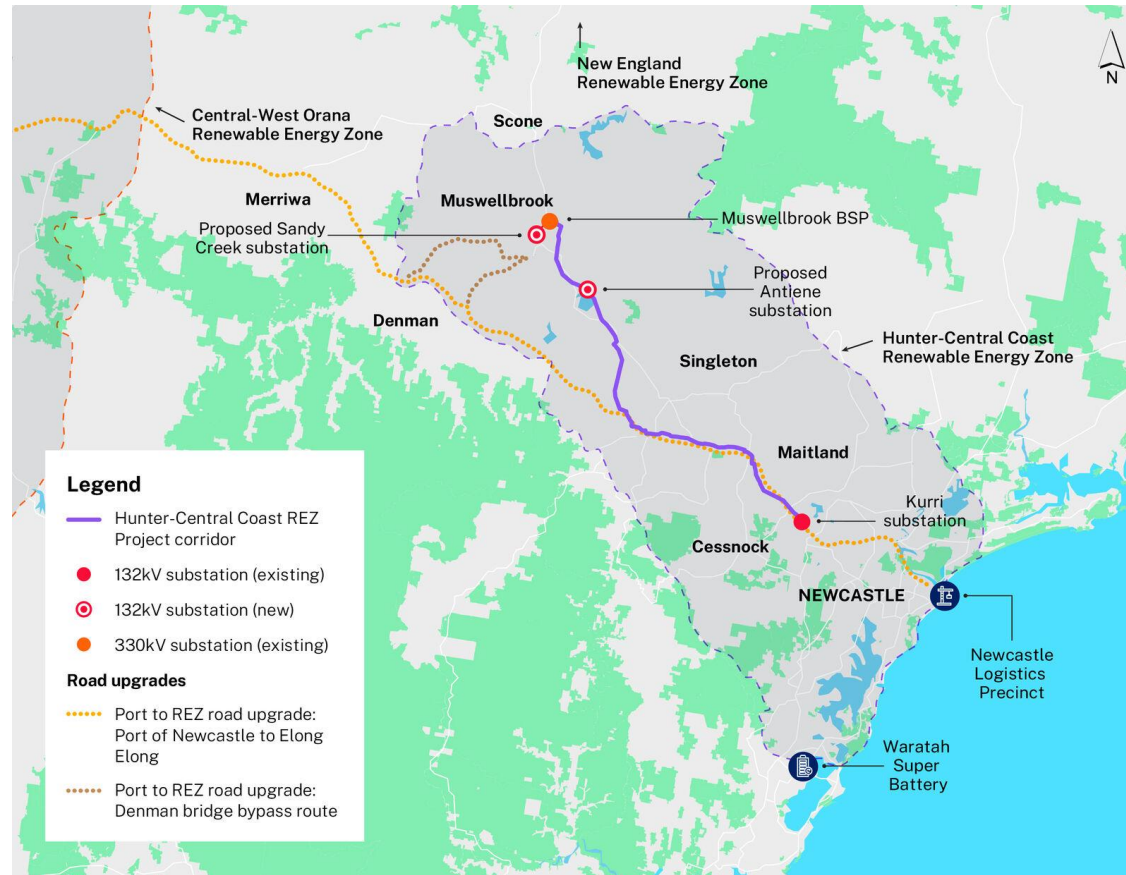
Electricity Generation and Renewables – Hunter Region

Hunter Renewable Energy Zone (REZ)

- Newcastle Logistics Precinct
- Port to REZ transport upgrades
- Waratah Super Battery
- Origin BESS
- Hunter Transmission Project
- Firming/Peaking plants
- Clean Energy Precinct Newcastle

- Preparations for demolitions at Liddell Power Station underway.
- Tightening of emissions controls at Eraring Power Station
- Tightening of water quality monitoring at stations underway
- Continuous improvement of environmental performance for all coal-fired power stations.
- EPA working with industry and across Government to support opportunities for coal-ash re-use.

Hunter REZ



Hunter REZ. Image courtesy of NSW Government



Newcastle and Hunter update

Port Stephens Oyster mortality and sewerage discharges

- QX disease and Pacific Oyster Mortality Syndrome (POMS) have caused oyster mortality and impacted oyster growers in Port Stephens and across wider NSW waters.
- Since 2022, POMS has been identified by the Department of Primary Industries and Regional Development (DPIRD) in Port Stephens.
- Oyster growers in the region believe that sewage inflows are contributing to the mortality in both Sydney rock and Pacific oysters from QX disease and POMS. Mortality has been linked to certain bacteria growth and adverse weather events.
- EPA is working with the Hunter Water Corporation (HWC) to implement a range of negotiated pollution reduction studies and programs which have been included on HWC's environment protection licences.
- This has included requirements for the Karuah and Tanila Bay wastewater treatment plants to reduce sewage impacts in the Port Stephens-Great Lakes Marine Park by:
 - increasing the of wet weather storage in the HWC sewerage network in areas of a high risk to oyster lease to decrease the volume of wet weather surcharges and;
 - decrease infiltration and inflow in the HWC's sewerage network in areas of a high risk to oyster leases
- These studies and programs are staged over the next few years in line with the HWC funding model.

Newcastle and Hunter update

Sewerage treatment systems licence upgrades

- The EPA administers 18 sewage treatment system Licences for the Hunter Water Corporation (HWC) and the Central Coast Council (CCC) that cover 27 sewage treatment plants and 8,000km of sewerage network.
- To support forward planning for the 5 yearly Independent Pricing and Regulatory Tribunal funding submissions and improve environmental outcomes, the EPA has updated the licences with:
 - a contemporary Annual Systems Performance Report that includes the digital delivery of performance data.
 - a Sewerage Network Integrity and Sewerage Network Capacity report to reduce both wet and dry weather overflows with an anticipated ten year works program.
 - additional pollution studies and risk assessments to assist in prioritisation of works to decrease sewage impacts on sensitive waterways and pollution reduction programs for the staged upgrades of sewage treatment plants.
- **Network Capacity report:**
 - Is a pollution study with CCC and HWC that will identify areas in the network where there are volume and capacity issues which will then be a trigger for upgrades based on relevant public health and environmental risks. The outcome of this pollution study will be an overarching program of works for the next 10 years, including outcomes within this five-year IPART funding period and proposed program of works for the following IPART funding period. This study includes actions to decrease inflow and infiltration into the sewerage network and mitigate wet weather sewage discharges to waterways.
- **Network Integrity report**
 - Is a pollution study with CCC and HWC that includes a condition assessment of the sewerage system network and the likelihood of failures based on age, condition assessment and the risk to environmental receptors. The outcome of this pollution study will be a program of works for the next 10 years, considering this current IPART funding period and preplanning for the next IPART period. This study includes actions to decrease dry weather sewage discharges to waterways according to both risk of failure and risk to the environment.
- Additional pollution studies and pollution reduction programs were also added to HWC and CCC licences in 2025. These include short, medium and long-term risk assessments for various sites, ecological and pathogen assessments for CCC ocean outfalls, and investigations assessments for upgrades to mitigate overflow impacts on Terrigal and Avoca Lagoons.

Newcastle and Hunter update

Other Regulatory actions:

- EPA v Central Coast Council –pleaded guilty, sentencing hearing upcoming.
- Three Clean Up Notices have been issued so far this year in the Maitland and Port Stephens LGAs for waste offences.
- Several investigations are underway for alleged failure to comply with Clean Up Notices and pollution of waters.



Bust the Dust

- The EPA undertook its annual Bust the Dust campaign in the Upper Hunter from Sept to mid-Dec.
- The campaign involved unannounced site inspections of all operational, open-cut mines in the Singleton and Muswellbrook LGAs to ensure mines were implementing appropriate operational practices and dust mitigation measures and complying with their licence conditions.
- Each of the 12 operational, open-cut coal mines across the Muswellbrook and Singleton LGAs were inspected multiple times, with a total of 34 inspections over the Campaign period.
- Inspections were carried out across range of daylight hours and undertaken on both weekdays and weekends.
- The Campaign found that mines were undertaking adaptive and responsive dust management practices.
- Where hotter, drier and windier conditions were experienced during the Campaign, EPA Officers observed the implementation of appropriate dust mitigation measures. This included slower vehicle speeds, the wetting of roads, lowering dumping points, operating at lower elevations and standing down equipment to reduce the generation of dust and it being blown off the premises.
- Previous Bust the Dust campaigns have seen various regulatory action including an Enforceable Undertaking, Penalty Notices and Official Cautions. The Bust the Dust 2025 Campaign did not identify any issues of significant concern resulting in regulatory action.





Engagement update



Have your say – recently closed consultations

- Draft Environmental Guidelines for Solid Waste Landfills (closed 28/11/25).
 - 11 survey submissions via HYS and 27 written submissions

Draft Environmental Guidelines for Solid Waste Landfills

We sought your feedback on the draft Environmental Guidelines for Solid Waste Landfills.



- Proposed PFAS Monitoring Chemical Control Order for licensed landfills and sewage treatment plants (closed 10/02/26). 49 surveys completed and approx. 20 emailed written submissions.

Proposed PFAS Monitoring Chemical Control Order (CCO)

Thank you for your feedback on the proposed CCO. The CCO sets out consistent PFAS monitoring requirements for landfills and sewage treatment plants (STPs).



Have Your Say – open consultations

Draft POEO Noise Control Regulation 2026

Share your feedback on the draft Protection of the Environment Operations (Noise Control) Regulation 2026 to help protect the community from offensive noise.



Draft POEO Noise Control Regulation – open until 5pm on 11 March 2026

- We are seeking feedback on the draft POEO Noise Control Regulation which aims to reduce harmful and disruptive neighbourhood noise
- The draft regulation has been informed by a comprehensive statutory review and two phases of consultation
- All details and the online survey are here <https://yoursay.epa.nsw.gov.au/>



Current updates

- Product Lifecycle Responsibility (Batteries) Regulation 2025
- Waste levy rates will not increase beyond the Consumer Price Index (CPI) in the 2026–27 financial year
- Licensing reforms – transitioning from Annual Returns to near real-time reporting of non-compliances
- Broadscale microplastics assessment
- FOGO Implementation Advisory Panel and business mandates communications
- EPA operational changes

Consultation calendar

The dates for items shaded in blue are proposed timings only.

Engagement	Feb	March	April	May
Review of POEO Noise Control Regulation	Public consultation			
Approved methods - air		Public consultation		
NSW Draft Waste Infrastructure Plan Chapter 2			Public consultation	
Licensing Reforms	Licensee mailout re non-compliance transition dates		Licensee notifications through new platform (ongoing)	
Environmental Guidelines for Legacy Landfills			Public consultation	
Groundwater Guidelines for CLM			Public consultation	



Events calendar

We attend a variety of events and conferences often participating in panels, speaking or hosting an info stand.

Date	Event	Speaker	Details	Stakeholder
2-4 March	Asbestos 2026	TBC	Conference for the asbestos management industry	Industry
5 March	Australian Environment Business Network (AEBN) National Conference	TBC	EPA to provide updates on waste infrastructure, plastics, FOGO, product lifecycle and landfill guidelines.	Industry, businesses and councils
17 March	Waste Contractors & Recyclers Association (WCRA) Breakfast Briefing	Panel discussion with EPA Directors	EPA to discuss key initiatives for 2026, including waste infrastructure, updates on resource recovery orders and exemptions, illegal waste operations and investigations.	Waste contactors and recyclers
24 & 25 March	National Investigations & Enforcement Summit 2026	Ryan Verzosa	Panel session topic: Regulatory Powers: Leveraging your regulatory toolkit to drive impact.	Practitioners and regulators
3 April	UNSW Careers Night	TBC	Opportunity to advertise jobs, internships, and volunteering opportunities.	Students

Feedback questionnaire

- Thank you for providing us with feedback on the group, to inform our future engagement with you.
- Those online, please return to engagement@epa.nsw.gov.au





DCCEEW air quality update





General business



- Any other items to discuss?



Thank you



GM25/26. Arts Upper Hunter
Author: Executive Assistant

FILE: 17/00618

Executive Summary

Attached for Councillors information is the following:

1. Minutes – Arts Upper Hunter Board Meeting held on 2 December 2025 (shown as **Attachment 1**)
2. Letter to the General Manager providing an update on Arts Upper Hunter (shown as **Attachment 2**)

FOR INFORMATION

Attachments

- AT-1** [↓](#) Minutes – Arts Upper Hunter Board Meeting - 2 December 2025
- AT-2** [↓](#) March 2026 Letter to the General Manager providing an update on Arts Upper Hunter

arts UPPER HUNTER

To provide, support and promote arts and cultural opportunities for all people in the Upper Hunter.

Arts Upper Hunter Board General Meeting 10.30am Tuesday 2 December 2025

Singleton Visitor Information Centre Boardroom, Townhead Park, New England Hwy, Singleton.

Started 10.43am

1. **Acknowledgment of Country given by Jacqui Bakewell.**
2. **Present:** Jacqui Bakewell (Chair) Cr Dan Thompson (Vice Chair and Singleton Council), Cr Peter McGill (Upper Hunter Shire Council), Martha Moderitz (Treasurer), Ivan Skaines, Roz Thomson (via zoom).
3. **Apologies:** Kim Lundy, Annie Rodgers (may join later via zoom)
4. **Not present:** Cr Alexandria Carruthers, Cr Louise Dunn (advised running late)
McGill / Moderitz Carried.
5. **Also in attendance:** John O'Brien and Sandra Reichel
6. **Call for conflicts of interest:** Peter McGill advised conflict of interest regarding CASP and the Murrurundi Festival.
7. **Confirmation of minutes from previous meeting 22 September 2025**
McGill / Skaines Carried.
8. **Business arising from the minutes of 22 September 2025**
 - 8.1. Board membership. Review of clause 8.10 of the Constitution added to draft AGM agenda.
 - 8.2. ED to reduce hours for 2026 as of the second fortnight in the year. John presented a report on his plan of activities and how he intends to achieve this working 8 days per fortnight (pay period). In sum:
 - Working Monday to Thursday but will be flexible if required. Suggests AUH publishes open Monday to Thursday.
 - All grant-funded projects will need a Project Officer. Where possible John won't be running the projects. Will formalise milestones and expectations with the Project Officer.
 - Report included a list of ED responsibilities.
 - He shares some duties with Sandra already this will continue.

10.51am *Cr Louise Dunn joined the meeting.*

Jacqui invited John to lean on her for assistance and support when applying for grants. Jacqui is a former Grants Officer. John to copy in Jacqui and Ivan when applying for the upcoming IVAIS grant due end of the week.

- 8.3. EOI for Part-time Project Officer and Comms Officer – see ED Report.

Minutes for Board Meeting 2 December 2025. Page: 1 of 5

8.4. Auspicing Policy. Deferred.

8.5. DGR & Philanthropy: AusArt Day.

8.5.1. Motion: That the funds raised on AusArt Day be allocated to the 2026 CASP and Micro Grants program (\$660 altogether).

McGill / Skaines Carried.

8.6. ATDW Workshops – Muswellbrook, Scone & Singleton. See ED Report.

Peter advised he received good feedback from people who attended the Singleton workshop.

8.7. Branding and website review. Logo is "adjusted". Website review deferred.

8.8. ArtSparks update: See ED Report

Sandra reported on some of the challenges of compiling the e-newsletter.

8.9. CASP and Micro Grants: assessments and outcomes. There were 5 CASP and 5 Micro Grants allocated. Note that the Board had approved by email the allocation of another \$845 to fund the 10th project.

11.10am Annie Rodgers joined via zoom.

8.10. Outcome of Grant Applications: Regional Arts Fund (Visuaural) successful. No news on Multicultural or Regional Touring grants.

John asked board members to forward him the names of groups to approach to be invite to participant in the Death Cycle of a Piano.

8.10.1. Regional Arts NSW – funding update. See ED Report. John advised Suzannah Jones was successful in her RAF application. She is finishing up with AUH.

Peter advised Kia Ora Music Camp was successful.

8.12. Roz Thomson to provide a report on trip to Darwin Aboriginal Art Festival. Deferred.

11.20 am Cr Alexandria Carruthers joined meeting. (zoom)

8.13. Health Infrastructure – Muswellbrook Hospital program. John advised:

- 2 parts to project:
 - AUH to assist 3 nominated artists to submit a EOI for a major work.
 - AUH to call for EOI from artists for the commission of up to 10 works. EOI opens 2 February 2026 closes
- Contract is signed, AUH engaged Marina Lee Warner as Project Officer. AUH gets an admin fee.

8.14. Expanding AUH's Footprint. No news, we are moving instead!

Ivan Skaines, Louise Dunn and Roz Thompson advised conflict of interest.

No vote was required.

8.15. Creative Valleys. ATDW workshops and The Twins video. See ED Report

9. Financial Report

- Financial Report

There was discussion regarding the report:

- Report compiled early November before Sandra went on leave, so a quick up-date provided.
- AUH requested of the Regional Australia Bank that 2FA be reinstated.

11.39am Annie Rogers left meeting.

- Format of the 2025 Audit Report.

Moved to inform the auditor that AUH will

- Accept rounded figures to \$ only, i.e. no cents.
- Request a statement/disclaimer be included explaining the rounded figures may result in the totals not being accurate
- Requires a full Profit & loss report be included (i.e. like the last 2 pages of 2023 Financial Report)

Moderitz / Thompson Carried.

11.50am - Break

12.10 - Resume

12 ED report. The following is in addition to the report tabled.

- Holiday closure. Closed 19 December 2025 to 4 January 2026.
- AUH is moving to Shop 7, 60-82 Bridge St Muswellbrook 2333 on 8-11 December. New lease, and potential to move to Loxton House again (to be decided by March).
- DGR status. Discussed AUH's involvement with Aus Art Day.
 - John recommends AUH take part in the 2026 Aus Art Day. He is keen to plan for it.
 - Jacqui raised the issue of AUH having a prospectus detailing our program.

Fundraising group to consist of the following board members: Jacqui, Kim, Roz, Alexandria, Ivan and John. First meeting Friday 27 February 2026 at 2pm via Zoom, TBC.

Dan suggested inviting the mines to get behind an AUH Project, eg workshop challenge to create a sculpture.

Jacqui suggested an idea could be to get a building.

- Staff news:
 - Suzannah Jones is leaving us. She has been amazing project officer. Involved in many projects including: Creative Valleys, Liddelworks, First Stories, THTN and has applied for many grants for us, some have been successful.
 - Marina Lee Warner is back for the Muswellbrook Hospital project.

- John received 7 EOI following the call for EOI for Project Officers, Comms and Admin. All in either Dungog or from the Lower Hunter. He is to promote the call again in the Singleton, Muswellbrook and UHSC areas. Board members offered to share it.
- Regional Arts NSW raising their annual fee to \$6,500 ex gst.
Moved that AUH remain in the RANSW network and to pay the \$6,500 plus GST fee.
Thompson / McGill Carried.
- Company car requires new tyres.
ED Report
Skaines / Moderitz Carried.

13 Chair's report. Jacqui reported:

- Acknowledged the amount of work completed in 2025. Very impressive.
- Many thanks to Alexandria, Roz and Robert Booth for assessing the CASP & Micro Grant applications. CASP & Microgrants are so important to our community.
- Based on the ED Report and the Annual Report the excellent work and partnership with our local First Nation organisations and artists.
- 2025 has been an amazing year. Thanked the staff and board members. Looking forward to 2026.

Thompson / Dunn Carried.

14 Board Member Report

14.1 Dan Thompson:

- Recommends everyone visit the latest exhibition at the Singleton Arts & Cultural Centre.
- SATS next production is the "Boy From Oz"
- Royalties for Regions program results in 5 new sculptures at SACC

14.2 Peter McGill:

- Rachel Finlayson and Jenny-Lee Scharnboeck job sharing as the UHSC Tourism & Events Officer.
- Murrurundi Festival. Up against the Hunter Warbirds, but committee is confident that two events will attract different audiences. Festival recently received funding from council. Festival has a very impressive program and include a new visual art prize.
- He attended opening of Viola Bromley Art Prize and was disappointed not to see more people attend.

14.3 Alexandria Carruthers

- Attended the Dungog Arts Society's "The Tops" exhibition opening. DAS has relocated.

14.4 Roz Thompson

- MSC is running a program on Domestic Violence awareness.
- MSC recent held a Disco for International Day of People with a Disability.

14.5 Louise Dunn

- MSC & AUH has joined forces and formed a group focusing on reactivating art in the region. The Muswellbrook Pot House is a current focus. The members of the group were instrumental in AUH's application to Multicultural NSW (yet to receive news of the outcome)

1.15 pm. Louise Dunn left meeting.

15 General Business:

- Dan wished everyone a Merry Christmas.
- Next Meeting. Will commence with AGM followed by a General Meeting. Tuesday 17 March 2026, 10.30am at Scone. Venue to be advised.

Closed: 1.30pm



25 March 2026

Mr Justin Fitzpatrick-Barr
General Manager, Singleton Council
PO Box 314, Singleton NSW 2330

Dear Justin,

Please find attached the ratified minutes of our December 2025 Board meeting. Here are some highlights from the last few months, especially as they relate to Singleton LGA.

Visuaural Program: This intriguing program, supporting Muswellbrook Regional Arts Centre's Listen To Art residencies and funded by a Regional Arts Fund grant, is starting to get into gear. Three organisations – Singleton Arts + Cultural Centre, Dashville and Singleton Youth Venue – have expressed interest in *Death Cycle of a Found Piano*, where they'll pull apart and upcycle a ruined piano (and the piano will likely come from the estate of the legendary Gray family of Singleton). There are other aspects to the program – watch this space!

Alive In The Upper Hunter: Another successful grant, from Create NSW's Regional Touring Fund, sees nine shows touring the region. Several are mooted for Singleton LGA, with various venues under consideration for the various performances. Keep an eye out for Banjo, Little Wing Puppets, Masterpiece and more.

NEXT // Studio: We are in talks with SACC to run this fun digital art program for youth again in July. This would be the third year, and allies to the Gallery's program.

First Nations Engagement: Dare 2B Deadly On-Country Youth Day Camp will be happening on 17 April (fuel supplies willing) at Minimbah Teaching Place at Bulga. Local schools are helping us with the call-out, including Singleton High and St Catherine's. We are very keen that this project continue into the future, and it is employing ten First Nations people, many from Singleton area. We're also still hoping that a Pop-Up Gallery will happen in May or June this year.

CASP and Micro Grants: Two grants have been awarded to Singleton groups for 2026:

- *Song Flow – Unlock your creativity one lyric at a time* (Singleton Library) – a songwriting workshop with Saralyn in May 2026.
- *Bands In Concert* (Singleton Town Band) – supporting the annual end-of-year celebration.

Heartland – NSW Regional Arts & Cultural Plan. I was pleased to be on the Working Party for this plan, and even more pleased with the number of very good ideas that worked its way into the final analysis. Of interest:

PO Box 114, Muswellbrook. NSW 2333 Ph 0409 382 509

www.artsupperhunter.com

- Regional Partnerships are strongly emphasised. One good grant closes on 31 March but we believe more will be coming. I'm happy to talk to you or your councillors about what this might enable. There will also be pilot programs for collaborations involving volunteer-led museums. The Regional Arts Network is applying for a partnership grant addressing creative people and disaster resilience.
- Creative Spaces, initially involving disused rail buildings but potentially expanding to TAFE and other assets, will be unlocked for creative groups, events and possibilities.
- 16 internships for artworkers will be created across NSW.
- Regional Touring – brokerages will be set up to empower this embattled area, which is a great fit with our Alive program!
- In the Visitor Economy area, an Arts & Cultural Tourism Toolkit is about to be released that is full of great ideas – it's been developed by the Regional Arts Network (our network) and the Destinations Network. **Keep an eye out, it is a valuable tool.**

I've shifted to a four-day work week from January to manage workload and sustainability. We have two new project officers to manage programs at the grassroots level. Meanwhile through ArtSparks and our social media promotions, we continue to support the very active Singleton LGA.

In fact we've just completed our Return On Investment analysis for 2025, and Singleton's return on investment was over 390% for the year. This included our participation in the Cultural Advisory Group, hiring facilities, Share Your Story workshops and encouragement of creative groups to use the Australian Tourism Data Warehouse, participation by local artists in state-wide programs, CASP and Micro Grants for the Quilters and for the Seniors ARTernoon Tea, attendance at Darwin Aboriginal Art Fair of a local artist, support for the Sacred Spaces initiative, and our own Creative Valleys website.

Thank you for your ongoing partnership and funding—together we are making a great difference to our creative local communities.



John O'Brien, Executive Director

ED17/26. Annual Chairpersons Report 2025 - Audit Risk and Improvement Committee
Author: Governance Officer

FILE: 26/00033

Executive Summary

Attached for the information of Council is the Annual Chairpersons Report for Councils Audit Risk and Improvement Committee.

FOR INFORMATION

Attachments

AT-1 [↓](#) 2025 ARIC Annual Report to Council

26 March 2026

Councillors
Singleton Council
12-14 Queen Street
SINGLETON NSW 2330

Dear Councillors,

SUBJECT: AUDIT RISK AND IMPROVEMENT COMMITTEE ANNUAL REPORT TO COUNCIL

The Singleton Council (the Council) Audit, Risk and Improvement Committee (ARIC) annual report to Council provides a summary of the key activities considered and completed by the ARIC for the calendar year to December 2025.

The Council's ARIC, in its current form, was established in the 2013/14 financial year, in accordance with section 355 of the Local Government Act 1993. The ARIC comprises three independent members and Council delegates. During June and July 2024, the Council completed a public invitation for suitable candidates to be appointed to the ARIC, with three independent members appointed at this time.

The objective of the committee is to provide independent assurance, oversight and assistance to Council on risk management, control, governance, internal audits, organisational performance and external responsibilities in an advisory capacity.

The responsibilities of the ARIC includes, but is not limited to:

- Internal and external audit;
- Compliance;
- Risk management and fraud control;
- Financial management;
- Governance;
- Implementation of the strategic plan, delivery program and strategies;
- Service reviews; and
- Any other matter prescribed by the terms of reference.

1.0 ARIC Meetings

Since January 2025, a total of 5 meeting have been held. The attendance by Committee members is summarised as follows:

Member	Position	Eligible	Attended
Paul Quealey	Independent Chair	5	5
Tony Harb	Independent Member	5	5
Meredith Caelli	Independent Member	5	5
Cr Godfrey Adamthwaite	Councillor Representative	5	4

It is noted that the meeting held on 16 October 2024 was a special meeting to consider the draft financial statements for Council, which were to be provided for external audit by the NSW Audit Office, and their contract representative.

2.0 Key Activities of the ARIC

Please find below an overview of the key activities of the ARIC:

2.1 Audited Financial Statements

The Financial Statements of Council for the year ending 30 June 2025 were provided for audit by the Audit Office of NSW.

The NSW Audit Office is invited to attend appropriate ARIC meetings to discuss the following areas in regards to the annual audit:

- Annual Client External Audit Plan, highlighting the key areas of consideration and planned timings for the external audit;
- Interim Management Letter and agreed management actions; and
- Presentation and discussion on the draft Financial Statements provided for audit.

The draft financial statements for the 2025 financial year were presented to the ARIC on 20 August 2025. Subsequent to this meeting, the Council and the Audit Office of NSW, and their contract representative, completed the 2025 audit, with the final financial statements being recommendation for adoption by Council from the ARIC at an extraordinary meeting on 15 October 2025.

2.2 Internal Audit

The Internal Audit function at Council is outsourced, with a change in the outsource partner during the 2025 year. The previous provider, the National Audit Group, ceased audits in June/July 2025, with O'Connor Marsden commencing engagements. Representatives from the contract internal auditors attend each required ARIC meeting and provide details of their audit findings.

The internal audit plan for the 2025-2029 financial years was presented outside of an ARIC meeting in May 2025. The plan was subsequently presented and discussed at the 20 August 2025 meeting, with approval of audits based upon risk and Council resources and projects.

Since January 2025, the following internal audit reports have been presented to the ARIC:

- ICT Disaster Recovery;
- Cemeteries Management;
- Development Compliance;
- Waste Management; and
- Customer Request Management (CRM) Compliance.

Detailed report of findings were presented to the ARIC by the contract auditor, with no extreme or high risk matters noted which require disclosure to the Councillors. All observations and recommendations for improvement are included within Pulse, and updates provided to the ARIC.

2.3 Enterprise Risk Management

A key consideration of the ARIC is how effective Council is identifying, monitoring and managing its risks across the Council's broad range of functions and services.

During the 19 March 2025 meeting, the committee considered a Risk Management Framework for Council. Feedback was provided by the Committee with regards to assisting Council to continue to mature in its ERM policies and procedures. This included understanding the communicating and education framework for the framework across Council, and the integration of the framework into the day to day activities of Council.

At the 19 March 2025 meeting, all Business Unit Risk Management Reports were provided to the ARIC for review. At this meeting, it was agreed that a detailed review and presentation of the Business Unit Risk Management Report for the following departments be completed:

- Corporate Services
- Executive Management
- Waste and Circular Economy

An enterprise risk management maturity self-assessment was completed by Council, with the results of the self-assessment presented and discussed at the meeting held on 21 May 2025.

The Council's strategic risk register was also presented and discussed in detail at the meeting held on 18 November 2025. At this meeting, the Council's fraud and corruption management plan was presented and discussed.

2.4 Information Technology and Cyber Security

The ARIC is responsible for oversight over the appropriateness and security of the Councils Information Technology. In the wake of recent cyber attacks, cyber risks and controls are of relevance for Council and the ARIC.

The below activities have been completed since January 2025:

- Receipt of ICT Disaster Recovery internal audit report;
- Receipt of business continuity test exercise, as completed in February 2025; and
- Receipt and assessment of feedback on ICT related matters considered as part of the external audit process.

After the completion of the Audit Office of NSW cyber security audit, the Council is undertaking a thorough review and update of the Council's ICT Strategy and Cyber Security Strategy. These revised plans are expected to be presented to the ARIC in early 2026 calendar year.

2.5 Control Framework and Continuous Improvement

An important aspect of the Committee is to consider the Council's control framework and actions towards continuous improvement. Through the completion of the various assurance activities (external and internal audit, special consultant reviews etc), various areas for control improvement and risk mitigation have been identified. Actions to address the identified areas for improvement or risks are proposed by Management with timeframes, which are considered and noted by the ARIC. The ARIC receives updates at each Committee meeting identify the following:

- Actions which have been completed or closed out since the last ARIC meeting; and
- Progress updates on actions which are overdue and not yet complete.

As a Committee, we are challenging Management to ensure adequate resources are being allocated to the completion of the agreed actions, and that identified risks or areas for improvement are being adequately managed by Council.

2.6 Other Matters

At various times, the ARIC considers other requests and matters. An overview of some of the matters considered by the ARIC are summarised as below:

- Review of the draft community strategy 2035;
- Assessment of overdue policies, and Councils plan for review and actioning;
- Assessment of legislative compliance register, focusing on Council's oversight of legislative requirements;

- Presentation of a financial improvement plan updates for Council, focusing on effective financial management practices by Council;
- Quarterly reporting on the Councils Key Result Measures;
- Quarterly budget review updates;
- Overview of the service reviews planned for completion across the 2026 calendar year, with the first service review report to be presented in February 2026; and
- Business continuity planning – test exercise completed in February 2025.

3.0 Areas of Focus for Coming Twelve Months

Through the work the ARIC has been completing, the key areas of focus for the forthcoming twelve months includes the following:

- Continuing the structured schedule of internal audits;
- Receipt and assessment of the updated ICT and Cyber strategy for Council; and
- Continual oversight of the financial improvement plan, including the implementation of financial improvement actions across Council; and
- Delivery of service review program, including the receipt of findings from the review and oversight of the completion of agreed actions from reviews.

4.0 Summary

The ARIC has continued to meet its obligation as set out in the terms of reference. All members continue to remain independent.

While this report has been submitted by me in my position as Chair, I would like to acknowledge the contributions made by the other members of the committee, Tony and Meredith, and the Councillor representatives on the ARIC. These members have been invaluable to the Committee, bringing their wealth of experience and knowledge. The achievements of the Committee, and the continual progress and improvements across Council, would not have been achieved without their valuable inputs.

I would like to also thank the General Manager and all Council staff that have contributed to the ARIC. Their involvement is paramount to ensure the success of the ARIC.

Kind regards,



Paul Quealey

Chair

Audit Risk and Improvement Committee - Singleton Council

**ED18/26. Minutes - Mount Thorley Warkworth Voluntary
Planning Agreement Committee - 19/02/2026**
Author: VPA Projects Officer

FILE:
26/00027/001-01

Executive Summary

The Mount Thorley Warkworth Voluntary Planning Agreement Committee held its ordinary meeting on 19 February 2026. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [↓](#) Minutes - Mount Thorley Warkworth Voluntary Planning
Agreement Community Committee - 19/02/2026

MINUTES
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT
COMMUNITY COMMITTEE
1PM - 3PM THURSDAY 19 FEBRUARY 2026



Present	Sue Moore, Mayor (Chair) (SM) Gary Mulhearn (Yancoal Representative) (GM) Neale McCallum (Community Representative) (NC) Stirling Keayes (Community Representative) (SK) Sarah Purser (Community Representative) (SP) Judith Leslie (Alternate Community Representative) (JL) Melinda Curtis (Executive Director) (MC) Jess Dunston (VPA Projects Officer) (JD) Alessandra Seidler (VPA Projects Officer) (AS)
In Attendance	
Meeting Location	Bulga Community Centre

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
 - Ian Hedley (Community Representative) (IH)
 - Pauline Rayner (Community Representative) (PR)
 - Due to absence of Community Representatives, Judith Leslie (JL) as Alternate Community Representative had voting rights for this meeting.

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- **MOVED GM SECONDED** NM that the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting held on 30 October 2025, were confirmed.

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Action Update

FILE:26/00027/001-01

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

MINUTES
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT
COMMUNITY COMMITTEE
1PM - 3PM THURSDAY 19 FEBRUARY 2026



VPA minutes.

ACTION – VPA staff to provide Committee with digital copy of the MTW VPA Community Update Flyer that was sent out in August 2025.

NOTED

5.2 Financial Report

FILE:26/00027/001-01

The Financial Report as of 5 February 2026 the was circulated with the agenda for the Committee's information.

AS highlighted to Committee significant increase in interest earned on MTW VPA Reserve due to enhanced returns on Council's current investment strategy.

MC – As new governance framework has been implemented, projects without a current Funding Deed Agreement will soon be required to come back to Committee for a decision to be made on the progress of these projects.

SM – Council will ensure that assessment of condition of Bulga Cricket Pitch is done prior to works starting. MC to sight results of assessment and sign off on scope of works.

ACTION - VPA staff to provide a Bulga Stock Reserve financial update at each Committee Meeting utilising the expenditure table already provided to Committee.

ACTION - VPA staff to provide update of the Bulga Cricket Pitch assessment as part of Project Update.

ACTION - VPA staff to verify the endorsed name of the Equipping Bulga Hall for Emergencies project.

NOTED

5.3 Project Update

FILE:26/00027/001-01

The project update was circulated with the agenda, with updates on all VPA funded projects as of February 2026.

Old Bulga School house has now gained landowner's consent and awaiting updated quotes.

**MINUTES
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT
COMMUNITY COMMITTEE
1PM - 3PM THURSDAY 19 FEBRUARY 2026**



Bulga Tennis Court upgrades going out to tender and VPA staff will update Committee on progress of works.

Bulga and Milbrodale Community Events Fund can commence. VPA staff will provide updates to Committee at upcoming meetings.

Equipping Bulga Hall for Emergencies project Funding Deed has been finalised and awaiting project manager signature. Project name was amended by Council at time of endorsement to remove the word Evacuation from the project title.

No changes to status of Bulga and Milbrodale Equestrian Centre Feasibility Study project.

ACTION – VPA staff to liaise with relevant Council technical staff to develop a flyer for distribution by Committee members, highlighting current VPA-funded projects.

NOTED

5.4 Overview of MTW VPA 2026 Funding Program - Round 1 **FILE:26/00027/001-01**

The Overview of MTW VPA 2026 Funding Program – Round 1 was circulated with the agenda for the Committee information.

Posters advertising Round 1 were provided to the Committee to distribute to community members.

Committee members will reach out to community members regarding potential interest in submitting application for Council to provide plans, costings and scope, including potential site, for a Pump Track.

SM to provide information to Uncle Warren regarding MTW VPA funding. VPA Projects Officer contact details will also be provided to discuss process and eligibility for potential project application to facilitate access to Biaime Caves.

NOTED

6 Other Business

- MC – Informed Committee that JD has now successfully stepped into a different role within Council, and the VPA Projects Officer position will be trialled as a part time position with AS as VPA Projects Officer.
- SK raised concerns regarding the management and quality of the works being undertaken by contractors at Bulga Stock Reserve as part of the Strategic Restoration Plan project. He has visited the site. MC has requested that Striling put his concerns and photos in writing so that they

MINUTES
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT
COMMUNITY COMMITTEE
1PM - 3PM THURSDAY 19 FEBRUARY 2026



can be reviewed and actioned with technical staff, consistent with her previous email.

ACTION - SK to provide information and photos regarding his concerns surrounding management and quality of the works being undertaken by contractors at Bulga Stock Reserve to the VPA staff via email.

ACTION - VPA staff will circulate the Funding Round promotional posters to Committee members via email.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
	19 February 2026	VPA staff to provide Committee with digital copy of the MTW VPA Community Update Flyer that was sent out in August 2025.	VPA Projects Officer	April Meeting
	19 February 2026	VPA staff to provide a Bulga Stock Reserve financial update at each Committee Meeting utilising the expenditure table already provided to Committee.	VPA Projects Officer	April Meeting
	19 February 2026	VPA staff to provide update of the Bulga Cricket Pitch assessment as part of Project Update.	VPA Projects Officer	April Meeting
	19 February 2026	VPA staff to verify the endorsed name of the Equipping Bulga Hall for Emergencies project.	VPA Projects Officer	April Meeting
	19 February 2026	VPA staff to liaise with relevant Council technical staff to develop a flyer for distribution by Committee members, highlighting current VPA funded projects.	VPA Projects Officer	April Meeting
	19 February 2026	SK to provide information and photos regarding his concerns surrounding management and quality of the works being undertaken by contractors at Bulga Stock Reserve to	Striling Keayes	April Meeting

MINUTES
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING AGREEMENT
COMMUNITY COMMITTEE
1PM - 3PM THURSDAY 19 FEBRUARY 2026



		the VPA staff via email.		
	19 February 2026	VPA staff will circulate the Funding Round promotional posters to Committee members via email.	VPA Projects Officer	April Meeting

8 Next Meeting

- 23 April 2026 at 1pm – 4pm, Council Committee Room

The meeting closed at 2.29pm.

Sue Moore, Mayor
Chair

ED19/26. Minutes - United Wambo Voluntary Planning Agreement Committee - 26/02/2026
Author: VPA Projects Officer

FILE:
26/00117/003-01

Executive Summary

The United Wambo Voluntary Planning Agreement Committee held its ordinary meeting on 26 February 2026. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [↓](#) Minutes - United Wambo Voluntary Planning Agreement Community Committee - 26/02/2026

**MINUTES
UNITED WAMBO VOLUNTARY PLANNING AGREEMENT COMMUNITY
COMMITTEE**



12 PM - 1 PM THURSDAY 26 FEBRUARY 2026

Present	Cr Sue George, Deputy Mayor (Chair) (SG) Aislinn Farnon (United Wambo Representative) (AF) David Thelander (Community Representative) (DT) Brian Atfield (Community Representative) (BA) Paul Nichols (Community Representative) (PN) Michelle Partridge (Community Representative) (MP) Angela Dvrece (Alternate Community Representative) (AD) Melinda Curtis (Executive Director) (MC) Alessandra Seidler (VPA Projects Officer) (AS) Kellie Jordan (IP+R Specialist) (KJ)
In Attendance	
Meeting Location	Jerrys Plains School of Arts

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
 - Emily Lambkin (Community Representative) (EL)
 - Due to absence of Community Representatives, Angela Dvrece (AD) as Alternate Community Representative had voting rights for this meeting.

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

MOVED AF **SECONDED** DT That the minutes of the United Wambo Voluntary Planning Agreement Community Committee meeting held on Thursday 20 November 2025, were confirmed.

4 Matters arising from the Minutes

- Nil.

5 Agenda Items

5.1 Action Update

FILE:26/00117/003-01

**MINUTES
UNITED WAMBO VOLUNTARY PLANNING AGREEMENT COMMUNITY
COMMITTEE****12 PM - 1 PM THURSDAY 26 FEBRUARY 2026**

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

AS advised Committee that amendment of Terms of Reference for the recognition and reflection of interest is currently being drafted and will be provided to Committee for recommendation at the May meeting.

NOTED**5.2 Project Update****FILE:26/00117/003-01**

The project list was circulated with the Agenda, with updates on the active/open United Wambo VPA funded projects as of February 2026.

AS provided Committee with an update on Jerrys Plains Recreational Ground drainage and design and engineering projects. Scope of works is finalised to ensure all relevant details were captured and project is now ready to go to tender.

AS informed Committee that the possibility of staggering the works to minimize disruptions to camping facilities and hall has been noted as part of the tender. If staggering the works is not a possibility, the Committee and community will be advised of any potential closures or disruptions to camping facilities and hall. AS will provide Committee with regular updates as project progresses.

ACTION- VPA staff to redistribute concept plans and map for Jerrys Plains Recreational Ground, as well as detailed survey of main street to Committee.

NOTED**5.3 Financial Report****FILE:26/00117/003-01**

The Financial Report as of February 2026 was circulated with the Agenda for the Committee's information.

Interest attracted by the VPA to date is included on the report as a total, as pulled in February 2026. Interest is calculated and reportable quarterly.

AS highlighted to Committee that following Council endorsement, accumulated interest of \$48,692.97 is now reflected in Financial Report.

MC highlighted increase in interest also due to Council's investment strategy providing enhanced returns.

**MINUTES
UNITED WAMBO VOLUNTARY PLANNING AGREEMENT COMMUNITY
COMMITTEE****12 PM - 1 PM THURSDAY 26 FEBRUARY 2026**

Committee members discussed stormwater and drainage upgrades to the Recreational Ground, and what is included in the Scope of Works.

SG advised Committee that the Stormwater and drainage upgrades will improve Recreation Ground stormwater drainage and assist in mitigating some of the effects of the water runoff from the road onto the Rec Ground, but will not update drainage on road outside the Rec Ground.

PN- Would like for the installation of pathway from end of town to the Recreation Ground to be a priority.

MC proposed that a prioritisation workshop be held once Recreational Ground upgrades are underway for Committee members to discuss next priority project.

ACTION – VPA staff to liaise with technical staff regarding efficacy and access of transpiration tank when water pools above area.

ACTION- SG to make a request that Council consider undertaking works on Wambo Road as part of the Capital Works budget to alleviate impact of water runoff into Jerrys Plains Recreational Ground.

ACTION- VPA staff to liaise with chair and map out a plan for organising a prioritisation workshop with Committee.

ACTION – VPA staff to distribute Agenda for previous prioritisation workshop to Committee.

NOTED**5.4 Introduction of new United Wambo VPA Community
Committee members****FILE:26/00117/003-01**

Two new Committee members were introduced to the Committee.

SG welcomed MP and AD to the United Wambo VPA Community Committee.

The Committee extended their welcome and introduced themselves to new members.

NOTED**6 Other Business**

- Nil

**MINUTES
UNITED WAMBO VOLUNTARY PLANNING AGREEMENT COMMUNITY
COMMITTEE
12 PM - 1 PM THURSDAY 26 FEBRUARY 2026**



7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
	26/02/2026	VPA staff to redistribute concept plans and map for Jerrys Plains Recreational Ground, as well as detailed survey of main street to Committee.	VPA Projects Officer	14/05/2026
	26/02/2026	VPA staff to liaise with technical staff regarding efficacy and access of transpiration tank when water pools above area.	VPA Projects Officer	14/05/2026
	26/02/2026	SG to make a request that Council consider undertaking works on Wambo Road as part of the Capital Works budget to alleviate impact of water runoff into Jerrys Plains Recreational Ground.	Cr Sue George, Chair	14/05/2026
	26/02/2026	VPA staff to liaise with chair and map out a plan for organising a prioritisation workshop with Committee.	VPA Projects Officer	14/05/2026
	26/02/2026	VPA staff to distribute Agenda for previous prioritisation workshop to Committee.	VPA Projects Officer	14/05/2026

8 Next Meeting

- 14 May 2026, 12pm – 1pm, Jerrys Plains School of Arts.

The meeting closed at 12.48pm.

Cr Sue George, Deputy Mayor (Chair)
Chair

26. Investment Report - March 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 31 March 2026.

FOR COUNCIL'S INFORMATION**Report**

For the last 12 months to 31 March 2026, the investment portfolio returned 5.60% versus the bank bill index benchmark's 3.80%.

Council's total portfolio of investments was \$132.228 million with an additional \$849k held in Council's operational account, as of 31 March 2026.

Without marked-to-market influences, Council's investment portfolio yielded 4.56% pa for the month, up eleven (11) basis points from February. 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 March, Council had \$3m in deposits mature and Council invested a total of \$6m during the month. These new investments are detailed in the following table:

Amount	Investment Type	Period	Rate
\$2,000,000	Term Deposit	91 Days	4.77%
\$2,000,000	Term Deposit	121 Days	4.60%
\$1,000,000	Term Deposit	98 Days	4.90%
\$1,000,000	Term Deposit	91 Days	5.00%

The NSW TCorpIM Long Term Growth Fund recorded a negative return of -4.28%(actual) for the month of March. The influence of war in the Middle East triggered selloffs in both the share and bonds markets, contributing to the funds negative return result.

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

The TCorpIM Long Term Fund's investment strategy is to provide high exposure to growth assets, with a high return potential over the long term, with a high risk of negative annual returns. The investment object is to provide returns of CPI +3.5% pa over rolling 10-year

periods. Council's investment in TCorp's IM Funds (long-term) is 24% 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 March 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 - March 2026



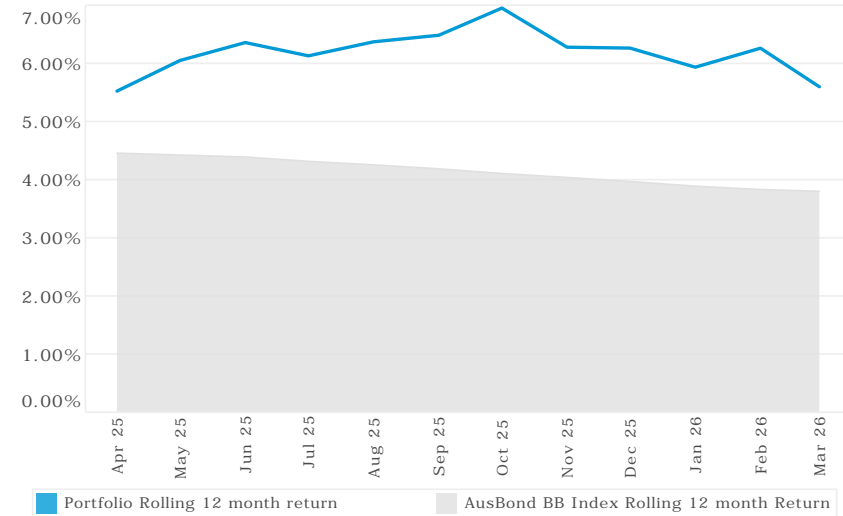
Investment Summary Report
March 2026



Investment Holdings

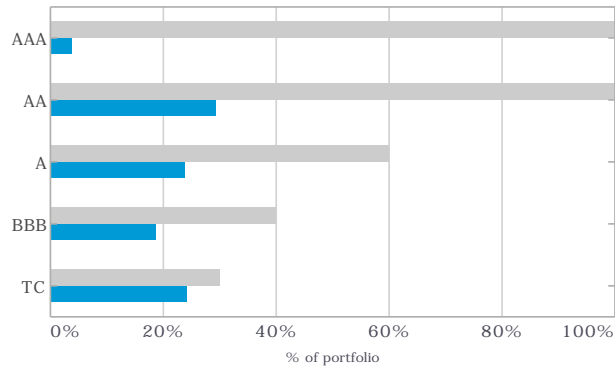
	Face Value (\$)	Current Value (\$)
Bonds	5,000,000	4,971,150
Cash	11,286,142	11,286,142
Floating Rate Note	37,900,000	37,976,998
Managed Funds	32,041,891	32,041,891
Term Deposit	46,000,000	46,000,000
	132,228,034	132,276,182

Investment Performance

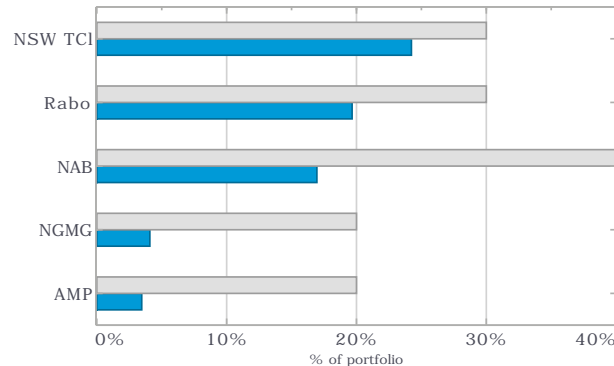


Investment Policy Compliance

Total Credit Exposure



Individual Institutional Exposures



Term to Maturities

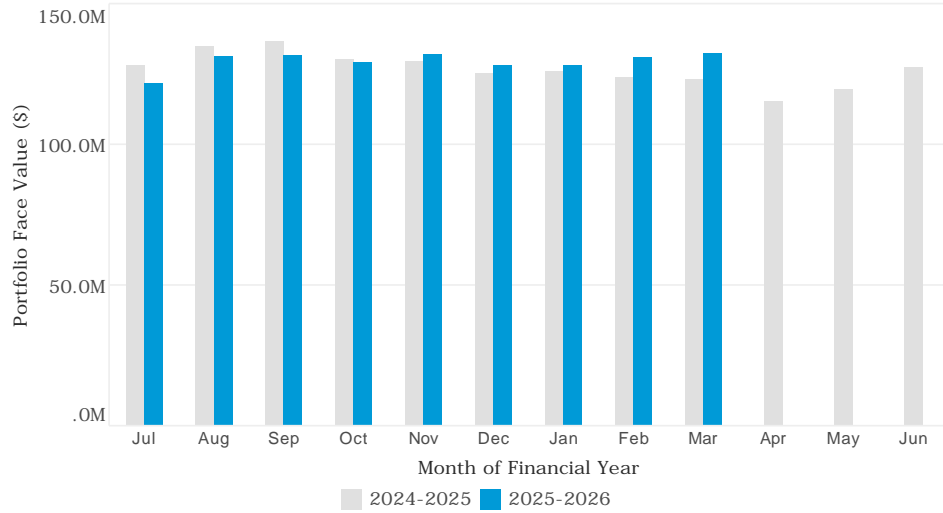
	Face Value (\$)	Policy Max
Between 0 and 1 years	108,228,034	82% 100% a
Between 1 and 10 years	24,000,000	18% 80% a
	132,228,034	

Specific Sub Limits			
Between 3 and 10 years	11,250,000	9%	50% a
Between 5 and 10 years	0	0%	25% a

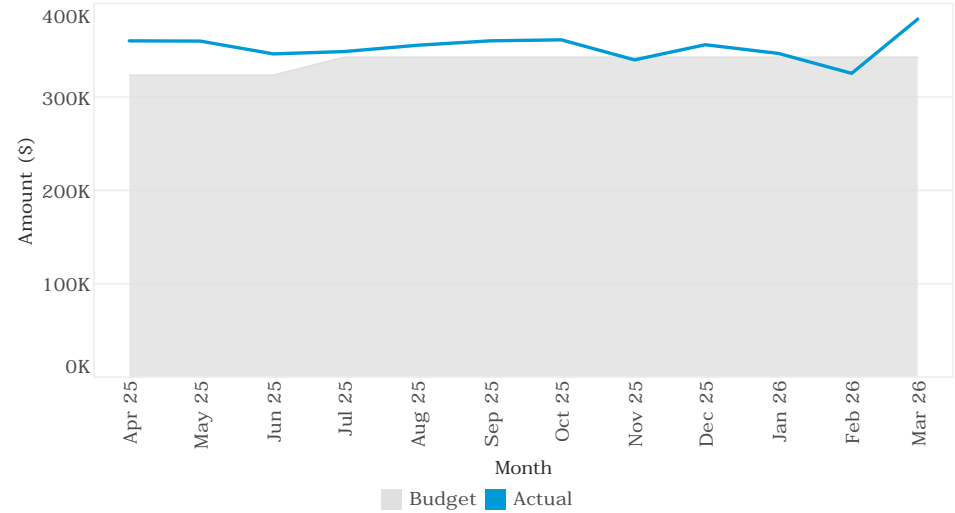
g Portfolio Exposure g Investment Policy Limit



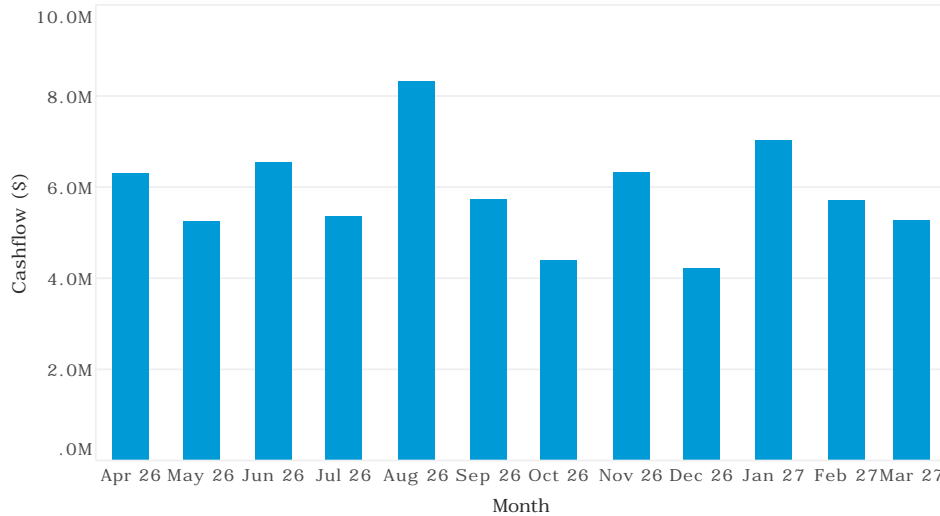
Historical Portfolio Balance



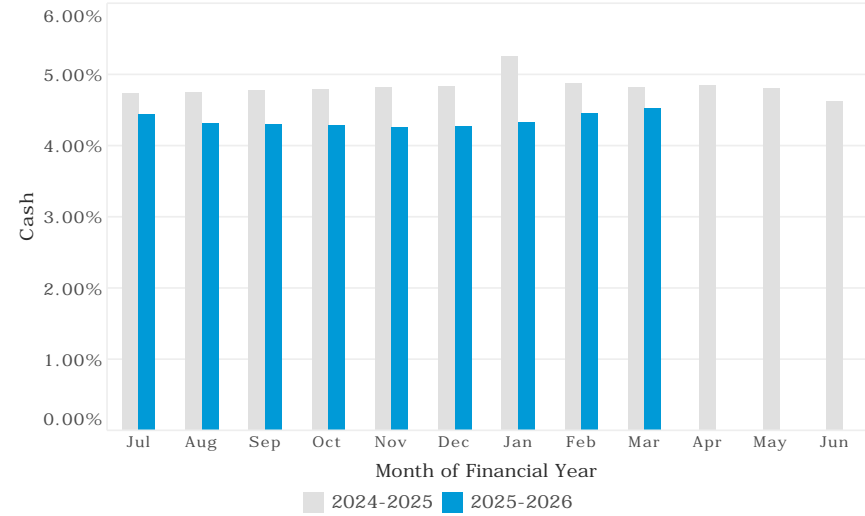
Interest Earned Rolling 12 months



Upcoming Investment Cashflow Summary



Weighted Average Return



Singleton Council
Investment Holdings Report - March 2026



Cash Accounts

Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
3,273,293.19	4.7500%	AMP Bank	BBB+	3,273,293.19	540079	31d Notice
8,012,849.27	4.2000%	National Australia Bank	AA-	8,012,849.27	546234	Prof Acct
11,286,142.46	4.3595%			11,286,142.46		

Managed Funds

Face Value (\$)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value (\$)	Deal No.	Reference
32,041,891.40	-4.2795%	NSW T-Corp (LT)	TCl	Long Term Growth Fund	32,041,891.40	544559	
32,041,891.40	-4.2795%				32,041,891.40		

Term Deposits

Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
8-Apr-26	2,000,000.00	4.7500%	National Australia Bank	AA-	2,000,000.00	7-Feb-25	2,013,273.97	545780	13,273.97	Annually	
16-Apr-26	1,000,000.00	4.2000%	Rabobank Australia	A	1,000,000.00	4-Sep-25	1,024,049.32	546423	24,049.32	At Maturity	
30-Apr-26	2,000,000.00	4.1500%	Rabobank Australia	A	2,000,000.00	5-Jun-25	2,068,219.18	546136	68,219.18	At Maturity	
7-May-26	2,000,000.00	4.3000%	Rabobank Australia	A	2,000,000.00	8-Oct-25	2,041,232.88	546661	41,232.88	At Maturity	
21-May-26	2,000,000.00	4.2700%	Suncorp Bank	AA-	2,000,000.00	16-Jun-25	2,067,618.08	546169	67,618.08	At Maturity	
4-Jun-26	1,000,000.00	4.2500%	Rabobank Australia	A	1,000,000.00	1-Aug-25	1,028,294.52	546297	28,294.52	At Maturity	
11-Jun-26	1,000,000.00	4.3600%	Rabobank Australia	A	1,000,000.00	13-Nov-25	1,016,603.84	546839	16,603.84	At Maturity	
11-Jun-26	2,000,000.00	4.7700%	National Australia Bank	AA-	2,000,000.00	12-Mar-26	2,005,227.40	547215	5,227.40	Annually	
25-Jun-26	1,000,000.00	4.9000%	National Australia Bank	AA-	1,000,000.00	19-Mar-26	1,001,745.21	547230	1,745.21	Annually	
25-Jun-26	1,000,000.00	5.0000%	People First Bank	BBB+	1,000,000.00	26-Mar-26	1,000,821.92	547247	821.92	At Maturity	
1-Jul-26	2,000,000.00	4.6000%	Rabobank Australia	A	2,000,000.00	2-Mar-26	2,007,561.64	547166	7,561.64	At Maturity	
9-Jul-26	1,000,000.00	4.2000%	Rabobank Australia	A	1,000,000.00	19-Jun-25	1,032,909.59	546183	32,909.59	Annually	
23-Jul-26	2,000,000.00	4.0800%	Rabobank Australia	A	2,000,000.00	26-Jun-25	2,062,373.70	546209	62,373.70	Annually	
6-Aug-26	2,000,000.00	4.1800%	National Australia Bank	AA-	2,000,000.00	4-Sep-25	2,047,869.59	546422	47,869.59	Annually	
13-Aug-26	1,000,000.00	4.1300%	Westpac Group	AA-	1,000,000.00	22-Aug-25	1,025,119.45	546375	25,119.45	At Maturity	

Singleton Council
Investment Holdings Report - March 2026



Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
10-Sep-26	1,000,000.00	4.2300%	Rabobank Australia	A	1,000,000.00	9-Jul-25	1,030,826.85	546250	30,826.85	Annually	
23-Sep-26	1,000,000.00	4.1000%	National Australia Bank	AA-	1,000,000.00	24-Jul-25	1,028,194.52	546285	28,194.52	Annually	
23-Sep-26	2,000,000.00	4.2000%	National Australia Bank	AA-	2,000,000.00	10-Sep-25	2,046,717.81	546463	46,717.81	Annually	
5-Nov-26	2,000,000.00	4.5300%	Rabobank Australia	A	2,000,000.00	4-Dec-25	2,029,289.86	546913	29,289.86	At Maturity	
12-Nov-26	2,000,000.00	4.6200%	Rabobank Australia	A	2,000,000.00	11-Dec-25	2,028,099.73	546936	28,099.73	At Maturity	
26-Nov-26	2,000,000.00	4.0800%	Rabobank Australia	A	2,000,000.00	26-Jun-25	2,062,373.70	546210	62,373.70	Annually	
2-Dec-26	2,000,000.00	4.4700%	Westpac Group	AA-	2,000,000.00	2-Dec-25	2,029,391.78	546908	29,391.78	At Maturity	
10-Dec-26	1,000,000.00	4.2300%	Rabobank Australia	A	1,000,000.00	9-Jul-25	1,030,826.85	546251	30,826.85	Annually	
7-Jan-27	2,000,000.00	4.7000%	Rabobank Australia	A	2,000,000.00	8-Jan-26	2,021,375.34	547011	21,375.34	At Maturity	
11-Feb-27	2,000,000.00	4.8200%	Bank of Queensland	A-	2,000,000.00	13-Feb-26	2,012,413.15	547122	12,413.15	At Maturity	
18-Feb-27	1,000,000.00	4.9000%	Rabobank Australia	A	1,000,000.00	9-Feb-26	1,006,846.58	547096	6,846.58	Annually	
4-Mar-27	2,000,000.00	4.7900%	ING Bank (Australia)	A	2,000,000.00	3-Feb-26	2,014,960.55	547079	14,960.55	At Maturity	
11-Mar-27	1,000,000.00	4.9000%	Rabobank Australia	A	1,000,000.00	9-Feb-26	1,006,846.58	547097	6,846.58	Annually	
25-Mar-27	2,000,000.00	3.9500%	Rabobank Australia	A	2,000,000.00	26-Jun-25	2,060,386.30	546211	60,386.30	Annually	
	46,000,000.00	4.4330%			46,000,000.00		46,851,469.89		851,469.89		

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
15-Sep-26	1,500,000.00	4.6539%	SUN Snr FRN (Sep26) BBSW+0.48%	AA-	1,500,000.00	15-Sep-21	1,502,955.10	541879	3,060.10	15-Jun-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	1,217,754.13	544801	12,091.33	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	1,008,166.09	542004	8,086.09	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	2,025,190.07	545154	17,836.07	30-Apr-26	
23-Dec-26	1,000,000.00	4.7230%	CBA Green Snr FRN (Dec26) BBSW+0.41%	AA-	1,000,000.00	23-Sep-21	1,001,234.58	541918	1,164.58	23-Jun-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	2,022,735.43	542237	18,715.43	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	1,009,790.75	542257	7,910.75	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	1,818,145.84	542262	14,491.84	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	1,419,755.15	544823	10,837.15	8-May-26	

1

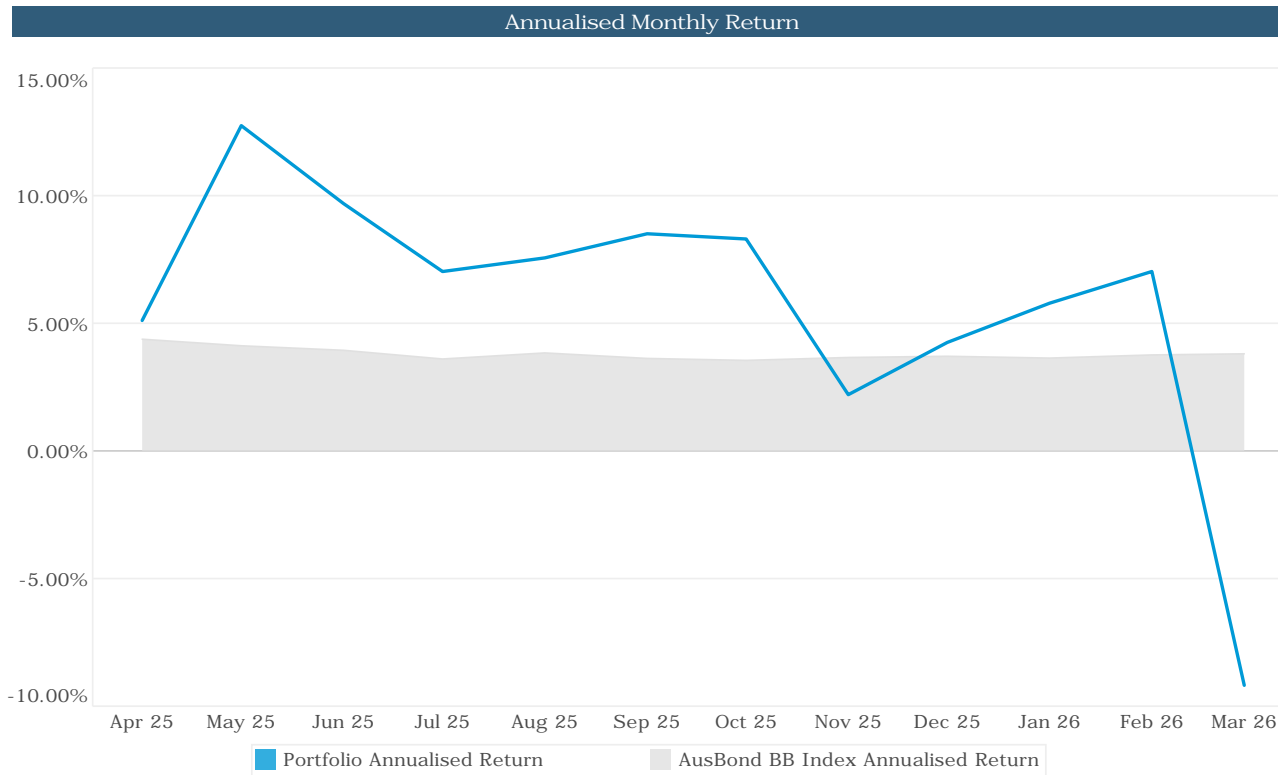
Singleton Council
Investment Holdings Report - March 2026



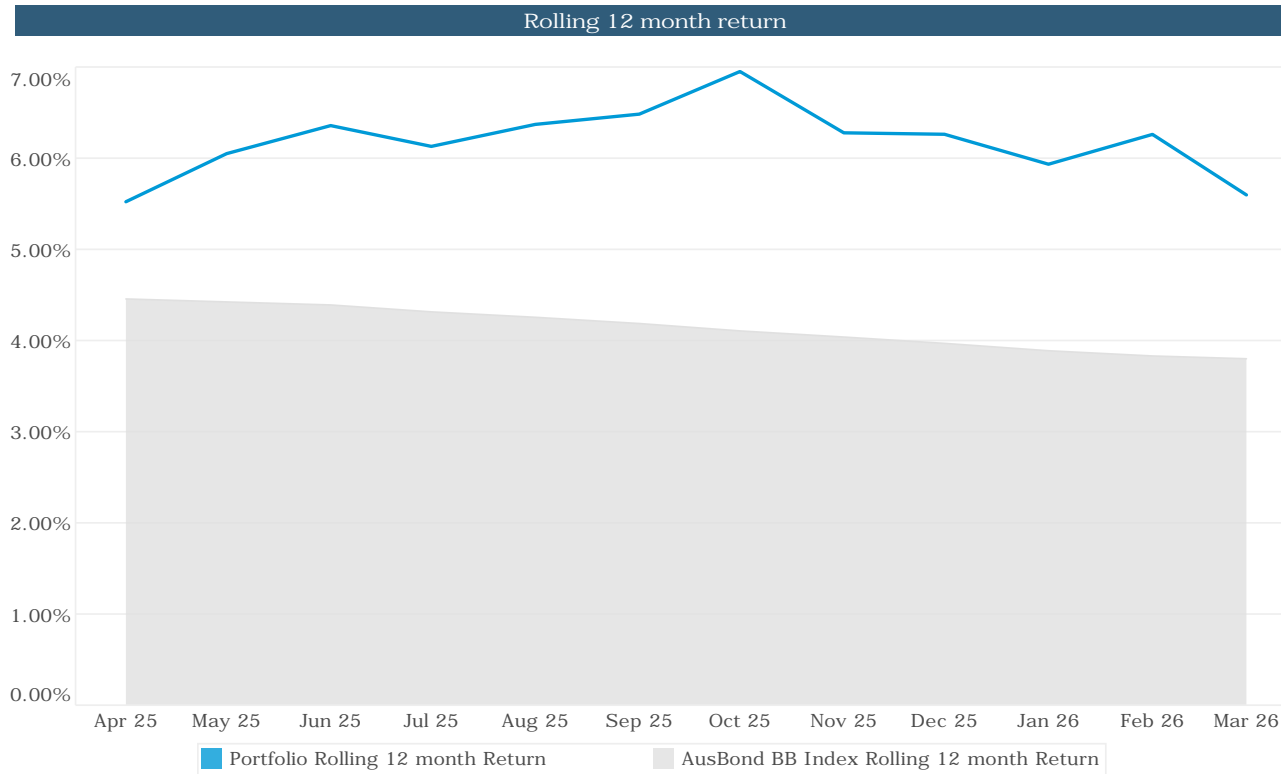
Maturity Date	Face Value (\$)	Current Rate (%)	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Date	Reference
10-Feb-27	1,000,000.00	4.9428%	NPBS Snr FRN (Feb27) BBSW+ 1.00%	BBB+	996,250.00	28-May-24	1,008,340.96	545104	6,770.96	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	605,979.48	545078	3,585.48	14-May-26	
21-Jun-27	1,000,000.00	5.6130%	TMB Snr FRN (Jun27) BBSW+ 1.30%	BBB+	1,000,000.00	21-Jun-24	1,007,614.03	545188	1,384.03	22-Jun-26	
13-Sep-27	1,000,000.00	5.5075%	AusW Snr FRN (Sep27) BBSW+ 1.33%	Baa2	1,000,000.00	13-Sep-24	1,007,996.92	545463	2,866.92	15-Jun-26	
13-Sep-27	1,300,000.00	5.4475%	AMP Snr FRN (Sep27) BBSW+ 1.27%	BBB+	1,300,000.00	13-Sep-24	1,308,912.39	545482	3,686.39	15-Jun-26	
14-Dec-27	1,100,000.00	5.4239%	SUN Snr FRN (Dec27) BBSW+ 1.25%	AA-	1,100,000.00	14-Dec-22	1,113,901.36	543634	2,615.36	15-Jun-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	1,509,867.81	546024	9,867.81	14-May-26	
3-Oct-28	1,500,000.00	4.6907%	TMB Snr FRN (Oct28) BBSW+ 0.95%	BBB+	1,500,000.00	3-Oct-25	1,514,703.09	546598	16,578.09	7-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	2,010,286.42	546745	14,976.16	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	752,277.83	546852	3,401.33	27-May-26	
22-Mar-29	2,000,000.00	5.2130%	NAB Snr FRN (Mar29) BBSW+ 0.90%	AA-	2,000,000.00	15-Mar-24	2,016,296.79	544957	2,570.79	22-Jun-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	1,508,277.04	546771	11,262.04	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	3,043,017.45	546339	28,647.45	21-Apr-26	
18-Mar-30	2,400,000.00	5.0886%	NAB Snr FRN (Mar30) BBSW+ 0.83%	AA-	2,400,000.00	18-Mar-25	2,412,957.10	545902	4,684.30	18-Jun-26	
15-Jan-31	1,750,000.00	4.4654%	CBA Snr FRN (Jan31) BBSW+ 0.74%	AA-	1,750,000.00	15-Jan-26	1,765,139.61	547005	16,271.18	15-Apr-26	
23-Jan-31	1,400,000.00	4.9385%	NPBS Snr FRN (Jan31) BBSW+ 1.13%	BBB+	1,400,000.00	23-Jan-26	1,406,552.69	547032	12,880.69	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	1,202,708.62	547090	7,316.62	12-May-26	
	37,900,000.00	4.9837%			37,940,460.00		38,220,556.73		243,558.94		

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	4,987,310.22	541284	16,160.22	1.30500%	
	5,000,000.00	3.2500%			5,527,000.00		4,987,310.22		16,160.22	1.3050%	

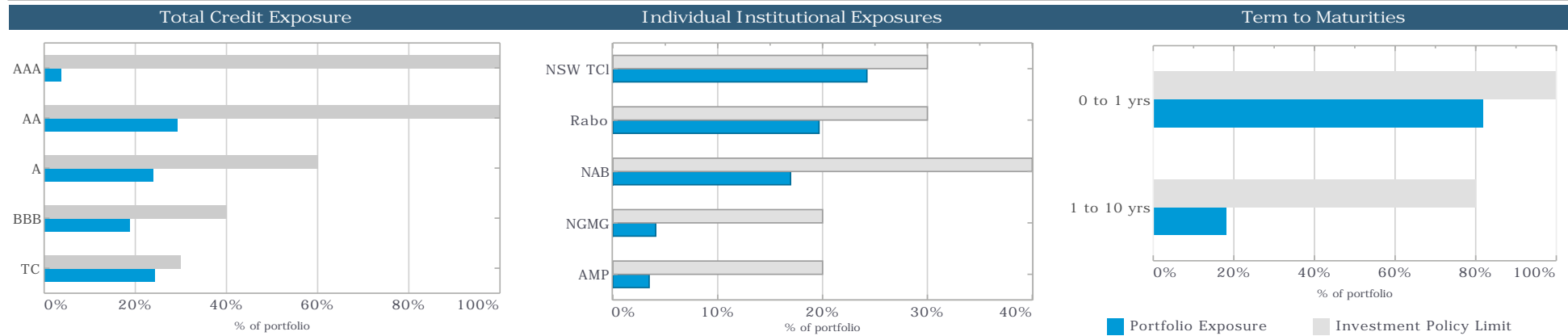


Historical Performance Summary (% pa)			
	Portfolio	Annualised BB Index	Outperformance
Mar 2026	-9.18%	3.80%	-12.98%
Last 3 months	0.74%	3.73%	-2.99%
Last 6 months	2.83%	3.68%	-0.85%
Financial Year to Date	4.43%	3.69%	0.74%
Last 12 months	5.60%	3.80%	1.80%



Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Mar 2026	-0.81%	0.32%	-1.13%
Last 3 months	0.18%	0.91%	-0.73%
Last 6 months	1.40%	1.82%	-0.42%
Financial Year to Date	3.31%	2.75%	0.56%
Last 12 months	5.60%	3.80%	1.80%

Singleton Council
Investment Policy Compliance Report - March 2026



Credit Rating Group	Face Value (\$)	Policy Max
AAA	5,000,000	4% 100% a
AA	38,762,849	29% 100% a
A	31,600,000	24% 60% a
BBB	24,823,293	19% 40% a
TC	32,041,891	24% 30% a
	132,228,034	

Institution	% of portfolio	Investment Policy Limit
NSW T-Corp (TCI)	24%	30% a
Rabobank Australia (A)	20%	30% a
National Australia Bank (AA-)	17%	40% a
Newcastle Greater Mutual Group (BBB+)	4%	20% a
AMP Bank (BBB+)	3%	20% a
Heritage and People's Choice (BBB+)	3%	20% a
Great Southern Bank (BBB+)	2%	20% a
Suncorp Bank (AA-)	5%	40% a
Bank Australia (BBB+)	2%	20% a
Westpac Group (AA-)	4%	40% a
Teachers Mutual Bank (BBB+)	2%	20% a
Suncorp Bank Covered (AAA)	4%	40% a
Commonwealth Bank of Australia (AA-)	4%	40% a

Term	Face Value (\$)	Policy Max
Between 0 and 1 years	108,228,034	82% 100% a
Between 1 and 10 years	24,000,000	18% 80% a
	132,228,034	

Specific Sub Limits			
Between 3 and 10 years	11,250,000	9%	50% a
Between 5 and 10 years	0	0%	25% a

a = compliant
r = non-compliant

1 Singleton Council

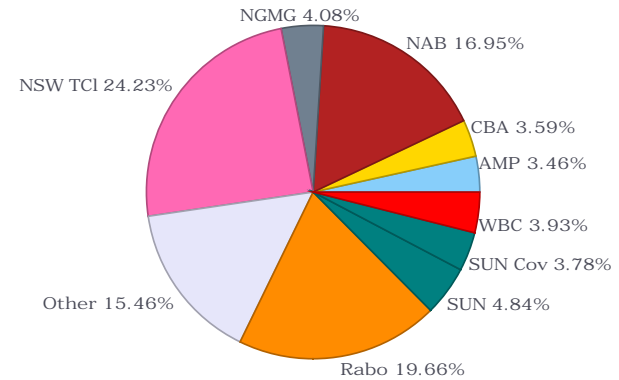
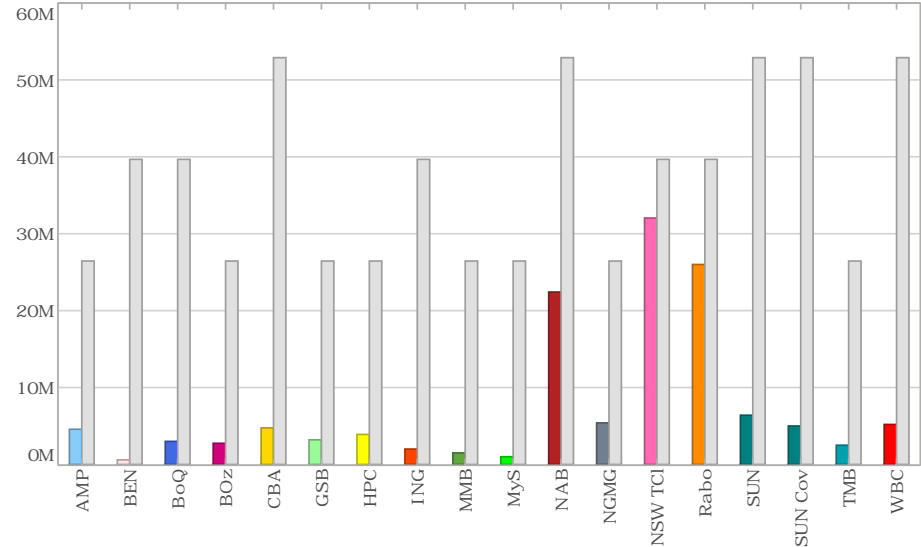
Individual Institutional Exposures Report - March 2026



Individual Institutional Exposures

Individual Institutional Exposure Charts

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	4,573,293	3%	26,445,607	20%	21,872,314
Bank Australia (BBB+)	2,750,000	2%	26,445,607	20%	23,695,607
Bank of Queensland (A-)	3,000,000	2%	39,668,410	30%	36,668,410
Bendigo and Adelaide Bank (A-)	600,000	0%	39,668,410	30%	39,068,410
Commonwealth Bank of Australia (AA-)	4,750,000	4%	52,891,214	40%	48,141,214
Great Southern Bank (BBB+)	3,200,000	2%	26,445,607	20%	23,245,607
Heritage and People's Choice (BBB+)	3,900,000	3%	26,445,607	20%	22,545,607
ING Bank Australia (A)	2,000,000	2%	39,668,410	30%	37,668,410
Maitland Mutual Limited (BBB)	1,500,000	1%	26,445,607	20%	24,945,607
MyState Bank (Baa2)	1,000,000	1%	26,445,607	20%	25,445,607
National Australia Bank (AA-)	22,412,849	17%	52,891,214	40%	30,478,365
Newcastle Greater Mutual Group (BBB+)	5,400,000	4%	26,445,607	20%	21,045,607
NSW T-Corp (TCl)	32,041,891	24%	39,668,410	30%	7,626,519
Rabobank Australia (A)	26,000,000	20%	39,668,410	30%	13,668,410
Suncorp Bank (AA-)	6,400,000	5%	52,891,214	40%	46,491,214
Suncorp Bank Covered (AAA)	5,000,000	4%	52,891,214	40%	47,891,214
Teachers Mutual Bank (BBB+)	2,500,000	2%	26,445,607	20%	23,945,607
Westpac Group (AA-)	5,200,000	4%	52,891,214	40%	47,691,214
	132,228,034				



DCCS27/26. Minutes - Singleton Arts & Culture Advisory Group - 24/02/2026 **FILE: 22/00156**
Author: Executive Assistant - Directors

Executive Summary

The Singleton Arts & Culture Advisory Group held its ordinary meeting on 24 February 2026. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [↓](#) Minutes - Arts and Culture Advisory Group 24022026

MINUTES
ARTS AND CULTURE ADVISORY GROUP
12:00PM - 1:30PM TUESDAY 24 FEBRUARY 2026



Present	<p>Cr Patrick Thompson, Councillor (Chair) – Singleton Council Dwight Graham, Acting General Manager – Singleton Council Nicole Rindal, Manager Community Experience & Events – Singleton Council Courtney Wagner, Coordinator Arts & Culture (Gallery Director) – Singleton Council Christine McKanna-Farr – Community Member Debbie Becker – Community Member Hannah Dewar – Community Member Helen Sharrock – Community Member Kerri-Anne Taggart – Community Member Wendy Mason-Jones – Community Member Jan Fallding – Community Member <i>Virtual</i> John O'Brien – Observer <i>Virtual</i></p>
In Attendance	<p>Kirsten Torrance, Executive Assistant – Singleton Council Lisa Harpley, Economic Development Officer – Singleton Council</p>
Meeting Location	<p>Committee Room & Virtual via Microsoft Teams</p>

1 Welcome and Apologies

- Welcome and introduction
- Welcome to Country by Kerri-Anne Taggart
- Apologies – Kim Lundy, Cr Danny Thompson

2 Disclosure of Interests

- Jan Fallding declared she has recently commenced employment at Muswellbrook Shire Council in the role of Principal Strategic Planner. Jan will excuse herself from meetings as required, to avoid a Conflict of Interest, and will attend virtually from now on.

3 Confirmation of Minutes

- The minutes of the Arts and Culture Advisory Group meeting held on Wednesday 3 December 2025, were confirmed.

Moved: Jan Fallding **Seconded:** Wendy Mason-Jones
 All in favour CARRIED

4 Matters arising from the Minutes

- Jan Fallding reported that:

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“The Sisters of Mercy Convent Singleton site has been closed for five years and the previous Mercy Aged Care buildings at the rear are also vacant. Jan recently became aware that the St Catherine’s Catholic College Principal was compiling a business plan around potential future uses for part or all of the site, to be presented to the Maitland/Newcastle Catholic Diocese who own property surrounding the site i.e. the College and parish church.

On request, Jan recently provided the Principal and the Diocese information regarding cultural and community use of the convent for the previous 25 years and gathered then forwarded many letters of support for future cultural & community use of the site from the many organisations and musicians who used/performed at the site in the past.

The current owner of the entire site is the Institute of Sisters of Mercy Australia & PNG. Any arrangements regarding the site will be the business of the Institute and the Diocese; Jan is not involved in any of these discussions”.

- Jan Fallding will be given the opportunity to provide a written information report pertaining on the Sisters of Mercy Convent Site Update prior to each Advisory Group meeting, to be included in the meeting agenda.

5 Agenda Items

5.1 Singleton Hunter Valley Website

Lisa Harpley, Economic Development Officer, provided the Arts & Culture Advisory Group with an update on the recently launched Singleton Hunter Valley website, a dedicated visitor-focused digital platform designed to strengthen promotion of Singleton’s tourism, events, and cultural offerings.

The website brings together a single source of truth for investors, businesses, workers and new residents — clearly articulating why Singleton is a strategic place to live, work, play and invest.

Rather than functioning as a traditional council website, it was designed as an economic development tool. The focus is on storytelling supported by data, combining regional strengths, workforce capability, infrastructure readiness and lifestyle advantages to actively influence investment decisions.

Key features of the website include: Find your dream home; Explore education and training; Business Directory; Business supports; Jobs board; Community events; Tourism directory; Interactive map.

Outcomes and Impacts of the website include Council’s ability to: Compete with metropolitan and regional locations for investment; Provide clear and professional information to site selectors and businesses; Support enquiries generated through

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events, workshops and stakeholder networks; Build confidence in Singleton's economic future.

Lisa welcomed feedback from Advisory Group members which included suggestions such as a link to the Creative Valleys website; Singleton's Aboriginal heritage, a link to the Singleton Arts & Cultural Centre website, a tab for Youth and a tab for "Submissions" (like a Community Board). Jan Fallding has already sent a list of improvement recommendations to Lisa, following the website launch event.

Please see link to the web domain: www.singletonhunintervalley.com.au

Lisa left the meeting at 12:31pm

5.2 Committee Membership Expression of Interest (EOI)

Nicole Rindal, Manager Community Experience & Events, provided the Advisory Group with an update regarding a current vacant Committee position. In accordance with the Terms of Reference, this position is open to community members within the Singleton Local Government Area who identify as a person with a disability.

An Expression of Interest for the position currently vacant will be sent in due course and Advisory Group members are encouraged to share the EOI within their networks.

5.3 Singleton Arts & Cultural Centre Quarterly Update

Courtney Wagner, Coordinator Arts & Culture (Gallery Director) provided a high-level update on programs, exhibitions and activities at the SACC.

A link to Courtney's presentation is attached to these minutes for the information of the Advisory Group.

Advisory Group members discussed revenue sources and Creative Australia philanthropy and fundraising materials.

6 Other Business

6.1 Singleton Sisters of Mercy Convent Site Update.....Jan Fallding

No further update since the last Advisory Group meeting.

6.2 Strategic Gallery Initiatives.....Christine McKanna-Farr

Christine presented the concept of corporate art collections loaned to galleries, generating larger style income, asset creation, and strengthening the SACC collection prior to establishing an Artbank.

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6.3 Arts Upper Hunter UpdateJohn O'Brien

AUH has engaged a Casual Projects Officer to work on "Listen to Arts" an event to be held in Muswellbrook.

Four LGAs will collaborate on "Death Cycle of a Found Piano" project.

There are several 'NEXT studio' digital workshops scheduled for the April school holidays.

Blak Arts Collective, a new program for First nations creatives, is commencing this month.

Arts Upper Hunter, along with Wanaruah Local Aboriginal Land Council, are hosting an On Country Youth Camp Day. The event is open to young people 11 years + and will be held on 17 April 2026 at Minimbah Teaching Place. Kerri-Anne will be involved in this day and the program includes bush craft, team work, leadership, creativity, food and culture.

John recommends the NSW Regional Cultural Plan and the Regional Partnership Strategic Program – links as below.

[Cultural Infrastructure Plan 2025+](#)

[Regional NSW Strategic Partnerships Program | NSW Government](#)

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
AC26-01	24/02/2026	Reach out regarding possible family donation/foundation opportunity.	Courtney Wagner	26/05/2026

8 Next Meeting

Tuesday 26 May 2026, 12:00pm – 1:30pm

The meeting closed at 1:22pm

Cr Patrick Thompson

Chair

DCCS28/26. Minutes - Property Advisory Panel - 25/02/2026
Author: Executive Assistant - Directors

FILE:
20/00126/002

Executive Summary

The Property Advisory Panel held its ordinary meeting on 25 February 2026. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [↓](#) Minutes Property Advisory Panel 25022026

**MINUTES
PROPERTY ADVISORY PANEL
2:00PM - 4:00PM WEDNESDAY 25 FEBRUARY 2026**



Present	Cr Sue Moore, Mayor (Chair) – Singleton Council Cr Sue George, Deputy Mayor – Singleton Council Cr Mel M McLachlan, Councillor – Singleton Council Dwight Graham, Acting General Manager – Singleton Council Phu Nguyen – Independent Member Nick Lane – Independent Member
In Attendance	Mark Wiblen, Acting Director Corporate & Community Services – Singleton Council Frances Lang, Property Services Officer – Singleton Council Jess Dunston, Executive Assistant – Singleton Council
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Justin Fitzpatrick – Barr, General Manager – Singleton Council

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Property Advisory Panel meeting held on Wednesday 19 November 2025, were confirmed.

Moved: Cr Sue George

Seconded: Nick Lane
CARRIED

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Other Property Update

Mark Wiblen, Acting Director Corporate & Community Services, provided the Property Advisory Panel with an update of properties whose significance do not warrant individual reports.

Corner of Bridgman Road and Gardner Circuit

This property has been marketed by a local agent through an EOI process, which closed late in December 2024. The agent received several enquiries during the period

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of the EOI, however only one submission was received, which was substantially lower than the expected value of the land. Council staff have recently met with the sales agent to discuss further marketing strategies.

16 Philip Street

Council staff have been investigating the potential sale of 16 Philip Street, a parcel of land classified as operational adjoining the Caracourt Caravan Park.

It was resolved at the Council Meeting on 21 October 2025 to sell the property after Council received a reasonable offer, in line with market valuation and likely development restrictions of the property.

Contracts have been exchanged and settlement is due for 5 March 2026.

39 Partridge Place

Council engaged a Planning Consultant to prepare the necessary reports required to lodge a subdivision application. The application has now been lodged with Council who have raised issues regarding the bushfire threat to the proposed parcel. Council staff are working with the Planning Consultant to determine if the bushfire threat issue can be overcome. Discussion was had with the Panel around options for overcoming this issue including talking to the RFS.

Mt Thorley Industrial Land

Council recently marketed and sold several industrial blocks along Kannar Road and O'Hara Place in Mt Thorley. Council continues to own approximately 26 hectares of Operational Land in this area as shown in the image below. The subdivided blocks that front McMenamin Avenue are not serviced nor is the road constructed. Council staff have enquired with neighbouring landowners if they might be interested in purchasing some or all of this land however no interest was shown. Staff are currently exploring options for potentially developing some or all of this land including what future industrial land demand there is likely to be in this area.

NOTED

5.2 Property Advisory Strategy

Dwight Graham, Acting General Manager, provide an update on the Property Reserve.

As at 31 January 2026, the Property Reserve balance was \$2.84m.

The interest rate is performing well.

NOTED

**MINUTES
PROPERTY ADVISORY PANEL
2:00PM - 4:00PM WEDNESDAY 25 FEBRUARY 2026**



5.3 Property Market Update

The development application for the next stage of the Bridgeman Ridge project is currently under consideration by the Regional Planning Panel and is awaiting final determination.

The provided to the Panel was an overview of current property market conditions within Singleton Heights and the surrounding new estates. The information is intended to support Council's upcoming decision regarding whether to proceed with the development of the next stage of Bridgeman Ridge or to sell the entire land parcel with the associated approval.

Market research with local real estates has been undertaken. Hard to predict what is going to happen – feedback is that it is likely to be similar to 2025.

Fairways Stage 1 – has sold very well, only 1 or 2 blocks left.

ACTION – Council to initiate a quantitative analysis to understand what the local land supply ready for market is.

Nick Lane

Would be good to understand the supply pipeline. Could potentially shape what sort of community you want in that area. Control over city shaping point of view. Flexibility in understanding what is happening around the area. Hard to predict the short term but long term probably a good option for Council obtaining it.

RECOMMENDATION

It is recommended that this report be considered and discussed by the Property Advisory Panel in preparation for the upcoming decision regarding the physical development of the next stage of Bridgman Ridge Estate following approval being granted by the Regional Planning Panel.

NOTED

5.4 Sustainable Over 55s Retirement Development Report

Cr Anne McGowan has written a paper on Sustainable Over 55s Living and Retirement Development in Singleton.

Cr McGowan's report was provided for the Committee's information. This report is for information only – no direction or Council decision has been made on this matter.

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NOTED

5.5 Independent Members Items

Independent members of the Property Advisory Panel provided matters of interest to the panel.

Nick Lane

Nick was recently talking to a builder about affordable housing. From the conversation it was surprising to learn how many builders have let their class 2 building accreditation lapse. Class 2 building accreditation is required to build multistorey dwellings which is a viable option for affordable housing.

Madam Mayor

Received phone call from Australian Conveyancer Magazine who are doing an article about bypasses and will feature Singleton. The Mayor also discussed housing with magazine editor.

NOTED

5.6 Bridgman Ridge Land Development Update

Following approval by Council, the Bridgman Ridge development Project Team has been working towards achieving an approved Development Application (DA).

This report is the quarterly progress update on the project. This quarter has focused on following up the progression of the DA with Council; Aboriginal cultural heritage matters; sewer infrastructure. All three items remain ongoing and the next Regional Planning Panel hearing is scheduled for 17 March 2026, where it is hoped approval will be gained.

DG – regarding Aboriginal cultural heritage items, we have lodged what has been found. This will allow us to get the permit required to relocate Aboriginal heritage items.

NOTED

**MINUTES
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1.1 Sustainable Living Solutions - Wadam Living Project

The report was provided as information to the Panel members of a sustainable controlled housing system project by Wadam Living.

Mayor Moore mentioned that a representative of Wadam Living has been trying to talk to Planning regarding this Project. DG clarified that following investigation, there is no record of this.

NOTED

6 Other Business

- Nil

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
PAP26-01	25/02/2026	Council to initiate a quantitative analysis to understand what the local land supply ready for market is.	D Graham	27/05/2026

8 Next Meeting

- Wednesday 27 May 2026, 2:00pm – 4:00pm

The meeting closed at 2.40pm.

Cr Sue Moore, Mayor
Chair

DCCS29/26. Minutes - Compliments, Complaints & Customer Experience Review Committee - 18/02/2026
Author: Executive Assistant - Directors

FILE: 23/00151

Executive Summary

The Compliments, Complaints & Customer Experience Review 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 - Compliments, Complaints & Customer Experience Review 18022026

MINUTES
COMPLIMENTS COMPLAINTS & CUSTOMER EXPERIENCE REVIEW COMMITTEE
2:00PM - 3:00PM WEDNESDAY 18 FEBRUARY 2026



Present	Cr Sue Moore, Mayor (Chair) Cr Anne McGowan, Councillor Dwight Graham, Acting General Manager Mark Wiblen, Acting Director Corporate & Community Services Melinda Curtis, Executive Director Nicole Rindal, Manager Community Experience & Events
In Attendance	Kirsten Torrance, Executive Assistant
Meeting Location	Committee Room & Virtual via Microsoft Teams

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Justin Fitzpatrick-Barr, Cr Mel McLachlan

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Compliments Complaints & Customer Experience Review Committee meeting held on Wednesday 26 November 2025, were confirmed.

Moved: Cr Anne McGowan **Seconded:** Nicole Rindal
CARRIED

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Compliments and Concerns Received November 2025 to January 2026

Nicole Rindal, Manager Community Experience and Events, presented an overview of compliments and concerns received from 19 November 2025 to January 2026. The report is taken as read.

Council has received a variety of compliments and excellent feedback on community events, particularly around Christmas on John Street. Feedback from several business regarding the position of the Town Band was not positive and this has been addressed.

Council's management team congratulated Council on the excellent vibe of the event despite the weather conditions of the day. A mechanism around weather conditions is now in place for future events.

MINUTES
COMPLIMENTS COMPLAINTS & CUSTOMER EXPERIENCE REVIEW COMMITTEE
2:00PM - 3:00PM WEDNESDAY 18 FEBRUARY 2026



Council has received 23 concerns of a varying nature in the reporting period. Of note is the concern regarding lack of seating in Townhead Park. 42% of concerns are converted to actions and/or CRMs.

5.2 Complaints Received 19 November 2025 to 31 January 2026

Mel Curtis, Executive Director, presented an overview of complaints received for the period of 19 November 2025 to 31 January 2026. The report is taken as read.

Discussion around listed complaints, their nature and Council's handling of same.

5.3 Customer Experience Update - October to December 2025 (Q2)

Nicole Rindal, Manager Community Experience and Events, provided a Customer Experience (CX) update for the period October to December 2025 (Q2), including Voice of the Customer (VoC) performance metrics and highlights from recent achievements.

Overall results for this quarter have been impacted by negative feedback associated with Bulk Waste Collection, accounting for approximately 40% of total survey responses. Negative feedback appears to be declining as the community adjusts to FOGO.

Positive feedback received has centred around Lake St Clair, Library programs and Youth venue programs.

The Voice of the Customer (VoC) Program has been expanded, with additional services and surveys introduced across multiple business units.

Discussion around increasing survey responses and AI incentivised phone system as currently used by Port Macquarie Hastings Council.

A full refresh of CX reporting framework is currently underway with the aim to present at the next committee meeting.

Discussion around next steps for Customer Experience projects, including Council's Customer Experience Strategy 2026-2030, Micromex Community Survey, analysis and reporting of Staff Customer Centricity Survey results and continued refinement of CX reporting and service level insights.

The Committee congratulated Nicole on an excellent presentation.

MINUTES
COMPLIMENTS COMPLAINTS & CUSTOMER EXPERIENCE REVIEW COMMITTEE
2:00PM - 3:00PM WEDNESDAY 18 FEBRUARY 2026



6 Other Business

- Nicole provided feedback to the Committee regarding actions from the previous meeting relating to the technical equipment in the Civic Centre auditorium. The Civic Centre Events team confirmed they use an event checklist and Nicole advised the equipment was tested prior to the Wambo

Coal Hall of Fame event and equipment concerns related to an employee training issue.

A review of the Civic Centre technical equipment will be conducted and is dependent on operational funding.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
CCCX26-01	18/02/2026	Provide review of FOGO survey data differentiating between rural and regional consumers	N Rindal	20/05/2026

8 Next Meeting

Wednesday 20 May 2026, 2:00pm – 3:00pm

The meeting closed at 3:02pm

Cr Sue Moore, Mayor
Chair

DI&P12/26. Minutes - Singleton Sports Advisory Committee - 19/02/2026

FILE: 26/00151

Author: Executive Assistant - Directors

Executive Summary

The Singleton Sports Advisory Committee held its ordinary meeting on 19 February 2026. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1 [↓](#) Minutes - Singleton Sports Advisory Committee - 19/02/2026

**MINUTES
SINGLETON SPORTS ADVISORY COMMITTEE
7:00PM THURSDAY 19 FEBRUARY 2026**



Present	Cr Daniel D Thompson – Singleton Council (Chair) (Cr DT) Howe Park Tennis Club – Mark Rix (MR) Singleton AFL – Mal Draper (MD) Singleton AFL – Peter Flockhart (PF) Singleton Golf Club – Greg Bateman (GB) Singleton Mountain Biking Club – Alan Fletcher (AF) Singleton Parkrun – Carol Burgmann (CBU) Singleton Strikers Football Club Community – Mark Austin (MA) Singleton Strikers Football Club Premier – Donna Watson (DW) Singleton Triathlon Club – Ian O'Brien (IO)
In Attendance	Conor Byrne – Manager Infrastructure Services, Singleton Council (CB) Susan Stewart – Coordinator Recreation & Facilities, Singleton Council (SS) Kellie Doherty – Minute Taker, Singleton Council
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
 - Cr Mel McLachlan – Singleton Council
 - Mike Duff – Singleton Council
 - Monique Buckley – Singleton Junior Touch Football
 - Eric Blaikie – Singleton Junior Rugby
 - Lea Scoular – Singleton Amateur Swimming Club
 - Kate Brumby – Singleton United Rugby League Football Club
 - Luke Holz – Singleton United Rugby League Football Club

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Singleton Sports Advisory Committee meeting held on Thursday 11 December 2025, were confirmed.

Moved MR Seconded MD

4 Matters arising from the Minutes

**MINUTES
SINGLETON SPORTS ADVISORY COMMITTEE
7:00PM THURSDAY 19 FEBRUARY 2026**



- Item 5.8 Sports Club Updates – Mark *Watson* should read Mark *Austin* for Singleton Strikers Community

5 Agenda Items

5.1 Financial Report

FILE:26/00151

The Singleton Sports Advisory Committee – Financial Report for January 2026 was reviewed by the Committee.

NOTED

5.2 Strategic Planning Update

FILE:26/00151

SS provided an update on the progression of Strategic Planning.

Gowrie Park Masterplan

- Plan completed and awaiting adoption by Council

Sport and Recreation Fees & Charges Review

- Consultant engaged
- Compilation of background information on venues, assets, usage, and costs underway
- Cr DT raised concerns regarding the review noting that clubs have been without charges for many years, and requested that clubs are consulted with
- SS confirmed consultation with all clubs will be part of the review
- DW queried if ground hire may be a cost to clubs, Cr DT advised potentially yes depending on the completion of the report

Singleton Equine Feasibility Study

- Consultant engaged
- Site visits in Singleton and surrounds commenced 9 February
- Market analysis and stakeholder engagement underway

NOTED

5.3 Capital Works Planning

FILE:26/00151

Nil.

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NOTED

5.4 Capital Works Delivery

FILE:26/00151

CB provided an update on the progression of the Capital Works Delivery.

Cook #4 Amenities Extension (\$2.2M)

- Buildings works have been completed except for the overflow sewage tank, scheduled for installation February 2026. A number of defect repairs are occurring including waterproofing of the basement storage area

Replacement of Cook #2 and #4 Cricket Wicket (\$180,000)

- Completed

Alroy Oval and Amenities Upgrade (\$8.2M)

- Building works are complete and we are in the defects period
- The field has been handed back to Council
- Minor changes to the water metering with an additional meter to be installed

Gym and Swim Indoor Pool Dome Roof Replacement (\$3.8M)

- Options being assessed following further structural analysis

Gym and Swim Splash Pad (\$1.4M)

- Completed
- Cr DT noted the amount of usage on the splashpad has significantly increased

Allan Bull Spectator Seating (\$50,000)

- Completed

Cricket Pitch Replacement at Bulga Recreation Ground

- Planning commenced

NOTED

5.5 Maintenance Activities

FILE:26/00151

SS advised there were 7 CRM's received from December 2025 – January 2026.

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Customer	Date	Issue	Outcome
Singleton Netball	12/02/26	Singleton Netball Clubhouse has the following issues. The ladies bathroom has one sink that has no water and one of the lights is not working one of the lights in the large storeroom is also not working. We have a problem with red back spiders in and around the clubhouse	Under investigation
Howe Park Tennis	09/02/26	The alarm system went off on Saturday night whilst armed for no apparent reason and went off twice on Sunday during the morning when the system was disarmed. The system needs a check to ascertain why it is alarming when disarmed	Under investigation
Howe Park Tennis	05/02/26	The Hot Water system in the Clubhouse does not produce any hot water	New system installed
Howe Park Tennis	11/01/26	There is a leaking water pipe at the back of the Howe Park Grandstand at ground level. Please see attached video and photos	Repairs completed
Singleton Junior Touch Football	29/01/26	Could council please fill in the holes that are on field 4 and also the try line on field 3, these appear to be from rabbits or similar and need topping up to prevent injury to players	Completed
Singleton Junior Rugby Union	16/01/26	Wet patch field 2 Allan Bull	Completed
Singleton Junior Rugby Union	16/01/26	Allan Bull facilities, Showers, handles etc busted in change rooms need addressing prior to season commencing	Inspected and no further action

- All sports fields sprayed for broadleaf weeds
- All sports fields sprayed with Primo Maxx growth retardant
- Intermittent irrigation maintenance across sports fields
- 7 x halogen light globes replaced at Civic Park and one total light
- All grounds serviced as per service level agreements
- Council recommenced servicing of Alroy Oval as of 2 February
- Cook #2, #3, and #4 turf cricket wickets completed and 1tonne of wicket soil donated to Singleton District Cricket Association for future maintenance works

NOTED

**MINUTES
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5.6 Grant Programs

FILE:26/00151

SS provided an update on the open sports grant funding opportunities.

Singleton Council Sports Grant Program 2025/2026 Round 2

- Open for applications 23 February
- Applications close on 20 March
- Notification to applicants in May

Game on for Change – Preventing Domestic, Family, and Sexual Violence through Sport

- Tier 1 Local Impact closed 18 February
- Tier 2 Expanding Reach closes 4 March

NOTED

5.7 Sports Club Updates

FILE:26/00151

Singleton Triathlon Club – IO

- Last event on 1 March, will be the 6th event for the season
 - Grant received from Triathlon Australia to hold ladies only training
 - IO queried when the rock entrance at the Gym & Swim will be removed and also the possibility of a concrete path
- ACTION:** CB to investigate and advise IO

Singleton Parkrun – CBU

- Up to 150-160 attendees most weeks
 - Asked for an update regarding the proposed walkway at Rose Point Park, CB advised an application was submitted for funding through Active Transport
 - CBU advised people with a disability cannot participate, and that a few hundred metres of additional footpath is required around the carpark
- ACTION:** CB to investigate and advise CBU
- CBU suggested a community run on the new bypass
- ACTION:** CB to pass on request to relevant Council staff

Singleton AFL – MD / PF

- Juniors returned 18 February, unfortunately women's seniors are struggling with numbers
- Queried when rye grass seeds will be spread as last year couldn't use the

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fields for 4 weeks

ACTION: SS to follow up with Parks Management Officer and advise MD

- Also queried when rubbish bins will be replaced as rubbish continues to be dumped at the clubhouse

ACTION: SS to follow up with Waste and advise MD

- Focusing on getting the clubrooms set up and ready
- Quite impressed with the facility, looks really good

Singleton Strikers Football Club Community – MA

- Final stages of planning for the Open Day at Alroy on Saturday 21 February
- Line marking has been completed for exhibition games
- Coaches boxes have been installed and the slab poured
- Registrations are open

Singleton Golf Club – GB

- Season has commenced with teams in every grade
- Resumption of Tuesday 3pm after school kids session with an average of 25-30 kids
- Membership numbers are up from last year

Howe Park Tennis Club – MR

- Back up and running after school holidays
- Contractor confirms defects on the courts meet acceptable standards, will continue to work with Council and the contractor to rectify
- Moving forward on draft lease with Council

Singleton Strikers Football Club Premier – DW

- Premier youth league season has started, up to round 3
- First grade reserves start mid-March

Singleton Mountain Biking Club – AF

- Pioneer trails continue to be very popular for locals but also those from outside of the LGA
- Currently 65 members
- Planning the race calendar with 4 events at Pioneer and 2 at Maison Dieu
- Orienteering Newcastle have been back and held another event at Maison Dieu
- Discussions underway with Council for the draft licence
- Planning for picnic shelter and adaptive loop projects

NOTED

**MINUTES
SINGLETON SPORTS ADVISORY COMMITTEE
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6 Other Business

- CB – Apologies to Singleton Strikers Community for the handling of the Alroy opening event. There was a lack of clarity between what constituted normal operations versus an event with responsibilities divided among different Council officers. We acknowledge and apologise for the additional last minute work this caused. This has however identified opportunities for improvement for future scenarios
- SS – Thank you to those clubs that have submitted their winter seasonal applications, currently working with clubs where there are clashes

7 Action List

- Nil.

8 Next Meeting

- 16 April 2026 at 7:00pm in the Committee Room

The meeting closed at 7:52pm

Cr Daniel D Thompson
Chair