NOTICE OF MEETING

Notice is hereby given, in accordance with the provisions of the *Local Government Act 1993* that a **Meeting of Singleton Council** will be held in the **Council Chambers, Queen Street Singleton**, on **Tuesday 18 February 2025**, commencing after the Public Forum at **5.30pm**.

Emergency Evacuation - Council Chambers

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

Privacy/Webcasting

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

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

General

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

Statement of Ethical Obligations

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

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

AGENDA **PAGE**

Opening of Meeting

Acknowledgement of Country

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

Apologies and applications for a leave of absence by Councillors

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1. 10 Decemeber 2024

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Questions with Notice

Justin Fitzpatrick-Barr
GENERAL MANAGER

MEETING PRINCIPLES

Council and Committee meetings should be:

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

NM1/25. Notice of Motion - Councillor Remuneration **FILE:** 25/00033
Author: Governance Officer

Councillor S Yeomans has given notice of his intention to move the following motion:

That Councillors' 2024/2025 allowances for the remaining 2024/2025 period be reduced from the maximum determined at the 18 June 2024 Meeting (Item GM25/24) to the minimum payable as determined by the remuneration tribunal's 2024/2025 determination until the budget achieves a surplus.

Report:

Purpose:

- Setting an Example: setting a precedent & motivation for other decisions made by councillors & the organisation at large. The organisation can demonstrate fiscal responsibility, by making decisions that reduce spending & adding to future costs by focussing on essential services. Every little step helps.

Benefits:

- Savings: strengthening habits of "saving for a rainy day", for example waterworks depots without the need to increase charges, this provides a buffer for unexpected expenses or downturns, promoting financial sustainability.
- Minimising Rate and Charge Increases: By using existing resources judiciously, there's less pressure to increase rates or charges for essential services, which can be beneficial for the community, especially in times of economic strain.
- Public Perception: Such a move would be positively received by the public, especially in times of economic constraint, as it shows solidarity between elected officials and the community in facing financial challenges.
- Personal responsibility focusses the mind, act now while it is easier to fix with ongoing collections of small decisions.

Attachments
There are no attachments for this report.

NM2/25. Notice of Motion - Redirect Savings **FILE:** 25/00033
Author: Governance Officer

Councillor S Yeomans has given notice of his intention to move the following motion:

Redirect Savings: Any savings from reducing or altering the supply of meals after meetings should be directed towards balancing the budget (reducing spending), not towards additional spending.

Report

Benefits:

- Setting an example: By directing the savings, the organisation can demonstrate responsibility, setting a precedent for other budgetary decisions, adjusting perceptions of entitlement
- Savings: Contribute to savings, balancing the budget
- Minimising rate and charges increases: By using existing resources more judiciously, there's less pressure to increase rates or charges for services, which can be beneficial for the community, especially in times of economic strain.

Attachments
There are no attachments for this report.

NM3/25. Notice of Motion - Flying Fox **FILE:** 25/00006
Author: Governance Lead

Councillor H Jenkins has given her intention to move the following motion:

That Council write to our State Member Mr Dave Layzell and Federal Member Mr Dan Repacholi requesting urgent support, advice and action to address the crisis situation our township is in regarding the flying fox population.

The creatures are moving from their traditional roosting place at Burdekin Park into neighbouring streets impacting private residences, businesses and childcare centres, which is causing alarm and distress.

The bats new roosting places are interfering with private residences, businesses and childcare centres and reported impacts of the flying foxes include damage to property, loss of revenue and most importantly serious concerns regarding the health and safety of the children in the child care centres. This crisis situation needs to be outlined to our State and Federal members in our correspondence.

Attachments
There are no attachments for this report.

GM1/25. Request for Leave of Absence - Cr Daniel Thompson - 18 February 2025 to 14 March 2025 **FILE:** 21/00157
Author: Governance Lead

Executive Summary

The purpose of this report is for Council to consider a request for leave of absence from Councillor Daniel Thompson for the period of 18 February 2025 to 14 March 2025 inclusive. The reason for leave is for travel.

RECOMMENDED that Council approve leave of absence from Councillor Daniel Thompson for the period from 18 February 2025 to 14 March 2025.

Community Strategic Plan

Nil

Attachments
There are no attachments for this report.

GM2/25. Minutes - Singleton Australia Day Committee - 18/12/2024 **FILE:** 24/00049/001
Author: Executive Assistant

Executive Summary

The Singleton Australia Day Committee held its meeting on 18 December 2024 and the minutes are shown as **Attachment 1** for Council's information. The Australia Day Committee also reviewed its Terms of Reference which are shown as **Attachment 2** for Council's approval.

RECOMMENDED that Council:

1. Note the minutes of the Singleton Australia Day Committee meeting held 18 December 2024.

2. Endorse the updated Terms of Reference for the Singleton Australia Day Committee.

Report

The Singleton Australia Day Committee was established in accordance with Section 355 of the *Local Government Act,* 1993 and was formed to provide advice to Council and encourage, facilitate, organise and carry out, with approved budget limits, appropriate activities and events to recognise Australia Day.

A review of the Terms of Reference was undertaken in 2017. In accordance with the Council Committee Policy and this Committee's Terms of Reference, the Committee '*shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.*

At its meeting held on 18 December 2024, the Singleton Australia Day Committee completed a detailed review of its Terms of Reference. To assist Council a copy of the current document showing the proposed changes is provided as **Attachment 2**.

Community Strategic Plan

Our Leadership

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

Delivery Program/Operational Plan

5.6.5 The elected Council are informed, engaged and attuned to community needs.

Council Policy/Legislation

Local Government Act NSW, 1993.

Financial Implications

There are no financial implications for Council as a result of proposed changes to the Singleton Australia Day Committee Terms of Reference.

Consultation/Social Implications

The current Terms of Reference were circulated to all Committee Members in preparation of the meeting.

Environmental Consideration

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resource
There is a risk to Council of not engaging with the community to understand cultural implications across a range of work that Council undertakes, which could lead to reputational damage. penalties	Medium	Adopt the recommendation	Low	Yes
There is a risk to Council of providing services and programs that do not consider cultural impact which may lead to reputational damage across the community.	Medium	Adopt the recommendations	Low	Yes

Options

The following options are available to Council:

1. Note the minutes of the Singleton Australia Day Committee held on 18 December 2024 and endorse the updated Terms of Reference for the Singleton Australia Day Committee.

2. Note the minutes of the December 2024 Singleton Australia Day Committee held on 18 December 2024 and not endorse the updated Terms of Reference for the Singleton Australia Day Committee.

Option one is recommended.

Conclusions

The Singleton Australia Day Committee is a long-established committee. The Committee is engaged and wishing to work productively with Council for the betterment of the Singleton Community. The updated Terms of Reference provide the framework to support closer collaboration with Council.

Attachments

AT-1⇩ Minutes - Australia Day Committee Meeting - 18 December 2024

AT-2⇩ Council Committee Terms of Reference - Australia Day Committee - 10 December 2024

MINUTES
AUSTRALIA DAY COMMITTEE
12PM WEDNESDAY 18 DECEMBER 2024

Present	Cr Daniel Thompson (Chair) Cr Sue Moore (Mayor) Mitch Madden (Singleton Diggers Club) Peter Knight (Cultural Organisation) **V** Scott McKenzie (Singleton Ministers Association) Wendy Love (Community Representative) Pam Dicks (Singleton Lioness Club) Denise Harris (Singleton Lions Club) Melinda Curtis (Executive Manager) Jonathan Pandoulis (School of Infantry) David Andrews (PCYC) **V** Courtney Bendall (Rotary) Harrison Kirkwood (Singleton Disability Advisory Committee) **V** Malcolm Franks (Singleton Aboriginal Reconciliation Committee) Diana Thorning (Citizen of the Year 2024) Joss Davies (Young Achiever of the Year 2024) **V** Ellen Papanicolaou (Venue and Events Officer)
In Attendance	Samantha Calleja (Executive Assistant)
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Malcolm Franks
- Apologies - Jean Hands (Singleton Aboriginal Reconciliation Committee) and Jane Farrelly (Singleton Show Young Woman 2024)

2 Disclosure of Interests

- Scott McKenzie advised he knows two of the nominees personally and would abstain from voting for the Citizen and Young Achiever of the Year.

3 Confirmation of Minutes

The minutes of the Australia Day Committee meeting held on Wednesday 26 June 2024, were confirmed.

MOVED Sue Moore **SECONDED** Malcolm Franks

4 Matters arising from the Minutes

- Nil

MINUTES
AUSTRALIA DAY COMMITTEE
12PM WEDNESDAY 18 DECEMBER 2024

5 Agenda Items

5.1 Planning for Australia Day 2025 FILE:24/00049/001

Executive Summary

1. An update was provided on the following Australia Day Activities:

   - Mayoral Reception – 25/1/2025 5.30pm to 7.30pm – Civic Centre Foyer

   Same set up and program as last year.

   - Family Friend Event "Twilight" – 25/1/2025 6.00pm to 9.00pm – Townhead Park
   - Australia Day Breakfast – Singleton Lions Club – 26/1/2025 8.00am to 9.15am

   Confirmed 8am serving time and expecting 150 guests, same as last year.

   - Official Ceremony – 26/1/2025 9.30am

   Mitch Madden confirmed Aboriginal and Australian flags will be handed out by the Singleton Diggers.

   Army Guard rehearsal scheduled for 3pm Thursday 23rd January 2025 with an optional second run through booked for 3pm Saturday 25th January 2025.

2. Citizenship
   11 conferees have been confirmed by Department of Home Affairs to attend the Citizenship Ceremony on 26/1/2025, certificates have arrived and invitations have been sent.
   Australian / Aboriginal Flag Lapel pins purchased as ceremonial gift for new citizens

3. Draft Run Sheet – Mayoral Reception – Civic Centre Foyer – Saturday, 25 January 2025 from 5.30pm to 7.30pm.

   ACTION: Sam Calleja (Executive Assistant) to update Mayoral Reception Program to reflect the MC is the General Manager, Justin Fitzpatrick-Barr and the BBQ start time will be 8am.

4. Draft Official Program – Sunday, 26 January 2025. 8.00am BBQ supplied by the Singleton Lions Club. 9.30am Official Ceremony
   ACTION: Sam Calleja (Executive Assistant) to update ceremony run sheet to have Cr Danny Thompson advise new citizens straight after citizenship ceremony (while still on stage) that they will return to the stage at the end of the whole event for a group photo with the Mayor, Uncle Warren and Aboriginal Reconciliation Committee members. Sam Calleja (Executive Assistant) to also mention this in phone call to citizens when confirming details.

5. Updated Guest List

6. Australia Day Guest – Commanding Officer School of Infantry - Lt Col Brook – Confirmed

NOTED

5.2 Australia Day Committee Terms of Reference and Committee Vacancies FILE:24/00049/001

Purpose:

The purpose of this report was for the Singleton Australia Day Committee to review it's Terms of Reference and review its membership in line with the updated Terms of Reference.

Current Membership:

Mayor (1)	Cr Sue Moore
One Councillor (1)	Cr Danny Thompson (Chair)
Young Achiever of the Year (1)	Joss Davies
Citizen of the Year (1)	Diana Thorning
Two Community Representatives (2)	Wendy Love (1 Vacancy)
Singleton Diggers Club (1)	Mitch Madden
Service Clubs (Rotary, Lions, Lioness) (3)	Courtney Bendall, Denise Harris and Pam Dicks
Community based Cultural Organisation Representative (1)	Peter Knight
Representative of the Lone Pine Barricks School of Infantry and an alternate delegate (1)	W01 Scott Krum RSM
Singleton Show Young Show Woman (1)	Jane Farrelly
Ministers Association Representative (1)	Scott McKenzie
Singleton Disability Advisory Committee Representative (1)	Harrison Kirkwood
PCYC Representative (1)	David Andrews
Two Singleton Aboriginal Reconciliation Committee Representatives	Jean Hands and Malcolm Franks
Two Council Officers nominated by the General Manager (2)	Melinda Curtis, Executive Manager and Ellen Papanicolaou, Venue and Events Officer)

It was agreed that the vacant position be advertised and the nominated representative be invited to the next meeting of the Committee.

Recommendation:

That the Australia Day Committee:

1. Note the Committee's Terms of Reference

2. Note that the membership of the Committee was reviewed, and an Expression of Interest (EOI) will be called for the vacant community representative position following adoption by Council of the updated Terms of Reference.

MOVED Sue Moore **SECONDED** Courtney Bendall

5.3 Consideration of Nominations - Young Achiever of the Year and Citizen of the Year FILE:24/00049/001

Executive Summary

There were 6 nominations received for Young Achiever of the Year Award and three nominations received for Citizen of the Year Award.

Young Achiever of the Year Award

Reference	Nominee
24/82440	Meg Nagle
24/82442	Jared Lawrence
24/82444	Jared Lawrence
24/82446	Jared Lawrence
24/82448	Jared Lawrence
24/82449	Hanz Java

Citizen of the Year Award

Reference	Nominee
24/78230	Nigel Korff
24/77737	Sharon Power
24/82451	Graham McBride

A ballot was conducted for Citizen of the Year and Young Achiever of the Year resulting in a majority win for both categories.

The awardee for Citizen of the Year and Young Achiever of the Year will be announced during the official ceremony on 26 January, 2025.

NOTED

6 Other Business

- The Chair and the Mayor thanked the Committee for their contribution in 2024 and wished everyone a Happy Christmas.

- The Chair and the Mayor thanked Diana Thorning and Joss Davies for their contribution as the 2024 Citizen and Young Achiever of the Year, acknowledging this would be their last meeting with the Committee.

- Joss Davies and David Andrews provided feedback on the Young Achiever of the Year duties and expectations. It was suggested that future Young Achievers be provided with a calendar of events and an outline of their expected duties.
  ACTION: Sam Calleja (Executive Assistant) to create a draft document for both the Citizen of the Year and Young Achiever of the Year which will include a calendar and duties, and present it at the May meeting.

- **ACTION:** Re-send email to Joss Davies regarding Young Citizen Learning and Development Program

7 Action List

Pulse/ Action No	Meeting Date	Action	Responsible Officer	Due Date
	18 Dec 2024	Update Mayoral Reception Run Sheet as per committees comments	Sam Calleja	13 Jan 2025
	18 Dec 2024	Advise new citizens of photo op at conclusion of entire Australia Day event	Sam Calleja	13 Jan 2025
	18 Dec 2024	Update Australia Day Event Run Sheet as per committees comments	Sam Calleja	13 Jan 2025
	18 Dec 2024	Create a draft document for both the Citizen of the Year and Young Achiever of the Year which will include a calendar and duties, and present it at the May meeting.	Sam Calleja	May Meeting
	18 Dec 2024	Re-send email to Joss Davies regarding Young Citizen Learning and Development Program	Sam Calleja	Completed

8 Next Meeting

- May 2025 - TBC

The meeting closed at 12:36PM

Cr Daniel Thompson
Chair

Terms of Reference
Australia Day Committee

1. Establishment

The Australia Day Committee (the Committee) was established by Singleton Council (Council) to plan Singleton's celebrations for Australia Day.

2. Authority

The committee has been established in accordance with Section 355 of the Local Government Act, 1993.

3. Functions and Responsibilities

This committee's functions are to:

- Facilitate, organise and carry out, within approved budget limits, appropriate activities and events to recognise Australia Day.
- Invite nominations and selection of annual recipients of the 'Citizen of the Year' and 'Young Achiever of the Year' Awards.
- Advise Council on initiatives for properly recognising Australia Day.

4. Referral of Matters

- All Committee minutes will be reported to Council for information and noting as well as for the adoption of any recommendations that are outside of the Committee's delegation (if any).

5. Membership

The Committee will consist of the following voting members:

- The Mayor (1) and one (1) Councillor with one being the Chair.
- Citizen of the Year (1)
- Young Achiever of the Year (1) or alternate delegate
- Two (2) Community Representatives
- Singleton Diggers Club (1)
- Service Clubs (Rotary, Lions and Lioness) (3)
- Community based Cultural organisation representative (1)
- Representative of the Lone Pine Barracks School of Infantry and an alternate delegate (1)
- Singleton Show Young Show Woman (1)
- Representative Ministers Association (1)
- Representative Singleton Disability Advisory Committee (1)
- Representative of the PCYC (1)
- Two Council Officers nominated by the General Manager (2)

DRAFT

- Two representatives of the Singleton Aboriginal Reconciliation Committee (2)

and the following staff will attend in an advisory capacity only:
- Executive Assistant – General Manager (1)

6. Chairperson

- Council shall appoint one of the Councillor representatives as Chairperson at the meeting when Councillor representatives are determined.
- In the event of the Chairperson's absence another Councillor representative will act as Chairperson.
- The Chairperson shall preside at all meetings and shall ensure that all decisions of the Committee are implemented.

7. Length of term

Unless otherwise determined by Council, the term of membership shall be the life of the Committee, which is four years, except for Citizen of the Year, Young Achiever of the Year or Singleton Show Young Show Woman which shall be annual appointments.

8. Vacancies

Council will undertake an Expression of Interest process for vacant Community Representative positions to be appointed after Australia Day following the new term of Council through to the Australia Day after the next election. Other vacant positions for specific groups will be internally filled by the respective groups.

9. Operation

- The Committee shall comply with Council's adopted Code of Conduct and Councils Advisory Committee Policy.
- Meetings may be held in person or virtually, at the discretion of the Chair.
- The Committee will meet at least quarterly.
- The Committee shall regulate the time and place of its meetings.
- All decisions and recommendations to Council shall be agreed by the Committee, preferably by consensus, or by majority vote of voting members present.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

10. Conflicts of Interest

- Members shall observe the provisions of the *Local Government Act, 1993* and Council's Code of Conduct in relation to declaring conflicts of interest for business placed before the Committee.
- The agenda will have a standing item for conflicts of interest.
- All conflicts of interest are to be declared to the Chairperson either prior to or at the commencement of the meeting.
- All conflicts of interest and any action taken will be recorded in the minutes.

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11. Quorum

- A quorum will consist of a majority of current voting members.
- If a quorum is not achieved, the meeting will either be held over until the following meeting date or rescheduled to a suitable time.

12. Conduct

- All committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:
    - Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public present during Committee Meetings.
    - Not engage in conduct that disrupts Committee Meetings, or that would otherwise be inconsistent with the orderly conduct of meetings.
    - Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Council's Code of Conduct.

- Councillors must comply with the Councillor and Staff Interaction Policy at all times and only contact staff that are nominated in the Councillor/Staff Liaison Listing. Should they wish to contact a Council staff member outside of a committee meeting they may only do so via the General Manager or relevant Director.

- It is important for committee members to recognise that meetings are not a suitable forum for making action requests of Council staff. All requests outside of a Committee's Terms of Reference must be made via the appropriate channels ie. Customer Request.

13. Meetings

- Committee meetings are to be carried out in accordance with this Terms of Reference and Council's Advisory Committee Policy.
- Committee members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.
- Committee meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members.

14. Observers and Visitors

- A Councillor who is not a member of a Committee may attend the Committee as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion (if required), or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chair by email of their intention to attend the meeting.

- The General Manager or their representative may also attend and speak at a meeting. Other Council staff may attend at the invitation of the General Manager or Director to speak on a particular agenda item or to provide specialist advice. Council staff attending in this capacity cannot move or second a motion or vote at the meeting.

15. Agendas and Minutes

- Agendas and Minutes are to be prepared and circulated in accordance with the Advisory Committee Policy.
- All meeting documents are to be recorded on the relevant Content Manager container.
- Council staff will arrange for all Committee Minutes will be reported to Council for adoption or for information.
- Council staff will make all necessary meeting arrangements.

16. Access to Information and Advice from the Committee

- Committee members may have reasonable access to Council resources and information for the purposes of carrying out responsibilities associated with their role on the Committee.
- The Committee may call for reports from the General Manager or their delegate on matters contained within the Committee functions.
- The Committee shall be bound to maintain the confidentiality of information submitted to it, where such information is noted as being confidential.
- Any legal matter or advice that is considered by the Committee is to be dealt with in a manner that ensures the protection of legal privilege.

17. Evaluation and Review

- The Committee shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.
- The Chair of the Committee will initiate a review of the performance of the Committee at the end of every term of Council. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from the General Manager or relevant Director and any other relevant stakeholders, as determined by the Chair.

18. Document History

Date	Version	Responsible Officer	Changes
10/12/24	5	Executive Assistant – General Manager	• Update to Length of term (7) to include Citizen of the Year, Young Achiever of the Year and Singleton Show Young Show

			Woman shall be annual appointments. • Vacancies (8) updated to include EOI process for vacant Community Representative positions.

DRAFT

GM3/25. Community Engagement Strategy Review **FILE:** 24/00398
Author: Coordinator Communication & Engagement

Executive Summary

The purpose of this report is seeking Council's approval to adopt the Create Singleton – Community Engagement Strategy (**Attachment 1**) which was reviewed following the 2024 election, as required by the Integrated Planning and Reporting Framework.

The reviewed document was placed on public exhibition from 16 December 2024 to 27 January 2025 and one submission was received resulting in minimal amendments.

RECOMMENDED that Council adopt the reviewed Create Singleton - Community Engagement Strategy with consideration of the submissions received during the public exhibition period.

Report

Section 402A of the Local Government Act, 1993 requires every Council to have a Community Engagement Strategy, in support of the Integrated Planning and Reporting (IP&R) Framework. Changes to the IP&R Framework in September 2021 require councils to ensure that the Community Engagement Strategy relates to the development of all plans, policies, programs and activities and not just the Community Strategic Plan (CSP).

The IP&R Framework is underpinned by strong community input and participation in plans to ensure they represent the aspirations and needs of the local community. The reviewed Create Community Engagement Strategy must be endorsed by Council and:

- Be based on the principles of social justice - access, equity, participation and rights
- Identify relevant stakeholder groups in the community
- Outline the methods that the council will use to engage each of these groups
- Allow sufficient time to effectively undertake the engagement.

Community engagement by Council is an enabling process for people to be involved in decision-making that affects their daily lives. Regardless of the legislative requirement, Council recognises that encouraging and promoting an actively engaged community is essential to creating the Singleton people want now, as well as into the future, based on truly collaborative decision-making that best reflects the community's shared vision and desires.

Recognising that Singleton has a strong record of community participation based on the response to plans and strategies, and particularly the recent review of the Community Strategic Plan, the Create Singleton Community Engagement Strategy formalises Council's already successful approach. The Create Singleton Community Engagement Strategy is underpinned by six principles.

Principle 1: Our engagement is respectful – we will provide clear and easy to understand information in a range of formats that allows ease of access to encourage and promote community participation.

Principle 2: Our engagement is inclusive – we will seek input and feedback from a diverse range of perspectives in the community using a variety of tools and methods to overcome barriers to participation, including geographical constraints.

Principle 3: Our engagement is relevant – we will be definitive in our purpose and objectives, and clear about the extent the community can influence the decision.

Principle 4: Our engagement is meaningful – we will ensure our community's input and feedback is considered in the decisions that impact them, and report back on how feedback was incorporated in the final outcome to build trust.

Principle 5: Our engagement is timely – we will plan community engagement early in the process, providing enough time for consideration and quality feedback.

Principle 6: Our engagement is evolving – we will evaluate our process to continually improve how we engage with the community and keep up to date with modern channels and methods for engagement that suit our community.

Inclusion of Community Participation Plan

The revised Community Engagement Strategy now incorporates Council's Community Participation Plan (CPP), which Council is required to have under the *Environmental Planning and Assessment Act, 1979* (EP&A Act). The Community Participation Plan component explains how and when Council will undertake community participation when exercising planning functions under the EP&A Act.

Community Strategic Plan

Our Leadership

Strategy:	5.5	To lead, govern and regulate in an ethical, equitable and transparent way
Deliverable:	5.5.9	Meet governance compliance and reporting requirements
Action:	5.5.9.1	Complete governance items on the Office of Local Government Calendar of Compliance and Reporting requirements by due dates

Council Policy/Legislation

The Create Singleton Community Engagement Strategy complies with Council's requirements under the Local Government Act, 1993 to establish and implement a strategy (called its community engagement strategy) for engagement with the local community when developing its plans, policies and programs and for the purpose of determining its activities (other than routine administrative matters).

The Create Singleton Community Engagement Strategy also complies with the *Environmental Planning and Assessment Act, 1979* (EP&A Act), by the incorporation of the Community Participation Plan.

Financial Implications

There are no anticipated impacts to the existing approved Council budget arising from the adoption of the reviewed Create Singleton Community Engagement Strategy.

Consultation

Information gathered as part of the community engagement for the Create Singleton 2035 Community Strategic Plan was used to inform this review and a Councillor Briefing was held on 8 October 2024. Prior to its last adoption in May 2024 the Councils Executive Leadership Team (ELT) were consulted, and a Councillor Briefing was held on 2 April 2024.

The reviewed Strategy has been developed in consultation with specialist staff to ensure it meets all requirements.

The reviewed Community Engagement Strategy was publicly exhibited for an extended time period over the standard 28 days from16 December 2024 to the 27 January 2025, taking into account the Christmas and New Year period. The public exhibition was advertised in the Singleton Argus on 20 December 2024 and the Hunter River Times on 21 December 2024, and numerous social media posts were published to encourage the community to review and provide feedback.

Submissions Received

As a result, one submission was received and detailed in the feedback log at **Attachment 2**. The submission necessitates the Strategy to be returned to Council for determination. The submission highlighted the importance of community engagement practices to best capture and reflect the true composition of the community, based on demographic information and with consideration for ABS data for the Singleton LGA. We have considered the concerns raised in the submission in the following ways:

Concern	Response
Demographic matching	When planning Council's engagement activities, a set of demographic questions is included where appropriate. Pending IAP (International Association of Public Participation) guidelines and advice, a consistent approach to capturing demographics data may be implemented.
Engaging the silent majority	It is our priority for engagement opportunities to be accessible for all members of the Singleton community to participate if they wish. Council's engagement activities and communication techniques are designed to be quick and easy to best seek out the voices from all groups in the community, including time poor individuals. We plan face-to-face engagements at various local events and locations and utilise a mix of digital and traditional hardcopy methods. We are proud to

	have heard from 13% of the Singleton community when completing the most recent engagement project for the Community Strategic Plan.
Proxy methods for representation and data weighting	When collected the demographics information is cross-referenced against current and reputable data sources, including ABS. We recognise data correlation and data weighing techniques as helpful for use with some data sets as required.
Transparency and feedback	Post-engagement, we work to provide feedback to both community and Councillors as best possible. For smaller engagements we work to provide a feedback loop to the community and an engagement snapshot template has been developed to best present engagement data. Any data correlation and data weighing techniques utilised can be included in the snapshot. For larger scale engagements, such as the IP+R documentation, Councillors are provided with monthly updates throughout the engagement period.

As a result of this feedback, minor changes were made to highlight how the Strategy encourages representative consultation with additions in bold as follows:

- Page 14: What engagement looks like at Singleton Council – third paragraph - We welcome and facilitate community discussion and invite all views and feedback in a way that is inclusive, respectful and valuable, **and reflects our community's composition as best as possible.**
- Page 18: Inclusive engagement – Based on Council's Community Development Strategy, some of these harder to reach groups are working people
- Page 18: Inclusive engagement – Key strategies for inclusive engagement include but are not limited to - Going to where the people are / targeted outreach **at appropriate times**
- Page 35: Evaluation and Measurement – Evaluation of our engagement plans and activities will be based on - second dot point - Community representation **and composition**.

Sustainability

The strategy assists Council to achieve sustainable outcomes through using digital tech for engagement activities, and that the strategy considers the sustainable development goals when we undertake consultation.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
Council will fail to meet community engagement requirements under the *Local Government Act, 1993* which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
Community criticism of Council's approach to community engagement without a formal Strategy, which may lead to diminished trust with the community.	Medium	Adopt the recommendation	Low	Yes
Community engagement may be overlooked or be inconsistent across Council projects without a formal Strategy, which may lead to inconsistent outcomes and reputational damage.	Medium	Adopt the recommendation	Low	Yes
Council will not comply with the EP&A Act 1979 if it does not proceed in accordance with the recommendation of this report, which may lead to legal action.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Adopt the Create Singleton Community Engagement Strategy

2. Not adopt the Create Singleton Community Engagement Strategy

Option one is recommended.

Conclusions

Community engagement is the enabling process for people to be involved in decision-making that affects their daily lives by having direct input to the functions and activities of Council. The Create Singleton Community Engagement Strategy formalises the community engagement function of Council and its commitment to the community.

As well as meeting the requirements of the IP&R legislative framework, the Strategy outlines an inclusive, meaningful and purposeful dialogue between Council and the community on all matters and at all times to best meet the needs of all stakeholders.

Attachments

AT-1⇩ 2024-2028 Community Engagement Strategy

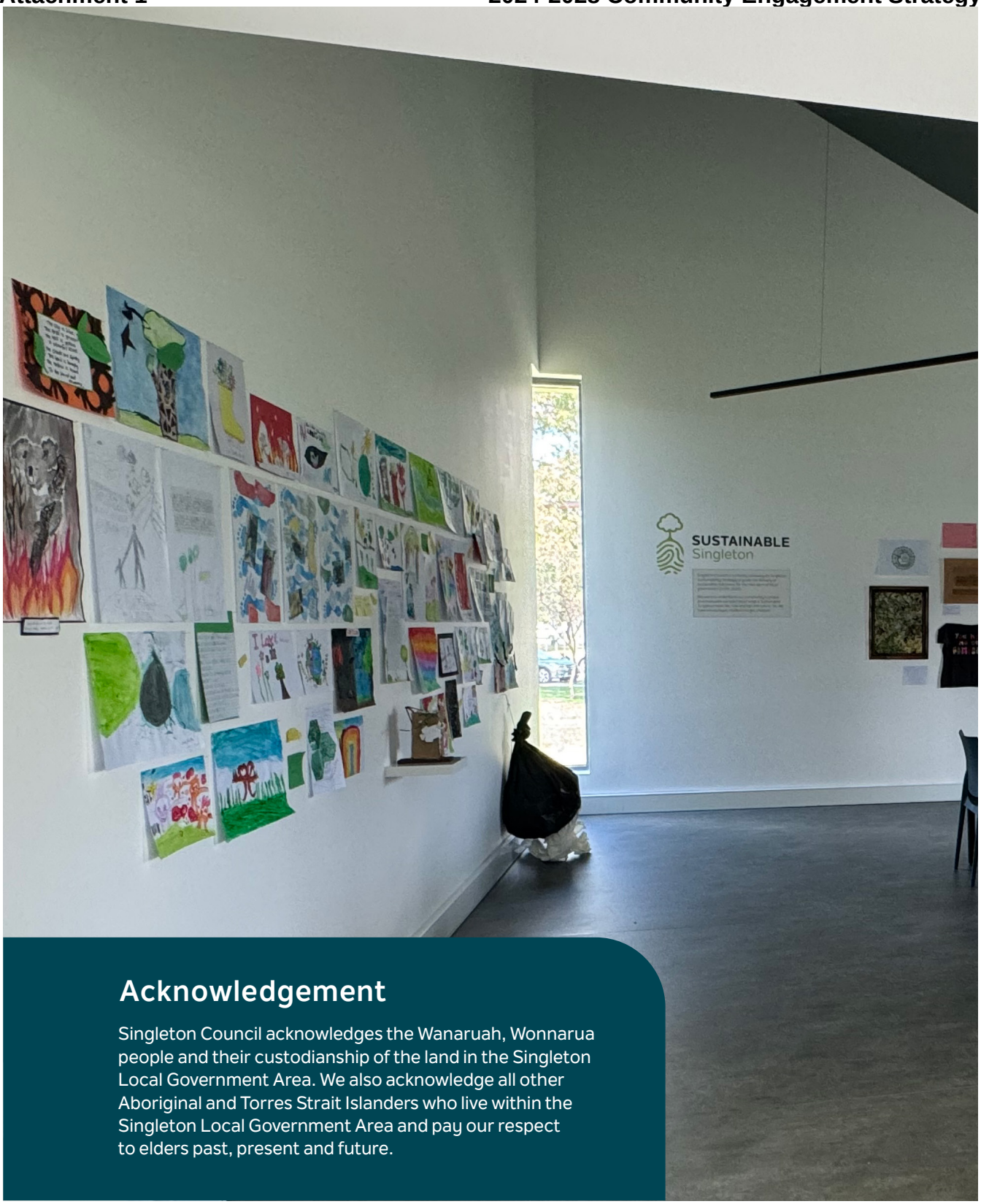
AT-2⇩ Create Singleton - Community Engagement Strategy - Public exhibition feedback log

CREATE SINGLETON

2024 - 2028 Community Engagement Strategy (including Community Participation Plan)

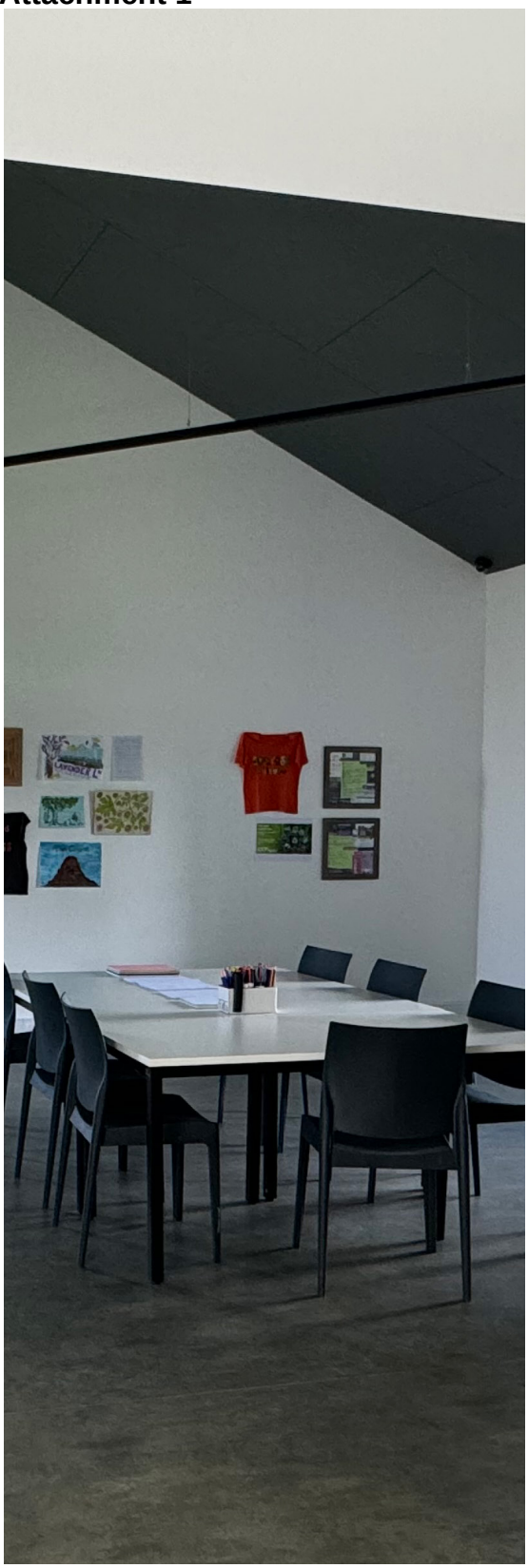
W singleton.nsw.gov.au

SINGLETON COUNCIL



Acknowledgement

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



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From the MAYOR

If communities are built on shared values and connection, then successful communities can only exist where people are engaged and involved in the decisions that affect their everyday lives.

I believe the Singleton local government area is a shining example of where that is regularly seen in practice. Based on evidence in the form of input and ideas for our most important strategic document, the Community Strategic Plan, through to feedback on draft plans and policies, there's a strength in the relationship between individuals and Council, and most importantly, each other.

This Create Singleton Community Engagement Strategy may be a legislative requirement, but it serves to formalise Council's commitment to community engagement and reinforces the successful approach that already exists.

More importantly, it's a tool to guide us to be even better. This Strategy is our blueprint for inclusive, respectful, meaningful and timely engagement that reaches everyone via the channels most convenient to them, noting our dedication to keep at the forefront of modern engagement methods without forgetting the most basic of human needs for connection and belonging.

Community engagement in action goes straight to the heart of what we want for our community – where everyone regardless of age, background or circumstance can have their say safely in the knowledge that their views will be heard and considered for the benefit of all.

Cr Sue Moore
Mayor of Singleton

From the GENERAL MANAGER

The key to Singleton Council's vision for a connected and vibrant community lies at the heart of a circular model where our community guides what we do, and the outcome is therefore the community our residents want for themselves.

Central to the success of this model is meaningful engagement, ensuring all stakeholders can actively participate in decision-making that shapes our local government area now, and sets the foundation for the future.

A connected and informed community and the maintenance of trust between Council and our residents is the foundation of this Create Singleton Community Engagement Strategy. It is a critical document that underpins our ability to achieve our purpose.

Reinforcing our view that community engagement results in more informed decisions, greater ownership of outcomes and a stronger sense of community connection between people and their environment, this Strategy sets the bar for how and when Council will engage with our community.

More importantly, this Strategy considers the needs of all sectors in our community by committing to provide equal opportunities for everyone to be active participants in collective decision-making.

Further, we will constantly review and evaluate our channels for engagement based on the feedback we receive.

In its simplest terms, there's no value in what we do without meaningful input and participation by the people we do it for, to help create the community we're all proud to be part of.

Justin Fitzpatrick-Barr
General Manager

INTRODUCTION

Encouraging and promoting an actively engaged community is essential to creating the Singleton people want now, as well as into the future, based on truly collaborative decision-making that reflects a shared vision and desires.

Recognising the diversity of knowledge, experiences and views of our residents, business people, investors and visitors, we can all play an important role in shaping the ongoing evolution of our local government area as sustainable, resilient and perhaps most importantly, connected.

This Create Singleton Community Engagement Strategy sets the framework for the engagement function of Singleton Council, outlining our proactive approach to ensuring all stakeholders can have meaningful involvement that is inclusive, respectful, relevant, and timely.

Based on social justice principles – equity, access, participation and rights – it makes Council accountable for designing and implementing community engagement activities that are inclusive, respectful, relevant, and timely.

It is our bond that people know what they can expect from us and most of all, that we can be trusted to keep them informed, seek their views and listen to their feedback.

Prepared in accordance with Section 402 of the *Local Government Act 1993*, which supports an integrated approach to community engagement planning, this Strategy is our commitment to how and when there is opportunity to influence decision making, and to ensure everyone has equal opportunity to create the Singleton we're proud to be part of now, and in the future.

WHAT IS COMMUNITY ENGAGEMENT?

In the local government context, community engagement is the enabling process for people to be involved in decision-making that affects their daily lives.

Singleton Council recognises that community input is fundamental to the sole reason we exist in service of our residents, businesses and investors. It is our view that community engagement results in more informed decisions, greater ownership of outcomes, and a stronger sense of community connection between people and their environment.

In the spirit of trust and respect, it is vital that Council is firmly embedded in the community to facilitate and encourage a strong and ongoing two-way dialogue by being visible and available for people to hear from Council staff and provide feedback or raise issues at any time.

Further, we firmly believe that whatever Council is planning, delivering or deciding, the community must have the opportunity to meaningfully participate in the process, recognising the level of community involvement varies depending on the project and potential impact.

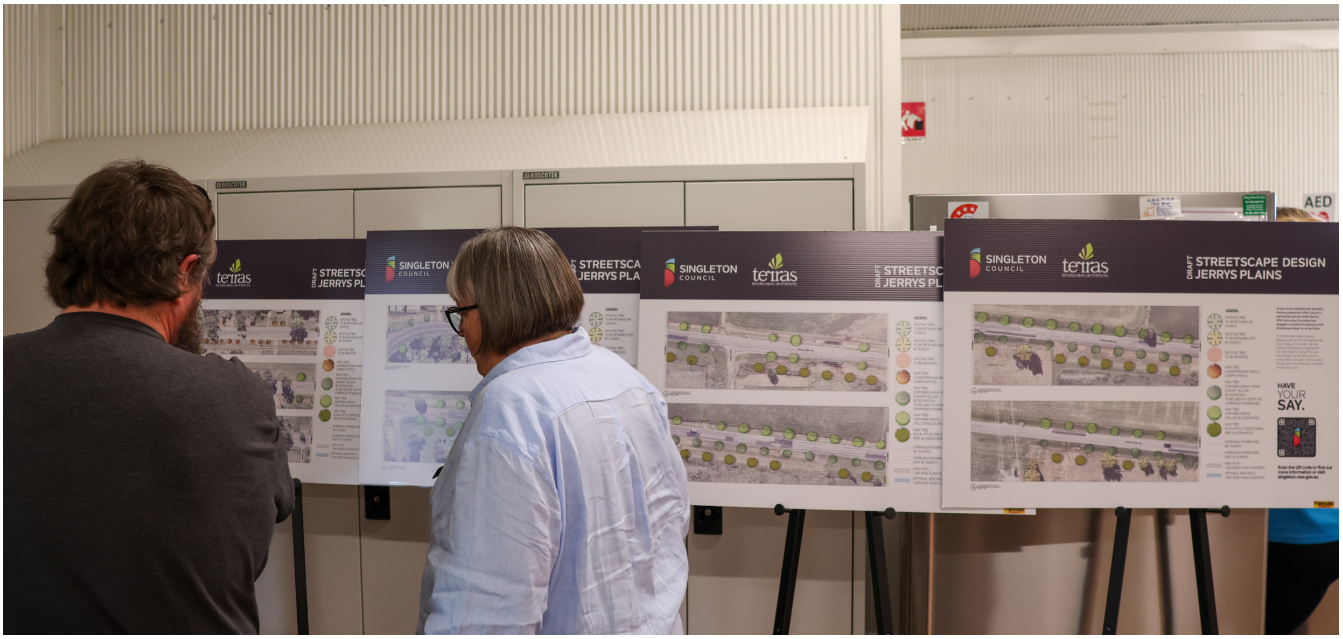
The importance of the practice of community engagement lies in safeguarding the community's vision, ensuring transparency, and deepening trust and relationships between Council, members of the community and other stakeholders.

LEGISLATIVE REQUIREMENTS

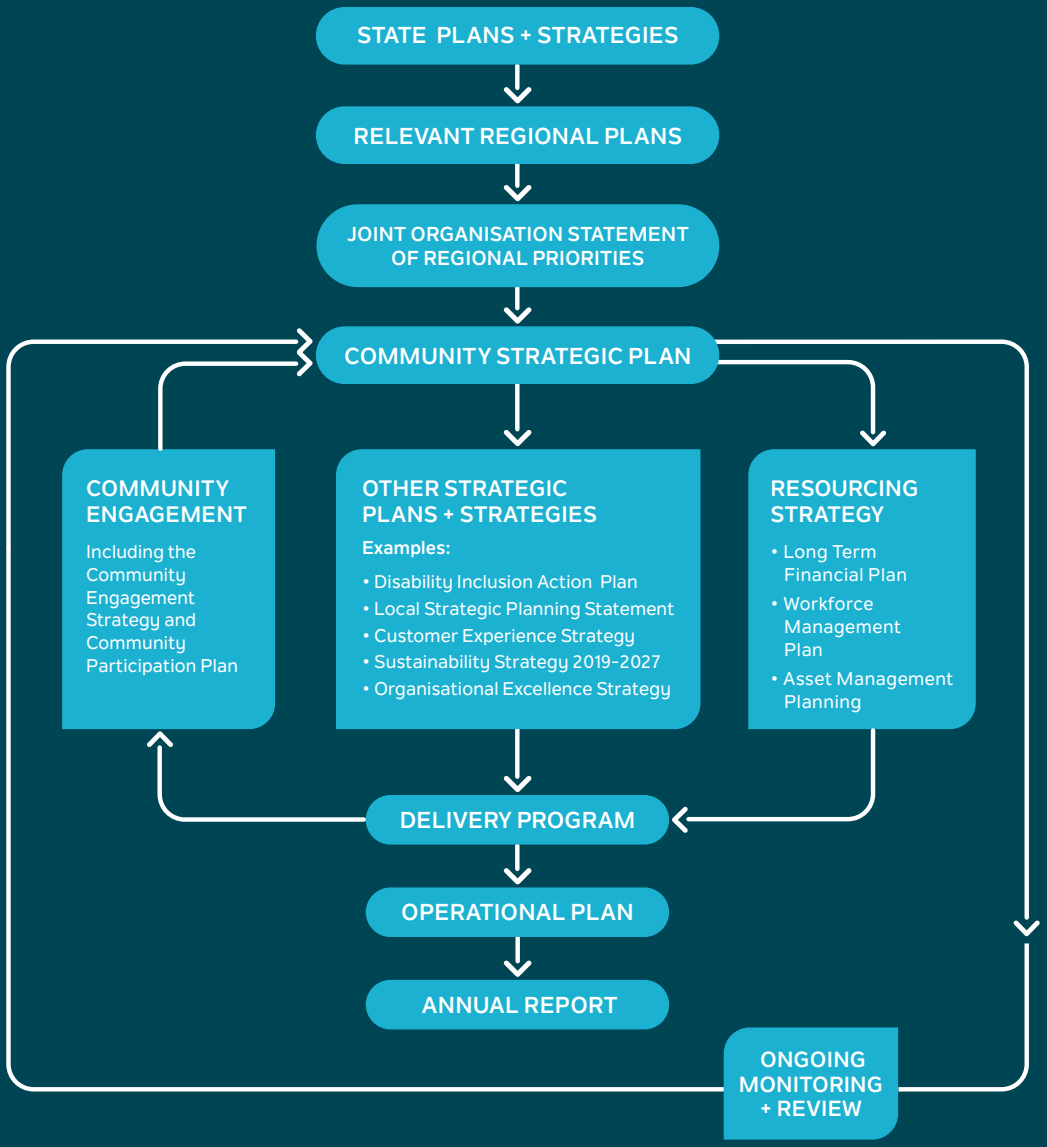
Council must comply with a number of different pieces of legislation which set out when we must initiate consultation. Section 402(4) of the *Local Government Act 1993* requires that: The council establish and implement a strategy (its community engagement strategy), based on social justice principles, for engagement with the local community when developing the community strategic plan.

Clause 2.23 of the *Environmental Planning and Assessment Act 1979* (EP&A Act 1979) requires that all councils outline to how and when the community will be engaged across planning functions such as policy-making and assessment.

Our Community Engagement Strategy has been developed in accordance with these requirements, as well as those set out in the *Local Government Act 1993*.



IP+R FRAMEWORK



OUR STAKEHOLDERS

Stakeholder: Business + Industry

Engagement	Why they are important	Why Council is important
Focus groups, workshops, events, emails, website, social media, one -to-one meetings, publications	Drive our local economy, provide jobs and drive capacity in the LGA	Provide support, training, guidance and opportunities

Stakeholder: Council

Engagement	Why they are important	Why Council is important
Council meetings, briefings, emails, community publications, meetings, website, social media, community events	Civic Leadership, direction, feedback, knowledge and engagement	Training, support, employment

Stakeholder: Community

Engagement	Why they are important	Why Council is important
Website, social media, community publications, community engagement activities, community events, Council services	Provide direction feedback, expectations, information and knowledge, cultural experiences, resources and engagement	Provide services, facilities, partnerships, advocacy, civic leadership and representation

Stakeholder: Community Groups/ Organisations

Engagement	Why they are important	Why Council is important
Advisory committees, website, social media, workshops, emails, meetings, community engagement activities	Provide direction, feedback, knowledge, and engagement	Provide services, facilities, support, partnerships and advocacy

Stakeholder: Community Service Providers

Engagement	Why they are important	Why Council is important
Advisory committees, website, social media, workshops, emails, meetings, community engagement activities	Resources, direction, feedback, knowledge, support and partnerships	Provide partnerships, facilities, support and advocacy

Stakeholder: Employees

Engagement	Why they are important	Why Council is important
Intranet, website, social media, staff newsletter, General Manager communications, Leadership Team updates, toolbox talks, emails, staff events and training	Provide skills, valuable knowledge and labour to deliver our operations	Employment, training, career development, flexible working arrangements, support

Stakeholder: Government agencies and departments

Engagement	Why they are important	Why Council is important
Formal meetings, correspondence, events, forums	Provide partnerships, funding, networking, growth opportunities and legislation and guidance	Leadership, advocacy, partnerships, networks and resources

Stakeholder: Media

Engagement	Why they are important	Why Council is important
News releases, social media, interviews, meetings, media briefings, community publications	Build reputation, awareness of services and facilities and promotion	Advocacy, engagement, stories to interest readers

Stakeholder: Ratepayers

Engagement	Why they are important	Why Council is important
Rate notices, publications, website, social media	Provide direction feedback, expectations, information and knowledge, cultural experiences, resources and engagement	Provide services, facilities, partnerships, advocacy, civic leadership and representation

Stakeholder: Visitors

Engagement	Why they are important	Why Council is important
Website, social media, Visitor Information Centre, newsletters, community events, facilities and services	Economic growth, increased awareness of services/facilities	Entertainment, services, facilities information and products

CHALLENGES TO ENGAGEMENT

RISKS + OPPORTUNITIES

Council will need to overcome the following risks and challenges when undertaking engagement activities:

Accessibility

Engagement needs to take place in accessible locations across the LGA and use both technology and traditional methods.

Engaging harder to reach groups

Targeted engagement is needed to reach certain groups such as time-poor people, young people, families, non-tech audiences and minority groups.

Creating internal stakeholder network

Start the conversation early with Council staff around the opportunities for involvement.

Resources and timing

We must ensure there are a range of opportunities and sufficient information available to enable a high level of public participation.

Acknowledging consultation can be exhausting

Stagger engagement to reduce the risk of the community and key stakeholders feeling saturated.

Increase participation

Engagement needs to be broadly promoted to ensure all members of the community have the opportunity to actively participate.

CREATE
SINGLETON
2035

WHAT ENGAGEMENT LOOKS LIKE AT SINGLETON COUNCIL

Our vision for engagement is that Singleton is a connected and informed community that actively participates in Council decision-making.

We are open and transparent and maintain an open dialogue with our community and other stakeholders about our operations and issues affecting our local government area.

We welcome and facilitate community discussion and invite all views and feedback in a way that is inclusive, respectful and valuable, and reflects our community's composition as best possible.

Community input and feedback drives every part of Council's operations, from setting the direction for the future of our LGA from our Community Strategic Plan (CSP) through to policies and planning for capital works.

With that in mind, our six Principles of Engagement provide an overarching framework for how we engage.

Singleton Council is committed to providing best practice engagement based on our principles of engagement, and guided by the International Association for Public Participation (IAP2) Spectrum of Engagement.

How we approach engagement will vary depending on needs and impacts of a project. The IAP2 Spectrum of Engagement helps determine the scope of our community's input, and the role those engaged will have on the decision making process.

Principle 1: Our engagement is respectful

- We will provide clear and easy-to-understand information in a range of formats that allows ease of access to encourage and promote community participation.

Principle 2: Our engagement is inclusive

- We will seek input and feedback from a diverse range of perspectives in the community using a variety of tools and methods to overcome barriers to participation, including geographical constraints.

Principle 3: Our engagement is relevant

- We will be definitive in our purpose and objectives, and clear about the extent the community can influence the decision.

Principle 4: Our engagement is meaningful

- We will ensure our community's input and feedback is appropriately considered in the decisions that impact them, and report back on how feedback was incorporated in the final outcome to build trust.

Principle 5: Our engagement is timely

- We will plan community engagement early in the process, providing enough time for consideration and quality feedback.

Principle 6: Our engagement is evolving

- We will evaluate our process to continually improve how we engage with the community and keep up-to-date with modern channels and methods for engagement that suit our community.

SPECTRUM OF ENGAGEMENT

Singleton Council uses the International Association of Public Participation (IAP2) Spectrum of Engagement to guide our engagement planning.

The IAP2 Spectrum is a useful, widely recognised tool that identifies five levels of participation.

For each level there is a corresponding goal, commitment and role for Council and the community in the process. There may often be more than one level of engagement used across a project, depending on the stage, scope, timeline and stakeholders involved, as well as the influence and impact identified.

	Inform	Consult	Involve	Collaborate	Empower
Public participation goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Promise to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Source: www.iap2.org.au

ROLES + RESPONSIBILITIES

Community engagement is a shared responsibility – we all have a role to play in participatory decision making that shapes where we live, work, play and create. There are roles for both Council and the community in initiating, leading, participating in and delivering engagement activities.

ROLE	RESPONSIBILITIES
Community, business, government and other stakeholders	• Support community engagement processes and Council decision-making by seeking information, actively participating in engagement activities, putting forward ideas and promoting consultation opportunities to other stakeholders
Mayor + Councillors	• Champion the commitment and principles of engagement through leadership, modelling best-practice and decision making • Promote engagement by supporting and participating in engagement alongside Council staff and promoting this to residents during interactions with the community
Executive Leadership Team (General Manager + Directors)	• Champion a culture that fosters best practice engagement and model the principles through leadership, process and implementation of this strategy • Act as spokespersons to promote engagement • Participate in the development of documents • Ensure the community are given information to participate in the community engagement process in a meaningful way
Leadership Team (Executive Leadership Team + Managers)	• Manage teams and projects to ensure community engagement is undertaken consistently with this policy, and that staff are appropriately resourced, trained and supported
Communications + Engagement team	• Oversee the community engagement function of Council • Oversee the implementation of this strategy to build organisational capacity and practice through the provision of advice, training, mentoring, resources and tools, as well as building and maintaining place-based relationships with community • Work with and support staff in the development of engagement plans to engage with the community • Implement the Community Engagement Strategy and provide timely advice to Council's Leadership team on community views and sentiment
Council employees	• Ensure their community engagement planning and delivery is consistent with this Strategy and supporting policy and is appropriate to their role and function

INCLUSIVE ENGAGEMENT

Council's Community Development Strategy recognises there are some vulnerable groups in our community who are harder to reach and less likely to participate in engagement activities. We consider barriers such as language, physical ability, access to technology, social isolation and time pressures when developing community engagement plans and activities to make participation easy and comfortable for everyone.

Some of these harder to reach groups are:

- Shift workers/ non 9-5 workers
- Non-tech audiences
- Youth and ageing
- Aboriginal and Torres Strait Islander
- Children and families
- Working people
- Homelessness
- Mental Health
- LGBTIQA+
- People who are isolated
- Non-English speaking

Key strategies for inclusive engagement include but are not limited to:

- Adaptation of methods
- Making engagement activities fun
- Going to where the people are / targeted outreach at appropriate times
- Choosing appropriate locations and accessible venues
- Providing incentives
- Acknowledgement of the traditional custodians of Wanaruah,Wonnarua lands in our engagement activities

CHILDREN + YOUNG PEOPLE

In alignment with the NSW Child Safety Standards – Standard 2 Involvement of Children and Young People, Council recognises the valuable input and feedback from children and young people to our community now, and as our future leaders.

The approach to consulting with children and young people will be targeted to appropriate communications styles and channels to best reach and engage this important sector of our community.

Our commitment to engaging children and young people is outlined as follows:

- We will seek input on projects and programs within Council from children and young people
- Appropriate language and graphic styles will be used to communicate with children and young people
- We will aim to connect with children and young people using channels and methods appropriate to them to make engagement simple and easy
- We value the voice of children and will show them we are listening and that their contribution is important

HOW WE ENGAGE

THE SPECTRUM OF ENGAGEMENT IN PRACTICE

Participation: Inform + Consult

Channel	Practice
Website and social media	Provide information via social media channels and Council's website.
Advertisements, signs, letters + notices	**A letter, sign, advertisement or notice may:** • Invite the community to participate in engagement • Describe the matter, project or issue • Outline how people can find out more information • Advise how to make a comment or be involved • Outline the timeframe for consultation
Customer Service Centre, VIC and Library	Information is made available during public exhibition periods at the Customer Service Centre, Visitor Information Centre and Singleton Library.
Community meetings + workshops	Meetings and workshops with community and stakeholders provide an opportunity to work through an issue or to gather feedback on particular aspects of a project or policy.
Council meetings + Public Forum	Members of the community can participate in Council's formal meeting process prior to a decision being made by Council, as outlined in Council's Code of Meeting Practice. This can include speaking during Public Forum on a matter on the meeting agenda, making submissions and petitions, or as an observer at Council meetings.
Public exhibitions and submissions	The exhibition process seeks written community and stakeholder feedback on a plan, policy or project.
Surveys	Using market research software for telephone, online, and offline surveys.
Drop-in sessions or pop-up stalls at events	Provide a face-to-face opportunity for the community to attend a drop-in session or a pop-up stall often held as part of a wider event to gather information and provide feedback on an issue or project/policy related decision.

Participation: Involve

Channel	Practice
Community meetings and workshops	Meetings and workshops with community and stakeholders provide an opportunity to work through an issue or to gather feedback on particular aspects of a project or policy.
Council meetings	Members of the community can participate in Council's formal meeting process prior to a decision being made as outlined in Council's Code of Meeting Practice. This can include speaking at a public forum, making submissions and petitions or as an observer at Council meetings.
Public exhibitions and submissions	The exhibition process seeks written community and stakeholder feedback on a plan, policy or project.
Surveys	Using market research software for telephone, online, and offline surveys.
Drop-in sessions or pop up stalls at events	Provide a face-to-face opportunity for the community to attend a drop-in session or a pop up stall often held as part of a wider event to gather information and provide feedback on an issue or project/policy related decision.

Participation: Collaborate + Empower

Channel	Practice
Advisory committees	These committees are made up of various members of our community and Councillors who advise Council on views, needs, and interests. Committee members are selected because of their experience or skill in the area relating to that Committee's interest.
Deliberative processes eg citizen juries and world café exercises	Deliberative forums are used for in-depth consideration of an issue by a cross section of the community to provide well informed feedback on how a decision should be made.
Community and stakeholder reference groups	Groups of community and stakeholders who meet with staff, Councillors, or others to work through an issue, determine a decision for a project, policy or plan and provide advice on the decision.

WHEN WE ENGAGE

Council will engage with the community in cases that include but are not limited to:

- Determining strategic direction
- Developing a new project, plan or initiative
- Developing or changing a policy, strategy or plan
- Planning major capital works projects

There are times when Council will only inform the community of decisions and actions.

This may occur in cases that include but are not limited to:

- There is no scope for community input
- Public health and safety are at risk
- An immediate resolution is required
- An initiative involves confidential or commercial information
- Developing or reviewing internal procedures and protocols
- Council is responding to an emergency
- There are legal constraints

The table on pages 25 - 31 details how we will engage with our community about plans, strategies and other work we do, so our community can know what to expect from us.

Planning-related projects have specific exhibition timeframes that must be met as outlined in the Community Participation Plan within this strategy.

WHEN WE WON'T ENGAGE

There are times when Council will only inform the community of decisions and actions. This may occur in cases that include but are not limited to:

- There is no scope for community input
- Public health and safety are at risk
- An immediate resolution is required
- An initiative involves confidential or commercial information
- Developing or reviewing internal procedures and protocols
- Council is responding to an emergency
- There are legal constraints

Council will always comply with the *Government Information (Public Access) Act 2009*, which requires council to proactively release a range of information on their websites and in other accessible formats, while providing appropriate protection for an individual's privacy.

PUBLIC EXHIBITION

Public exhibition is the process for making draft documents available for members of the community and other stakeholders to view and provide feedback before they are finalised. Public exhibition of draft documents must first be endorsed by Council before being made available for public comment for a specified period of time.

Members of the community and key stakeholders are encouraged to provide feedback to Council, usually in the form of a written submission.

Public exhibition of documents may be notified to the community in a range of ways depending on the project, including:

- Provide information on Council's website and Facebook page
- Provide notification to impacted residents and adjoining properties
- Advertise the public exhibition period in local newspapers
- Make information available at our Customer Service Centre, Visitor Information Centre + Library

We will always exhibit draft documents and proposals for the specified minimum timeframe and will consider an extended timeframe based on the nature and scale of the project. Any timeframes for engagement are in calendar days and include weekends and public holidays. An additional 10 days will be added to any public exhibition period during Christmas/New Year.

Any person can make a submission by post or email. Submissions may be for or against the project clearly outline the basis of a particular view, or provide suggestions or general feedback. Council will acknowledge all submissions in writing and review all issues raised before making a decision.

Public exhibition of planning matters are further detailed in the Community Participation Plan on page 26.

Visit W singleton.nsw.gov.au/publicexhibition or scan the QR code to look at the items currently on public exhibition.

Exhibition Periods

Project	Engagement	How	Purpose	Exhibition Period
Council's key long-term plans eg: • Community Strategic Plan • Delivery Program • Resourcing Strategy • Community Engagement Strategy • Local Strategic Planning Statement • Strategies • Master plans • Management plans	Involve / Collaborate	Community Engagement Plan to promote a range of opportunities / channels for the community to share their views	Directly reflect community concerns and aspirations in the finalised plan	Min. 28 days
Council's Operational Plan, budget, fees + charges (annually)	Consult	• Website • Social media • Media release • Advertising	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision	28 days
Key Council policies • Code of meeting Practice • Data privacy	Consult	• Website • Social Media • Advertising	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision	28 days
New capital works and place making	Inform/ Involve	Community Engagement Plan to promote a range of opportunities/ channels for the community to share their views	Directly reflect community concerns and aspirations in the finalised plan	We will provide at least 14 days notice for any engagement opportunities
Maintenance and renewal capital works	Inform	• Letter • Social media • Website	Communicate updates to keep community informed	We will let you know at least 14 days in advance of work

COMMUNITY PARTICIPATION PLAN

What is the Community Participation Plan (CCP)?

Community Participation Plans (CCPs) establish how and when planning authorities (including Councils) will engage with the community, in a meaningful way, when performing their planning functions under the Environmental Planning and Assessment Act 1979.

This plan has been prepared in accordance with Section 2.23 of Division 2.6 of Part 2 of the Environmental Planning and Assessment Act 1979 and details how and when Singleton Council will undertake community participation when exercising its relevant planning functions under the Environmental Planning and Assessment Act 1979.

Schedule 1 of the Environmental Planning and Assessment Act 1979 establishes minimum public exhibition timeframes to guide preparation of CPPs. It also provides scope for variations from minimum requirements.

The following tables apply to all development-related matters:

Project	Engagement	How (as a minimum)	Purpose	Exhibition Period
Planning proposals for local environmental plans, subject to a Gateway Determination Planning proposals can be prepared to: • Rezone land to change the uses allowed on the land • Make administrative amendments to the Singleton Local Environmental Plan 2014 (for example, addition of heritage items, changes to permitted land uses in certain zones, updates to clauses and maps).	Consult	• Letter/ notification sent to landowners and adjoining landowners. Minor amendments that do not affect a site may not be notified (see note 1) • Website • NSW Planning Portal • Planning in the Park drop-in sessions (if during exhibition period) • Public hearing (if amendment proposes to re-classify land from "Community" to "Operational")	Acknowledge concerns and provide feedback on how public input influenced the decision.	28 days (or as specified by the Gateway Determination, which may find that no exhibition is required for a minor proposal).
Local Approvals Policy The Local Approvals Policy identifies low-impact activities that can be undertaken without approval from Council such as community events, footway dining and mobile vending, provided they meet certain criteria	Consult	• Website	Acknowledge concerns and provide feedback on how public input influenced the decision.	42 days
Reclassification of land Land in Council ownership must be classified for either community or operational use under the Local Government Act 1993.	Consult	• Website • Notification letter	Acknowledge concerns and provide feedback on how public input influenced the decision.	28 days or as specified by the Gateway Determination and a public hearing scheduled for at least 21 days after the public exhibition ends.

PLANNING IN THE PARK

Project	Engagement	How (as a minimum)	Purpose	Exhibition Period
Draft development control plans and guidelines Development Control Plan (DCPs) and Guidelines provide controls to guide new development, which are considered in the assessment of development applications.	Consult	• Website • Planning in the Park drop-in sessions (if during exhibition period) If the Development Control Plan amendment is site-specific (for example, area plans which only apply to certain sites in the city) we notify landowners and adjoining landowners. Amendments or general amendments that do not affect a specific site will not be notified by letter.	Acknowledge concerns and provide feedback on how public input influenced the decision.	28 days
Planning strategies, structure plans or master plans that may result in changes to the Singleton Environment Plan and Development Control Plan through implementation Examples include Local Strategic Planning Statement, Singleton Housing Strategy	Involve	• Website • Newspaper • Social Media • Planning in the Park drop-in sessions (if during exhibition period)	Directly reflect community concerns and aspirations in the finalised plan.	45 days

*Community land is for land designated for community use such as community halls, libraries and recreational facilities.

Operational land serves a commercial or operational function such as offices, work depots or land being retained for strategic reasons. When land comes into community ownership, for example, new sportsgrounds, they need to be classified correctly.

In addition, Council sometimes reclassifies land it no longer requires for community use to allow leasing or sale of land. For example, reclassification of community land to operational land at various sites across the LGA.

Project	Engagement	How (as a minimum)	Purpose	Exhibition Period
Draft contribution plans A plan that levies new development for facilities such as transport, community and recreational facilities required to service new development.	Consult	• Website • Planning in the Park drop-in sessions (if during exhibition period)	Acknowledge concerns and provide feedback on how public input influenced the decision.	28 days
Draft planning agreements Planning agreements entered into between Council and a developer. The planning agreement allows contributions for land dedication, recreation, community and transport facilities in lieu of development contributions under the EP&A Act.	Consult	• Website • Planning Agreement Register	Acknowledge concerns and provide feedback on how public input influenced the decision.	28 days
Development application Application for development consent (other than for complying development certificate, for designated development or for State Significant Development) Examples include development applications for some residential, commercial, retail and industrial development and some applications for modification.	Consult	• Council DA Tracker • Notification Letter See information on page 30 for when notification is not required.	Acknowledge concerns and provide feedback on how public input influenced the decision.	14 days

Project	Engagement	How	Purpose	Exhibition Period
Development application consent for designated development, nominated integrated development, threatened species development, and council-related development (other than a public road).*	Consult	• Council DA tracker • Notification Letter • Site Notice (for designated developments only)	Acknowledge concerns and provide feedback on how public input influenced the decision.	28 days

*This includes any development under requiring approval under a provision of the *Heritage Act 1977*, *Water Management Act 2000*, and Protection of the Environment Operations Act 1997 as specified in Section 4.46(1) of the *Environmental Planning and Assessment Act 1979*, and any development where Section 7.7(2) of the Biodiversity Conservation Act 2016, and Section 221ZW Fisheries Management Act 1994 applies, and where an environmental impact statement is obtained under Division 5.1 of the Environmental Planning and Assessment Act 1979.

Exempt and Complying Development

Some development, such as exempt and complying development under the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, does not allow opportunities for community engagement.

Development Applications requiring advertisement

At Council's discretion, advertisements may be placed in newspapers and/or through such other mechanisms as may be appropriate, to ensure that the public is reasonably aware of the proposal.

Notices of Determination

Development Application Notices of Determination shall include a summary of the reasons for the decision having regard to the statutory requirements applying to the decision and also detail how community views have been taken into account in making the decision.

Development Applications not requiring notification

In certain circumstances, legislation (such as the Environmental Planning and Regulation 2021) may require greater consultation requirements in the circumstances of a case. Where there is an inconsistency between the notification requirements of this strategy and legislative requirements, the legislative requirements will prevail.

Proposal	Notes
Low-scale development that is ancillary to residential accommodation	Low-scale development includes such things as carports, detached garages, internal alterations, outbuilding, pergola, shed and swimming pool development and the like
Single-storey dwelling house development including alterations and additions which meets Exempt and Complying Development & Singleton DCP	
Dwelling house or rural worker's dwelling development in rural zones	
Alterations or additions to a commercial or industrial building provided that the site is not adjacent to a residential use	
Development for the purpose of internal building alterations, where no external building changes are proposed and the proposal does not include a change of building use	
Proposal for a change in the use of a building or area within a building, in an employment or mixed-use zone except where the development involves sex service premises, restricted premises or crematoria	
Strata subdivision	
Low-impact Farm Buildings	Farm buildings are a shed on rural land that is associated with the agricultural use on that land. This includes a farm machinery shed, hay shed, beekeeping shed and the like. This means farm buildings that are within the DCP requirements, that are not on ridgelines and that are not within a flood impact area.
Alterations and additions to community facilities	This only applies to community (incorporated) halls, or Council administrated halls that are under the DCP height limit and within the DCP building line, and setback requirements.

DCP = Development Control Plan SLEP = Singleton Local Environmental Plan 2013

Council at its discretion may decide to notify any development that may impact on the amenity of adjoining landowners. This includes the re-notification of development applications.

SUBMISSIONS TO DEVELOPMENT PLANS + APPLICATIONS

A submission (particularly to a plan) is the one time your voice is truly heard, and has the greatest impact in the planning process.

Minimum information required in submissions

To ensure that submissions on plans or applications are assigned to the appropriate Council file and that the matters raised by submissions are given due consideration, it is important that submissions contain the following minimum information:

- The name and address of the person(s) making the submission
- The Council file reference as identified on the exhibition notice
- A statement on whether the person(s) lodging the submission supports or objects to the draft plan or application
- The reasons for the objection or support

Submissions must relate to the plan or application that is being notified or exhibited, and must not contain comments that could be considered or construed as being defamatory.

Submissions must reach Singleton Council no later than close of business on the last day of the respective notification or exhibition period. Council extends timeframes for engagement over the Christmas / New Year holiday period and other public holidays.

Delegations versus Council meeting

The decision whether or not to report a matter to a Council meeting for consideration is made in consideration of:

- Determination of Development Applications by Council Policy (POL/100067)
- Conflicts of Interest – Council Related Development Policy (POL/1025)

Where a matter is to be reported to a Council meeting, persons who have made a submission during the submission period will be notified of when the matter is to be reported to the Council meeting. Council has procedures in place for how to seek public access in relation to a matter during a Council meeting. The aforementioned policies are available on Council's website.

Consideration of late submissions

Submissions that have been received within the submission period for a plan or application shall be taken into consideration in the review of the respective plan or application. At its discretion, Council may consider late submissions in circumstances where such consideration will not generate additional delays in the finalisation of the respective plan or application. No requests for extension outside exhibition and notification period will be considered.

Consideration of community views in Notices of Determination

Notices of Determination shall include a summary of the reasons for the determination and an explanation as to how community views have been collectively taken into consideration in making of the determination. As a general rule, Council will not provide a response to submissions made. Depending on the nature and extent of the development, Council may during the assessment period request the applicant provide a response to submission.

The following table outlines items for engagement as required by the NSW Department of Planning and Environment:

Project	How	Purpose	Exhibition Period
Development application (DA) – application for development consent for State Significant Development Some types of development are deemed to have State significance due to the size, economic value or potential impacts that a development may have.*	These are managed by the NSW Department of Planning and Environment and will be viewable on the department's website.	As required by the NSW Department of Planning and Environment.	As required by the NSW Department of Planning and Environment.
Review of Environmental Factors (REF)– obtained under Division 5.1 REFs prepared for development under Part 5 of the EP&A Act for certain development such as State Significant Development.	These are managed by the NSW Department of Planning and Environment and will be viewable on the department's website.	As required by the NSW Department of Planning and Environment.	As required by the NSW Department of Planning and Environment.
Environmental Impact Assessment (EIA) – for State Significant Infrastructure under Division 5.2 State Significant Infrastructure includes major transport and services development such as rail and road infrastructure, pipelines and development in National Parks.	Published to the NSW Department of Planning and Environment Planning Portal. Council's website.	As required by the NSW Department of Planning and Environment.	As required by the NSW Department of Planning and Environment.

*State Significant Development (SSD) is identified in the State Environmental Planning Policy (State and Regional Development) and includes development such as new education establishments, hospitals and correction centres, mining and extraction operations, tourist and port facilities. A proposal is identified for SSD if it is over a certain size, within a sensitive environmental area, or exceeds a capital investment.

HOW WE LISTEN AND RESPOND

To ensure our engagement is meaningful, we will ensure all input and feedback is considered in the decisions that impact our community and report back on how feedback was incorporated in the final outcome.

We are committed to:

- Acknowledge all written submissions formally in writing
- Notify everyone who made a submission when the matter is included on the Council meeting agenda in a timely manner
- Include a high-level summary of engagement including how the engagement was conducted, statistics of participation and promotion, and key themes from the feedback in Council reports*
- At a minimum, provide notification of Council resolutions on social media
- Provide details of the outcomes of community engagement in other communications channels including but not limited to news articles, news releases and social media

*Not applicable to planning-related matters

EVALUATION AND MEASUREMENT

Measuring the success of our engagement is critical to ensuring the continued improvement of methods and actions for encouraging greater community participation in Council decision-making.

Evaluation of our engagement plans and activities will be based on:

- Number of participants
- Community representation and composition
- Quality of submissions or feedback based on the relevance to the particular engagement project
- Achievement of the objective(s) for particular engagement projects
- Completion of engagement plans and activities
- Any feedback particular to engagement activities

In accordance with the requirements of Section 402(3) of the *Local Government Act 1993*, this Strategy will be reviewed within three months of local government elections or as required.

For more information contact
Singleton Council on:

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

12 - 14 Queen Street
Singleton NSW 2330

SINGLETON
COUNCIL

Create Singleton - Community Engagement Strategy
Feedback log - Public exhibition: 16/12/2024 - 27/01/2025

Item	Document	Feedback	Feedback From	Reviewer	Response	Action Taken	Responsible Person
1	Community Engagement Strategy	Demographic Matching: - Qualifying Questions: Include questions in surveys that help identify demographics such as age, gender, employment status, socioeconomic status, and political/philosophical leanings (socialist, libertarian, conservative, environmentalist, progressive, free society, regulated society) etc. - Cross-Reference with Known Data: Use data from the Australian Bureau of Statistics (ABS), census, or local voting records to benchmark the respondent demographics against the actual community composition.	Cr Yeomans	IP+R Specialist	Demographic questions are used in Council engagement activities as appropriate and a consistent approach is being considered pending IAP guidelines. Collected data from Council engagement activities is cross-referenced against current and reputable data sources, including ABS.	Continue investigating IAP guidelines for consistent approach to demographic information collection	IP+R Specialist
2	Community Engagement Strategy	Engaging the Silent Majority: - Survey Timing and Accessibility: Offer surveys at various times or through different mediums that might catch people when they're not at work (e.g., weekends, evenings, or via mobile apps). - Simplified, Quick Surveys: Create short, to-the-point surveys that can be completed quickly, respecting the time constraints of busy individuals.	Cr Yeomans	IP+R Specialist	It is our priority for engagement opportunities to be accessible for all members of the Singleton community to participate if they wish. Council's engagement activities and communication techniques are designed to be quick and easy to best seek out the voices from all groups in the community, including time poor individuals. We plan face-to-face engagements at various local events and locations, and utilise a mix of digital and traditional hardcopy including to-the-point surveys	Note	IP+R Specialist
3	Community Engagement Strategy	Proxy Methods for Representation: Correlation with Existing Data: - Use the answers from qualifying questions to correlate with ABS data, census, or voting patterns. For example: - If you know from census data that 30% of your community are full-time workers, but only 10% of survey respondents are, you can apply a weighting to reflect the true demographic.	Cr Yeomans	IP+R Specialist	Collected data from Council engagement activities is cross-referenced against current and reputable data sources, including ABS.	Note	IP+R Specialist
4	Community Engagement Strategy	Philosophical and Socioeconomic Indicators: - Use responses to questions about one's social or economic philosophy to infer voting behavior or community values, helping to understand if the survey respondents mirror the community at large.	Cr Yeomans	IP+R Specialist	Council's engagement activities are based on best practice techniques, legislated requirements and International Association for Public Participation (IAP) guidelines.	Consider legislation and best practice for collection of this data	IP+R Specialist
5	Community Engagement Strategy	Data Weighting: - Adjust Responses: After collecting survey data, adjust or weight the responses based on how well they match the community's actual demographic makeup. This could be done manually or through statistical software that can handle complex weighting schemes.	Cr Yeomans	IP+R Specialist	This is a technique that can be used as required.	Note	IP+R Specialist
6	Community Engagement Strategy	Transparency and Feedback: - Communicate Methodology: Explain how the survey was conducted, how data was weighted, and why to ensure transparency. - Feedback Loop: Share results with the community, including how adjustments were made, allowing for community input on the process itself.	Cr Yeomans	IP+R Specialist	Post-engagement, we work to provide feedback to both community and Councillors as best possible. For smaller engagements we work to provide a feedback loop to the community and an engagement snapshot template has been developed to best present engagement data. Any data correlation and data weighing techniques utilised can be included in the snapshot. For larger scale engagements, such as the IP+R documentation, Councillors are provided with monthly updates throughout the engagement period.	Include data correlation and data weighing techniques utilised can be included in the snapshot.	IP+R Specialist

GM4/25. Proposed changes to the Model Code of Meeting Practice **FILE:** 25/00033

Author: Governance Officer

Executive Summary

The purpose of this report is to inform the Council of proposed changes by the Office of Local Government to the Model Code of Meeting Practice.

RECOMMENDED that Council endorses a submission to the Office of Local Government in response to the proposed changes

Report

The Office of Local Government (OLG) is inviting feedback from the local government sector and others on proposed changes to the Model Code of Meeting Practice (Model Meeting Code) for Local Council's in NSW. The feedback received will be used to inform the amendments that are ultimately made to the Model Code of Meeting Practice.

The OLG has advised that the proposed amendments were foreshadowed in the discussion paper released in September 2024 titled *"Councillor conduct and meeting practice: a New Framework". The Council, at its meeting 26 November 2024, resolved to make a submission in response to the proposed discussion paper*.

The intent of the proposed amendments as detailed in the consultation document (attachment 1) are to:

- Promote transparency, integrity and public participation
- Promote the dignity of the Council Chamber
- Depoliticise the role of the General Manager
- Simplify the Model Meeting Code
- Restrict councils from holding Briefing Sessions

Feedback is to be provided by way of an online form submitted to the Office of Local Government by 28 February 2025. The questions to respond to are:

- Will the proposed amendments made in the consultation draft of the Model Meeting Code achieve the policy outcomes identified in the paper?
- Are there any other amendments you would suggest that will achieve these policy outcomes?
- Will the proposed amendments have any unintended consequences?
- Are there any other amendments the Government should consider?
- Please provide any other feedback on the proposed amendments.

It is Council's view that some of these proposed changes are not likely to achieve the policy outcomes sought. Additionally, they do not adequately consider the real-world responsibilities and expertise of Councillors, especially in small regional councils.

A summary of Council's feedback is:

1. Questions with notice – removal of clauses 3.12, 10.9 and 3.14**:**
The consultation notes explain that the removal of clause 3.12 and 10.9 will result in the requirement that the Council is to determine the funding source of notices that require expenditure. This outcome is not clearly articulated in the draft policy. By removing clause 3.12 the General Manager is no longer required to prepare a report on the financial implications or to identify the funding source, however it also does not state that the onus is on the Council to consider the financial implications or funding source.

The removal of clause 3.14 (clause 3.13 in the marked up draft policy) presents a significant threat to the psychological safety of council staff. Unintended consequences include:

- Psychological injury/illness of staff leading to workers compensation claims
- Unrealistic or inappropriate expectations of staff leading to breach of employment contracts
- Disengagement and low morale leading to difficulties in the attraction and retention of staff.

The current model Code of Meeting Practice protects staff from criticism, personal grievances and reputation damage through maintaining effective relationships between Councillors and Council staff while promoting the smooth running of meetings. Although the Mayor will have the opportunity to rule a question without notice out of order if it breaches the disorder provisions of the model code, the damage may have already occurred by the question being asked in the first place, in the view of the public.

2. Staff attendance - The proposed changes to clause 5.42 (clause 5.44 in the marked up draft policy)**:**
Under the guise of depoliticising the role of the General Manager, the proposed Code gives the elected Council responsibility to determine staff attendance at Council meetings. This is an operational matter, and it is therefore most appropriate to be determined by the General Manager, via the Directors, who are able to determine the most appropriate staff member to attend considering their skills, alignment with their position description and individual contracts of employment. There may be operational reasons which affect the staff member's work hours and/or availability outside their normal work arrangements. Failure to consider and manage these issues as far as reasonably practicable could pose a risk to the health, psychological safety and wellbeing of staff. Further, the requirement for staff to attend Council meetings outside their normal work arrangements could increase labour costs through the requirement to pay overtime or leave in lieu.

3. Councillor Briefings – removal of clauses 3.33 – 3.38**:**
The previous discussion paper indicated that briefings would be allowed provided they are open to the public, providing the public benefit that information provided to The Council to inform their decision making is also available to the public. The complete removal of Councillor briefing sessions will increase hours required for Council meetings, including a second Council meeting each month. This will place significant burden on Council staff resourcing required to balance workload related to the administration of council meetings reports, agendas and minutes. The proposed changes pose a significant financial burden on Council to pay overtime to staff to facilitate or attend multiple council meetings each month. This may require additional resources with an increase to the organisation structure and Councils budget.

4. Resolutions at Closed Meetings - The proposed addition of clauses 14.19 and 20.20**:**

We support the principle of transparency and availability of business papers to the public; however, we are concerned with how we would monitor when information should be released and how this would be implemented in practice.

The draft Model Code of Meeting Practice is provided for your information (attachment 2).

Community Strategic Plan

Our Leadership

Strategy:	5.5	To lead, govern and regulate in an ethical, equitable and transparent way
Deliverable:	5.5.8	Policies are reviewed as required throughout the term of Council to ensure legislative compliance
Action:	5.5.8.1	Ensure Council policies are current and reviewed as required

Council Policy/Legislation

The Singleton Council Code of Meeting Practice is based upon the Model Code of Meeting Practice for Local Councils in NSW and is prescribed under section 360 of the *Local Government Act, 1993* and the *Local Government (General) Regulation 2021*.
Singleton Council abides by the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2017*.

Financial Implications

The financial implications of the proposed changes are unknown at this stage, until the amended Model Code of Meeting Practice is released, and Council becomes aware of the necessary changes. The proposed changes may impact Council's organisation structure and funding availability due to requiring additional staffing, equipment and building upgrades and technical resources. If Council is required to facilitate an additional 10 meetings per year, there would be an increase in meeting attendance by non-executive council staff, meeting administration and meeting agenda and minute preparation.

Consultation

The Office of Local Government is seeking to consult with local government and others to provide feedback on the proposed changes.

Sustainability

Strong and thriving communities need effective local government. No other level of Government is as close to the issues and people. This is the baseline required to achieve positive social, environmental and economic benefits for the Singleton LGA in accordance with the adopted Community Strategic Plan.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council could breach WHS legislation by failing to identify and manage the risk of psychological injury to staff	High	Implement SWELL initiatives Enforce the Code of Conduct Ensure appropriate consultation regarding hours of work occurs	High	Yes
Increased cost of meeting administration results in additional financial allocation or reduced services to the community	High	Re-prioritise delivery of service	Medium	Yes
Increased resourcing for meeting administration results in reduced delivery of services	High	Re-prioritise delivery of service	Medium	Yes

Options

The following options are available to Council:

1. Provide a submission to the Office of Local Government in response to the proposed changes, by the due date of 28 February 2025 using the online submission form.
2. Note the proposed changes to the Model Code of Meeting Practice and prepare to update Councils POL1014 Code of Meeting Practice in accordance with the new model once it is finalised.

Option 1 is recommended.

Conclusions

The proposed changes will have an impact on resources and the psychological wellbeing of Councillors and Council staff. To ensure that there is a smooth transition to the amended Policy it is recommended that Council provide a submission to the Office of Local Government and staff prepare to update Councils POL1014 Code of Meeting Practice in accordance with the new model once it is finalised.

Attachments

AT-1⇩ Consultation notes of the new Model Code of Meeting Practice

AT-2⇩ Consultation draft of the new Model Code of Meeting Practice

Office of Local Government

NSW GOVERNMENT

A new model code of meeting practice

Consultation draft

December 2024

olg.nsw.gov.au

Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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dphi.nsw.gov.au

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Minister's foreword

Council meetings are where a council's most important decisions are made. They are where councillors, as democratically elected representatives, set the future direction of their council. For these reasons, it is important that meetings are effective, allow for robust, respectful debate and result in actionable outcomes for New South Wales communities.

Unfortunately, there has been a shift in the culture in local government. Debate in council meetings has been stifled by code of conduct complaints that aim to silence councillors from expressing contrary views. Rather than productively disagreeing, there have been too many cases where councillors have resorted to disorderly conduct, distracting from the critical work that is done in council meetings. By making changes to the Model Code of Meeting Practice for Local Councils in NSW, I hope to set a new balance between mayors, councillors and general managers and restore dignity to the council chamber.

Under the *Local Government Act 1993*, mayors are responsible for presiding at meetings of the council. Under the proposed changes outlined in this paper and the consultation draft of the new Model Meeting Code, they will have greater powers to control the agenda and activities of their council and better enforce order in meetings. Mayors will have the power to take immediate action against disorderly councillors or members of the public in meetings, which I hope will lessen the need for councils to resort to the broken code of conduct process. By further providing that mayors be granted respect, by standing when they enter, councils can begin to build a culture where it is the accepted duty of the mayor to run a dignified and democratic council chamber.

The changes will also reinforce the boundaries between councillors and general managers by depoliticising the role they play in council meetings. General managers will no longer need to provide advice on motions requiring the expenditure of funds. Disputes over the future direction of a council and the spending of ratepayer money should rightfully occur between elected councillors.

The Hon. Ron Hoenig MP
Minister for Local Government

The most important of the reforms is to end private councillor briefing sessions. While well-intentioned as a means of educating councillors on matters before council, these sessions have had a corrosive effect on the transparency of council decision making. Communities are entitled to know the deliberations of their councillors and the nature of the advice given to assist them in making responsible decisions. These changes will ensure that all material given to a councillor to make a decision in a council meeting is provided in a public fashion.

Local government is the legitimate third tier of Government in New South Wales. Through these reforms, I aim to uplift the standards at council meetings so that they should, as best as possible, resemble the forthright and effective debate that occurs at the State and Federal levels. It is the duty of all councils to work together to provide outcomes that lead to better lives for the communities they are elected to serve. These outcomes are decided within the confines of the council chambers. It is critical that councillors can make these informed decisions in an environment that supports democracy, transparency and where elected representatives are given the respect they deserve.

Introduction

The Office of Local Government (OLG) is inviting feedback from the local government sector and others on proposed amendments to the Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code).

A consultation draft of the new Model Meeting Code has been published on OLG's website at www.olg.nsw.gov.au. The proposed amendments to the Model Meeting Code are indicated in track changes.

The amendments are part of the Government's agenda to ensure that councillors are visibly in control of their councils, demonstrating to the community that decision making is genuinely local.

The reform of the codes and procedures governing how councillors gather, debate and make decisions was flagged by the Minister for Local Government as part of the discussion paper issued in September, "Councillor conduct and meeting practice: a new framework".

The proposed amendments to the Model Meeting Code are the first tranche of reforms to the regulation of meetings. The second tranche will be legislated in 2025 as part of the measures implemented to reform the regulation of councillor conduct and will have a particular focus on behaviour at meetings.

Information on how to make a submission together with targeted questions is provided at the end of this paper.

The feedback OLG receives will be used to inform the amendments that are ultimately made to the Model Meeting Code.

It is anticipated that the new Model Meeting Code will be prescribed in early 2025.

What is the Model Meeting Code?

The Model Meeting Code is prescribed under the *Local Government Act 1993* (the Act) and the Local Government (General) Regulation 2021 (the Regulation).

Section 360 of the Act provides that:

- The regulations may prescribe a model code of meeting practice for the conduct of meetings of councils and committees of councils of which all the members are councillors.
- The Model Meeting Code may contain both mandatory and non-mandatory provisions.
- A council must, not later than 12 months after an ordinary election of councillors, adopt a code of meeting practice that incorporates the mandatory provisions of the model meeting code prescribed by the regulations. The adopted code may also incorporate the non-mandatory provisions and other provisions.
- A meeting code adopted or amended by the council must not contain provisions that are inconsistent with the mandatory provisions.
- A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by it.

The current version of the Model Meeting Code was prescribed in 2021.

What policy objectives inform the proposed amendments?

The proposed amendments to the Model Meeting Code have been foreshadowed in the discussion paper OLG issued in September, "Councillor conduct and meeting practice: a new framework" (the September discussion paper).

A council chamber is a chamber of democracy, and the mayor as figurehead represents the authority of that council.

A key focus of the Government's reform agenda for the regulation of council meetings, is to promote community confidence in councils' decision making by ensuring that the forum in which decisions are made is conducted in a way that is befitting to a democratic institution comprising of elected representatives.

As observed in the September discussion paper, council meetings can be conducted without the appropriate level of dignity or reverence that suggests the importance of the debate and the need for civility. Councillors are not expected to agree with each other. In fact, debate is encouraged, but the debate should be fair and respectful.

The September discussion paper proposed the following reforms to the way council meetings are conducted:

- Conferring power on mayors to expel councillors for acts of disorder and to remove a councillor's entitlement to receive a fee for the month in which they have been expelled from a meeting.
- Requiring councillors to apologise for an act of disorder at the meeting at which it occurs and, if they fail to comply at that meeting, at each subsequent meeting until they comply. Each failure to apologise becomes an act of misbehaviour and may see the councillor lose their entitlement to receive their fee for a further month.
- Expanding the grounds for mayors to expel members of the public from the chamber for acts of disorder and enable the issuing of a penalty infringement notice where members of the public refuse to leave a meeting after being expelled.
- Promoting transparency and addressing corruption risks by banning councillor briefing sessions. The community has the right to understand the mode of reasoning behind council decisions without material being provided to councillors by council staff behind closed doors.

The proposed amendments to the Model Meeting Code give effect to many of these reforms and expand upon them. They are designed to deliver the following outcomes:

- promoting transparency, integrity and public participation
- promoting the dignity of the council chamber
- depoliticising the role of the general manager
- simplifying the Model Meeting Code.

The amendments to the Model Meeting Code will be given legal force through an update to the reference to the code in the Regulation. These amendments will also prescribe the restrictions on briefing sessions.

What changes are being proposed?

A brief overview of the proposed changes is provided below. This is not a complete or detailed summary of the proposed changes.

Councils and others should review the accompanying draft Model Meeting Code for a more complete and detailed view of the proposed changes. These are made in track changes in the document.

Promoting transparency, integrity and public participation

The proposed amendments will promote greater transparency and public participation by:

- Removing pre-meeting councillor briefings. It is the Government's expectation that any material provided to councillors, other than the mayor, that will affect or impact or be considered by councillors in their deliberations or decisions made on behalf of the community must be provided to them in either a committee meeting or council meeting. The restriction on briefing sessions will be prescribed in the Regulation.
- Requiring information considered at closed meetings to be made public after it ceases to be confidential, as recommended by ICAC. The general manager will, after consulting with the council, be required to publish business papers for items considered in closed meetings on the council's website after the information in them ceases to be confidential.
- Requiring recordings of meetings to be published on council websites for longer. Recordings must be published on council websites for the balance of the council term, or, in the case of an election year, for at least 12 months.
- Providing that councils must not make final planning decisions without a staff report containing an assessment and recommendation, as recommended by ICAC.
- Requiring councils to give reasons where they make a decision on a planning matter that departs from the staff recommendation, as recommended by ICAC.

Promoting the dignity of the council chamber

The proposed amendments will promote the dignity of the council chamber by:

- Enhancing the authority of the mayor. The mayor will be permitted to call extraordinary meetings without a request and the restrictions on mayoral minutes will be removed.
- Requiring councillors to stand when a councillor addresses the meeting, or when the mayor enters the chamber, as well as by mandating modes of address at meetings.
- Removing the option for councils to reduce the duration of speeches, to ensure all councillors may have their say on important community issues.
- Making clear to the community that decisions are made in council meetings and not in other forums that the community can't access, like briefing sessions.
- Refining the definitions of disorder to remove phrases that could be weaponised to impede debate.
- Providing as a default that councillors are to attend meetings in person. Councillors will only be permitted to attend meetings by audio visual link where they are prevented from attending a meeting in person because of ill health or another medical reason or unforeseen caring responsibilities. Councillors will not be permitted to participate in meetings at which a mayoral election is being held by audio visual link. To facilitate this, the rules governing attendance at meetings by audio visual link will be mandated.
- Restricting the circumstances in which the council may withhold a leave of absence. Where a councillor gives an apology from attending a meeting, the council will be deemed to have accepted the apology and granted a leave of absence from the meeting unless the council resolves otherwise and gives reasons for its decision.
- Removing the option for staff to attend meetings by audio visual link.
- Strengthening the deterrence against disorder by codifying the common law position that allows councillors to be expelled from successive meetings where they fail to apologise for an act of disorder at an earlier meeting.

Depoliticising the role of the general manager

The proposed amendments will depoliticise the role of the general manager by:

- Removing the requirement for general managers to prepare reports for notices of motion. General managers will no longer be required to prepare reports on notices of motions with financial implications or to identify sources of funding where a notice of motion proposes expenditure that has not been budgeted for. These will be matters for the council to determine.
- Providing that the mayor, not the general manager has discretion on whether council staff should respond to questions with notice. It will be open to the mayor to rule a question with notice out of order at the meeting if it breaches the disorder provisions of the council's code of meeting practice.
- Conferring responsibility on the council to determine staff attendance at meetings. Because councillors are best placed to determine what support they require from staff at meetings, it will be a matter for the council to determine which staff attend meetings.

Simplifying the Model Meeting Code

The proposed amendments will simplify the Model Meeting Code by:

- Streamlining the code by removing unnecessary provisions.
- Removing the non-mandatory rules governing public forums. Councils will be free to determine their own rules for public forums.
- Simplifying the rules governing public representations to the council on the closure of meetings to the public.
- Simplifying the rules for dealing with urgent business without notice at meetings.
- Simplifying the rules of debate by removing the provisions allowing motions to be foreshadowed.
- Mandating some current non-mandatory provisions including those allowing meetings to be cancelled or held by audio visual link in the event of natural disasters and public health emergencies and those governing councillors' attendance at meetings by audio visual link.

Restricting councils from holding briefing sessions

Proposed amendments to the Regulation will restrict councils from holding briefing sessions. The amendments will establish the appropriate ways councillors are to make decisions and receive information based on the following principles:

- Decision making by councillors must be through a resolution adopted at a council or committee meeting.
- Information is to be provided to councillors through clear and established channels:
  - information may be provided to councillors by staff in response to a request for information or action made through the councillor request system,
  - general information to assist councillors' understanding of sector wide issues (e.g. legislative changes), should be received from the general manager (and other external sources),
  - training materials to meet learning and development requirements come through established training programs,
  - information to enable councillors to understand the function, service delivery standards, strengths, weaknesses, threats and opportunities of council operations should be provided in periodic workshop format (e.g. an annual strategic planning workshop), and
  - information requiring a specific decision or resolution of council is to be provided by the general manager as a part of a report prepared for the business papers of a council or committee meeting.
- The distribution of information in a meeting or format that is not consistent with the above pathways (e.g. through briefing sessions), is not permitted.
- The mayor will not be subject to these restrictions and may receive information in order to undertake their functions under the Act.

What are the next steps?

After reviewing submissions received on the consultation draft of the Model Meeting Code, the Minister's approval will be sought for the prescription of the new Model Meeting Code. If approved, it will be prescribed by Regulation.

The amendment Regulation prescribing the new Model Meeting Code will also contain provisions that will amend the Regulation to give effect to some of the proposed new measures contained in it, including:

- changes to the definitions of acts of disorder,
- a requirement for recordings of meetings to be retained on council websites for at least 12 months or for the balance of the council term, whichever is the longer period, and
- the pathways in which councillors can receive information and the restriction on briefing sessions.

As noted above, the proposed amendments to the Model Meeting Code are the first tranche of the Government's reform agenda for the regulation of council meetings.

In 2025, the Government will be introducing legislation to implement the reforms to the regulation of councillor conduct foreshadowed in the September discussion paper. These will have a particular focus on behaviour at meetings and will complement the proposed amendments to the Model Meeting Code.

The proposed amendments to the Act will:

- empower mayors to expel councillors from meetings for acts of disorder
- remove a councillor's entitlement to receive a fee for a month in which they have been expelled from a meeting
- confer a right of review on councillors in relation to a decision to expel them from a meeting and the resulting loss of their entitlement to receive a fee.

Amendments will also be made to the Act and Regulation (as required) to empower councils to issue penalty infringement notices to members of the public who disrupt meetings.

Submissions

Have your say

We now want to hear from you.

Key questions to consider:

- Will the proposed amendments made in the consultation draft of the Model Meeting Code achieve the policy outcomes identified in this paper?
- Are there any other amendments you would suggest that will achieve these policy outcomes?
- Will the proposed amendments have any unintended consequences?
- Are there any other amendments the Government should consider?

How to make a submission

Submissions can be made using the online form available on OLG's website at www.olg.nsw.gov.au.

OR

By email: olg@olg.nsw.gov.au

OR

By post: Office of Local Government
Locked Bag 3015 NOWRA NSW 2541

Submissions should be labelled "Model Meeting Code amendments" and marked to the attention of OLG's Council Governance Team.

Closing date

COB Friday 28 February 2025

Privacy Notice

When you give us your feedback, OLG will be collecting some personal information about you, in particular:

- your name
- your email address
- the name of your organisation (if provided).

All feedback received through this consultation process may be made **publicly available**. Please do not include any personal information in your feedback that you do not want published.

As part of the consultation process, we may need to share your information with people outside OLG, including other public authorities and government agencies. We may also use your email contact details to send you notifications about further feedback opportunities or the outcome of the consultation.

You should also be aware there may be circumstances when OLG is required by law to release information (for example, in accordance with the requirements of the *Government Information (Public Access) Act 2009*. There is also a privacy policy located on OLG's website that explains how some data is automatically collected (such as your internet protocol (IP) address) whenever you visit OLG's website. The link to that policy is https://www.olg.nsw.gov.au/about-us/privacy-policy/

Further information

For more information, please contact OLG's Council Governance Team on (02) 4428 4100 or via email at olg@olg.nsw.gov.au.

Office of Local Government

olg.nsw.gov.au

NSW GOVERNMENT

MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW

DRAFT

~~2021~~2024

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1 INTRODUCTION

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Model Meeting Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in red font.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.

In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

2 MEETING PRINCIPLES

2.1 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.

3 BEFORE THE MEETING

Timing of ordinary council meetings

~~3.1 Ordinary meetings of the council will be held on the following occasions: [council to specify the frequency, time, date and place of its ordinary meetings]~~

3.~~2~~1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

~~**Note: Councils must use either clause 3.1 or 3.2**~~

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

Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.

Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each in a different quarter of the year.

Extraordinary meetings

3.~~3~~2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.~~3~~ 2 reflects section 366 of the Act.

3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.

Notice to the public of council meetings

3.~~4~~4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

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Note: Clause 3.~~4~~ 4 reflects section 9(1) of the Act.

3.~~5~~5 For the purposes of clause 3.~~4~~4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.~~6~~6 For the purposes of clause 3.~~4~~4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

3.~~7~~7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.~~7~~ 7 reflects section 367(1) of the Act.

3.~~8~~8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, unless the council determines otherwise, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.~~8~~ 8 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

3.~~9~~ 9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.~~9~~ 9 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

3.1~~0~~0 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted ~~**[council to specify notice period required]**~~within such reasonable time ~~business days~~ before the meeting is to be held as determined by the council.

3.1~~1~~1 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

~~3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in~~

relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

(a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or

(b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

3.124 A councillor may, by way of a notice submitted under clause 3.100, ask a question for response by the general manager about the performance or operations of the council.

3.153 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.

3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.142 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

3.174 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.

3.158 The general manager must ensure that the agenda for an ordinary meeting of the council states:

(a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
(b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
(c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
(d) any business of which due notice has been given under clause 3.10.

3.196 Nothing in clause 3.185 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.67.

3.~~20~~17 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.~~21~~18 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must, in consultation with the mayor, ensure that the agenda of the meeting:

(a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
(b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.~~21~~18 reflects section 9(2A)(a) of the Act.

3.~~22~~19 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

~~Statement of ethical obligations~~

~~3.23 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.~~

Availability of the agenda and business papers to the public

3.2~~4~~0 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 3.240 reflects section 9(2) and (4) of the Act.

3.2~~5~~1 Clause 3.20~~24~~ does not apply to the business papers for items of business that the general manager has identified under clause 3.~~21~~19 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.2~~5~~1 reflects section 9(2A)(b) of the Act.

3.2~~6~~2 For the purposes of clause 3.2~~4~~0, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.2~~6~~2 reflects section 9(3) of the Act.

3.2~~7~~3 A copy of an agenda, or of an associated business paper made available under clause 3.2~~4~~0, may in addition be given or made available in electronic form unless the council determines otherwise.

Note: Clause 3.2~~7~~3 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

3.2~~8~~4 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.~~29~~25 Despite clause 3.2~~8~~4, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice ~~of the business~~ has not been given of the business, if~~:~~ the council resolves to deal with the business on the grounds that it is urgent and

~~(a) a motion is passed to have the business considered at the meeting, and~~
~~(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it~~ requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.

3.26 A motion moved under clause 3.25 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite clauses 10.18–10.27, only the mover of a motion moved under clause 3.25, and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.

3.27 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.25 and the mayor also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

~~3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.~~

~~3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.~~

3.~~32~~28 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.~~29~~27~~(b)~~ on whether a matter is ~~of great urgency~~urgent.

~~Pre-meeting briefing sessions~~

3.33 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.3.35Pre-meeting briefing sessions may be held by audio-visual link.

3.34 Pre-meeting briefing sessions are to be held in the absence of the public.

3.35 Pre-meeting briefing sessions may be held by audio-visual link.

3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.

3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.

3.38 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

4 PUBLIC FORUMS

4.1 The council may hold a public forum prior to each ordinary meetings of the council and committees of councillors for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of other committees of the council.

4,2 The council may determine the rules under which the public forum is to be conducted.

4.2 Public forums may be held by audio-visual link.

4.3 Public forums are to be chaired by the mayor or their nominee.

4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **[date and time to be specified by the council]** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

4.5 A person may apply to speak on no more than **[number to be specified by the council]** items of business on the agenda of the council meeting.

4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

4.8 No more than **[number to be specified by the council]** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.

4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.

4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **[number to be specified by the council]** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.

4.12 The general manager or their delegate is to determine the order of speakers at the public forum.

4.13 Each speaker will be allowed **[number to be specified by the council]** minutes to address the council. This time is to be strictly enforced by the chairperson.

4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.

4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to **[number to be specified by the council]** minutes.

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4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.

4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **[number to be specified by the council]** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.

4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

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

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

4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.

4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

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5 COMING TOGETHER

Attendance by councillors at meetings

5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

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

5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.

5.3 The board of the joint organisation may, if it thinks fit, transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if any representative who speaks on a matter before the meeting can be heard by the other representatives. For the purposes of a meeting held in accordance with this clause, the chairperson and each other voting representative on the board have the same voting rights as they have at an ordinary meeting of the board.

Note: Clause 5.3 reflects section 397G of the Regulation. Joint organisations may adopt clause 5.3 and omit clause 5.2. Councils must not adopt clause 5.3.

5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings.

~~This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.~~

5.~~5~~5 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.6 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.

5.7 Clause 5.4 does not prevent a councillor from making an apology if they are unable to attend a meeting. Where a councillor makes an apology, the council will be deemed to have accepted the apology and granted them a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act unless the council resolves not to accept the apology or to grant a leave of absence for the meeting. Where the council resolves not to accept an apology and to

grant a leave of absence it must state the reasons for its decision in its resolution.

5.~~7~~8 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.~~7~~8 reflects section 234(1)(d) of the Act.

~~5.8 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.~~

The quorum for a meeting

5.~~9~~9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.~~9~~9 reflects section 368(1) of the Act.

5.1~~0~~0 Clause 5.~~9~~ 9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.1~~0~~0 reflects section 368(2) of the Act.

5.1~~1~~1 A meeting of the council must be adjourned if a quorum is not present:

(a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
(b) within half an hour after the time designated for the holding of the meeting, or
(c) at any time during the meeting.

5.1~~2~~2 In either case, the meeting must be adjourned to a time, date, and place fixed:

(a) by the chairperson, or
(b) in the chairperson's absence, by the majority of the councillors present, or
(c) failing that, by the general manager.

5.1~~3~~3 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.1~~4~~4 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by

attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.15~~5~~5 Where a meeting is cancelled under clause 5.14~~3~~3, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the mayor under clause 3.3.

Meetings held by audio-visual link

5.16~~6~~6 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

5.17~~7~~7 Where the mayor determines under clause 5.16~~6~~7 that a meeting is to be held by audio-visual link, the general manager must:

(a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
(b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
(c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.18~~8~~8 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

5.~~19~~19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.~~.~~

5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be

held.

5.2~~0~~1 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.

5.2~~1~~2 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.2~~0~~1.

5.2~~2~~3 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.

5.2~~3~~4 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.2~~4~~5 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state ~~:~~

~~(a) the meetings the resolution applies to, and~~
~~(b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities~~.

5.2~~5~~6 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

5.~~26~~27 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.

5.~~27~~28 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.~~28~~29 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.~~29~~30 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.3~~0~~1 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

5.3~~1~~2 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 5.3~~1~~2 reflects section 10(1) of the Act.

5.3~~2~~3 Clause 5.3~~2~~1 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.3~~3~~4 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

(a) by a resolution of the meeting, or
(b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.3~~3~~4 reflects section 10(2) of the Act.

Note: If adopted, clauses 15.~~14~~ 15 and 15.~~15~~ 16 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.1~~4~~5 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.1~~5~~6 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of meetings

5.3~~4~~5 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

5.3~~5~~6 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

(a) the meeting is being recorded and made publicly available on the council's website, and
(b) persons attending the meeting should refrain from making any defamatory statements.

5.376 The recording of a meeting is to be made publicly available on the council's website:

(a) at the same time as the meeting is taking place, or
(b) as soon as practicable after the meeting.

5.387 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.

5.3938 Clauses 5.367 and 5.378 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.345 – 5.3839 reflect section 236 of the Regulation.

5.3940 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Note: Joint organisations are not required to webcast meetings but may choose to do so by adopting clauses 5.345–5.3939. Joint organisations that choose not to webcast meetings may omit clauses 5.345–5.3939.

Attendance of the general manager and other staff at meetings

5.401 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 5.401 reflects section 376(1) of the Act.

5.412 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.412 reflects section 376(2) of the Act.

5.4243 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

Note: Clause 5.423 reflects section 376(3) of the Act.

5.434 The attendance of other council staff at a meeting, (other than as members of the public) shall be ~~with the approval of the general manager~~as determined by the council from time to time.

~~5.44 The general manager and other council staff may attend meetings of the~~

~~council and committees of the council by audio-visual link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.~~

6 THE CHAIRPERSON

The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

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

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

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

Election of the chairperson in the absence of the mayor and deputy mayor

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

6.4 The election of a chairperson must be conducted:

(a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
(b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

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

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

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

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

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

Chairperson to have precedence

6.9 When the chairperson rises or speaks during a meeting of the council:

(a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
(b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

7.1 Where they can, councillors and staff must stand when the mayor enters the chamber and when addressing the meeting.

7.~~1~~2 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

7.~~2~~3 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.

7.~~3~~4 A councillor is to be addressed as 'Councillor [surname]'.

7.~~4~~5 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

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

~~8.2 The general order of business for an ordinary meeting of the council shall be:~~ **~~[councils may adapt the following order of business to meet their needs]~~**

~~01 Opening meeting~~
~~02 Acknowledgement of country~~
~~03 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors~~
~~04 Confirmation of minutes~~
~~05 Disclosures of interests~~
~~06 Mayoral minute(s)~~
~~07 Reports of committees~~
~~08 Reports to council~~
~~09 Notices of motions/Questions with notice~~
~~10 Confidential matters~~
~~11 Conclusion of the meeting~~

~~Note: Councils must use either clause 8.1 or 8.2.~~

8.~~3~~2 The order of business as fixed under clause ~~[8.1/8.2] [delete whichever is not applicable]~~ 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: If adopted, Part 13 allows council to deal with items of business by exception.

8.43 Despite clauses 10.2018–10.3027, only the mover of a motion referred to in clause 8.3 2 and the mayor, if they are not the mover of the motion, may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

9.1 The council must not consider business at a meeting of the council:

(a) unless a councillor has given notice of the business, as required by clause 3.10, and
(b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

(a) is already before, or directly relates to, a matter that is already before the council, or
(b) is the election of a chairperson to preside at the meeting, or
(c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
(d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though due notice of the business has not been given of the business to the councillors , if: the council resolves to deal with

(a) a motion is passed to have the business considered at the meeting, and
(b) the business to be considered is ruled by the chairperson to be of great urgencythe business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.

9.4 A motion moved under clause 9.3 can be moved without notice. Despite clauses 10.18–10.27, only the mover of a motion referred to in clause 9.3 and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.

9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the mayor also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

9.~~5~~6 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.~~3(b)~~5.

Mayoral minutes

9.~~6~~7 ~~Subject to clause 9.9, i~~If the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that ~~is within the jurisdiction of the council, or of which the council has official knowledge~~the mayor determines should be considered at the meeting.

9.~~7~~8 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

9.~~8~~9 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

~~9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.~~

~~9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.~~

Staff reports

9.1~~1~~0 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

9.1~~2~~1 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

9.1~~3~~2 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

9.1~~4~~3 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.1~~4~~2, unless the council by resolution, and the mayor determines otherwise in accordance with clause 9.3.

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9.154 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

9.165 A councillor may, through the mayorgeneral manager, put a question to a council employeethe general manager about a matter on the agenda. The general manager may request another council employee to answer the question. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.

9.176 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

9.187 Councillors must put questions directly, succinctly, respectfully and without argument.

9.198 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

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

Notices of motion

10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, they councillor may request the its withdrawal of the motion when it is before the councilat any time. If the notice of motion is withdrawn after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the mayor is to note the withdrawal of the notice of motion at the meeting.

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

(a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
(b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson's duties with respect to motions

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

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

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

10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

~~Motions requiring the expenditure of funds~~

~~10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.~~

Amendments to motions

10.~~10~~9 An amendment to a motion must be moved and seconded before it can be debated.

10.1~~1~~0 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

10.1~~2~~1 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

10.1~~3~~2 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.

10.1~~4~~3 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.

10.1~~5~~4 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

10.1~~6~~5 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

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Foreshadowed ~~motions~~amendments

~~10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.~~

10.1~~8~~6 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.1~~9~~7 Foreshadowed ~~motions and foreshadowed~~ amendments are to be considered in the order in which they are proposed. ~~However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.~~

Limitations on the number and duration of speeches

10.~~20~~18 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.~~21~~19 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.2~~2~~0 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.2~~3~~1 Despite clause 10.2~~2~~0, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

~~10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.~~

10.~~25~~22 Despite clauses 10.~~20~~ 18 and 10.~~21~~19, a councillor may move that a motion or an amendment be now put:

(a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or

(b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.~~26~~23 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.~~25~~22. A seconder is not required for such a motion.

10.~~27~~24 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.~~20~~18.

10.2~~8~~5 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.2~~9~~6 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

10.~~30~~27 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

Participation by non-voting representatives in joint organisation board meetings

10.~~31~~28 Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.

Note: Under section 400T(1)(c) of the Act, non-voting representatives of joint organisation boards may attend but are not entitled to vote at a meeting of the board.

Note: Joint organisations must adopt clause 10.~~31~~28. Councils must not adopt clause 10.~~31~~28.

11 VOTING

Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

Note: Under section 400T(1) of the Act, voting representatives of joint organisation boards are entitled to one (1) vote each at meetings of the board.

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

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11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

11.4 A motion at a meeting of the board of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 11.4 reflects section 397E of the Regulation. Joint organisations must adopt clause 11.4 and omit clauses 11.2 and 11.3. Councils must not adopt clause 11.4.

Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 11.4 must be adapted to reflect those requirements.

Voting at council meetings

11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

11.7 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.

11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.11 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.~~13~~ 15 may be omitted.

Voting on planning decisions

11.12 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.

11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

11.~~12~~14 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

11.~~13~~15 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

11.~~14~~16 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.~~15~~17 Clauses 11.1~~2~~4–11.1~~4~~6 apply also to meetings that are closed to the public.

Note: Clauses 11.1~~4~~2–11.1~~5~~7 reflect section 375A of the Act.

Note: The requirements of clause 11.1~~2~~4 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches and requiring councillors and staff to stand when addressing the meeting.~~.~~

Note: Clauses 10.~~20~~18–10.~~30~~27 limit the number and duration of speeches.

Note: Clause 7.1 requires councillors and staff to stand when addressing the meeting where they can.

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting

to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.~~3~~2.

13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.

13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 ~~in accordance with the requirements of the council's code of conduct~~.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

(a) personnel matters concerning particular individuals (other than councillors),
(b) the personal hardship of any resident or ratepayer,

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
(d) commercial information of a confidential nature that would, if disclosed:
  (i) prejudice the commercial position of the person who supplied it, or
  (ii) confer a commercial advantage on a competitor of the council, or
  (iii) reveal a trade secret,
(e) information that would, if disclosed, prejudice the maintenance of law,
(f) matters affecting the security of the council, councillors, council staff or council property,
(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
(h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
(i) alleged contraventions of the council's code of conduct.

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

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

(a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
(b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

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

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

(a) are substantial issues relating to a matter in which the council or committee is involved, and
(b) are clearly identified in the advice, and
(c) are fully discussed in that advice.

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

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of

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the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

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

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

(a) a person may misinterpret or misunderstand the discussion, or
(b) the discussion of the matter may:
  (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  (ii) cause a loss of confidence in the council or committee.

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

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

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

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

(a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
(b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
  (i) should not be deferred (because of the urgency of the matter), and
  (ii) should take place in a part of the meeting that is closed to the public.

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

Representations by members of the public

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

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

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a

member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.

14.1~~1~~2 Where the matter has been identified in the agenda of the meeting under clause 3.~~21~~ 18 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in ~~the approved form. Applications must be received by **[date and time to be specified by the council]** before the meeting at which the matter is to be considered~~a manner determined by the council.

~~14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.~~

~~14.13 No more than **[number to be specified by the council]** speakers are to be permitted to make representations under clause 14.9.~~

~~14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.~~

~~14.15 The general manager (or their delegate) is to determine the order of speakers.~~

~~14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **[number to be specified by the council]** speakers to make representations in such order as determined by the chairperson.~~

~~14.17 Each speaker will be allowed **[number to be specified by the council]** minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.~~

Expulsion of non-councillors from meetings closed to the public

14.~~18~~13 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.~~19~~14 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using ~~only~~ such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

14.~~20~~15 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

Information to be disclosed in resolutions closing meetings to the public

14.~~21~~16 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

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

Note: Clause 14.~~21~~ 16 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

14.~~22~~17 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.~~23~~18 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.~~22~~ 17 during a part of the meeting that is webcast where practicable.

14.19 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

14.20 The general manager must consult with the council before publishing information on the council's website under clause 14.19.

15 KEEPING ORDER AT MEETINGS

Points of order

15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

~~15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.~~

15.~~3~~2 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

15.~~4~~3 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.~~5~~4 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

15.~~6~~5 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

15.~~7~~6 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

15.~~8~~7 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.~~9~~8 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.~~10~~9 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

15.1~~1~~0 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

(a) contravenes the Act, the Regulation or this code, or
(b) assaults or threatens to assault another councillor or person present at the meeting, or
(c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
(d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, ~~or alleges a breach of the council's code of conduct,~~ or uses any language, words or gestures that would be regarded as disorderly in the NSW Legislative Assembly, or
(e) says or does anything that is inconsistent with maintaining order at the meeting ~~or is likely to bring the council or the committee into disrepute~~.

Note: Clause 15.~~11~~ 10 reflects section 182 of the Regulation.

15.1~~2~~1 The chairperson may require a councillor:

(a) to apologise without reservation for an act of disorder referred to in clauses 15.1~~1~~0(a), (b), or (e), or
(b) to withdraw a motion or an amendment referred to in clause 15.1~~1~~0(c) and, where appropriate, to apologise without reservation, or
(c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.1~~1~~0(d) and (e).

Note: Clause 15.1~~2~~1 reflects section 233 of the Regulation.

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

15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement.

How disorder at a meeting may be dealt with

15.~~13~~14 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.~~14~~15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.~~15~~16 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

Note: Councils may use either clause 15.1~~4~~5 or clause 15.1~~5~~6.

15.~~16~~17 Clause [15.1~~4~~5/15.1~~5~~6] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.~~17~~18 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.1~~2~~1. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.~~17~~ 18 reflects section 233(2) of the Regulation.

15.~~18~~19 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.~~19~~20 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.2~~0~~1 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using ~~only~~ such force as is reasonably necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

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

15.2~~1~~2 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.2~~2~~3 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

15.2~~3~~4 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

15.2~~4~~5 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.

15.2~~5~~6 Without limiting clause 15.~~18~~19, a contravention of clause 15.~~24~~ 25 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.~~18~~19. Any person who contravenes or attempts to contravene clause 15.~~24~~25, may be expelled from the meeting as provided for under section 10(2) of the Act.

15.2~~6~~7 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using ~~only~~ such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17 DECISIONS OF THE COUNCIL

Council decisions

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

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

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Note: Under section 400U(4) of the Act, joint organisations may specify more stringent voting requirements for decisions by the board such as a 75% majority or consensus decision making. Where a joint organisation's charter specifies more stringent voting requirements, clause 17.1 must be adapted to reflect those requirements.

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

Rescinding or altering council decisions

17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given ~~under clause 3.10~~in accordance with this code.

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

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

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

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with ~~clause 3.10~~this code.

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

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

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

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

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

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

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

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

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17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than ~~[council to specify the period of time]~~1 day after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

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

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

(a) a notice of motion signed by three councillors is submitted to the chairperson at the meeting, and

(b) the council resolves to deal with the~~a~~ motion at the meeting on the ~~to have the motion considered at the meeting is passed, and~~

~~(c) the chairperson rules the business that is the subject of the motion is of great urgency on the~~ grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.~~20~~18–10.~~30~~27, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 A ~~motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c)~~resolution adopted under clause 17.12(b) must state the reasons for the urgency.

Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

(a) to correct any error, ambiguity or imprecision in the council's resolution, or

(b) to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.~~20~~18–10.~~30~~27, only the mover of a motion referred to in clause 17.15 and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.

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17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

18.1 Meetings of the council and committees of the council are to conclude at a time the council may from time to time determine~~no later than [council to specify the time].~~

~~18.2 If the business of the meeting is unfinished at [**council to specify the time**], the council or the committee may, by resolution, extend the time of the meeting.~~

18.~~3~~2 If the business of the meeting is unfinished at ~~[council to specify the time]~~the time the council has determined, and the council does not resolve to extend the meeting, the chairperson must either:

(a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
(b) adjourn the meeting to a time, date and place fixed by the chairperson.

18.4~~3~~ Clause 18.~~3~~ 2 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.~~5~~4 Where a meeting is adjourned under clause 18.~~3~~ 2 or 18.4~~3~~, the general manager must:

(a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
(b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

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

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

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

(a) the names of councillors attending a council meeting and whether they

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

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

20 COUNCIL COMMITTEES

Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

(a) such number of members as the council decides, or
(b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

Notice of committee meetings

20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

(a) the time, date and place of the meeting, and
(b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

~~Attendance at committee meetings~~

~~20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:~~

~~(a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or~~
~~(b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.~~

~~20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.~~

Non-members entitled to attend committee meetings

20.~~10~~8 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

(a) to give notice of business for inclusion in the agenda for the meeting, or
(b) to move or second a motion at the meeting, or
(c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.~~11~~9 The chairperson of each committee of the council must be:

(a) the mayor, or
(b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
(c) if the council does not elect such a member, a member of the committee elected by the committee.

20.1~~2~~0 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.1~~3~~1 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.1~~4~~2 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.1~~5~~3 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

20.16 4 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15 3.

20.17 5 A motion at a committee of a joint organisation is taken to be lost in the event of an equality of votes.

Note: Clause 20.17 5 reflects section 397E of the Regulation. Joint organisations must adopt clause 20.17 5 and omit clause 20.16 4. Councils must not adopt clause 20.17 5.

20.18 6 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

20.19 7 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.20 18 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and ended and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.21 19 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 18 during a part of the meeting that is webcast where practicable.

20.20 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

20.21 The general manager must consult with the committee before publishing information on the council's website under clause 20.20.

Disorder in committee meetings

20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the

following matters are recorded in the committee's minutes:

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

20.24 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

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

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

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

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

21 IRREGULARITES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

(a) a vacancy in a civic office, or
(b) a failure to give notice of the meeting to any councillor or committee member, or
(c) any defect in the election or appointment of a councillor or committee member, or
(d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
(e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

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22 DEFINITIONS

the Act	means the *Local Government Act 1993*
act of disorder	means an act of disorder as defined in clause 15.1~~1~~0 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.~~11~~9 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.1~~8~~6 of this code during debate on the first amendment
~~foreshadowed motion~~	~~means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion~~
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the *Environmental Planning and Assessment Act 1979* including any decision relating to a development application, an environmental planning instrument, a development control plan, a planning agreement or a development contribution plan under that Act,

	but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the *Local Government (General) Regulation 2021*
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

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DCCS1/25. December 2024 Quarterly Budget Review Statement **FILE:** 24/00319
Author: Coordinator Financial Planning and Reporting
Chief Financial Officer

Executive Summary

The purpose of this report is to seek Council's approval for the December 2024 Quarterly Budget Review Statement (QBRS). As a result of this review, Council's projected Net Operating Result before capital items for the year is a deficit of $1.620 million, an increase from the September Quarterly Budget Review's projected deficit of $0.853 million, and a significant variance from the original budgeted deficit of $0.177 million.

The primary driver of this deficit is the inability to achieve the targeted staff efficiency savings, primarily due to increased workloads and the necessity to backfill vacant roles.

Capital expenditure is expected to reach $60.180 million, which is lower than the September Quarterly Budget Review estimate of $64.705 million but higher than the original budgeted amount of $54.705 million.

RECOMMENDED that Council adopt the recommended budgetary changes presented in the December 2024 Quarterly Budget Review Statement at Attachment 1.

Report

The Quarterly Budget Review Statement (QBRS) offers a comprehensive summary of Council's financial performance at the close of each quarter, along with projections for the remainder of the financial year. It is a vital tool for keeping both Councillors and the community updated on Council's progress against the Operational Plan Budget, while also highlighting key variances and proposing any necessary adjustments.

The QBRS outlines changes in income and expenditure, which have been impacted by various factors, including decisions by other levels of government regarding grant programs, shifts in economic conditions, weather events, and Council's own policy decisions.

Shown as **Attachment 1** is the December 2024 QBRS.

Community Strategic Plan

Our Leadership

Strategy:	5.5	To lead, govern and regulate in an ethical, equitable and transparent way
Deliverable:	5.5.4	Ensure all Finance and Rating activities are undertaken in accordance with legislation and OLG guidelines
Action:	5.5.4.1	Ensure all Finance (incl rating) activities meet legislative and OLG guidelines

Council Policy/Legislation

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

Financial Implications

The December 2024 QBRS shows a projected year end operating deficit of $1.620m before capital items, compared to Council's 2025 Original Budget of $0.177 million deficit. Capital expenditure is projected to be $60.180m compared to the original budget of $54.705m. The commentary explains the variations that are contained within the December 2024 QBRS, as shown as **Attachment 1**.

Council has achieved an average surplus of $1.758 million over the past five years. In addition, the Council is currently implementing a Financial Improvement Project aimed at enhancing financial sustainability and efficiency. Efforts are underway to balance the proposed 2025/2026 draft budget, ensuring sound financial management and strategic allocation of resources for the future.

Income and Expense

A summary of significant budgetary changes to operating income and expense for the December 2024 QBRS movement of ($0.767m) before capital income include:

- User Fees and Charges have increased by $1.505 million, primarily due to the reclassification of tipping fees from an expense item (Materials and Contracts) to the appropriate income line.
- Operating Grants and Contributions have risen by $0.234 million, driven by the confirmation of new grants and contributions.
- Investment Income has grown by $0.775 million, reflecting higher-than-expected returns from Council's investment strategy.
- Employee Benefits and On-costs have increased by $2.100 million, largely due to the inability to meet the targeted staff efficiency savings, primarily due to increased workloads and the necessity to backfill vacant roles.
- Materials and Contracts has increased by $1.450m largely due to transfer tipping expenses from an income line (User charges and fees) to the correct expense line and this is offset by an increase in the income.

Capital Expenditure

Capital expenditure is projected to total $60.180 million, which is lower than the September Quarterly Budget Review estimate of $64.705 million, but higher than the original budgeted amount of $54.705 million. The decrease in capital expenditure is primarily due to the deferral of capital projects to the 2025/2026 financial year. The net change for the December 2024 QBRS reflects a decrease of $4.525 million compared to the September Quarterly Budget Review Statement.

A summary of significant budgetary changes to capital expenditure for the December 2024 QBRS movement of $4.525m include:

- Local Roads Program – Increased grant funding and also increased budget for a project.
- Waste Services – Deferral of the budget for the Leachate Pond upgrade as the project construction to commence in 2025/2026.
- Water Supply Services – Deferral of projects to 2025/2026.
- Sewerage Supply Services – Deferral of projects to 2025/2026.

Consultation

The December QBRS has been developed in consultation with the Finance Team, Leadership Team, Executive Leadership Team, and other relevant staff. A Councillor Briefing on this matter took place on Tuesday, 11 February 2025. The December QBRS will be presented to the Audit, Risk, and Improvement Committee on Wednesday, 19 March 2025.

Sustainability

Nil.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that major budget variations are not reported to Council prior to the finalisation of annual accounts which may result in the community's perception of financial mis-management leading to reputational damage.	Medium	Adoption of the recommendation.	Low	Yes
There is a risk of Councillors and management not having a good oversight over the financial affairs of Council which may lead to reputational damage to Council.	Medium	Adoption of the recommendation.	Low	Yes
There is a risk of Council operations and projects being delayed due to not having budget variations approved by Council leading to reputational damage.	Medium	Adoption of the recommendation.	Low	Yes

Options

Option 1

That Council adopts the recommended budgetary changes presented in the December 2024 Quarterly Budget Review Statement.

Option 2

That Council amends the recommended budgetary changes presented in the December 2024 Quarterly Budget Review Statement.

Option 3

That Council does not adopt the recommended budgetary changes presented in the December 2024 Quarterly Budget Review Statement.

Option one is recommended.

Conclusions

Responsible Accounting Officer Statement (by the Chief Financial Officer):

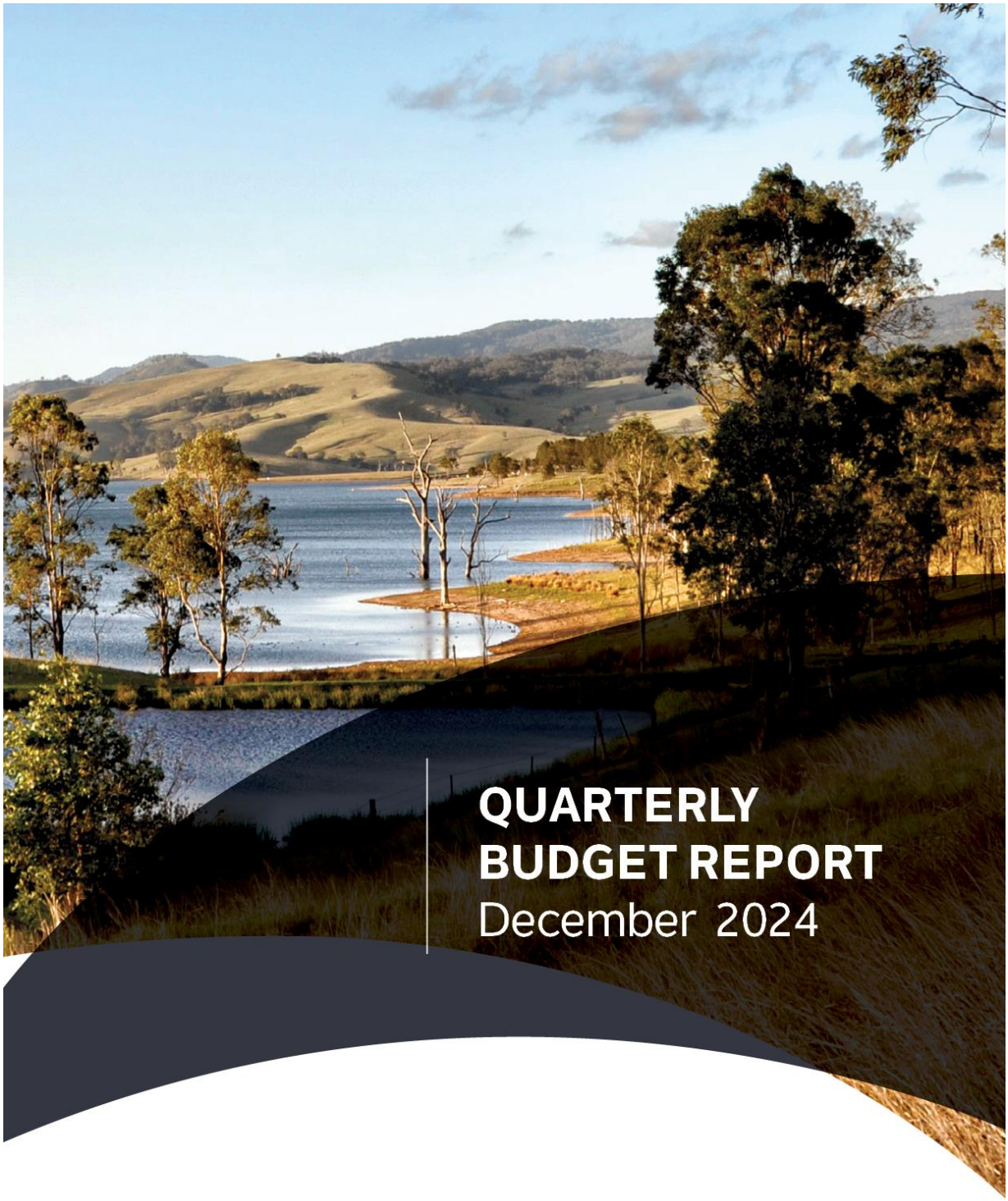
Following this review, Council's Net Operating Result before capital items for the year is projected to show a deficit of $1.620 million, compared to the original budgeted deficit of $0.177 million for the 2025 financial year. Capital expenditure is projected to total $60.180 million, compared to the original budget of $54.705 million.

In my opinion, the QBRS for Singleton Council for the quarter ending 31 December 2024 indicate that the projected financial position at 30 June 2025 will be satisfactory, considering the estimated income and expenditure forecasts. However, I would like to place a qualification on this statement, taking into account the ongoing Financial Improvement Project being implemented by Council.

The outcomes of this project may have an impact on the final financial position, and while it is expected to improve Council's financial standing, the full effects will not be fully realised until later stages of implementation. Therefore, the projected financial position should be reviewed in light of the progress of the Financial Improvement Project.

Attachments

AT-1⇩ December 2024 Quarterly Budget Review Statement



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SINGLETON COUNCIL

This document forms part of the Singleton Councils Quarterly Budget Review Statement and should be read in conjunction with other documents in the QBRS.

SINGLETON COUNCIL
QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

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SINGLETON COUNCIL
QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

Introduction

The QBRS is the mechanism whereby Councillors and the community are informed of Council's progress against the Operational Plan (original budget) and the recommended changes and reasons for major variances.

The QBRS is composed of the following Statements:

1. Responsible Accounting Officer Statement
2. Income and Expense Budget Review Statement
3. Capital Budget Review Statement
4. Cash and Investments Budget Review Statement
5. Contracts and Other Expenses Budget Review Statement

SINGLETON COUNCIL
QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

Responsible Accounting Officer Statement

Budget review for the quarter ended 31 December 2024.

In accordance with clause 203(2) of the *Local Government (General) Regulations 2005,* it is my opinion that the Quarterly Budget Review Statement for Singleton Council for the quarter ending 31 December 2024 indicates that Council's projected financial position at 30 June 2025 will be satisfactory at year-end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

However, I would like to place a qualification on this statement, taking into account the ongoing Financial Improvement Project being implemented by Council. The outcomes of this project may have an impact on the final financial position, and while it is expected to improve Council's financial standing, the full effects will not be fully realised until later stages of implementation. Therefore, the projected financial position should be reviewed in light of the progress of the Financial Improvement Project.

Kelly McGowan
Responsible Accounting Officer, Singleton Council

SINGLETON COUNCIL
QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

Income & Expense Budget Review Statement

($000's)	Original budget 2024/25	Approved Changes: Carry forwards	Approved Changes: Other than by QBRS	Approved Changes: Sep QBRS	Revised budget 2024/25	Variations for this Dec Qtr	Note	Projected year end result	Actuals as at 31-Dec-25
Income									
Rates and annual charges	39,391			201	39,592	(249)	1	39,343	39,322
User charges and fees	22,819			8	22,827	1,523	2	24,350	9,976
Other revenues	308			493	801	107	3	908	600
Grants and contributions - operating	9,178			2,033	11,211	234	4	11,445	1,944
Grants and contributions - capital	24,340			2,214	26,555	989	5	27,545	1,350
Interest and investment revenue	4,963			350	5,313	775	6	6,088	4,268
Other income	300			(24)	277	(6)		271	91
Net gain from disposal of assets	-			1,509	1,509	500		2,009	1,954
Total income from continuing operations	**101,299**	**-**	**-**	**6,784**	**108,085**	**3,872**		**111,957**	**59,505**
Expenses									
Employee benefits and on-costs	26,365			2,827	29,192	2,100	7	31,292	16,083
Materials and services	30,309	405	100	1,889	32,703	1,450	8	34,153	16,674
Borrowing costs	592				592	-		592	114
Depreciation and amortisation	16,052				16,052	-		16,052	9,608
Other expenses	2,417			25	2,442	-		2,442	1,823
Net Loss from disposal of assets	1,400				1,400	100		1,500	-
Total expenses from continuing operations	**77,136**	**405**	**100**	**4,741**	**82,382**	**3,650**		**86,032**	**44,301**
Net operating result from all operations	**24,163**	**(405)**	**(100)**	**2,043**	**25,703**	**223**		**25,925**	**15,204**
Net Operating Result before Capital Items	**(177)**	**(405)**	**(100)**	**(171)**	**(853)**	**(767)**		**(1,620)**	**13,854**

Variations for this December Quarterly budget review
Income - a positive number indicates an increase in the expected income, a negative number indicates a decrease in the expected income.
Expenditure – a positive number indicates an increase in the expected expenditure, a negative number indicates a decrease in the expected expenditure

SINGLETON COUNCIL
QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

Budget variations being recommended for Income and Expense include the following material items:

Note	Details	$,000
1	**Rates and Annual Charges**	
	Alignment of budget for Rates, Waste, Water and Sewer annual charges to actuals	249
2	**User Charges and Fees**	
	Tipping fees – budget correction – this item was previously incorrectly coded as materials and services and was not a true representation of the income being received for these services.	1,415
	Increase in income from Recycled material sales.	37
	Increase in income from amendments to Local Environmental plan.	53
3	Other revenues	
	Grant Administration – the provision of administrative support services for grant management.	31
	Unbudgeted – Emergency Services Levy administration reimbursement.	44
	Additional State Cover initiative payment.	6
4	**Grants and contributions – Operational**	
	Financial Assistance grant – additional funding to that anticipated in the original budget.	102
	Unbudgeted – Mobile Preschool – State operating grant, correction to accounting treatment for this attendance contribution.	55
	Unbudgeted – Flying fox program – second progress payment.	24
5	**Grants and contributions – Capital**	
	S7.11 Developer contributions – higher income than originally budgeted has been received.	584
	Roads to Recovery – supplementary income has been received.	39
	Cook Park – Field lighting – instalment payment received unbudgeted in the 2025 original budget.	398
6	**Interest and Investment revenue**	
	Council's investment strategy is producing higher than expected returns.	775
7	**Employee benefits and oncosts**	
	This increase is the adding back of the budgeted efficiency gains that have not been realised during the 6 months to December, this will be further reviewed during the March budget review process to ensure that all efficiency gains are realised.	2,100
8	**Materials and Services**	
	Transfer of tipping income incorrectly coded to Materials and services is offset by a corresponding increase in user charges and fees	1,415

SINGLETON COUNCIL
QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

Capital Budget Review Statement

($000's)	Original budget 2024/25	Approved changes: Carry forwards	Approved changes: Other than by QBRS	Approved changes: Sep QBRS	Revised budget 2024/25	Variations for this Dec Qtr	Note	Projected year end result	Actual YTD figures
Capital expenditure									
Design Program	400	-	-	-	400	14		414	168
Local Roads Program	4,822	40	-	1,144	6,007	863	1	6,870	2,152
Regional Roads Program	700	-	-	-	700	-		700	340
Causeway & Bridge Rehabilitation Program	10,174	57	-	-	10,231	-		10,231	557
Building Program	11,965	121	-	(1,781)	10,304	65		10,369	3,587
Betterment Program	-	-	-	-	-	-		-	-
Transportation Program	397	84	-	74	555	(28)		527	91
Drainage Program	1,228	35	(250)	-	1,013	0		1,013	59
Plant	700	433	-	-	1,133	1		1,134	432
Natural Disaster Recovery	4,900	800	-	-	5,700	0		5,700	784
Open Space & Reserves Program	1,850	709	1,200	186	3,946	571	2	4,517	1,580
Waste Services	3,630	760	-	380	4,770	(1,991)	3	2,779	708
Library book and digital collection	75	-	-	-	75	-		75	38
Water Supply Services	7,757	1,992	-	(354)	9,395	(2,694)	4	6,701	2,278
Sewerage Supply Services	6,107	3,559	880	(70)	10,476	(1,326)	5	9,150	3,541
Inventory - Real Estate for Resale	-	-	-	-	-	-		-	-
Total capital expenditure	**54,705**	**8,591**	**1,830**	**(421)**	**64,705**	**(4,525)**		**60,180**	**16,315**
Capital funding									
Rates & other untied funding	1,577	84	-	297	1,958	42		2,000	316
Grants & contributions	26,393	2,004	600	1,068	30,065	1,336		31,402	7,205
External restrictions/reserves	17,145	5,982	880	315	24,321	(5,910)		18,412	6,471
Internal restrictions/reserves	1,830	521	350	-	2,701	7		2,708	541
Loans	7,759	-	-	(2,100)	5,659	-		5,659	1,781
Total capital funding	**54,705**	**8,591**	**1,830**	**(421)**	**64,705**	**(4,525)**		**60,180**	**16,315**
Net capital funding - surplus/(deficit)	**0**	**0**	**0**	**0**	**0**	**0**		**0**	**0**

SINGLETON COUNCIL
QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

Budget variations being recommended for Capital Expenditure include the following material items:

Note	Details	Scope of Work	Reason for movement	$'000
1	**Local Roads Program**			**863**
	Falbrook Road, Greenlands	Road widening	Increase funding received through Roads to Recovery program.	
	Stanhope Road	Route treatment	Adverse site conditions require additional expenditure to allow work to continue.	
2	**Open Space and Reserves**			**571**
	Gym and Swim	Upgrade of Security cameras		
	Rose Point Park	New large shelter	New project	
	Merrick Park	Dog Park project	New project	
	Burdekin Park	Shelters	New project	
3	**Waste Services**			**(1,991)**
	Waste Management Facility	Leachate Pond upgrade	Project deferred – construction will not commence in the 2025 financial year.	
		Leachate Pond construction – design component	Design component required prior to construction during 2026 financial year.	
		Western Cell Road works	New project	
		Waste Management plan.	Additional budget required to cover increase in costs.	
		Excavator purchase	Additional budget required to cover the increase in cost of plant.	
		Western Cell design	Reduction in costs associated with the design work.	
		Transfer bin area redesign.	Project deferred until the 2026 financial year.	
		Side by Side vehicle purchase	Original budget included the purchase of two vehicles – review of requirements only one vehicle required.	

SINGLETON COUNCIL
QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

Note	Details			$'000
		Scope of Work	**Reason for movement**	
4	**Water Supply Services**			**(2,694)**
	Various locations	Steel reservoirs renewal	Project deferred to 2026 financial year.	
	Singleton	Rixs Creek refurbishment	Project deferred to 2026 financial year.	
5	**Sewerage Supply Services**			**(1,326)**
	Glenridding	Sewer Treatment plant upgrade	Project now phased over 2 years.	
	Singleton	Network condition assessment and renewal.	Project delivery has been delayed.	
	Singleton	Development related infrastructure	Budget reduction to match expenditure for the first half of 2025 financial year.	

SINGLETON COUNCIL
QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

Cash & Investment Budget Review Statement

Investments

Council's current investment strategy is producing higher than expected returns.

All investments held comply with Council's current investment policy and the Minister of Local Governments' Investment order.

Cash

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 30/09/24

Reconciliation status

The YTD cash & investment figure reconciles to the actual balances held as follows:

		$ 000's
Cash at bank (as per bank statements)		5,083
Investments on hand		125,362
Less: unpresented cheques	(Timing Difference)	
Add: undeposited funds	(Timing Difference)	197
Less: identified deposits (not yet accounted in ledger)	(Require Actioning)	
Add: identified outflows (not yet accounted in ledger)	(Require Actioning)	
Reconciled cash at bank & investments		130,642
Balance as per QBRS review statement:		130,642

SINGLETON COUNCIL
QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

Contracts and Other Expenses Budget Review Statement

Part A – Contracts entered in to during the quarter.

Contractor	Contract detail & purpose		Contract value	Start date	Duration of contract	Budgeted (Y/N)
RTC Construction NSW Pty Ltd	C2024.T15	Singleton AFL Cricket & Clubhouse Construction	$ 1,831,685.41	15/10/2024	7 months	Y
Joshua Paul Smith t/as Angry Goat Trails	C2024.T20	Mountain Bike Trail - Pioneer Road - Wattle Ponds	$ 337,280.16	22/10/2024	6 months	Y
Fulton Hogan Industries Pty Ltd	C2024.T23	Box Gap Road - Road Upgrade	$ 513,040.91	22/10/2024	3 months	Y
Mullane Maintenance Pty Ltd	C2023.T48	Sewer Rising Main Network Upgrade - Design & Construct	$ 1,639,751.51	22/10/2024	12 months	Y
KCE Pty Ltd	C2024.T17	Kilfoyles Bridge	$ 3,022,500.00	22/10/2024	10 months	Y
BelgraviaPRO Pty Ltd	C2024.T10	Lake St Clair Caretaker Lease 2024/27	$ 1,709,161.56	5/11/2024	3 years	Y
Source Separation Systems Pty Ltd	T2024-26	Food Organics Collection (Maitland and Singleton Councils) Supply and Delivery of Kitchen Caddies and Compostable Liners	$ 459,985.79	26/11/2024	3 years	Y
Specialised Pavement Services Pty Ltd t/as SPS	C2024.T27	Street Sweeping	$ 492,000.00	26/11/2024	2 years with 1 year extension option	Y
A1 Building Solutions NSW Pty Ltd Approved Fire Gear Pty Ltd AVE Technologies Pty Ltd Booth Contracting Pty Ltd Brett John Hamey tas Hunter Septics F.A.S.T Fire Protection Pty Ltd Ferry Building Group Pty Ltd Hunter Prestige Homes Pty Ltd Laser Plumbing Newcastle Central Pachena Electrical Py Ltd Singleton Electec Perram & Toohey Builders Pty Ltd RED OHMS Group Pty Ltd Right Water Pumps and Irrigation Pty Ltd Wibtech Pty Ltd t/as East Coast Air	C2020.T23	Facilities Maintenance and Construction Services	Schedule of Rates Approx $3million over life of Contract	26/11/2024	3 years with 2 year extension option	Y
Optimal Aquatics Pty Ltd	C2024.T30	Gym & Swim Pool Filtration Upgrades	$ 643,816.00	10/12/2024	6 months	Y
Hunter Prestige Homes Pty Ltd	Quote	Burdekin Park Shelter Refurbishment	$ 178,446.52	10/12/2024	1 month	Y
Hunter Prestige Homes Pty Ltd	Quote	Gym & Swim - CCTV & Duress System Upgrades and Repairs	$ 50,000.00	11/11/2024	2 weeks	Y
Hunter Prestige Homes Pty Ltd	Quote	Gym & Swim - HVAC System Upgrades and Repairs	$ 50,000.00	28/10/2024	1 month	Y
Hunter Prestige Homes Pty Ltd	Quote	Singleton Heights Sports Centre – Roof Repairs and Replacement	$ 150,000.00	18/11/2024	1 month	Y
Hunter Prestige Homes Pty Ltd	Quote	Singleton Youth Venue – Packaged AC Replacement	$ 150,000.00	28/10/2025	2 months	Y
PT Builders Pty Ltd	Quote	Glendonbrook Community Hall – Building Alterations and Additions	$ 102,339.60	1/10/2024	1 year	Y
Compton Projects Pty Ltd	Quote	Warkworth Community Hall – Pier Replacement & Site Establishment	$ 70,000.00	2/12/2024	6 months	Y

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or $50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's in house contract list.
3. Contracts for employment are not required to be included.

SINGLETON COUNCIL
QUARTERLY BUDGET REVIEW STATEMENT
DECEMBER 2024

Contracts and Other Expenses Budget Review Statement

Part B – Other Expenses

Expense	YTD expenditure (actual dollars)	Bugeted (Y/N)
Consultancies	169,853	Y
Legal Fees	127,024	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a concultant from other contractors.

DOCC1/25. Singleton Aboriginal Reconciliation Committee - Updated Terms of Reference **FILE:** 24/00361

Author: Director Organisation and Community Capacity

Executive Summary

The Singleton Aboriginal Reconciliation Committee at its meeting of 12 November 2024, commenced a review of its Terms of Reference. The updated Terms of Reference are provided for Council's approval at **Attachment 1.**

RECOMMENDED that Council approve the updated Terms of Reference for the Singleton Aboriginal Reconciliation Committee.

Report

The Singleton Aboriginal Reconciliation Committee is a long-established committee that has been formed to provide advice to Council and encourage, facilitate and support the development of reconciliation initiatives for the Aboriginal and Torres Strait Islander community in the Singleton Local Government Area.

In accordance with the Council Committee procedure, and this Committee's Terms of Reference, the Committee '*shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair'.*

At its meeting of 12 November 2024, The Singleton Aboriginal Reconciliation Committee completed a review of the Terms of Reference. The updated Terms of Reference were also provided to the Committee with the minutes to enable further consideration of any changes. Committee members agreed to provide any additional feedback by 16 December 2024. No further feedback was provided, and the revised Terms of Reference (changes shown as tracked changes) are included at **Attachment 1.**

Council Policy/Legislation

Local Government Act, 1993

Financial Implications

There are no financial implications for Council because of proposed changes to the Singleton Aboriginal Reconciliation Committee Terms of Reference.

Community Strategic Plan

Our Leadership

Strategy:	5.6	Improve the connectivity between the community, stakeholders and council to create an informed community
Deliverable:	5.6.1	Ensure consistent, timely and transparent information is made available to the community

Action: 5.6.1.1 Ensure consistent, timely and transparent information and corporate publications are made available to the community

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not engage with the community to understand cultural implications across a range of work that council undertakes, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that Council will provide services and programs that do not consider cultural impact which may lead to reputational damage.	Medium	Adopt the recommendations	Low	Yes

Options

The following options are available to Council:

1. Approve the updated Terms of Reference for the Singleton Aboriginal Reconciliation Committee.

2. Do not approve the updated Terms of Reference for the Singleton Aboriginal Reconciliation Committee.

Option 1 is recommended.

Conclusion

The Singleton Aboriginal Reconciliation Committee is a long-established committee that provides valuable insights and understanding of Aboriginal Culture. The Committee is engaged and wishing to work productively with Council for the betterment of the Singleton Community. The updated Terms of Reference provide a framework to closer collaboration with Council.

Attachments

AT-1⇩ Revised Terms of Reference - Singleton Aboriginal Reconciliation Committee

SINGLETON COUNCIL

Terms of Reference
Singleton Aboriginal Reconciliation Committee

1. Establishment

The Committee was established to provide advice to Council to encourage, facilitate and support the development of Reconciliation initiatives for the Aboriginal Community in the Singleton Local Government Area.

2. Authority

The Singleton Aboriginal Reconciliation Committee meet as an Advisory Committee of Council and any recommendations of the Committee are forwarded to Council for consideration. Two Aboriginal representatives (from a cultural safety perspective) will be invited to attend Council meetings when the minutes of the Aboriginal Reconciliation Committee are being reported to Council.

The attendance of the two committee members is to provide the opportunity to address Council from a cultural perspective on any matters contained within the minutes and to clarify any meanings contained within the minutes and assist Council by answering any questions which may arise.

3. Functions and Responsibilities

This committee's functions are to:

- Provide a forum for ideas and discussions on a wide range of issues, especially those affecting the Aboriginal Community.
- Foster strategic partnership for community development.
- Contribute to the development of strategic policies and plans.
- Foster a greater understanding of Aboriginal perspectives within the wider community and Council.
- To provide an Aboriginal voice to Council and the wider community.
- Provide an Aboriginal conduit between Council and the wider community for the betterment of Aboriginal people.
- Oversight and regular review the Singleton Aboriginal Reconciliation Committee Action Plan.

4. Referral of Matters

- All Committee minutes will be reported to Council for information and for adoption of any recommendations.
- Two members of the Singleton Aboriginal Reconciliation Committee will be invited to attend the Council Meeting where these minutes are being reported and to attend Council's public forum to address Council from a cultural perspective and assist Council on cultural matters that may arise.

SINGLETON COUNCIL

5. Membership

Membership of the Singleton Aboriginal Reconciliation Committee shall comprise of:

- Two Councillors of Singleton Council.
- Up to ten individual and stakeholder representatives (i.e. Aboriginal Health, Land Council, Wonnarua Nation, Opportunity Hub, local AECG School, Hunter New England Health). Members who attend on behalf of an organisation also attend as a community member, and for the purposes of the minutes they must declare if they are speaking on behalf of the organisation they represent or as a community member.
- Up to two members from the School of Infantry.
- Members may recommend a proxy member to attend a meeting on their behalf when they are unable to attend. The nominated proxy is to be the same person to ensure consistency.
- Membership will be open to two (2) local high school students, to encourage mentoring from a cultural perspective.

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The Members of the Committee shall:

- Be a recognised Aboriginal member of the Singleton and or Wanaruah,Wonnarua community
- Work for an Aboriginal Community organisation servicing the Singleton LGA
- Include two of the elected representatives of Singleton Council
- Include up to two representatives of the Singleton School of Infantry

Selection of Committee members will be through submission of an expression of interest to the General Manager.

Councillor representatives are elected by resolution of the elected Council at a Council meeting. ~~during the term of tenure.~~ All Councillor appointments to the Committee will cease upon commencement of the Caretaker period, four (4) weeks prior to a general Local Government Election.

6. Attendance and Term:

- Members must attend the majority of meetings
- A Committee member will be contacted by the Chairperson to confirm their ongoing participation if they miss three (3) consecutive meetings of the committee without an apology.
- Committee membership term is four (4) years, with an option to renominate at the end of the four-year period.
- Existing members shall be eligible to renominate in writing. Following receipt of nominations Council will appoint the new Reconciliation Committee.
- Councillors will be elected consistent with other Council committees.
- From time to time there may be a need to fill a casual vacancy during the term of the Aboriginal Reconciliation Committee.
- All members of the Aboriginal Reconciliation Committee agree to abide by Council's Code of Conduct.

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- ~~All members of the Aboriginal Reconciliation Committee agree to abide by Council's Committees Procedure, and where any inconsistencies exist between the Committees Procedure and these Terms of Reference, the Terms of Reference will prevail.~~

Election of Chairperson and Officers

- One Councillor is to be elected as Chairperson, to preside at each meeting, with the other Councillor to act as the delegated alternative in the case of the Chairperson's absence.
- ~~An Aboriginal Co-Chair and alternative Aboriginal Co-Chair will be appointed.~~

7. Operation

- The Committee shall comply with Council's adopted Code of Conduct and Committees Procedure (a copy of the Code of Conduct and Meeting Procedure will be provided to all Committee Members)
- The Committee will meet ~~bi-monthly~~ quarterly and electronic conferencing will be available.
- Council will provide secretariat support to the Committee.

8. Voting

- All decisions and recommendations shall be determined by majority vote of Aboriginal voting members present at the meeting.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Councillor Chair of the Committee is to have the casting vote.

9. Quorum

- A quorum at any meeting of the Committee shall comprise 50% of Aboriginal members ~~(4 members~~ plus the Chairperson ~~and Co-Chairperson.~~)
- If a quorum is not achieved, the meeting will be held over until the following meeting date.

10. Conduct

- All committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties.
- Councillors must comply with the Interactions between Councillors and Staff Policy at all times.
- It is important for committee members to recognise that meetings are not a suitable forum for making action requests of Council staff. All requests outside of a Committee's Terms of Reference must be made via the appropriate channels i.e., Customer Request.

11. Meetings

- Committee meetings are to be carried out in accordance with this Terms of

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Reference and Council's Committees Procedure.
- Committee members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.
- Committee meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members.

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- Meetings of the committee shall be held ~~bi-monthly~~ quarterly, on the first Tuesday of ~~every second~~ the month for a period of 1 ½ hours commencing at ~~10am~~ 3:30pm.
- At least seven (7) days' notice shall be given to members of the agenda, however the Chair shall have the right to call a Special meeting at any time he/she deems fit provided a period of seven (7) days' notice has been given stipulating the proposed change. Decisions made at the Special Meeting will have the full status of decisions made at any ordinary meeting, providing all conditions of an ordinary meeting, have been complied with.
- Members of the Committee undertake responsibility for communicating discussions and decisions to the broader community.

12. Observers and Visitors

- A Councillor who is not a member of a Committee may attend the Committee as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion (if required), or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chair by email of their intention to attend the meeting.
- The General Manager or their representative may also attend and speak at a meeting. Other Council staff may attend at the invitation of the General Manager or Director to speak on a particular agenda item. Council staff attending in this capacity cannot move or second a motion at the meeting or vote at the meeting.

13. Agendas and Minutes

- Agendas and Minutes are to be prepared and circulated in accordance with the Committees Procedure.
- All meeting records are to be recorded in the Council's electronic management system.
- Minutes will be reported to Council for adoption or for information.

14. Evaluation and Review

- This Committee shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.
- The Chair of the Committee will initiate a review of the performance of the Committee at the end of every term of Council.

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DOCC2/25. Minutes - Singleton Arts & Culture Advisory Group Meeting 26/11/2024 **FILE:** 25/00032
Author: Executive Assistant - Directors

Executive Summary

The Singleton Arts & Culture Advisory Group held its ordinary meeting on 26 November 2024. The minutes of the meeting are shown as **Attachment 1** for Council's consideration. The Singleton Arts & Culture Advisory Group also reviewed its Terms of Reference, and these are provided for Councils approval at **Attachment 2.**

RECOMMENDED that Council:

1. Note the minutes of the Singleton Arts & Culture Advisory Group meeting held on 26 November 2024.

2. Approve the updated Terms of Reference for the Singleton Arts & Culture Advisory Group.

Report

The Singleton Arts & Culture Advisory Group was established to assist Council in the delivery of the Arts and Culture Strategy 2020-2030 and promotion and celebration of the arts, culture and heritage of Singleton.

In accordance with the Council Committee Policy, and this Committee's Terms of Reference, the Committee '*shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair'.*

At its meeting of 26 November 2024, The Singleton Arts and Culture Advisory Group agreed to complete a review of its Terms of Reference.

The current Terms of Reference were distributed to the Committee alongside the minutes to allow for review and consideration of any potential amendments. Committee members agreed to submit any feedback by 6 January 2025. As no feedback was received from committee members, the revised Terms of Reference, including tracked changes, are presented in **Attachment 2**.

Financial Implications
There are no financial implications for Council because of proposed changes to the Singleton Arts and Culture Advisory Group Terms of Reference.

Community Strategic Plan

Our Leadership

Strategy:	5.6	Improve the connectivity between the community, stakeholders and council to create an informed community
Deliverable:	5.6.1	Ensure consistent, timely and transparent information is made available to the community
Action:	5.6.1.1	Ensure consistent, timely and transparent information and corporate publications are made available to the community

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not engage with the community to understand cultural implications across a range of work that council undertakes, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that Council will provide services and programs that do not consider cultural impact which may lead to reputational damage.	Medium	Adopt the recommendations	Low	Yes

Options

The following options are available to Council:

1. Note the minutes of the Singleton Arts and Culture Advisory Group held 26 November 2024 and approve the updated Terms of Reference for the Singleton Arts and Culture Advisory Group

2. Note the minutes of the Singleton Arts and Culture Advisory Group held 26 November 2024 and not approve the updated Terms of Reference for the Singleton Arts and Culture Advisory Group.

Option 1 is recommended.

Conclusion

The Singleton Arts and Culture Advisory Group offers valuable insight and advice to Council on arts, culture and heritage issues. Committed to fostering positive outcomes, the Committee seeks to work collaboratively with Council to support the community to create and participate in arts and culture.

Attachments

AT-1⇩ Minutes - Arts and Culture Advisory Group 26112024
AT-2⇩ Arts and Culture Advisory Group Terms of Reference - January 2025

MINUTES
ARTS AND CULTURE ADVISORY GROUP
12PM - 2PM TUESDAY 26 NOVEMBER 2024

Present	Cr Danny Thompson (Chair) – Singleton Council Cr Patrick Thompson, Councillor – Singleton Council Vicki Brereton, Director Organisation & Community Capacity – Singleton Council Nicole Rindal, Manager Organisation Excellence & Strategy + Engagement – Singleton Council Christine Farr – Community Member Debbie Becker – Community Member Hannah Dewar – Community Member Helen Sharrock – Community Member Jan Fallding – Community Member Kerri-Anne Taggart – Community Member Kim Lundy – Community Member Wendy Mason Jones – Community Member John O'Brien – Observer
In Attendance	Kirsten Torrance, Executive Assistant – Singleton Council
Meeting Location	Committee Room & virtual via Microsoft Teams

1 Welcome and Apologies

- Welcome
- Debbie Becker Welcome to Country
- Apologies – Faye Neilson
- Absent – Erwin Zehentner

2 Disclosure of Interests

- Nil received

3 Confirmation of Minutes

- The minutes of the Arts and Culture Advisory Group meeting held on Tuesday 2 July 2024, were confirmed.

Moved: Helen Sharrock **Seconded:** Wendy Mason-Jones

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Singleton Arts + Culture Advisory Group Membership

Committee members introduced themselves, outlining their backgrounds providing explanation of their representation on the committee.

5.2 Council Committee and Code of Conduct Policies

The "Council Committees Policy" and "Code of Conduct Policy" were discussed, noting these policies are reference documents to assist the committee to work together to achieve desired goals and outcomes. For the information of members, the following definitions are provided:

A **pecuniary interest** is an interest that someone may have in a matter due to a likelihood or expectation of appreciable financial gain or loss.

A **non-pecuniary interest** is a private or personal interest that someone may have that does not amount to a pecuniary interest. Non-pecuniary interests commonly arise from a family or personal relationship or involvement in sporting, social, religious or other cultural groups or associations.

In relation to the Advisory Group, for example, there may be an occasion when a member has been engaged by Council to undertake some work as an artist and there is an agenda item related to that on the agenda. In this instance the member should submit a disclosure of interest – pecuniary interest, and depending on the value, not be present for the discussion. Making a disclosure of interest is at the discretion of each individual member.

If any member of the Group is unsure, please contact council for assistance.

5.3 Review - Singleton Arts & Culture Advisory Group Terms of Reference

When a committee is established at the beginning of a new Council term, the Terms of Reference are to be reviewed and refreshed.

The current Terms of Reference were discussed by the group, with suggested updates marked up accordingly. The draft updated current Terms of Reference are attached for your review and comments. Please provide your feedback by **06/01/2025** for submission to Council's February 2025 meeting.

5.4 Singleton Arts & Cultural Centre Update

Nicole Rindal, Manager Organisation Excellence and Strategy + Engagement, provided an update on programs, exhibitions and activities at the Singleton Arts & Cultural Centre (SACC). Report attached.

The SACC has received excellent feedback regarding this year's exhibitions.

The draft Public Arts Policy has recently been endorsed by Leadership and will be listed for public exhibition in the new year. The public mural on the New England Highway Flyover has been completed and it was confirmed to the Committee that the appropriate decommissioning consultation process was followed for the previous Transport for NSW mural.

The planned public sculpture in Townhead Park has commenced and the removal of the existing sculpture and display poles has been planned. A design concept statement will be provided by David Cianci.

The Civic Art Collection display is currently on rotation in the Singleton Arts & Cultural Centre corridor by Council's Art Collections Officer.

Council is currently managing grants in the Arts & Cultural space totalling $1.7M and is also working on a revenue stream for the SACC in the areas of philanthropy, retail and further grant opportunities.

Community Strategic Plan (CSP) data was shared with the Committee, noting the SACC was in the top 5 Council facilities regularly used by the community.

The SACC visitation data for June 2023 to November 2024 was shared and discussed.

Committee members provided feedback regarding short timeframes for communication of SACC events. The committee discussed the annual program and allowing for at least one month's notice regarding events. Council will investigate the backend of the website, email newsletter distribution and opportunities for improvement to communications and socialisation.

Christine discussed an app that allows for 12 months of programming of events. Nicole and Christine to liaise.

The link to the SACC newsletter and historical newsletters were discussed and Council will investigate updates to the SACC website.

5.5 Arts Upper Hunter Strategic Plan 2025-28 – Presentation in Session

John provided an update on Arts Upper Hunter (AUH) to the committee.

AUH are currently in the process of drafting their Strategic plan 2025-2028. Create NSW cultural funding program has changed following an overhaul of the funding model and system, presenting a more competitive environment.

AUH are focusing on the following 5 areas in their strategic plan:

1- Standard daily program - providing a responsive network for local artists; the

daily work we do; succession planning

2- Black Arts in the Upper Hunter – a First Nations program delivered by an Aboriginal Arts Officer including local art partners. The program aims to partner with local artists to conduct talks in high schools, create a culturally safe Facebook page and to upskill artists to promote their art at market stalls that tie in with cultural tourism
3- Creative Valleys Program – AUH will continue to work on the Creative Valleys website. AUH is planning to work with DSSN and Two Rivers around free and affordable product development.
4- A collection of small programs that are working well – e.g. museums and galleries.
5- The Bigger Picture – developing shelf projects, the carbon project, searching for funding & continuation of existing partnerships.

AUH will focus on building up tourism and culture over the next 4 years promoting the area as less of a drive through and more of a destination.

A shelf project is defined as a concept or undertaking that has been prepared and is ready to go and is waiting for funding and/or final approval.

6 Other Business

- Helen provided a report on the Broke Bicentennial Celebration held 11 – 13 October 2024. Events included dinner at Margan Winery, a cricket match between Broke and Bulga, a historical photo display and a wedding gown and floral display at both churches. Wedding gowns on display dated back to the 1800's to the present day. The weekend also included art, music, food and horse & carriage rides. The event was highly successful and feedback was excellent. The cricket match will become an annual event to be sponsored by Bulga Coal.

- Wendy advised SATS productions planned for 2025 are Tik Tik Boom (February) and The Little Mermaid (June).

  The Singleton Art Prize will be held over the last weekend in July 2025 and will be judged by Barry McCann. The Singleton Art Prize are seeking grant funding for the Indigenous prize section. Vicki mentioned a new program, Grant Guru, which lists all grants Australia wide. The link for committee members is https://grantguru.com/au/

- Cr Patrick Thompson has suggested some space be made available to work on graffiti skills instead of careless tagging.

- Jan advised that the group of community members advocating to the Sisters of Mercy are currently taking a back seat on discussions.

  There is a concert planned for Friday 4 April 2025 – further details to follow.

Council is liaising with Acciona in consultation with Transport for NSW regarding the "Beyond the Bypass" beautification project. Topics to address include walkways, artwork and flyover naming. Council may invite a representative from Acciona to attend this meeting to present on the Bypass from an arts and cultural perspective.

- Hannah advised that attendance to the Song of the Fish exhibition appeared to be lower than expected.

  Hannah sought clarification around a graffiti workshop and how this could be set up. Helen provided information regarding an event "Secret Walls".

- Kerri-Anne sought clarification around who is responsible for the "Welcome to Wanaruah Country" signage as the artwork does not appropriately reflect the local people. This is not something Council has control over and may be a matter to refer to the Singleton Aboriginal Reconciliation Committee.

- There are 2 workshops planned for 2025 with the Singleton Quilters and the Singleton Senior Citizens.

- Arts Upper Hunter received a grant for Heights Preschool artwork in the Civic Centre. All other preschools were invited to encourage young artists.

- Please see Arts & Culture Strategy 2020 – 2030 as attached.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
AC24-04	26/11/2024	Investigate link to SACC website & newsletter.	N Rindal	25/02/2024
AC24-05	26/11/2024	Investigate communication lead time for SACC events and activities.	N Rindal	25/02/2024
AC24-06	26/11/2024	Invite Acciona to present to the Committee on the Bypass.	N Rindal	25/02/2024

8 Next Meeting

- Tuesday 25 February 2025, 12pm – 1:30pm

The meeting closed at 1:40pm.

Cr Danny Thompson
Chair

Terms of Reference
Singleton Arts & Culture Advisory Group

1. Establishment

Singleton Council through its Arts and Culture Strategy 2020-2030 recognise that 'local government is a critical leader in supporting the aspirations of the community to create and participate in arts and culture'.

The name of the Committee shall be the '**The Singleton Arts and Culture Advisory Group**' hereafter referred to as 'the Committee.'

2. Authority

The Committee is established to only advise or refer matters to Council for a decision. The Committee is not vested with the authority to make decisions.

3. Functions and Responsibilities

The Committee's functions are to:

- Support Council in the delivery of the Arts and Culture Strategy 2020-2030
- Assist Council promote and celebrate the arts, culture, and heritage of Singleton and to build connection between arts, culture and heritage groups and individuals in the community
- Provide advice and recommendations to Council on arts, culture, and heritage issues
- Contribute to the development and enhancement of a strong, identifiable public profile for arts and culture across the Singleton LGA
- To assist Council in developing, monitoring, and revising the Arts and Culture Strategy 2020-2030.

4. Referral of Matters

All Committee minutes will be reported to Council for information and for adoption of recommendations as required.

5. Membership and Length of Term

The Committee will consist of:

- Two (2) Councillors, one holding the position of Chairperson
- Director Organisation and Community Capacity
- Manager Organisation Excellence/Strategy & Engagement
- Council's Arts and Culture Coordinator
- Twelve (12) community members that reflect the breadth of arts, culture and heritage diversity across the LGA, with four positions being identified as:
    - Two positions to be filled only by a Wanaruah/Wonnarua person who identifies as an Aboriginal or Torres Strait Islander person, who

is of Aboriginal and/or Torres Strait Islander descent, and who are accepted by the community as being Aboriginal and/or Torres Strait Islander
- One position to be filled only by a person who identifies as having a disability
- One position to be filled only by a person aged between 16 and 21 years of age as a youth delegate.

Community members of the Committee will be appointed by Council following a publicly advertised expression of interest process. Council also has the discretion to invite community members and stakeholders to nominate. Nominations will be sought using the Council Committee Nomination Form.

The Committee members will serve for the following term:

- Councillors – ~~until the next ordinary election~~ all Councillor appointments will cease upon commencement of the Caretaker period, four (4) weeks prior to a general Local Government Election
- Director Organisation Community Capacity – ongoing
- Manager Organisation Excellence/Strategy & Engagement – ongoing
- Arts and Culture Coordinator – ongoing
- Community Members – two years (with the ability to re-nominate for a further two-year term up to a maximum of four years).

A Community Member's appointment may be ended because of one of the following:

- Resignation in writing by the member
- Regular non-attendance at meetings (note: members shall be considered to have vacated their position if they have been absent from three (3) consecutive meetings, without having submitted an apology to the Chair).
- Failure to comply with the Singleton Council Code of Conduct.

6. Operation

- The Committee shall comply with Council's adopted Code of Meeting practice and Committee Procedure.
- The Committee will meet at least quarterly.
- Meetings can be held in person or virtually, at the discretion of the Chair.
- All decisions and recommendation shall be determined preferably by consensus, however, if this cannot be achieved, decision shall be reached by a majority vote of members present.
- If voting on a motion is tied, the Chair of the Committee will have the casting vote.

7. Quorum

- A quorum is 50% of members plus the Chair.

- If a quorum is not achieved the meeting will be held over until the following meeting date.

8. Conduct

- All Committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must
  - Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public during Committee Meetings.
  - Not engage in conduct that disrupts Committee Meetings, or that would otherwise be inconsistent with the orderly conduct of meetings
  - Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Councils Code of Conduct.

- Councillors must always comply with the Interactions Between Councillors and Staff Policy and only contact staff that are nominated in the Councillors/Staff Liaison listing. Should they wish to contact a Council staff member outside of a committee meeting they may do so via the General Manager or relevant Director.
- It is important for committee members to recognise that meetings are not a suitable forum for making requests for Council staff. All meeting requests outside of the Committee's Terms of Reference must be made via the appropriate channel i.e. customer request.

9. Meetings

- Committee meetings are carried out in accordance with these Terms of Reference and Council's Committee Procedure.
- Committee members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.
- Committee meetings will be conducted with due consideration for each person with a disability and in an environment, which is accessible to all members.

10. Observers and Visitors

- A Councillor who is not a member of the Committee may attend a meeting as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion or vote at a meeting. The Councillor will as a courtesy advise the Chair by email of their intention to attend a meeting.
- The General Manager or their representative may also attend and speak at a meeting. Other Council staff may attend at the invitation of the General Manager or Director to speak on a particular agenda item. Council staff attending in this capacity cannot move or second a motion at the meeting or vote at the meeting.
- A representative of Arts Upper Hunter may attend and speak at the meeting as an observer. They may not move or second a motion or vote at a meeting.

11. Agendas and Minutes

- Agendas and minutes are to be prepared and circulated in accordance with the Committees Procedure
- All meeting records are to be recorded in the relevant CM9 container.
- Minutes will be reported to Council for decisions, adoption and information.

12. Evaluation and Review

- The Committee will review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.
- The Chair of the Committee will initiate a review of the performance of the Committee at the end of every term of Council. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair). With appropriate input from the relevant Director and any other relevant stakeholders as determined by the Chair

Version Control

No	Date	Updated By
1	15 March 2021	Director Organisation Community Capacity
2	15 February 2022	Director Organisation Community Capacity
3	30 August 2022	Director Organisation Community Capacity
4	January 2025 ~~December 2024~~	Director Organisation Community Capacity

DOCC3/25. Singleton Community Economic Development Fund - Approval of Round Four Applications **FILE:** 25/00151/001
Author: Director Organisation and Community Capacity

Executive Summary

The purpose of this report is to seek Council's approval of Round Four funding applications recommended by the Singleton Community and Economic Development Fund – Joint Management Board (CEDF-JMB).

RECOMMENDED that Council approve the allocation of $295,650 for the following applications submitted under Round Four of the Singleton Community and Economic Development Fund.

Organisation	**Amount $**
Cooinda Retirement Home	88,100
Novaskill	76,550
Top Blokes Foundation	131,000
Total	**295,650**

Report

In partnership with Glencore and The Bloomfield Group, Singleton Council established the Singleton Community and Economic Development Fund (CEDF) to ensure the best use of Voluntary Planning Agreement (VPA) monies for the Singleton community now and into the future.

In July 2024, following extensive consultation and legal advice, Council approved changes to the CEDF Deed that allowed 'for profit' businesses to apply for funding. Funding applications for Round Four were opened for the period 1 September to 31 October 2024. During this period four information sessions were held, with 45 people registering and 35 people attending the sessions. Council also held two grant writing workshops on 18 and 25 September 2024.

Round Four of the CEDF program has the following funds available for distribution:

- One Year Projects $250,000
- Multi Year Projects $402,000

Total Available Funds **$652,000**

The Singleton Community and Economic Development Fund - Joint Management Board (CEDF-JMB) has finalised its review of shortlisted applications for grant funding for financial year 2024/2025. Applications were assessed against a defined criterion to ensure that they demonstrated an economic, social, and/or environmental benefit to the community within the Singleton Local Government Area (LGA) as required under the Singleton Community and Economic Development Fund Deed. An overview of the assessment process and synopsis of shortlisted applications is detailed in this report.

Application Assessments

Applications for Round Four funding were open 1 September to 31 October 2024. Nine (9) applications were received with a combined value of $1,085,580 (**Attachment 1**). In accordance with the Singleton CEDF Deed, applications underwent the following assessment process, prior to consideration by Council for approval:

- 1st Assessment – The CEDF Joint Management Team (CEDF-JMT) reviewed all applications independently against the defined criteria to ensure they met the intent of the Deed.
- The CEDF-JMT met to discuss individual assessments and agree on a shortlist of applications to be provided to the CEDF-JMB for consideration.
- 2nd Assessment – The CEDF-JMB reviewed and considered the shortlist and determined a final list of applications to be provided to Council for approval.

The CEDF-JMT following its meeting on 18 November 2024, determined that six (6) applications with a combined value of $774,851 met the requirements of the Deed and the established threshold assessment score. Of the six applications the following were:

- One Year Projects – Three projects with a total value of $414,650
- Multi Year Projects – Three projects with a total value of $362,201

Of the nine (9) applications received, one (1) application was from a 'for profit' business.

Singleton Community and Economic Develop - Joint Management Board Consideration Of Shortlisted Applications

The CEDF-JMB met on the 17 December 2024 and were provided with an overview of the shortlisting process by the CEDF-JMT and rationale for each assessment.

The CEDF-JMB acknowledged that all applications were worthy, however, its role is to determine and recommend projects within available resources. It was also acknowledged by the CEDF-JMB that there are other funding opportunities for many of the applications and that Council should work with these organisations to assist in identifying other grant opportunities.

Following its deliberations, the CEDF-JMB Board agreed to recommend to Council, three (3) applications with a total value of $295,650 for funding under Round Four of the CEDF funding program.

An overview of each recommended funding application considered by the CEDF-JMB is detailed below.

One Year Projects

Cooinda Retirement Home - $88,100

The grant application is for the construction of an outdoor all weather accessible space for residents at Cooinda Retirement Home as it does not have a safe outdoor space for residents to walk, exercise or enjoy. The space will offer a safe flat surface surrounded by a comfortable garden space where residents can independently or with assistance participate in gardening activities, tend and harvest fruit and vegetables and look after a brood of chickens, including collecting eggs. Produce will be used to raise funds for the regular replanting and upkeep of the garden and associated space.

The application demonstrated strong alignment to Council's Community Strategic Plan and Community Development Strategy, in particular developing socio-economic prosperity through local procurement of materials and trades. It will provide an environment that will foster improved social benefits at an individual level such as improved agility and mobility which translates to enhanced wellbeing outcomes. At a community level it will provide a positive environment not only for current but also future residents and signals that aging does not translate to being forgotten. It was noted that while the immediate benefit is to a small cohort within the community, the overall positive impact of the upgrades will have a positive impact on current and future residents' families and visitors.

The project was assessed as a highly valuable initiative and demonstrated a clear plan for sustainability beyond the CEDF funding and is also supported by a good co-contribution. It offers substantial social benefits, particularly for an important but small group within the community.

The CEDF-JMB supported funding this application to the value of $88,100.

Novaskill - $76,550

The grant application is for a construction skills and qualification program for 30 participants over a twelve-month period, including school leavers, job seekers, indigenous, women and transitioning miners. The applicant's co-contribution will fund an additional 30 participants, taking the total number of training spaces available to 60 participants.

The application demonstrated strong alignment to Council's Community Strategic Plan particularly economic and social development, by equipping participants with in-demand skills vital for economic growth, creating employment pathways in alternate industries as the economy moves away from its reliance on mining. Additionally, the program addresses an identified shortage in the construction industry while also connecting participants with local employment opportunities. Participants will be trained in modern construction techniques, that often incorporate sustainable practices, which would include skills relevant to building energy efficient structures and the installation of renewable energy systems, which aligns with Council's sustainability outcomes.

The project was assessed as a highly valuable initiative to improve trade skills and qualifications by the provision of free training in a time of significant skills shortages. The applicant outlined a structured approach to monitor both the social and economic impacts of the program. The proposal is also supported by a good co-contribution by the applicant.

The application was very well constructed with clear evidence of the project's benefits to the individual, community and diversification of the economy.

The CEDF-JMB supported the application to the value of $76,550

Multi-Year Projects

Top Blokes Foundation - $131,000

The grant application is for the expansion of the Top Blokes mentoring program to the Singleton Local Government Area, to support local young men's mental health and wellbeing over a three-year period.

The Top Blokes program is a 3-6 month mentoring program for young males in their pre-teens and guides them through the complexities of early adolescence with a focus on promoting healthy and safe lifestyles. The program will be delivered in primary schools, high schools and community settings, with a minimum of 48 young males participating per annum. The program has demonstrated positive results in improving educational outcomes. Ernst Young has undertaken a 3-year longitudinal study of the impacts of the program, which determined:

- The program achieved a cost benefit ratio of 9x
- Helped increase young men's attendance at school and reduced the rates of suspension and detention, in some cases between 20-100%
- Helped reduced the time schools spent dealing with behavioural issues, translating to on average $33,000 based on avoid time while the boys were in the program and $20,000 following the program.

The application demonstrated strong alignment to Council's Community Strategic Plan particularly the 'Our People' pillar. The program upskills young males to identify and support their own and friends' wellbeing, thereby reducing the burden on acute clinical support services. The program offers economic benefits by fostering the development of soft skills that are valuable not only in the school environment but also in employment settings. Additionally, the program will create local job opportunities by employing Singleton residents to deliver these initiatives.

The project was assessed as a valuable initiative that focuses on young males in their formative years. The applicant has outlined a structured approach to monitor both the social and economic impacts of the program with significant support from local schools and service providers in the Singleton LGA. The proposal is supported by a good co-contribution by the applicant with the applicant outlining a pathway for it to become financially sustainable beyond the three-year funding period.

The CEDF-JMB supported the application to the value of $131,000

Community Strategic Plan

Our Economy

Strategy:	4.2	Support the capacity of Singleton businesses to be flexible, adaptable and prepared for change
Deliverable:	4.2.1	Build capacity of local business through education, support and engagement for improved economic prosperity
Action:	4.2.1.2	Achieve funding and deliver programs that safeguard and build capacity for local business across the whole LGA

Council Policy/Legislation

- *Environmental Planning & Assessment Act, 1979*
- *Local Government Act, 1993*
- POL/6017 Singleton Community & Economic Development Fund Policy
- Singleton Community Economic Development Fund Deed.

Financial Implications

Contributions to the Community and Economic Development Fund are managed as an Internal Restricted Asset Account. Proposals approved by Council will be shown as an operating expense in Council's Operating budget, and the funding source shown as the Internal Restricted Asset Account.

Total Funding Available	Funding Recommended	Balance
$652,000	$295,650	$356,350

Consultation

The CEDF-JMB has been consulted throughout the process to ensure the approach and assessment process for the consideration of funding applications was rigorous and would meet the intention of the Deed.

Council has been updated on the progress of the application through briefing notes and provision of the CEDF-JMB minutes.

Unsuccessful applicants will be invited to meet with Council staff for feedback regarding their applications.

Following Council's consideration of this item, all successful organisations will be contacted and the community advised of the outcome via an official news release.

Sustainability

The CEDF Deed provides for the provision of funding submissions that address sustainability. All applications are considered from both an environmental sustainability aspect, along with sustainability of the initiative or project if funding was provided.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not approve the recommended projects which may lead to a lack in community confidence regarding the process and establishment of the CEDF.	Low	Adopt the recommendation	Low	Yes
There is a risk that Council will not meet the requirements of the Deed, which may lead to reputational damage and the ability to negotiate future Voluntary Planning Agreements.	Low	Adopt the recommendation	Low	Yes
There is a risk that Council will impact the provision of needed support to the community which may lead to reputational damage.	Low	Adopt the recommendation	Low	Yes
There is a risk to Council of the recommended funding not being approved which may lead to reputational damage.	Low	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Approve the allocation of $295,650 for funding applications submitted under Round Four of the Singleton Community and Economic Development Fund for:
   - Cooinda Retirement Home $88,100
   - Novaskill $76,550
   - Top Blokes Foundation $131,000

   Total **$295,650**

2. Not approve the allocation of $295,650 for the funding applications submitted under Round Four of the Singleton Community and Economic Development Fund.

Option one is recommended.

Conclusions

The objectives of the CEDF are to assist in proactively managing the impacts of mining by using funding contributions to increase economic growth and productivity and promote health and wellbeing for the communities of the Singleton Local Government Area. The array of projects proposed represent a range of initiatives to address social, health, economic and environmental concerns currently being experienced across the Singleton LGA.

Attachments

AT-1⇩ CEDF Round Four - Applicant list

Attachment 1 – CEDF Round Four Applications

Applicant	Project Title	CEDF Funding Requested	Applicant Co-contribution	One off/multi year	NFP/FP	Comment
Singleton Hospital Auxiliary	Medical Equipment	$129,880	$10,000	One off	Not for profit	Did not meet assessment criteria
Carrie's Place	Social venture for domestic violence & homelessness	$250,000	$323,000	Multi year	Not for profit	Not recommended
Singleton Town Band	Installation of solar power & battery system	$29,509	$2,100	One off	Not for profit	Not recommended
Singleton Country Women's Association	Upgrade accessible toilet and external maintenance	$161,340	$10,000	One off	Not for profit	Not recommended
Calvary Cooinda Retirement Home	Garden Project	$88,100	$26,000	One off	Not for profit	Recommended
NovaSkill	Construction Industry Training Program	$76,550	$142,320	One off	Not for profit	Recommended
Top Blokes Foundation	Young men's mental health program	$130,999	$51,838	Multi year	Not for profit	Recommended
Broke Bulga Landcare	Regenerative tourism project	$141,141	$343,257	Multi Year	Not for profit	Not recommended
Healthy Vibes Hunter Valley	Nourishing future generations – outdoor program	$88,060	$138,000	Multi Year	For profit	No recommended

DOCC4/25. Singleton and District Disability Advisory Committee - Revised Terms of Reference **FILE:** 22/00156
Author: Director Organisation and Community Capacity

Executive Summary

The Singleton and District Disability Advisory Committee at its meeting of 12 November 2024, commenced a review of its Terms of Reference. The revised Terms of Reference are provided for Council's approval at **Attachment 1.**

RECOMMENDED that Council approve the updated Terms of Reference for the Singleton and District Disability Advisory Committee.

Report

The Singleton and District Disability Advisory Committee is a long-established committee that was formed to provide advice to Council on appropriate policies and procedures to ensure compliance with provision of the *Disability Discrimination Act, 1992* and *Disability Inclusion Act, 2014*. It also assists Council in understanding the needs of residents living with a disability and breaking down barriers and access to services, information and employment for residents in the Singleton Local Government Area.

In accordance with the Council Committee Policy, and this Committee's Terms of Reference, the Committee '*shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair'.*

At its meeting on 12 November 2024, The Singleton and District Disability Advisory Committee completed a review of its Terms of Reference. A point of discussion related to expanding the focus of the Committee to include accessibility considerations which are also essential for fostering a more inclusive approach to community needs. Accessibility issues, such as limited mobility, age-related restrictions, or temporary impairments, often intersect with but are not exclusive to disability. By broadening the lens of the Committee, it can better account for the diverse experiences of individuals who face barriers in accessing public spaces, services, and opportunities.

While the Committee remains dedicated to advocating for those living with disabilities, this widened focus enhances its capacity to support equitable and practical solutions for the entire community.

The updated Terms of Reference were distributed to the Committee alongside the minutes to allow for further review and consideration of any potential amendments. Committee members agreed to submit any additional feedback by 16 December 2024. As no further feedback was received, the revised Terms of Reference, including tracked changes, are presented in **Attachment 1.**

Council Policy/Legislation

Local Government Act, 1993
Disability Discrimination Act, 1992
Disability Inclusion Act, 2014

Financial Implications

There are no financial implications for Council because of proposed changes to the Singleton and District Disability Advisory Committee Terms of Reference.

Community Strategic Plan

Our Leadership

Strategy:	5.6	Improve the connectivity between the community, stakeholders and council to create an informed community
Deliverable:	5.6.1	Ensure consistent, timely and transparent information is made available to the community
Action:	5.6.1.1	Ensure consistent, timely and transparent information and corporate publications are made available to the community

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will not engage with the community to understand cultural implications across a range of work that council undertakes, which may lead to reputational damage.	Medium	Adopt the recommendation	Low	Yes
There is a risk that Council will provide services and programs that do not consider cultural impact which may lead to reputational damage.	Medium	Adopt the recommendations	Low	Yes

Options

The following options are available to Council:

1. Approve the updated Terms of Reference for the Singleton and District Disability Advisory Committee.

2. Not approve the updated Terms of Reference for the Singleton and District Disability Advisory Committee.

Option 1 is recommended.

Conclusion

The Singleton and District Disability Advisory Committee is a well-established body that offers invaluable insights into the challenges faced by individuals living with disabilities and those supporting them. Committed to fostering positive outcomes, the Committee seeks to work collaboratively with Council to enhance the wellbeing of the Singleton community. The updated Terms of Reference provide a strengthened framework for this partnership, enabling more effective and aligned efforts moving forward.

Attachments

AT-1⇩ Revised Terms of Reference - Singleton & District Disability Advisory Committee

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Terms of Reference
Singleton & District Disability Advisory Committee

1. Establishment

The Singleton & District Disability Committee was established to facilitate communication between Council and members of the community living with, caring for or supporting people with a disability.

2. Authority

The Committee is established to only advise or refer matters to Council for a decision. The Committee is not conferred with the authority to make decisions.

3. Functions and Responsibilities

This committee's functions are to:

- To advise Council on appropriate policies and procedures to ensure compliance with the provisions of the Disability Discrimination Act 1992 and the Disability Inclusion Act 2014
- To maintain contact with people with disabilities and the community of Singleton Council to ensure that the Singleton Community is aware of the needs of residents with disabilities
- To assist the Singleton Community to break down barriers and promote access to services, information and employment and promote the rights of residents with a disability
- To represent Singleton & District residents with disabilities on bodies which further the above aims and as agreed by the Committee.

4. Referral of Matters

- All Committee minutes will be reported to Council for information and for adoption of any recommendations.

5. Membership and length of term

The Committee will consist of:

- Committee membership will be open to people who support the above objectives, apply for membership and are accepted as members of the Committee by Council.
- The Committee will encourage wide representation of all types of disability in its membership, including intellectual and psychiatric disability.

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- The composition of the Committee will be ten (10) persons, excluding the two (2) places reserved for elected representatives of Singleton Council.
- 50% of the membership (five positions) will be for people with disabilities, or carers or family members of people with disabilities, and the remainder representatives of disability service providers and/or community organisation from the disability sector.
- One (1) position on the Committee may represent the community from an accessibility aspect who is not necessarily living with a disability.
- Only one representative from an organisation will be appointed to the Committee. Approved members can appoint one proxy to attend meetings when they are not available. Nominated proxies when in attendance at meetings will have the same voting rights of the appointed member.
- A Council officer will provide support and advice to the Committee as required but will hold no voting rights. The appointed Council officer will work with the Committee to assist it to carry out its advisory function.
- Membership is for two (2) years and all Committee positions are to be vacated at the conclusion of the two-year period.
- ~~The elected Council representatives will hold position on the committee until the next ordinary election.~~
- The elected Council representatives' appointment will cease upon commencement of the Caretaker period, four (4) weeks prior to a general Local Government Election.
- Membership shall be reviewed by calling an expression of interest for all positions. Existing members shall be eligible to re-nominate in writing or by other methods i.e. call to a council officer. Following receipt of expressions of interest Council will assess and recommend to Council community members for the Committee.
- Casual vacancies will be filled by the Committee as they occur
- A position on the Committee will become vacant:
  - If a member is absent for three (3) consecutive meetings without notification to the Committee
- The office bearers will consist of a Chairperson (one of the elected Council representatives) and ~~Vice-Chair who will be elected by the members at the first meeting of the new committee~~ the second Councillor Delegate. In the event the Chair is unavailable the second Councillor Delegate will chair the meeting.~~.~~
- The position of secretary will remain a function of Council staff (as it is a committee of Council)
- Members of the community may be invited to be members of a working party of the Singleton and District Disability Advisory Committee as affiliated members.

6. Operation

- The Committee shall comply with Council's adopted Code of Conduct and Committees Procedure.
- The Committee will meet on the first Tuesday of every second month. Should the need arise, some meetings may be held via the use of electronic conferencing technologies, at the discretion of the Chair.

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- The Chairperson of the Committee will chair all meetings. In the absence of the Chairperson, the ~~Vice-Chair or a person from amongst the members of the Committee will chair the meeting.~~second Councillor Delegate will chair the meeting.
- Motions arising at any meeting of the Committee will be decided by majority vote of the designated Committee members.
- Discussion of contentious issues concerning people with disabilities should not result in action being taken until and unless there is consultation with the relevant disability group.
- Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.

7. Quorum

- A quorum will be six (6) members including the Chairperson.
- If a quorum is not achieved, the meeting will be held over until the following meeting date.

8. Conduct

- All committee members must comply with the applicable provisions of Council's Code of Conduct in performing their duties and must:
    - Not engage in bullying behaviour (as defined in the Code of Conduct) towards the Chair, other Council officials or any members of the public present during Committee Meetings.
    - Disclose the nature of any pecuniary or non-pecuniary conflicts of interest to the Chair as soon as practicable in accordance with Council's Code of Conduct.
- Councillors must comply with the Interactions Between Councillors and Staff Policy at all times and only contact staff that are nominated in the Councillor/Staff Liaison Listing. Should they wish to contact a Council staff member outside of a committee meeting they may only do so via the General Manager or relevant Director.
- Members shall observe the provisions of the Local Government Act in relation to declarations of interest in business placed before the Committee. Members shall also be aware of conflicts of interest that they may have and should not vote on any matter in which their private interest conflicts with the matter under discussion. Interest declared by any member shall be recorded in the minutes of the meeting.

9. Meetings

- Committee meetings are to be carried out in accordance with this Terms of Reference and Council's Committees Procedure.
- Committee members are required to be fully prepared for each meeting and make every reasonable effort to attend or participate in each meeting.

- Committee meetings will be conducted with due consideration for each person with a disability and in an environment which is accessible to all members

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10. Observers and Visitors

- A Councillor who is not a member of a committee may attend the Committee as an observer. However, the Councillor is not entitled to give notice of business for inclusion in the agenda for the meeting, to move or second a motion (if required), or to vote at the meeting. The Councillor as a courtesy should in advance of the meeting advise the Chair by email of their intention to attend the meeting.
- The General Manager or their representative may also attend and speak at a meeting. Other Council staff may attend at the invitation of the General Manager or Director to speak on a particular agenda item. Council staff attending in this capacity cannot move or second a motion at the meeting or vote at the meeting.
- Interested persons may attend Committee meetings, but do not have voting rights.

11. Agendas and Minutes

- Agendas and Minutes are to be prepared and circulated in accordance with the Committees Procedure.
- All meeting records are to be recorded in the appropriate electronic document container.
- Minutes will be reported to Council for adoption or for information.

12. Evaluation and Review

- This Committee shall review its Terms of Reference and provide them to Council for adoption at the beginning of each term of Council or when initiated by the Chair.
- The Chair of the Committee will initiate a review of the performance of the Committee at the end of every term of Council. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from the relevant Director and any other relevant stakeholders, as determined by the Chair.

DOCC5/25. Draft Public Art Policy **FILE:** 22/00156
Author: Manager Organisation Excellence

Executive Summary

The purpose of this report is for Council to consider placing the new draft Public Art Policy on public exhibition for a period of 28 days.

RECOMMENDED that Council:

1. Place the draft Public Art Policy on public exhibition for a period of 28 days and public notice be given of Council's intention to adopt the draft document subject to consideration of submissions received.

2. Adopt Public Art Policy following the public exhibition period subject to submissions received and provided that there are no alterations required to the draft document as a result of objections or feedback.

3. Receive a further report should objections or feedback be received during the public exhibition period, prior to adopting the draft Public Art Policy.

Report

The draft Public Art Policy aligns with the vision of Council's Community Strategic Plan 2022-2032 that supports the development and maintenance of public artworks that reflect the diversity, spirit, and liveability of the Singleton Local Government Area (LGA). The draft Public Art Policy aims to:

- Deliver public artworks that benefit current and future generations.
- Reflect the unique identity of the Singleton LGA through public art.
- Provide affordable and sustainable artworks for both present and future generations.

By implementing the draft Public Art Policy, Council is demonstrating its commitment to the systematic management of its public art assets and effectively addressing associated risks and lifecycle costs. This adoption of the draft policy will ensure Councils approach to Public Art is ethical, sustainable, and well-structured. It will also allow for the delivery of public art projects that meet the needs of the community, artists, and stakeholders.

The draft Public Art Policy, in conjunction with the Singleton Arts & Culture Strategy 2020-2030, the Draft Public Art Framework 2024-2030, the Community Strategic Plan (CSP), Asset Management Strategy, and related documents, establishes a comprehensive approach to the planning, commissioning, delivery, and maintenance of public art in the Singleton LGA. All public art projects will adhere to state and federal guidelines and legislation to ensure compliance and best practice.

This policy will be a cornerstone for the future growth of public art in our community, contributing to its cultural and economic vitality.

Community Strategic Plan

Our People		
Strategy:	1.2	Create and provide social, recreational and cultural services which educate, innovate, inspire and entertain
Deliverable:	1.2.1	Deliver an inclusive Singleton Arts and Culture Strategy and supporting programs
Action:	1.2.1.1	Deliver the high priority Singleton Arts and Culture Strategy actions for 2023/2024 and report improved outcomes
Our Leadership		
Strategy:	5.5	To lead, govern and regulate in an ethical, equitable and transparent way
Deliverable:	5.5.8	Policies are reviewed as required throughout the term of Council to ensure legislative compliance
Action:	5.5.8.1	Ensure Council policies are current and reviewed as required

Council Policy/Legislation

- *Federal Copyright Act* 1968
- *NSW Disability Inclusion Act* 2014
- *Heritage Act 1977* No 136
- Museums Australia's Code of Ethics for Art, History & Science Museums, 1999,
- Planning NSW—Local Character and Place Guideline 2019
- Singleton Council Procurement Policy (POL 6001)
- NSW Government Public Art Toolkit 2023
- Interpreting Heritage Places and Items Guidelines, NSW Environment and Heritage 2005

Financial Implications

Any future public art commissions will require external funding to preserve Council's operational budget. Additionally, post-installation maintenance and ongoing costs must be accounted for within Council's operational budget. It is intended that any new public art projects will be fully costed and only proceed if both grant funding and operational budget provisions are available.

Consultation

The development of the draft Public Art Policy was informed by a comprehensive consultation process, beginning with the release of the State Government's Public Art Tool Kit in 2023, which provided a framework for the implementation of public artworks in New South Wales.

Since the appointment of the Coordinator Arts and Culture position in 2019 and the Public Art and Projects Officer position in 2023, informal consultations have been ongoing with local arts and cultural organisations, the Aboriginal Advisory Committee, and the Arts and Culture Advisory Group. These consultations provided valuable insights into community needs and priorities.

Additionally, the Council engaged with a Public Art Working Group, which consisted of over 30 public art and project officers from galleries and museums across New South Wales. This group provided specialised knowledge and expertise on best practices in public art. Lastly, extensive internal consultations were held with various service units within the Council, ensuring alignment with broader council objectives and resources. This multi-faceted approach ensured that the policy was well-informed, inclusive, and reflective of both community input and strategic goals.

Sustainability

The proposed policy offers a range of social, environmental, and economic benefits, but also presents some challenges. Socially, public art fosters community engagement, enhances civic pride, and promotes inclusivity by reflecting the community's values, history, and cultural diversity. It transforms public spaces, improving safety and well-being, while offering positive impacts on mental health through calming, contemplative environments.

Environmentally, the policy can promote sustainability by encouraging the use of eco-friendly materials and by integrating art into green spaces, contributing to urban greening and raising awareness about environmental issues like climate change and conservation.

Economically, public art can boost tourism, support local businesses, and increase property values, while providing job opportunities for artists and related professionals. It also fosters long-term urban development and revitalisation. However, the policy must address funding for installation and maintenance, ensure community acceptance and equitable access, and manage the environmental impact of large-scale projects. Thoughtful planning is required to maximise the benefits of public art while overcoming potential challenges.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council will have unclear policy and processes which may lead to reputational damage	Medium	Adoption of the recommendation	Low	Yes
There is a risk that Council will have no clear procedural guidelines for the implementation of public art initiatives which may lead to service delivery and reputational implications.	High	Adoption of the recommendation	Medium	Yes
There is a risk to Council of limited future funds for public artworks due to a lack of policy position which may lead to financial, reputational and service delivery implications.	High	Adoption of the recommendation	Medium	Yes

Options

The following options are available to Council:

1. Council resolves to:

    1. Place the draft Public Art Policy on public exhibition for a period of 28 days and public notice be given of Council's intention to adopt the draft document subject to consideration of submissions received.

    2. Adopt the draft Public Art Policy following the public exhibition period, subject to submissions received and provided that there are no alterations required to the draft document as a result of objections or feedback.

    3. Receive a further report should objections or feedback be received during the public exhibition period, prior to adopting the draft Public Art Policy.

2. Council resolves to not place the draft Public Art Policy on public exhibition and request for further amendments to be made.

Option one is recommended.

Conclusions

The Public Art Policy aligns with Singleton Council's Community Strategic Plan and aims to create sustainable, affordable public artworks that reflect the diversity and identity of the Local Government Area (LGA). It ensures the systematic management of public art assets, addresses associated risks, and supports both current and future generations. This policy, in conjunction with related strategies and frameworks, provides a comprehensive approach for the planning, commissioning, and maintenance of public art, ensuring compliance with state and federal guidelines. For the Council, the preferred option is to adopt this policy as a foundational element for the LGA's cultural and economic growth, enhancing its public art landscape and community engagement.

Attachments

AT-1⇩ Public Art Policy

SINGLETON COUNCIL

PUBLIC ART

POLICY | Arts & Culture

This policy broadly outlines the principles and requirements for undertaking the commissioning and delivery of public art across the Singleton Council local government area in a structured and co-ordinated manner in accordance with Council's Arts + Culture Strategy.

Policy No:	POL/	**Version:**	1
Service Unit:	Strategy & Engagement		
Responsible Officer:	Coordinator Arts + Culture		
Responsible Director:	Director, Organisation and Community Capacity		
Authorisation Date:	20 November 2024	**Review Date:**	November 2028
Minute No:			

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1 BACKGROUND

In 2023 the state government released a new guide for the implementation of public art works in NSW. The Public Art Tool Kit provides a rationale for the importance of community placemaking aligned with strategic planning. Public art will become an intrinsic part of Singleton's future identity, enriching tourism and boosting the local economy. It will activate spaces and build landmarks that celebrate our creativity, heritage, and culture.

1.1 Title of the Policy and Commencement Date

The Public Art Policy takes effect upon adoption by Council Leadership Team.

1.2 Purpose of the Policy

This Policy supports the vision of Singleton Council's Community Strategic Plan 2022-2032 and aims to support the establishment and maintenance of public art works that reflect the local government area's (LGA) diversity, spirit, and liveability.

This policy will enable Council to:

- Deliver appropriate public artworks for current and future generations;
- Provide public art that reflects the identity of the Singleton LGA; and
- Provide affordable and sustainable public artworks in the present and for the future.

Singleton Council is committed to providing systematic management of its public art assets, their associated risks and whole-of-life costs (lifecycle costs). This ensures that public art projects are delivered in an ethical, sustainable, and structured manner, satisfying the requirements of the community, artists and associated stakeholders.

This Public Art Policy, together with the Singleton Arts & Culture Strategy 2020-2030, Public Art Framework – 2024-2030, Community Strategic Plan (CSP), Asset Management Strategy, Business Operating Framework and Asset Management Plans, underpins the provision of whole-of-life management for the planning, commissioning, delivery, and care of public art in the Singleton LGA. Public art project practices and processes will comply with:

- Interpreting Heritage Places and Items Guidelines, NSW Environment and Heritage 2005;
- Federal Copyright Act 1968; and be consistent with:
- NSW Government Public Art Toolkit 2023;
- NSW Disability Inclusion Act 2014;
- Heritage Act 1977 No 136;
- Museums Australia's Code of Ethics for Art, History & Science Museums, 1999, p.7 [6.5];

- Planning NSW—Local Character and Place Guideline 2019;
- NSW Department of Planning, Industry and Environment;
- Singleton Council Integrated Risk Management Policy;
- Singleton Council Integrated Risk Management Framework;
- Singleton Community Development Strategy 2022-2026 that supports opportunities for collaboration and inclusion of key agencies and stakeholders.

2 OBJECTIVE

2.1 Objectives and Coverage of the Policy

This Policy applies to all public artworks currently in Council's public art collection and new and proposed public artworks utilising Council resources (including government and private sector funding).

The aims of this policy are:

- To provide a clear direction for the Public Art program and define the key principles that underpin management, delivery, and care of public art for Singleton Council.
- To ensure Singleton Council's approach to public art is financially sustainable.
- To ensure public art projects are supported through appropriate community consultation.
- To define efficient and effective management of public art through long term planning.
- To provide sustainable infrastructure through aspirational leadership.
- To establish financial responsibility and the provision of appropriate resources for the planning, delivery, and maintenance of public art.
- To strategically plan the public art we implement, commission, and manage.
- To ensure maintenance and preventative conservation measures are regularly assessed and delivered according to arts industry standards.
- To ensure Council understands the long term and cumulative consequences of being the custodian of public art.
- To ensure the long-term viability of public art assets with regards to financial, service, environmental and physical demands.
- To ensure roles and accountabilities for the management of the public art program are clearly delineated.
- To ensure that Council understands its responsibilities when engaging artists.

- To ensure sites for public artworks are considered in planning procedures.
- To understand the lifecycle implications of our public artworks.
- To ensure that deaccessioning of any public artworks from the Council's collection is undertaken according to processes and guidelines recommended by Museums Australia's Code of Ethics for Art, History & Science Museums.

3 APPLICATION

3.1 Application of this Policy

All individuals affiliated with the Council, comprising employees, councillors, volunteers, and contractors, are subject to the provisions of this Policy. Employees are accountable for the oversight of public art initiatives within their designated areas.

The Executive Leadership Team and the Arts & Culture team are tasked with the responsibility of actively monitoring and reviewing Council's public art activities and programs, ensuring alignment with the objectives and principles outlined in this policy.

4 DEFINITIONS

For the purposes of this policy:

Term	Meaning
Culture	What matters to people and communities. It is about relationships, shared memories and experiences, identity, history and a sense of place. It is about the different cultural and religious backgrounds found in most communities. It is about the things we consider to be valuable for passing on to future generations. It is our way of connecting the present with the past and the future. It is a word that describes what makes individuals, communities and places distinctive. The three dimensions of culture are: • Our sense of place, our values and our identity • The material products of creative processes • Our engagement with and participation in creative processes.
Public art	Public art is any artistic work that responds to or resides in a public space, whether permanent, temporary, or ephemeral. It may be conceived, designed, and fabricated by an individual artist or a multidisciplinary team. Public art is for the purpose of placemaking and space activation.
Art	

	The creative expression of our culture. It refers both to the product as well as the process. Making art is a meaningful way to reflect the voices, imagination and creativity of a community. This could include any form of visual, performing, media, literary or interdisciplinary arts, made by or for any members of any community at any level of skill and intention.
Heritage	The legacy of the traditions, achievements and beliefs that are part of the history of a group of people that are inherited from past generations, maintained in the present and bestowed for the benefit of future generations.
Deaccession	Deaccessioning is the formal process of removal of an object from the collection register, catalogue or database.

5 PRINCIPLES/BODY

5.1 Procedural Statement

Singleton Council acknowledges and respects the Wonnarua, Wanaruah people and their custodianship of the land in the Singleton Local Government Area.

Council recognises that facilitating opportunities for community engagement and participation in quality arts and cultural programs brings the community together. It enriches the personal lives of residents, supports the social and cultural wellbeing of the community and adds to the social infrastructure.

Public art has the potential to enhance the region's identity and reputation and provide opportunities for cultural tourism, supporting creative industries and building economic diversity. The Public Art Policy confirms the central role of arts and culture in contributing to the liveability of the Singleton LGA, including the community's economic success and social health and wellbeing. This Policy provides a guide for Singleton Council investment that:

- Promotes tourism and enhances civic pride through meaningful placemaking;
- Supports a vibrant, engaging and inclusive cultural life in the Singleton LGA;
- Provides common direction for Council and its partners in facilitating the best possible arts and cultural life of the area; and
- Integrates cultural planning across Council's range of services, assets and activities.

6 CORE PRINCIPLES

Aligning with Council's Five Pillars – People, Places, Environment, Economy and Leadership, the core principles for the implementation of this policy will be guided by:

PEOPLE

- Personal and Social Values:
    - Personal enrichment
    - Health and wellbeing
    - Inclusivity
    - Equal opportunity
    - Respect.

PLACES

- Cultural Values:
    - Community identity
    - Creativity, learning and discovery
    - Cultural heritage.

ENVIRONMENT

- Environmental Values:
    - Natural heritage
    - Balanced development
    - Sense of place.

ECONOMY

- Economic Values:
    - Creative enterprise
    - Economic opportunity.

LEADERSHIP

- Civic Values:
    - Cultural leadership
    - Collaboration
    - Regional image and reputation.

7 IMPLEMENTATION AND RESOURCING

The implementation of the Public Art Policy will be guided through the strategies, activities and priorities identified in the Public Art Framework 2024 - 2030.

As part of its annual budgeting process Council will consider the allocation of funds for the care, conservation and maintenance of public art works. Council approved projects will be recorded in its annual Operational Plan. The determination of projects will be based on:

- Funding availability

- Identified priorities in the Arts and Culture Strategy 2020 – 2030.

Additional support may be sought to extend capacity to deliver quality infrastructure and services, including partnerships at a local level through local grants programs, State and Federal grant opportunities, philanthropic support and private sector partnerships.

8 EVALUATING PERFORMANCE AND OUTCOMES

Evaluation of public art activities and projects will be undertaken with a focus on artistic, social, cultural, environmental, and economic outcomes, and impacts as they align with Council's core values and vision.

A range of qualitative and quantitative methods will be used to collect evidence, depending on the size and nature of activities, projects, and available resources, such as questionnaires, interviews, surveys, and participation data. Evaluation of this information will be used to report on the following:

- Opportunity
    - How many projects/events/activities Council managed and/or supported.
- Participation
    - The extent, reach and diversity of community participation.
- Support
    - The number of active partners, sponsors or collaborators directly involved.
- Community Value
    - Contribution to social, cultural, civic, environmental, and economic value to the community.

Annual measurement will provide an indication of the value of public art initiatives which, when aggregated over the life of the Policy, will provide a measure of Policy impact.

9 RELEVANT LEGISLATION

This policy should be read in conjunction with related legislation, planning controls, codes of practice, relevant internal procedures as listed below:

- Local Government Act 1993
- State Records Act 1998 (NSW)
- Copyright Act 1968
- Copyright Amendment (Moral Rights) Act 2000
- Privacy and Personal Information Protection Act 1998 (NSW)
- Government Information (Public Access) Act 2009 (NSW)
- State Environmental Planning Policy (Exempt and Complying Development) 2008

- State Environmental Planning Policy 64

10 DOCUMENT INFORMATION

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

10.1 Related Documents

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

Number	Title
22/14701	Singleton Community Strategic Plan 2022-2032
22/14772	Singleton Council Delivery Program 2022-2026
18/21763	Hunter Regional Plan 2036
19/72283	Create in NSW: Arts and Cultural Policy Framework – 2012 - 2022
20/24163	Australia Council for the Arts 2019 Domestic Arts Tourism: Connecting the country
10/5602	The Singleton Strategic Cultural Plan Towards 2020
14/58339	Singleton Council Villages Place Making Strategy 2015 - 2019
20/50720	Arts and Cultural Strategy 2020 - 2030
	Australia Council for the Arts 2015. Arts Nation: an overview of Australian Arts
	NSW Aboriginal Arts and Cultural Strategy 2015 -2018
	National Arts and Disability Strategy 2009
22/20255	Arts & Culture Advisory Group Terms of Reference
24/5352	Singleton Council Public Art Framework
POL/9008.5	Integrated Risk Management Policy

Table 7-1 – Related documents

11 RESPONSIBLE OFFICER / POLICY OWNER

Ownership of this policy rests with the Manager Strategy and Engagement.

12 RESPONSIBILITIES

Parties or Persons	Responsibilities
Council	• Champions public art in the Singleton LGA and the principles outlined in this policy. • Receives advice to make decisions about permanent public artwork commissioning and deaccessioning.
Executive Leadership Team	• Champions public art in the Singleton LGA and provides leadership and decision-making oversight to guide the annual program direction. • Monitors the implementation of this policy.
Strategy and Engagement	• Facilitating and/or supporting key public art projects and commissions. • Developing and maintaining public art projects and commissions. • Producing and promoting information about public art projects and commissions in the LGA. • Managing public artworks. • Applying for funding for public art projects and commissions. • Providing community grants and funds for public art projects and commissions. • Providing in kind support. • Working with local community groups and individuals to improve the recognition of the history and heritage in the Region. • Working across the region with other local governments and the state government. • Partnering with the arts and cultural sector and business and tourism sectors to increase and promote the place of public art in the Region. • Facilitating information sharing to assist in capacity building of artists and arts and cultural organisations. • Advocating for arts and cultural funding to the LGA. • Advocating for a greater emphasis on public art and placemaking in the LGA.
Coordinator, Arts and Culture	• Ensures that implementation of the public art program aligns with the objectives of the Arts and Culture Strategy.
Director Organisation and Community Capacity	• Sponsorship of and accountability for the management of the Policy. • Coordinating a process to determine specific initiatives and projects to be undertaken during the course of each financial year to be recorded in an Annual Operation Plan. • Ensuring an annual values-based measurement report is prepared that records the outcomes of each Annual Operation Plan, which, when aggregated over the life of the Policy will provide a measure of Policy impact.
Arts and Culture Advisory Group	• Provide guidance and advice in accordance with adopted Terms of Reference.

In helping to create the circumstances where public art can flourish, Council also requires the support and leadership of the local community. The successful implementation of the

Public Art Policy will rely on positive communication and consultation between Council and the Singleton community.

13 APPROVAL

As per cover sheet.

14 MONITORING

This policy will be monitored by the Manager Strategy & Engagement to ensure compliance.

15 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.

16 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*.

17 BREACHES AND SANCTIONS

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

18 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		R Cleworth	New policy

DI&P2/25. Minutes - Local Traffic Committee - 28/11/2024 **FILE:** 23/00696
Author: Traffic Engineering Officer

Executive Summary

The Local Traffic Committee held its ordinary meeting on 28 November 2024. The minutes of the meeting are shown as **Attachment 1** for Council's consideration.

RECOMMENDED that Council

1. Note the minutes of the Local Traffic Committee Meeting held on 28 November 2024.

2. Adopt the following recommendations made by the Local Traffic Committee:

Item 1 - Event – Twilight 2025 – Temporary Traffic Management

Notes that the Mayor, under Section 226 of the Local Government Act, endorsed the 'Twilight 2025 - Traffic Management Plan v1.0' and approves the event in accordance with this plan under Section 144 of the *Roads Act, 1993* with the following conditions:

1. As per the *Work Health and Safety Act, 2011*, traffic controllers and marshals must:
    a. be properly inducted by the Event Organiser
    b. receive training for their specific work site
    c. be aware of their responsibilities in emergencies
    d. be provided with proper personal protective equipment.
2. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented at an appropriate time before the event commences.
3. Marshals, or any other person associated with the event, have no legal power to stop, hold, or direct traffic on any public road (unless they hold current accreditation).
4. If Traffic Controllers are used, they must hold current traffic controller certification – 'Traffic Controller' (previously blue card)
5. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority
6. Traffic controllers must display their authorisation when controlling traffic.
7. Traffic controllers shall be relieved after two hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.
8. The implementation of TGS's must be undertaken by a person that holds current certification – 'Implement Traffic Control Plans' (previously yellow card)

9. Any changes or modifications to the TGS's can only be made by a person that holds appropriate current certification – 'Prepare a Work Zone Traffic Management Plan' (previously red card)

Item 2 - Boundary Street - NO PARKING restrictions

Approve the installation of the NO PARKING restriction on the western side of Boundary Street from Bishopsgate Street up to the existing NO STOPPING restriction at the intersection of Gipp Street and Boundary Street and additional regulatory NO STOPPING and BUS ZONE signs as per drawing 'MB24-026 - Boundary Street - NO PARKING'. (**Attachment 2**)

Item 3 - NO STOPPING restrictions - Gipp Street and Goulburn Street

Approve the installation of the NO STOPPING signs on the intersections of Gipp Street and George Street and Goulburn Street and George Street as per drawing 'MB24-027 – Gipp Street and Goulburn Street – NO STOPPING' (**Attachment 3)**

Community Strategic Plan

Our Places

Strategy:	2.1	Provide safe and well-maintained facilities, land and infrastructure
Deliverable:	2.1.1	Plan and deliver maintenance programs for infrastructure assets
Action:	2.1.1.2	Implement levels of service for Local & Regional Roads and associated infrastructure

Financial Implications

Item 1 - Event – Twilight 2025 – Temporary Traffic Management
The estimated cost of the temporary traffic management for the event is $4,000. This includes hiring the external traffic control company, closure notices in the local newspapers and the provision of the temporary signage prior to the event. The Twilight 2025 event budget will cover the above costs.

Item 2 - Boundary Street - NO PARKING restrictions
The estimated cost to Council is $3,000. The works will be funded from the Traffic Facilities Budget.

Item 3 - NO STOPPING restrictions - Gipp Street and Goulburn Street

The estimated cost to Council is $2000. The works will be funded from the Traffic Facilities Budget.

Risk Implications

Item 1 - Event – Twilight 2025 – Temporary Traffic Management

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk of disruption to traffic and transport systems and disruption to the non-event community	High	Endorsement of the TMP and the implementation of the TGS.	Medium	Yes
Ther is a safety risk to road users	High	Endorsement of the TMP and the implementation of the TGS.	Medium	Yes
There is a reputational risk to Council	Medium	Endorsement of the TMP.	Low	Yes

Item 2 - Boundary Street - NO PARKING restrictions

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a safety risk to road users by the narrowing of the road due to parked vehicles.	Medium	Installation of NO PARKING restrictions	Low	Yes
There is a reputational risk to Council by not acting on highlighted issue.	Medium	Installation of NO PARKING restrictions	Low	Yes

Item 3 - NO STOPPING restrictions - Gipp Street and Goulburn Street

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a safety risk to road users by the narrowing of the road in close proximity to busy intersections due to parked vehicles.	Medium	Installation of NO PARKING restrictions	Low	Yes
There is a reputational risk to Council by not acting on highlighted issue	Medium	Installation of NO PARKING restrictions	Low	Yes

Attachments

AT-1⇩ Minutes - Local Traffic Committee - 28 November 2024
AT-2⇩ MB24-026 - Boundary Street - NO PARKING
AT-3⇩ MB24-027 - Gipp Street and Goulburn Street - NO STOPPING

MINUTES
LOCAL TRAFFIC COMMITTEE
9:30AM THURSDAY 28 NOVEMBER 2024

Present	Cr Sue George – Deputy Mayor, Singleton Council (Chair) (Cr SG) Ruth Rogers – Members Representative (RR) Bonnie Haverhoek – TfNSW (BH) Sergeant Jon Cassidy – NSW Police (JC)
In Attendance	Mayor Sue Moore – Singleton Council (Cr SM) Damian Morris – Manager Infrastructure Services, Singleton Council (DM) Mark Brennan – Traffic Engineering Officer, Singleton Council (MB) Hayden Vella – Road Safety Officer, Singleton Council (HV) Paul Smith – Executive Liaison Officer, Singleton Council (PS) Kellie Doherty – Minute Taker, Singleton Council
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
    - Mary-Anne Crawford – Singleton Council
    - Sam Masoomi – Singleton Council

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Local Traffic Committee meeting held on Thursday 18 July 2024, were confirmed.

Moved and Approved Cr SG

4 Matters arising from the Minutes

- Nil.

5 Agenda Items

5.1 Review of Singleton Local Traffic Committee Terms of Reference FILE:23/00696

The current Terms of Reference **(Attachment 1)** were adopted in April 2020. Local Government elections were held in September 2024 and members for the committee were appointed in October 2024.

In accordance with Council process, the Terms of Reference (ToR) for all Committees are to be reviewed by the Committee and then adopted by Council at the beginning of each new Council term.

The Committee is asked to review the ToR and provide any feedback by Monday 20 January 2025 for collation. Feedback and proposed changes received will be reported to the next Singleton Local Traffic Committee meeting for consideration and endorsement.

- Cr SG requested that reference to 'CM9' be amended – '*All meeting records are to be recorded in Council's Records Management System*'
- With the above amendment, all Committee members endorsed the ToR

Endorsed

5.2 Singleton Local Traffic Committee Meeting Dates and Times FILE:23/00696

The proposed meeting dates for 2025 are:

Date	Time	Location
Thursday 27 February 2025	9:30am	Committee Room
Thursday 22 May 2025	9:30am	Committee Room
Thursday 28 August 2025	9:30am	Committee Room
Thursday 27 November 2025	9:30am	Committee Room

ACTION: 2025 dates to be scheduled and invites sent to the Committee.

Recommendation:

That the Singleton Local Traffic Committee approve the proposed meeting dates and times for the Singleton Local Traffic Committee for 2025.

Unanimous Support

5.3 Item 1 - Event - Twilight 2025 - Temporary Traffic Management FILE:23/00696

- BH and JC have no concerns, there have been no issues with previous events

Recommendation:

That the Local Traffic Committee recommends that Council endorses the 'Twilight 2025 - Traffic Management Plan v1.0' and approves the event in accordance with this plan under Section 144 of the Roads Act, 1993 with the following conditions:

1. As per the Work Health and Safety Act 2011, traffic controllers and marshals must:
    a. be properly inducted by the Event Organiser
    b. receive training for their specific work site
    c. be aware of their responsibilities in emergencies
    d. be provided with proper personal protective equipment.
2. The Event Organiser is responsible for ensuring that the traffic control measures set out in the TGS's are properly and fully implemented at an appropriate time before the event commences.
3. Marshals, or any other person associated with the event, have no legal power to stop, hold, or direct traffic on any public road (unless they hold current accreditation).
4. If Traffic Controllers are used, they must hold current traffic controller certification – 'Traffic Controller' (previously blue card)
5. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority
6. Traffic controllers must display their authorisation when controlling traffic.
7. Traffic controllers shall be relieved after two hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.
8. The implementation of TGS's must be undertaken by a person that holds current certification – 'Implement Traffic Control Plans' (previously yellow card)
9. Any changes or modifications to the TGS's can only be made by a person that holds appropriate current certification – 'Prepare a Work Zone Traffic Management Plan' (previously red card)

Unanimous Support

5.4 Item 2 - Boundary Street - NO PARKING restrictions FILE:23/00696

- MB advised no further feedback has been received

Recommendation:

That the Local Traffic Committee recommends that Council approves the installation of the NO PARKING restriction on the western side of Boundary Street from Bishopsgate

Street up to the existing NO STOPPING restriction at the intersection of Gipp Street and Boundary Street and additional regulatory NO STOPPING and BUS ZONE signs as per drawing 'MB24-026 - Boundary Street - NO PARKING'.

Unanimous Support

5.5 Item 3 - NO STOPPING restrictions - Gipp Street and Goulburn Street FILE:23/00696

- RR queried if Council was notified of the additional doctors, DM confirmed no, this was not a requirement as there were no changes to the approved DA

Recommendation:

That the Local Traffic Committee recommends that the Council approves the installation of the NO STOPPING signs on the intersections of Gipp Street and George Street and Goulburn Street and George Street as per drawing 'MB24-027 – Gipp Street and Goulburn Street – NO STOPPING'

Unanimous Support

5.6 Item 4 - Glendon Lane / Glendon Road - Double centreline line marking FILE:23/00696

- BH noted if double lines are installed this will increase bad behaviour, JC agreed

Recommendation:

That the Local Traffic Committee does not approve the installation of double centrelines between properties 300 and 453 Glendon Lane.

Unanimous Support

5.7 Informal Agenda Item 1 - Speed Zone Referrals to TfNSW FILE:23/00696

Outstanding speed zone reviews requested by Council:

Location	Request
Retreat Road	Request for reduction from 70km/h to 50km/h. Chloe Maher - chloe_maher@hotmail.com **Review ongoing.**

Dights Crossing Road	Reduce 100km/h to 80km/h. Tess Valentino - tess_valentino@activ8.net.au **Review ongoing.**
Glendonbrook Road	80km/h sign on the western side of Beckers Bridge be moved further west to be adjacent to Blind Creek Road, and the speed limit at the existing 80km/h speed zone be 60km/h and that the 60km/h speed zone should extend to approximately 675 Glendonbrook Road. 80km/h speed zone though the Glendon Brook settlement between 830 and 914 Glendonbrook Road be reduced to 60km/h, followed by an 80km/h speed zone through to Boyce's Bridge. Requested by Glendon Brook Community Action Group **Review ongoing.**
Long Gully Road	Reduce Long Gully Road from 100km/h to 70km/h. Requested by developer – Peter Smith peter.smith@astrotech.eco Mob: 0407 046896 **Review ongoing.**
Long Point Road East	Reduce speed limit along the length of the road or implement a 60km/h bus and truck speed limit. Requested by Council following multiple requests from residents. **Completed.**
Bridgman Road	Extend the 80km/h speed limit that is in place on Bridgman Road that stops near Retreat Road to approximately 300m north of the access to Obanvale Water Treatment Plant. **Completed.**
Cranky Corner Road South	Reduce 100km/h rural default limit to 80km/h Requested by Cr George. **Completed.**

Noted

5.8 Informal Agenda Item 2 - Police Enforcement Requests FILE:23/00696

Police enforcement requested by Council since the last meeting of the Local Traffic Committee:

Complaint	Location
Speeding	Roughit Lane and Gresford Road

- JC will pass the above onto the Highway Patrol Sergeant
- Cr SM queried the current speed limit for Roughit Lane, PS confirmed 100km/h
- Cr SM also queried if additional patrols are due to the Brunners Bridge closure, JC confirmed this could be a possibility. Cr SG added that Police have been more visible since the closure
- RR advised there are motorbikes speeding through Edward and Church Streets between 3pm-4pm. JC queried if this was daily, RR confirmed it could be shift worker, and is concerned for residents and children at that time of the day
  ACTION: JC to refer to Highway Patrol.

Noted

5.9 Informal Agenda Item 3 - Dr Maffey Drive - LEFT TURN ONLY restriction FILE:23/00696

- BH advised this option is better than sending vehicles to another intersection
- PS added that this change will be dependent on available funding

Noted

5.10 Informal Agenda Item 4 - Bus Stop fronting Singleton Library Congestion - Investigation FILE:23/00696

- MB advised no additional feedback has been received from the school or bus companies
- All agreed the Library carpark and up to the Catholic School is congested during that time of day

Noted

5.11 Informal Agenda Item 5 - Event - Christmas on John Street 2024 - Temporary Traffic Management FILE:23/00696

- Due to the absence of a Local Traffic Committee and Council Meeting caused by the caretaker period during Local Government Elections, Temporary Traffic Management arrangements had to be approved by an

alternative process.

Noted

5.12 Informal Agenda Item 6 - Fire Rescue NSW Singleton Station - Designated Parking FILE:23/00696

- PS advised signage 'Fire Brigade Vehicle' cannot be used for staff's private vehicles
- BH suggested 'Fire Brigade Personnel' however PS advised this is not an option within the Standards and would not be able to enforce
- Cr SG recommended Council paints 'Fire & Rescue NSW Parking' on the 4x identified parking spots on the diagram
  ACTION: MB to arrange designated parking spots

Noted

5.13 Informal Agenda Item 7 - Event - 2024 Bi-Annual Breast Cancer Gala - Temporary Traffic Management FILE:23/00696

- Due to the absence of a Local Traffic Committee and Council Meeting caused by the caretaker period during Local Government Elections, Temporary Traffic Management arrangements had to be approved by an alternative process.
- MB confirmed the approval was for a one-off event and future events must go through the Local Traffic Committee

Noted

6 Other Business

- JC advised this may be his last Local Traffic Committee meeting and Mick Sheehan will attend future meetings. Cr SG thanked JC for his valued contribution to the Committee

- RR requested that line marking is re-done at the traffic lights when turning right onto Bridgeman Road
  ACTION: MB to arrange line marking

- RR queried if 'No Parking' or 'No Stopping' signs could be installed on Castlereagh Street due to congestion from the Highway
  ACTION: MB to investigate

- RR raised concerns regarding the Milbrodale Classic, believes the 100km/h speed limit on Welshs Road should be reduced at all times and not just for the event, PS advised the default speed limit is 100km/h. RR would like this reduced to 80km/h
  ACTION: MB to refer to TfNSW

- RR congratulated Cr SM on retaining Mayor and Cr SG on re-election and retaining Chair on Committee

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
	28 November 2024	Item 5.2 – Invites for 2025 scheduled and invites sent to the Committee	Melissa Cope	28 December 2024
	28 November 2024	Item 5.8 – Edward and Church Streets to be referred to Highway Patrol	Jon Cassidy	28 December 2024
	28 November 2024	Item 5.12 – Arrange designated parking spots for Fire and Rescue NSW	Mark Brennan	28 February 2025
	28 November 2024	GB – Arrange line marking on Bridgeman Road	Mark Brennan	28 February 2025
	28 November 2024	GB – Investigate Castlereagh Street signage	Mark Brennan	28 December 2024
	28 November 2024	GB – Refer Welshs Road to TfNSW	Mark Brennan	28 December 2024

8 Next Meeting

- Thursday 27 February 2025 at 9:30am.

The meeting closed at 9:59am.

Cr Sue George, Deputy Mayor (Chair)
Chair

NOTES:

1. ALL DIMENSIONS ARE IN METRES UNLESS OTHERWISE STATED
2. ALL WORKS ARE TO BE CARRIED OUT IN ACCORDANCE WITH ALL RELEVANT COUNCIL STANDARDS. SPECIFICATIONS AND REQUIREMENTS. ANY CONFLICTS ARE TO BE REFEREED TO COUNCIL ENGINEER.
3. ALL SIGNAGE AND LINE MARKING IS TO FULLY COMPLY WITH AS1742 AND/OR AS1743 AS APPROPRIATE.
4. GENERAL SIGNS ARE TO BE ERECTED AT A MINIMUM HEIGHT OF 2.5m FROM THE FOOTWAY TO THE BOTTOM EDGE OF THE SIGN UNLESS OTHERWISE STATED
5. GENERAL SIGNS ARE TO HAVE A MINIMUM CLEARANCE OF 300mm FROM THE EDGE OF CARRIAGEWAY TO EDGE OF SIGN – SIGN TO BE OFFSET ON POST IF NECESSARY.
6. ALL NEW SIGN POSTS ARE TO BE 60mm DIAMETER STEEL POSTS UNLESS OTHERWISE STATED
7. ALL SIGNPOSTS ARE TO HAVE END CAPS FITTED
8. SIGNPOSTS TO EXTEND A MAXIMUM OF 50mm ABOVE TOP OF SIGN
9. DO NOT OBTAIN DIMENSIONS BY MEASURING OFF OF DRAWINGS.
10. RESTORE ALL PAVED, COVERED, GRASSED AND LANDSCAPED AREAS TO THEIR ORIGINAL CONDITION ON COMPLETION OF THE WORKS.

SINGLETON COUNCIL

Singleton Council
Civic Centre, PO Box 314
Singleton, NSW, 2330

Phone: (02) 6578 7290
Fax: (02) 6572 4197
www.singleton.nsw.gov.au

Rev	Revision Note	Date

Notes

BEFORE YOU DIG www.byda.com.au

Job Title
BOUNDARY STREET
NO PARKING

Drawing Title
DETAILED DESIGN

Scale NTS	A3	Designed MB
		Drawn MB
Date created 18/10/24		Checked SM
		Approved DM
Drawing No. MB24-026		Rev. –
File path:		

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Rev	Revision Note	Date

Notes

BEFORE YOU DIG www.byda.com.au

Job Title
GIPP STREET AND GOULBURN STREET NO STOPPING

Drawing Title
DETAILED DESIGN

Scale NTS	A3	Designed MB
		Drawn MB
Date created 22/10/24		Checked SM
		Approved DM
Drawing No. MB24-027		Rev. –
File path:		

DI&P4/25. Minutes - Roads Advisory Committee - 05/12/2024 **FILE:** 20/00034
Author: Executive Assistant - Directors

Executive Summary

The Roads Advisory held its ordinary meeting on 5 December 2024. 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 5 December 2024.

2. Adopts the following recommendations of the Roads Advisory Committee:

5.1 Singleton Roads Advisory Committee - Terms of Reference

To endorse the draft revised Terms of Reference for the Roads Advisory Committee.

5.2 Singleton Roads Advisory Committee Meeting Dates and Times

To approve the proposed meeting dates and times for the Singleton Roads Advisory Committee for 2025.

5.4 Road Status Report - Old Convict Road/Old Settlers Road/Settlers Trail - NPWS Maintenance Request

a. Notes the road ownership as determined from the Road Status Report

b. Classifies the road as a Low Maintenance road

c. Not carry out any upgrade works to the road unless the works are wholly funded through State and/or Federal grants

d. Advise the NPWS to obtain a s138 approval to undertake any future maintenance works associated with their fire trail access to Yengo National Park

e. Advise the residents utilising the Low Maintained Road for access to obtain a s138 approval to undertake any future improvement works associated with all-weather access to their properties.

5.5 High Country Rise - Request to transfer Private Right of Way

a. Notes the request from the resident, but does not consent to the request;

b. Objects to the proposed Road Transfer; and

c. Advise the residents utilising the Right of Carriageway known as High Country Rise of the decision.

5.6 Draft Traffic and Transportation Strategy

a. The draft Traffic and Transportation Strategy be placed on public exhibition for a period of 28 days from 25 February 2025 to 28 March 2025 and public notice be given of Council's intention to adopt the draft document subject to consideration of submissions received.

b. The draft Traffic and Transportation Strategy be adopted following the public exhibition period, provided that no submissions or objections are received and 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 Traffic and Transportation Strategy.

Community Strategic Plan

Our People

Strategy:	1.4	Advocate to and Collaborate with Government and other agencies to improve services relating to but not limited to health, education, integration, connectivity, security and well-being
Deliverable:	1.4.1	Deliver improved community services through advocacy and collaboration
Action:	1.4.1.1	Collaborate with government bodies, industry and other stakeholders to improve services that enhance economic prosperity, liveability and community wellbeing

Financial Implications

Future maintenance requirements for the abovementioned roads will be funded by Council's road maintenance budget in accordance with established property and risk assessment tools.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
5.1 Singleton Roads Advisory Committee - Terms of Reference				
There is a risk that without an updated Terms of Reference, the Roads Advisory Committee could potentially be operating outside of the defined functions and responsibilities.	Medium	Adoption of preferred recommendation	Low	Yes
5.4 Road Status Report - Old Convict Road/Old Settlers Road/Settlers Trail - NPWS Maintenance Request				
There is a risk that Council is not able to financially fund regular maintenance on a road with a hierarchy classification of low maintenance.	High	Maintain road as per the hierarchy assigned to that road	Low	Yes - currently
There is a risk that Council may not be able to deliver the same level of service across the network of low maintenance roads if this section of Convict Trail is classified to a different level.	Medium	Adoption of preferred recommendation	Low	Yes
There is a risk that Council could set a precedent and level of expectation to the community which may lead to reputational damage.	Medium	Adoption of preferred hierarchy of the road	Low	Yes
5.5 High Country Rise - Request to transfer Private Right of Way				
There is a risk that Council is not able to financially fund regular maintenance on a road with a hierarchy classification of low maintenance, which may lead to reputational damage.	High	Adoption of preferred recommendation	Low	Yes

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that Council may not be able to deliver the same level of service across the network of low maintenance roads if this private Right of Carriageway known as High Country Rise is transferred to Council as public road, which may lead to additional similar requests and reputational damage.	High	Adoption of preferred recommendation	Low	Yes
There is a risk that Council could set a precedent and level of expectation to the community which may lead to reputational damage.	Medium	Adoption of preferred recommendation	Low	Yes
5.6 Draft Traffic and Transportation Strategy				
There is a risk that without adequate infrastructure for more sustainable methods of transport, more people will rely on motorised vehicles which may lead to higher traffic congestion, longer commute times, and an overall decline in transportation efficiency.	Medium	Council adoption of the Traffic and Transportation Strategy.	Low	Yes
There is a risk that not adopting the Traffic and Transportation Strategy may result in poorly designed or haphazardly developed infrastructure, which may result in fragmented or unsafe roads, or a road network that does not adequately cater for the LGA's predicted growth.	Medium	Council adoption of the Traffic and Transportation Strategy.	Low	Yes

Attachments

AT-1⇩ Minutes - Roads Advisory Committee - 05/12/2024

MINUTES
ROADS ADVISORY COMMITTEE
9:30AM THURSDAY 5 DECEMBER 2024

Present	Cr Sue Moore, Mayor – Singleton Council (Chair) (Cr SM) Cr Godfrey Adamthwaite – Singleton Council (Cr GA)
In Attendance	Mary-Anne Crawford – Acting Director Infrastructure and Planning Services, Singleton Council – (MAC) Damian Morris – Manager Infrastructure Services, Singleton Council (DM) Warren Vandermeer – Coordinator Assets, Singleton Council (WV) Natasha Hain – Asset Management Officer, Singleton Council (NH) Kellie Doherty – Minute Taker, Singleton Council
Meeting Location	Council Chambers

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
    - Cr Hollee Jenkins – Singleton Council
    - Sam Masoomi – Singleton Council
    - Leigh Hall – Singleton Council
    - David Maunder – Singleton Council
    - Andrew Henry – Singleton Council

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Roads Advisory Committee meeting held on Thursday 6 June 2024, were confirmed.

Moved Cr SM **Seconded** Cr GA

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Singleton Roads Advisory Committee - Terms of Reference **FILE:20/00034**

- DM advised there have been no changes made to the Terms of Reference

Recommendation:

That the Roads Advisory Committee recommend to Council to endorse the draft Revised Terms of Reference.

Moved Cr GA **Seconded** Cr SM

5.2 Singleton Roads Advisory Committee Meeting Dates and Times **FILE:20/00034**

- All in agreeance to move Thursday 18 December 2025 to Thursday 11 December 2025

The proposed meeting dates for 2025 are:

Date	Time	Location
Thursday 20 March 2025	9:30am	Committee Room
Thursday 19 June 2025	9:30am	Committee Room
Thursday 18 September 2025	9:30am	Committee Room
Thursday 11 December 2025	9:30am	Committee Room

Recommendation:

That the Singleton Roads Advisory Committee approve the proposed meeting dates and times for the Singleton Roads Advisory Committee for 2025.

Moved Cr SM **Seconded** Cr GA

5.3 Draft Capital Works 2025/2026 **FILE:20/00034**

- DM advised the draft still needs to go through Council's financial process to ensure funds are available
  - Putty Valley Road trial is currently not funded
  - Pioneer Road upgrades are pending development
  - Grants required for Bridgeman Road and Gardner Circuit, MAC added that TfNSW have also applied for a grant for Bridgeman Road
  - Cr SM queried why the Gardner Circuit rebuild is required, DM confirmed heavy patch work was done however is failing
  - Cr SM is pleased to see works planned for Fernhill Road as no works have occurred in over 10 years
  - Cr GA asked when the Combo Lane Pedestrian Bridge will commence, DM advised a consultant will be engaged this year with construction commencing next year

- Cr SM queried the funding source for Brunners Bridge and Kilfoyles Bridge, DM confirmed the Brunners Bridge is funded by Fixing Country Bridges and Bridge Renewal Program Grants and Kilfolyes Bridge is funded by the Betterment Fund Grant.

Recommendation:

That the Roads Advisory Committee recommends to:

1. a. Support the proposed draft Roads Capital Works Program – 2025/2026.

   b. A further report provided to the next Roads Advisory Committee Meeting scheduled for March 2025 to provide the finalised draft Capital Works Program - 2025/2026

Moved Cr GA **Seconded** Cr SM

5.4 Road Status Report - Old Convict Road/Old Settlers Road/Settlers Trail - NPWS Maintenance Request FILE:20/00034

- DM advised the request was received from a Ranger at the NSW National Parks and Wildlife Service (Yengo)
- There is over 26km of road with no access at Paynes Crossing other than through private property
- VM confirmed it is a Council road. It is well overgrown and currently not on Council's asset register
- DM advised residents at the Paynes Crossing end could apply for a Section 138 and work on these sections
- Cr SM asked if this could qualify for fire trail funding, DM confirmed it needs to be classified as a fire trail
- Cr SM also asked if a Section 44 would make it usable, WV advised this has been done in the past

Recommendation:

That the Roads Advisory Committee recommends that Council:

a. Notes the road ownership as determined from the Road Status Report

b. Classifies the road as a Low Maintenance road

c. Not carry out any upgrade works to the road unless the works are wholly funded through State and/or Federal grants

d. Advise the NPWS to obtain a s138 approval to undertake any future maintenance works associated with their fire trail access to Yengo National Park

e. Advise the residents utilising the Low Maintained Road for access to

obtain a s138 approval to undertake any future improvement works associated with all-weather access to their properties.

Moved Cr SM **Seconded** Cr GA

5.5 High Country Rise - Request to transfer Private Right of Way FILE:20/00034

- MAC advised at a building inspection a few years ago, residents were told by real estate agents this would connect to Bimbadeen Road
- Cr SM asked if this was created as a right of way road, DM confirmed yes
- NH advised signage is continually removed, Cr SM queried if signage can be better fixed

Recommendation:

That the Roads Advisory Committee recommends that Council:

a. Notes the request from the resident, but does not consent to the request;

b. Objects to the proposed Road Transfer; and

c. Advise the residents utilising the Right of Carriageway known as High Country Rise of the decision.

Moved Cr GA **Seconded** Cr SM

5.6 Draft Traffic and Transportation Strategy FILE:20/00034

- DM advised the Strategy has been tabled at Roads Advisory Committee due to the proposed changes to road hierarchy and updated engineering specifications
- DM advised there is a star rating process to ensure roads meet safe standards, majority of roads in the LGA are rated 1 due to the default rural road speed being 100km/h. An option is to write to TfNSW to reduce the default rural road limit to 80km/h or significant funding is required to upgrade the roads to increase the rating
- A prioritised program will be developed and Council will continue to advocate for State road upgrades

Recommendation:

That the Roads Advisory Committee:

1. Recommends to Council that:

a) The draft Traffic and Transportation Strategy be placed on public exhibition for a period of 28 days from 25 February 2025 to 28 March 2025 and public

notice be given of Council's intention to adopt the draft document subject to consideration of submissions received.

b) The draft Traffic and Transportation Strategy be adopted following the public exhibition period, provided that no submissions or objections are received and 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 Traffic and Transportation Strategy.

Moved Cr SM **Seconded** Cr GA

6 Other Business

- DM advised at the March 2025 Roads Advisory Committee meeting a report will be presented regarding road hierarchy's. A new class is required for rural-residential and industrial classifications.
- DM provided an update on the draft Public Gates and Bypasses (Cattle Grids) Policy:
    - Deferred from the December Council meeting to February Council meeting
    - Significant changes have been made to the Policy and have taken into consideration majority of the communities issues. Community consultation to occur again early next year
    - Propose to waive all fees associated with existing cattle grids, changes will be made to forms and no sidetracks will be required
    - Council will undertake all inspections with an annual inspection fee. Owner to complete ad-hoc inspections throughout the year and maintain the grid and fence structures
    - Council will put identification/permit numbers on all cattle grids
    - Cr SM queried what if residents want to install a gate, DM confirmed the same process will apply
    - Cr SM requested that notification be placed in the Hunter River Times, DM confirmed a communication plan has been put in place and will also include the Argus, physical posters on every gate, and social media posts
- DM advised an Asset Revaluation is about to commence. A quotation will shortly be approved for a condition assessment of all roads

- WV advised issues are still occurring at Sunnyside Lane and Starvation Lane with concrete blocks being moved to gain access and signage also being removed

- WV advised due to mining at Ashton Coal, Lemington Road has dropped 2.13metres with roads forming cracks of 200mm wide. The whole road will require rehabilitation. There could also be issues with Bowmans Creek Road. MAC added that Ashton Coal would have consent conditions to remediate the road

- Cr GA requested that line marking be re-done at the New England Highway/Bridgeman Road intersection

- Cr GA noted that the pavers on John Street are unsafe. DM advised Council is currently assessing options to either close the road and re-pave or remove the pavers and replace with concrete

- Cr GA was told the 'S' bends on Pioneer Road would be removed once subdivisions were finalised, DM advised part of the draft Capital Works program includes this however funding is not secured and the developers are also responsible. MAC advised there are currently 3 developments within the area

- Cr GA queried why town entry signage installation has ceased with all areas not complete, DM advised this was funded through Resources for Regions which is no longer available. Council will continue installation as funds become available

- MAC advised there are currently 10 planning proposals for new rural/residential, this will have impacts to road infrastructure

- MAC advised Council is meeting with EnergyCo regarding the Hunter Transmission Project and looking at interface agreements

7 Action List

Nil

8 Next Meeting

- Thursday 20 March 2025 at 9:30am in the Committee Room.

The meeting closed at 10:47am.

Cr Sue Moore, Mayor (Chair)
Chair

DI&P1/25. Draft Traffic and Transportation Strategy **FILE:**
Author: Manager Infrastructure Services 23/00567/001

Executive Summary

The purpose of this report is for Council to consider placing the draft Traffic and Transportation Strategy on public exhibition for a period of 28 days.

RECOMMENDED that Council:

1. Place the draft Traffic and Transportation Strategy on public exhibition for 28 days and public notice be given of Council's intention to adopt the draft document subject to consideration of submissions received.

2. Adopt the draft Traffic and Transportation Strategy following the public exhibition period subject to submissions received and provided that there are no alterations required to the draft document as a result of objections or feedback.

3. Receive a further report should objections or negative feedback be received during the public exhibition period, prior to adopting the draft Traffic and Transportation Strategy.

Report

The Draft Traffic and Transportation Strategy has been developed to improve safety, efficiency and prioritise upgrades of the vast transport networks contained within the Singleton Local Government Area.

The strategy has analysed existing traffic conditions, current and future land use, existing public transport accessibility, existing road hierarchy, population predictions and community feedback.

The Draft Traffic and Transportation Strategy incorporates State and Local Government strategies and policies to provide both short term and long-term priorities for transportation infrastructure, driven by a combination of detailed traffic modelling, community priorities and analysis of existing infrastructure. The proposed works program will increase the safety, efficiency and connectivity of the transport networks throughout the whole local government area.

The Draft Traffic and Transportation Strategy sets out to:

- Upgrade existing road intersections and mid-blocks to improve safety for all users
- Upgrade transport links to strategic growth areas to facilitate anticipated population growth in a sustainable manner
- Provide better connectivity between residents, essential services and businesses both locally and to other Local Government Areas

- Improve appeal and utilisation of public transport options
- Investigate possible options for improving the amenity of George Street, post completion of the Singleton Bypass

Community Strategic Plan

Strategy:	2	Our Places
Deliverable:	2.2	Improve transport connectivity and support sustainable alternatives
Action:	2.2.2	Develop and implement a Transport Strategy

Council Policy/Legislation

- *Roads Act, 1993*
- NSW Hunter Regional Plan 2041
- NSW Future Transport Strategy
- NSW Draft Hunter Regional Transport Plan 2041
- A 20-Year Economics Vision for Regional NSW
- NSW 2026 Road Safety Action Plan
- NSW Hunter Regional Economic Development Strategy – 2023 Update
- NSW Design of Roads and Streets – A guide to improve the quality of roads and streets in NSW
- NSW Movement and Place Framework
- Singleton Community Strategic Plan 2022-2032
- Singleton Local Strategic Planning Statement (LSPS) 2041
- Singleton Council Walking and Cycling Plan 2024-2034 (Draft)
- Singleton Asset Management Strategy
- Singleton Disability Inclusion Action Plan 2022-2026
- Singleton Local Housing Strategy 2041
- Singleton Local Emergency Management Plan

Financial Implications

The adoption of the draft Traffic and Transportation Strategy will provide a framework for decision making regarding future Capital Works. Each project will need to be considered on the basis of Council's overall financial sustainability and annual budget process. The Draft Traffic and Transportation Strategy will also assist Council in applying for, and securing, external grant funding particularly related to traffic and transportation infrastructure.

Consultation

Extensive community consultation was carried out during the development of the draft Traffic and Transportation Strategy. The community was informed of the consultation by various means including:

- posts on council's website and social media platforms
- a postcard delivered to every address in the LGA
- a pre-recorded interview on local FM radio
- advertisements in local newspapers

The consultation activities that were undertaken included:

Community Drop-In sessions
Two community drop-in sessions took place during June 2024. These sessions ran for two hours each and took place at Branxton Community Hall and Bulga Community Hall.

Geospatial Mapping
Social Pinpoint was used for online community engagement. Social Pinpoint enabled the community to participate interactively by tagging comments on a map, pinpointing areas of concern and potential, and leaving comments with supporting details or suggestions. Over 297 comments were received from approximately 601 unique users. Users who did not place their own comments were able to vote "up" or "down" comments that were previously placed, which provides a level of support or otherwise for them.

Sustainability

Transportation is a significant contributor to greenhouse gas emissions. On road transport accounted for 9% (426,000 t CO2e) of the total emissions for the 2022-2023 financial year. Of these emissions 74% comes for freight and 26% from automotive.

By improving the efficiency of our road networks, improving public transport options and encouraging active transport modalities, it improves connectivity, reduces unnecessary car use whilst improving the general health of the community.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that without adequate transport infrastructure traffic congestion will continue to worsen, longer commute times will result and there will be an overall decrease in efficiency in the Council wide Transportation network.	Medium	Adopt the recommendation	Low	Yes
There is a risk that a lack of action to increase safety ratings of road mid-blocks and intersections will result in an increased likelihood of accidents involving road users which may lead to a higher injury rate.	Medium	Adopt the recommendation	Low	Yes
There is a risk that not adopting the Traffic and Transportation Strategy may result in poorly designed or haphazardly developed infrastructure, which may result in a lack of improvement in areas that have been identified as issues and/or priorities for safety and efficiency.	Medium	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Place the draft Traffic and Transportation Strategy on public exhibition for 28 days and public notice be given of Council's intention to adopt the draft document subject to consideration of submissions received.

   Adopt the draft Traffic and Transportation Strategy following the public exhibition period subject to submissions received and provided that there are no alterations required to the draft document as a result of objections or feedback.

   Receive a further report should objections or negative feedback be received during the public exhibition period, prior to adopting the draft Traffic and Transportation Strategy.

2. Resolve not to place the draft Traffic and Transportation Strategy on Public exhibition and request further amendments be made.

Option 1 is recommended.

Conclusions

It is recommended that the draft Traffic and Transportation Strategy be placed on public exhibition for a period of 28 days and any objections or negative feedback received be considered and reported back to Council prior to adoption of the final document.

Attachments

AT-1⇨	Draft Traffic and Transportation Strategy	Attachment Under Separate Cover
AT-2⇩	Appendix A - MEM-Aimsun Modelling Option 1 and Option 2 Results	
AT-3⇩	Appendix B - George Street Reconfiguration Plans	
AT-4⇩	Appendix C - STFM Select Link Analysis	
AT-5⇩	Appendix D - Singleton Traffic Assessment Bridgman Road Corridor	

Technical Memorandum

25 June 2024

To	Mark Brenan, Paul Smith	**Contact No.**	
Copy to		**Email**	
From	Christophe Steinbach, Phil Guo, Oscar Liang	**Project No.**	
Project Name	Singleton Traffic and Transportation Strategy		
Subject	Aimsun modelling results for Option 1 and Option 2		

1. Introduction

GHD has been engaged by Singleton Council (SC) to undertake a Traffic and Transport Strategy (the Strategy) for the Singleton Local Government Area (LGA). A key objective of the Strategy is to support urban development within the broader LGA, including Branxton, Huntlee, Hunterview and Fairview (off Maison Dieu). These development are expected to provide over 1,200 dwellings over the planning horizon.

A further objective of the Strategy is the consideration for the potential re-configuration of the New England Highway through Singleton, following the construction and opening of the Singleton Bypass (due for opening in late 2026), which is forecast to remove significant through and heavy vehicles off the New England Highway through Singleton.

To inform the Strategy, GHD has undertaken traffic modelling, including updating an operational (mesoscopic-microscopic) traffic model, supplied by Transport for NSW (TfNSW), of the Singleton urban area. The traffic model includes the proposed Singleton Bypass and the Putty Road interchange for future planning horizons 2026, 2036 and 2046, as shown in Figure 1 below.

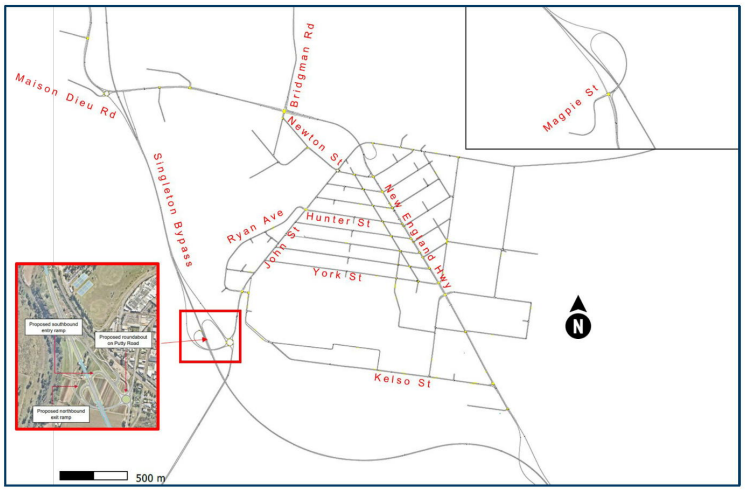

Figure 1 *Supplied Singleton Aimsun traffic Model extent*

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The supplied model has been built upon by a calibrated and validated model utilising 2018 traffic count data developed by (TfNSW, which has been deemed “fit for purpose”, including as an input to this Strategy.

1.1 Purpose of this Memorandum

The purpose of this technical memorandum is to document the findings and results of the model associated with the treatments applied to the New England Highway, as well as any other committed upgrades and relevant inputs from SC, inclusive of updated population projects for the Singleton urban area, as provided by SC.

This technical memorandum is structured as of follows:

– Section 1: Introduction of the technical memorandum (this section),
– Section 2: Documents the future network assumptions,
– Section 3: Documents traffic modelling performance measures and an explanation of key terms,
– Section 4: Documents the network performance of the Aimsun model,
– Section 5: Documents the travel time of New England Highway,
– Section 6: Documents the intersection performance of selected intersections in the Aimsun model,
– Section 7: Documents the one limitation of the model,
– Section 8: Summarises the key findings of the comparative study.

1.2 Study assumptions

The following assumptions have been in placed for this study:

– The supplied REF model from TfNSW, has been reviewed and is fit for purpose for the purposes of performing additional scenario modelling.
– The coding of the Singleton Bypass within the REF model is assumed to be the most accurate representation of the bypass alignment including interchanges.

1.3 Modelling software

The modelling software which GHD used for this component of the Strategy is Aimsun 8.2.4.[1]

1.4 Scope and limitations

This Technical Memorandum has been prepared by GHD for Singleton Council. It is not prepared as, and is not represented to be, a deliverable suitable for reliance by any person for any purpose. It is not intended for circulation or incorporation into other documents. The matters discussed in this memorandum are limited to those specifically detailed in the memorandum and are subject to any limitations or assumptions specially set out.

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[1] The REF model has utilised this version of Aimsun: *8.2.4 (2018-11-21 06a49f0)*. To ensure the modelling results are consistent with the REF model, it is imperative that this version of Aimsun is utilised. However, due to how dated this particular Aimsun version is, GHD was only able to obtain this version of Aimsun: *8.2.4 (2018-12-20 3d2503e x64),* which was produced one month later. Due to this, there may be a marginal variance in the outputs. Given how the Aimsun versions are identical, it is deemed appropriate to use *8.2.4 (2018-12-20 3d2503e x64)*.

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2. Future transport network

2.1 Future traffic demand

2.1.1 Strategic growth areas

The *Singleton Council Local Strategic Planning Statement 2041* (SC, 2021) identifies a number of key Strategic Growth Areas (SGA) across the Singleton LGA. As the Aimsun model only captures the Singleton urban area, only the following SGAs have been considered in the Aimsun model (and shown in Figure 2):

– SGA 3: Gowrie,
– SGA 6: Hunterview,
– SGA 12: McDougalls Hill,
– SGA 14: Obanvale

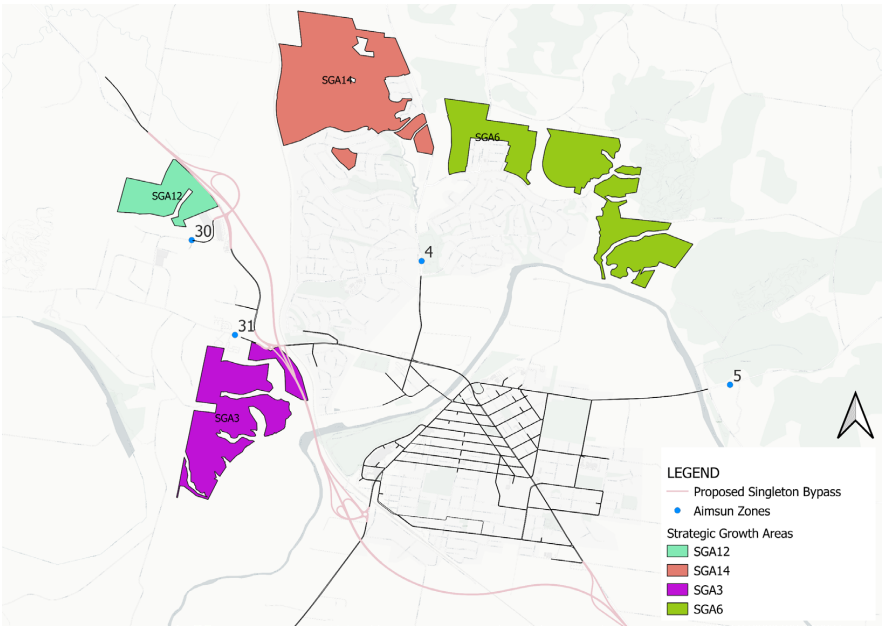

Figure 2 Relevant Strategic Growth Areas for Aimsun modelling

Details of the respective SGA developments' and respective traffic growth are tabulated below in Table 1, and have been based on residential yields and Gross Floor Area (GFA) for industrial development (SGA12), as provided by the SC's Water and Sewerage Team[2].

Traffic generation rates for each SGAs have been developed in accordance with the *Guide to Traffic Generating Developments* (RMS 2002) and *Technical Direction in Guide to Traffic Generating Developments Updated traffic surveys* (RMS 2013).

Trips generated to and from the SGAs have been assigned to the following Aimsun zones (refer Figure 2):

– SGA6 – Zone 4 (75%) and Zone 5 (25%),
– SGA14 – Zone 4 (100%),
– SGA3 – Zone 13 (100%),
– SGA12 – Zone 10. (100%).

[2] Via email on 25 March 2024

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It is acknowledged as per the Traffic Impact Assessment of the Settler's Rise developments in SGA3, in the document titled *Residential Subdivion Lots 2 & 3 DP 1195454 3 Maison Dieu Road, Gowrie* (intersect Traffic, 2015) is expected to have Darlington Road as its primary access. However, due to ongoing discussions in relation to the final primary access of the development, with the developers of Settler's Rise and TfNSW, for the purposes of this assessment, Maison Dieu Road will be the primary access of Settler's Rise.

Table 1 Trip generation per SGA per peak

SGA	SGA	Description	Development	Timing	AM Trip	PM Trip
Hunterview	SGA6	157 Pioneer Road	Residential	by 2026	11	10
Hunterview	SGA6	133 Pioneer	Residential	by 2026	72	66
Hunterview	SGA6	168a Pioneer (ADWJ)	Residential	by 2026	87	80
Hunterview	SGA6	Stage 7 & 8 (Bridgman Estate)	Residential	by 2026	31	28
Obanvale	SGA14	349 Bridgman	Residential	by 2026	202	184
Hunterview	SGA6	Stage 6 (Bridgman Estate)	Residential	by 2026	26	24
Hunterview	SGA6	Stage 9-14 (Bridgman Estate)	Residential	by 2026	46	42
Gowrie	SGA3	The Fairways	Residential	by 2026	14	13
Gowrie	SGA3	The Fairways	Residential	by 2026	98	89
McDougalls Hill	SGA12	McDougalls Hill Employment	Industrial	by 2026	777	777
Total traffic generation by 2026					**1,366**	**1,313**
Hunterview	SGA6	168a Pioneer (ADWJ)	Residential	by 2031	143	130
Hunterview	SGA6	Bridgman Estate Remainder	Residential	by 2031	24	22
Obanvale	SGA14	Pinnacle	Residential	by 2031	69	62
Obanvale	SGA14	349 Bridgeman	Residential	by 2031	11	10
Gowrie	SGA3	Settlers Rise B	Residential	by 2031	25	22
Gowrie	SGA3	Settlers Rise B & A	Residential	by 2031	185	168
Total traffic generation by 2031 – to be used in the 2036 horizon year					**1,823**	**1,729**
Hunterview	SGA6	Stage 15-22 (Bridgeman Estate)	Residential	by 2036	156	142
Gowrie	SGA3	The Fairways	Residential	by 2036	63	58
Gowrie	SGA3	Settlers Rise A	Residential	by 2036	37	33
Gowrie	SGA3	Settlers Rise C	Residential	by 2036	212	193
Total traffic generation by 2036					**2,290**	**2,155**
Total traffic generation by 2046					**2,290**	**2,155**

It has also been assumed that due to the SGAs being located near external travel zones within the traffic model, a small percentage of the trips generated from the SGAs will not enter the Singleton urban area, and have excluded in the Aimsun model.

The additional traffic demand (refer Table 1) has been assessed in the Aimsun model for the AM and PM peak hours, and is described further in Section 3.

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2.1.2 REF traffic demand

The REF model (provided by TfNSW) has adopted the following growth methodology from the 2018 calibrated and validated base model, as tabulated in Table 2.

Table 2 TfNSW growth methodology

ID	Model Traffic Zones	Linear Growth Rate	Source	Justification
1	Strategic traffic between New England Highway North & South zones.	1.9%	AECOM's analysis of current and historical data for New England Highway within the study area.	Current and historical data demonstrates a consistent trend of 1.9% linear traffic growth per annum for New England Highway within the study area. This assumption is generally in line with the range of traffic growth forecast suggested by other studies.
2	For all remaining zones not included above, adopt one of the following two approaches: **Approach 1** - If the zone is associated with a land release area: – Adopt the land release yields provided by the Singleton Council (with RMS trip generation for rural detached dwellings) for a land release associated with this zone; **Approach 2** - Where a zone is not associated with a land release area: – Use a linear growth rate of 0.4% per annum estimated using the current and historical count data collected on the local road network within the study rea.	Forecast development traffic or a linear growth rate of 0.4%	Singleton Land Use Strategy (2008); Discussions with the Singleton Council; AECOM's analysis of current and historical data for local road network within the study area.	Recent residential development approvals have supported the slowdown of growth. Discussion with Council and the SLUS provide information regarding a number of land release potentials, which will be used as the major trip generators over the long-term horizon up to 2042. Current and historical data demonstrates a consistent trend of 0.4% linear traffic growth per annum for local road network within the study area.
3	**All heavy vehicle trips:** Heavy vehicle growth rates from the HEIP will be used for each of the specific locations. The remaining heavy vehicle zones in the local road network in the model will adopt an linear growth rate of 0.4% per annum estimated using the current and historical count data collected on the local road network within the study rea.	NEH North– 4.7% NEH South– 4.9%	Hunter Economic Infrastructure Plan (2013)	This study is the most in-depth analysis for freight traffic in the study area. It is also one of the most recent documents available. Note that while mining capital expenditure has slowed down in recent years, growth in traffic volume has been sustained. The large number of mining potentials to the north-west of Singleton is considered to be consistent with the growth rates proposed for heavy vehicles.

Source: *42.063.01 60558931_DOC_TW_001_0_Future Traffic Growth Report* (AECOM, 2018)

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As the *Future Traffic Growth Assumptions* (AECOM, 2018) document was published before the *Singleton Council Local Strategic Planning Statement 2041* (SC, 2021), the assumptions in Item 2 (Table 2) no longer reflect the most current land release yields, more specifically the SGAs which have been identified in the SC's Local Strategic Planning Statement.

To ensure the most current SC land release/developments are reflected in the Aimsun traffic model, the difference between the REF growth and SGA trip generation (estimated in Table 1) has been applied to the traffic demand in the Aimsun model for the relevant horizon year (2026, 2036 and 2046).

Both Items 1 and 3 from Table 2, have remained unmodified and are deemed fit for purpose for the additional traffc modelling scenarios undertaken in the development of this Strategy.

2.2 Proposed transport network modification

Two traffic modelling options have been developed to assess the performance of the traffic model after the re-purposed New England Highway (post opening of the Singleton Bypass) for horizon years 2026, 2036 and 2046:

1. Option 1:
    - Lane configurations have been realigned at every intersection along the New England Highway within the Singleton urban area (in both directions), to allow for a dedicated right turn movement (if the right turn is currently permitted). If the existing intersection has single approach lane, a right turn-bay is assumed to be established as follows:
        – *major intersections* assume to have a 50 metre right turn bay
        – *minor intersections* assume to have a 25 metre right turn bay.
        – All treatments are based on the documents created by GHD titled *12627772_TTS001_SiteLocation* (GHD, 2024) and *12627772_TTS002_CrossSections* (GHD, 2024) – as shown in Table 3.
    - A signalised midblock crossing is assumed to be established near the Cambridge Street intersection along the New England Highway, based on the recommendations of the the *Singleton Council Walking and Cycling Plan* (Singleton Council, 2024).
2. Option 2: In addition to the proposed treatments in Option 1, the proposed New England Highway / Bridgman Road is assumed to be constructed, based on the concept design supplied by SC, title: *PS23-066 - New England Highway-Bridgman Rd-Blaxland Ave - Concept Design*.

It is also noted that the Maison Dieu Road left turn slip lane at the roundabout New England Highway / Maison Dieu Road / Bypass off-ramp has been omitted from the REF model. Given that this slip lane is part of the indicative alignment displayed on TfNSW's Singleton Bypass map (and noting the importance of Maison Dieu Road as the access to SGA3), the slip lane has been coded into Option 1 and Option 2.

Table 3 tabulates the proposed transport network modifications to assist in repurposing the New England Highway.

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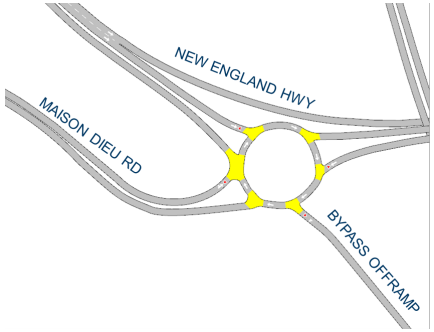
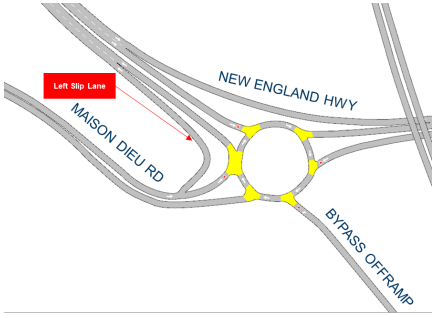
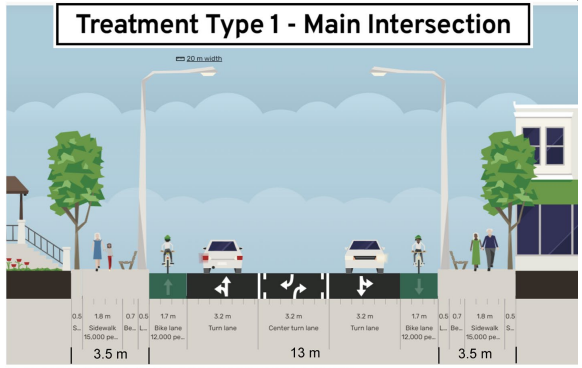
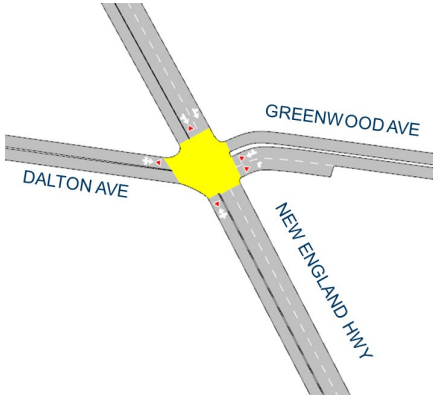
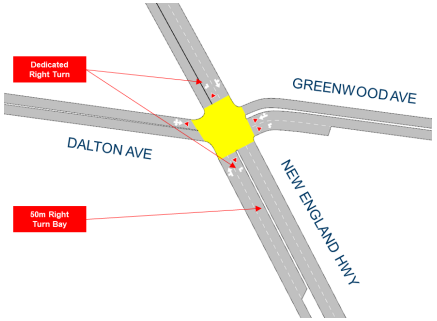
Table 3 Network assumptions for future year modelling

ID	Location	Treatment diagram / Reference image	Existing REF Aimsun model snapshot	Future Option snapshot
A	New England Highway / Maison Dieu Road / Singleton Bypass offramp	Source: **https://caportal.com.au/rms/singleton-bypass/map**		
Existing intersections on NEH From south to north				
1	New England Highway / Dalton Avenue (Maitland Road) / Greenwood Avenue	 INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX" Source: *12627772_TTS001_SiteLocation* (GHD, 2024) and *12627772_TTS002_CrossSections* (GHD, 2024)		

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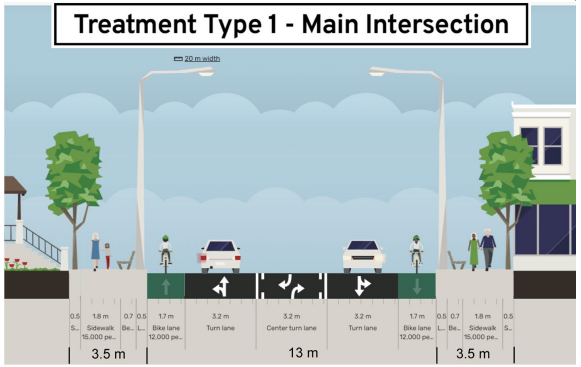
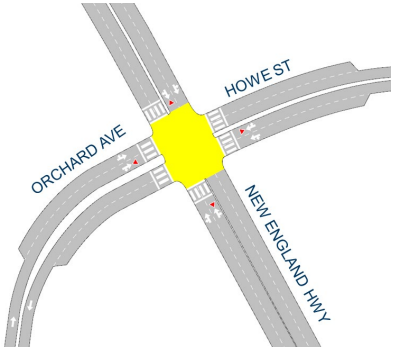
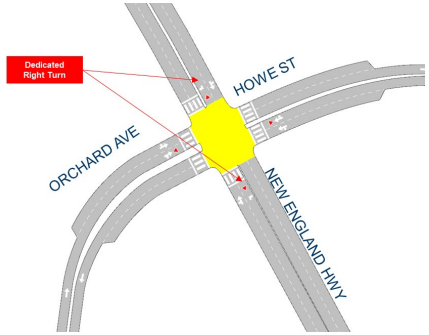
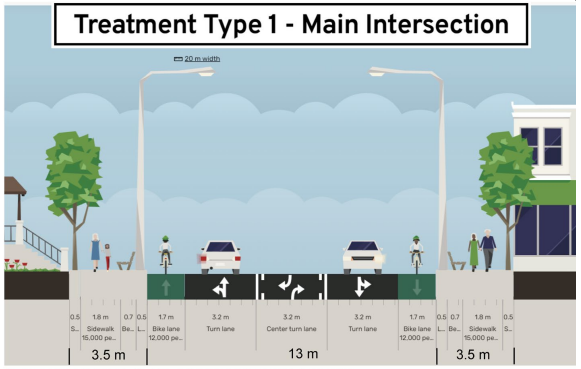
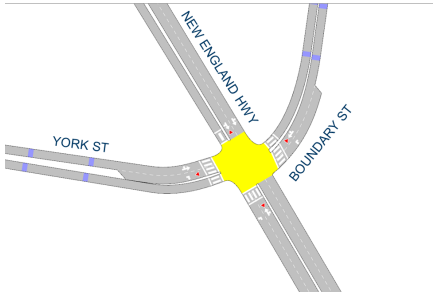
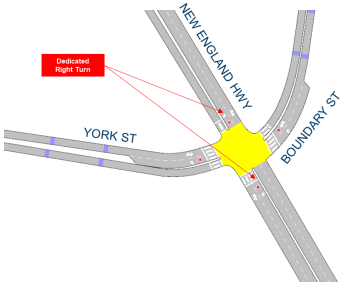
ID	Location	Treatment diagram / Reference image	Existing REF Aimsun model snapshot	Future Option snapshot
2	New England Highway / Orchard Avenue / Howe Street	 INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX" Source: *12627772_TTS001_SiteLocation* (GHD, 2024) and *12627772_TTS002_CrossSections* (GHD, 2024)		
3	New England Highway / York Street / Boundary Street	 INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX" Source: *12627772_TTS001_SiteLocation* (GHD, 2024) and *12627772_TTS002_CrossSections* (GHD, 2024)		

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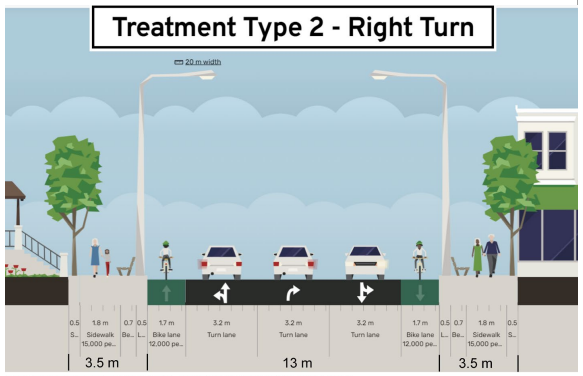
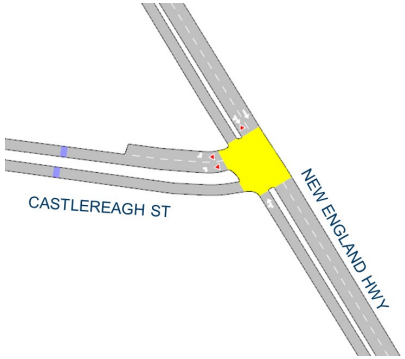
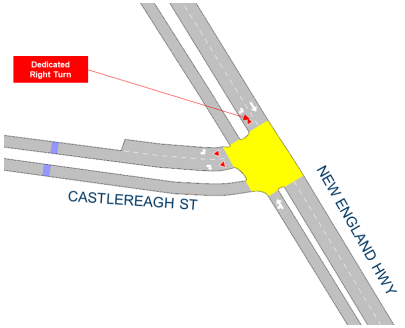
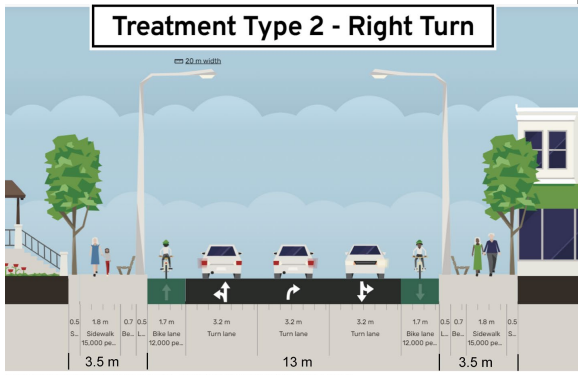
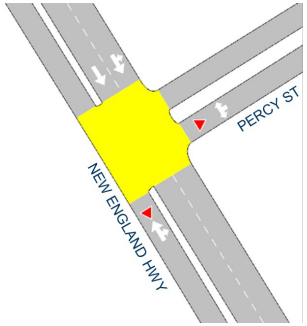
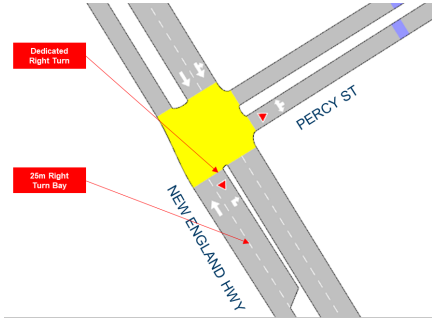
ID	Location	Treatment diagram / Reference image	Existing REF Aimsun model snapshot	Future Option snapshot
4	New England Highway / Castlereagh Street	 INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX" Source: *12627772_TTS001_SiteLocation* (GHD, 2024) and *12627772_TTS002_CrossSections* (GHD, 2024)		
5	New England Highway / Percy Street	 INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX" Source: *12627772_TTS001_SiteLocation* (GHD, 2024) and *12627772_TTS002_CrossSections* (GHD, 2024)		

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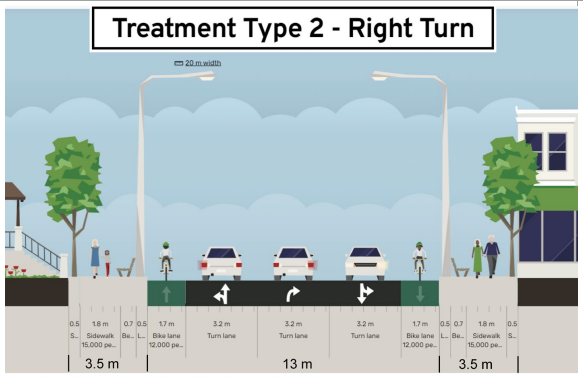
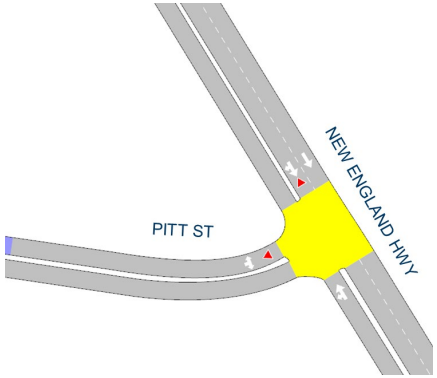
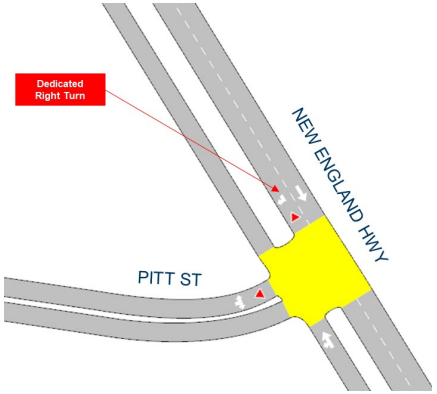
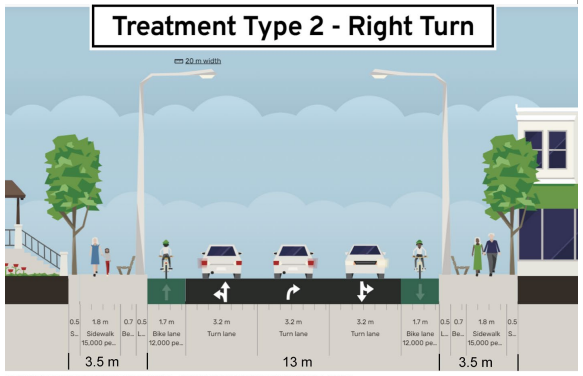
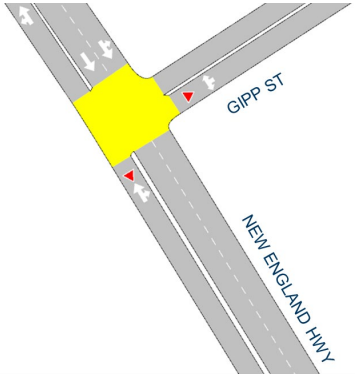
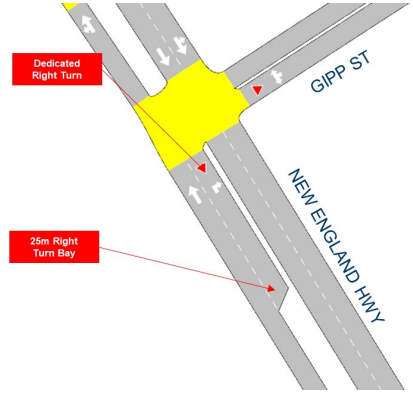
ID	Location	Treatment diagram / Reference image	Existing REF Aimsun model snapshot	Future Option snapshot
6	New England Highway / Pitt Street	 INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX" Source: *12627772_TTS001_SiteLocation* (GHD, 2024) and *12627772_TTS002_CrossSections* (GHD, 2024)		
7	New England Highway / Gipp Street	 INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX" Source: *12627772_TTS001_SiteLocation* (GHD, 2024) and *12627772_TTS002_CrossSections* (GHD, 2024)		

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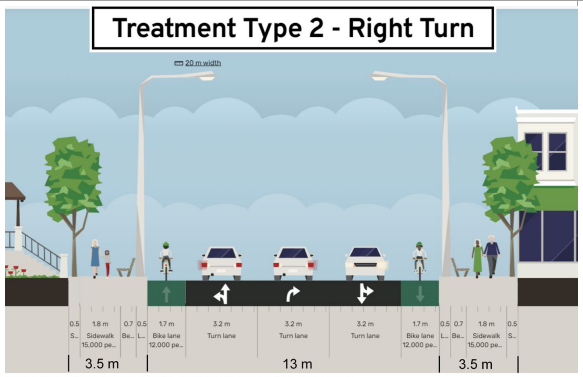
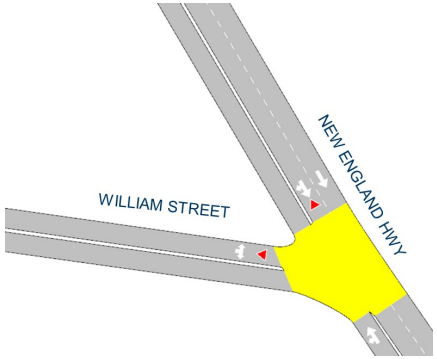
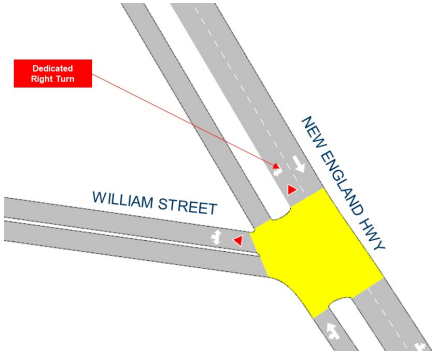
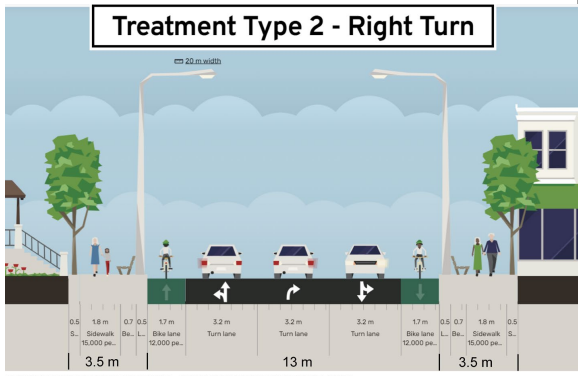
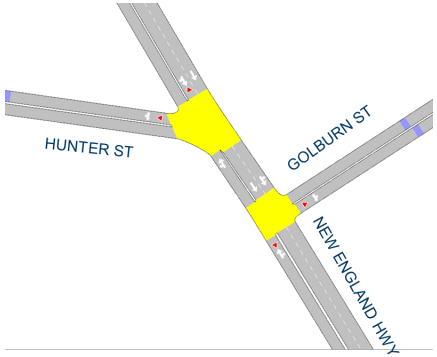
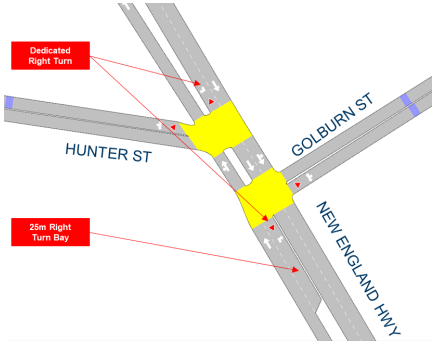
ID	Location	Treatment diagram / Reference image	Existing REF Aimsun model snapshot	Future Option snapshot
8	New England Highway / William Street	 INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX" Source: *12627772_TTS001_SiteLocation* (GHD, 2024) and *12627772_TTS002_CrossSections* (GHD, 2024)		
9, 10	New England Highway / Goulburn Street (9), New England Highway / Hunter Street (10)	 INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX" Source: *12627772_TTS001_SiteLocation* (GHD, 2024) and *12627772_TTS002_CrossSections* (GHD, 2024)		

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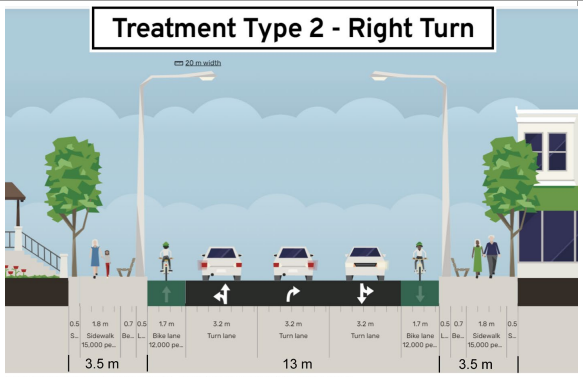
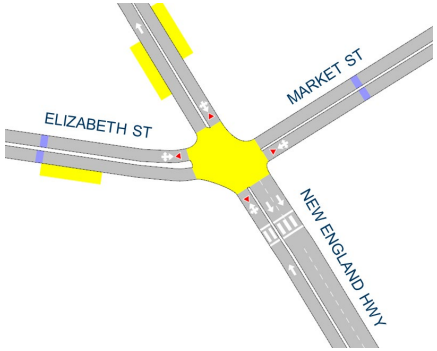
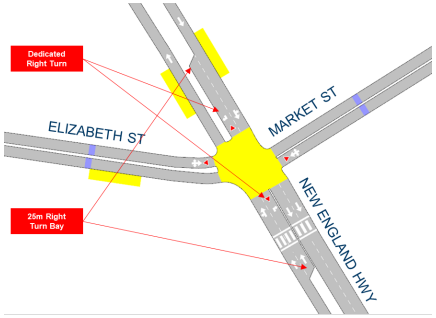
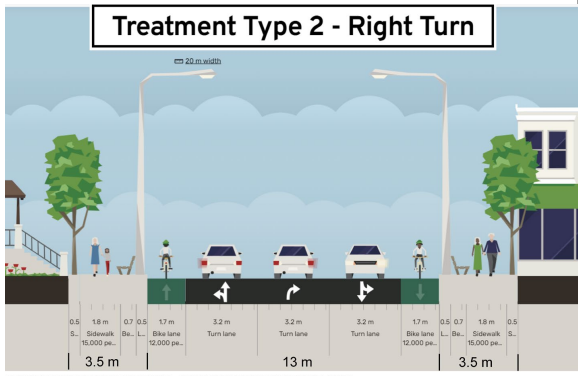
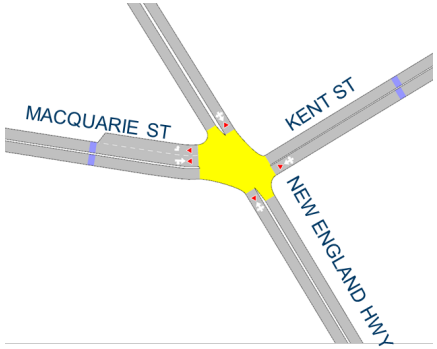
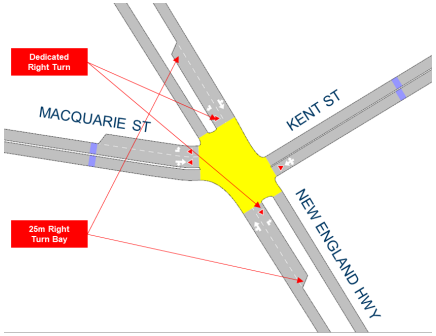
ID	Location	Treatment diagram / Reference image	Existing REF Aimsun model snapshot	Future Option snapshot
11	New England Highway / Elizabeth Street / Market Street	 INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX" Source: *12627772_TTS001_SiteLocation* (GHD, 2024) and *12627772_TTS002_CrossSections* (GHD, 2024)		
12	New England Highway / Macquarie Street / Kent Street	 INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX" Source: *12627772_TTS001_SiteLocation* (GHD, 2024) and *12627772_TTS002_CrossSections* (GHD, 2024)		

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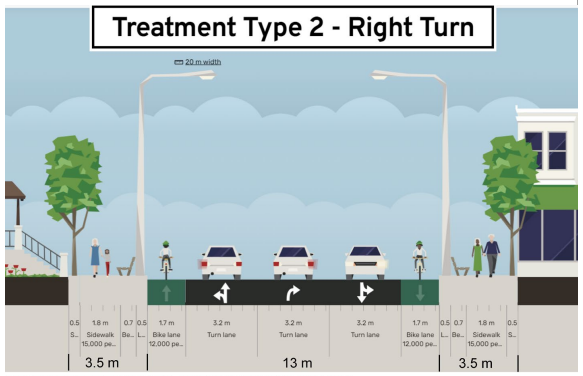
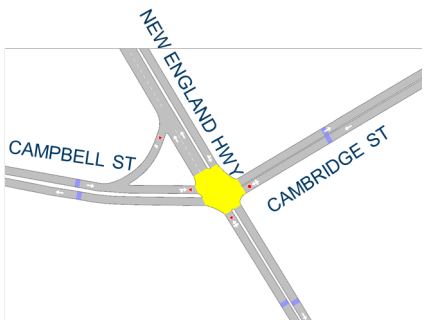
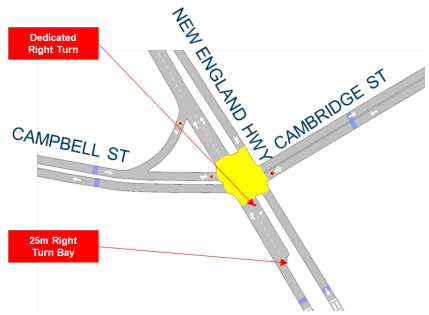
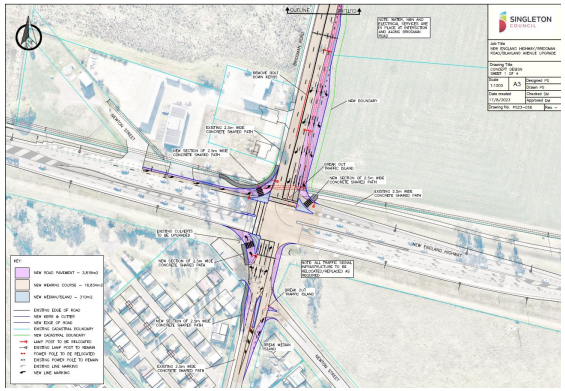
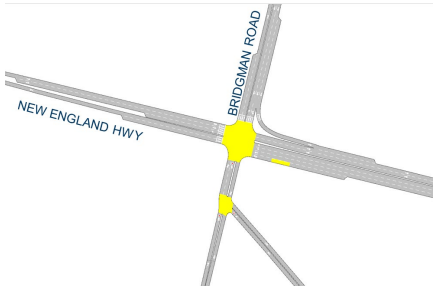
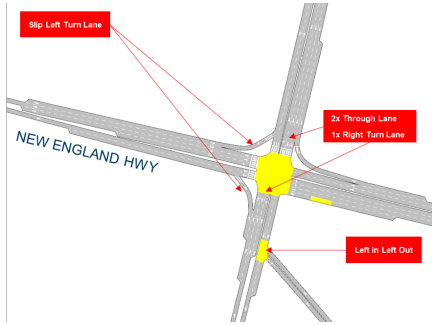
ID	Location	Treatment diagram / Reference image	Existing REF Aimsun model snapshot	Future Option snapshot
13	New England Highway / Campbell Street / Cambridge Street	 INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX" Source: *12627772_TTS001_SiteLocation* (GHD, 2024) and *12627772_TTS002_CrossSections* (GHD, 2024)		
14	New England Highway / Bridgman Road	 Source: *PS23-066 - New England Highway-Bridgman Rd-Blaxland Ave - Concept Design*		

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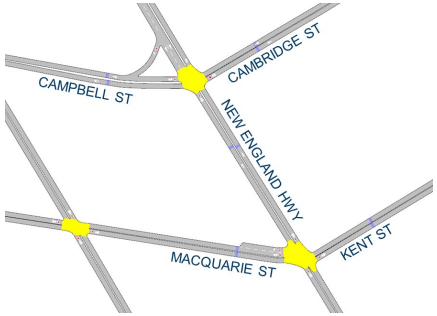
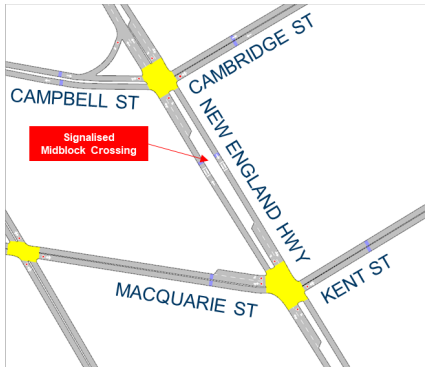
ID	Location	Treatment diagram / Reference image	Existing REF Aimsun model snapshot	Future Option snapshot
15	Signalised Midblock Crossing between New England Highway / Macquarie Street / Kent Street and New England Highway / Campbell Street / Cambridge Street	Assumed signalised midblock crossing which is committed to be implemented, documented in *Singleton Council Walking and Cycling Plan* (Singleton Council, 2024).		

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2.3 Summary of traffic modelling scenarios

Table 4 summarises the traffic modelling scenarios assessed in this Strategy, including the aforemetioned future traffic demands and network treatments (refer Section 2.1 and 2.2).

Table 4 Details of modelled scenarios

No	Modelled Scenario	REF	Option 1	Option 2
#	Inclusion	Traffic Demands		
#	Forecast year	2026, 2036, 2046	2026, 2036, 2046	2026, 2036, 2046
1	REF Traffic Demand	✓	✓	✓
2	Strategic Growth Area demand	✗	✗	✓
#	Proposed Schemes / Modifications			
#	Miscellaneous			
A	New England Highway / Maison Dieu Road / Singleton Bypass offramp	✗	✓	✓
#	Treatment Type 1 – Main Intersection			
1	New England Highway / Dalton Avenue / Greenwood Avenue	✗	✓	✓
2	New England Highway / Orchard Avenue / Howe Street	✗	✓	✓
3	New England Highway / York Street / Boundary Street	✗	✓	✓
#	Treatment Type 2 – Minor Intersection			
4	New England Highway / Castlereagh Street	✗	✓	✓
5	New England Highway / Percy Street	✗	✓	✓
6	New England Highway / Pitt Street	✗	✓	✓
7	New England Highway / Gipp Street	✗	✓	✓
8	New England Highway / William Street	✗	✓	✓
9	New England Highway / Goulburn Street	✗	✓	✓
10	New England Highway / Hunter Street	✗	✓	✓
11	New England Highway / Elizabeth Street / Market Street	✗	✓	✓
12	New England Highway / Macquarie Street / Kent Street	✗	✓	✓
13	New England Highway / Campbell Street / Cambridge Street	✗	✓	✓
#	Singleton Council Proposed Treatments			
14	New England Highway / Bridgman Road upgrade	✗	✗	✓
15	Signalised Midblock Crossing between New England Highway / Macquarie Street / Kent Street and New England Highway / Campbell Street / Cambridge Street	✗	✓	✓

LEGEND ✓ Included ✗ Excluded

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The location of proposed treatments (ID numbers as shown in Table 4) are presented in Figure 3.

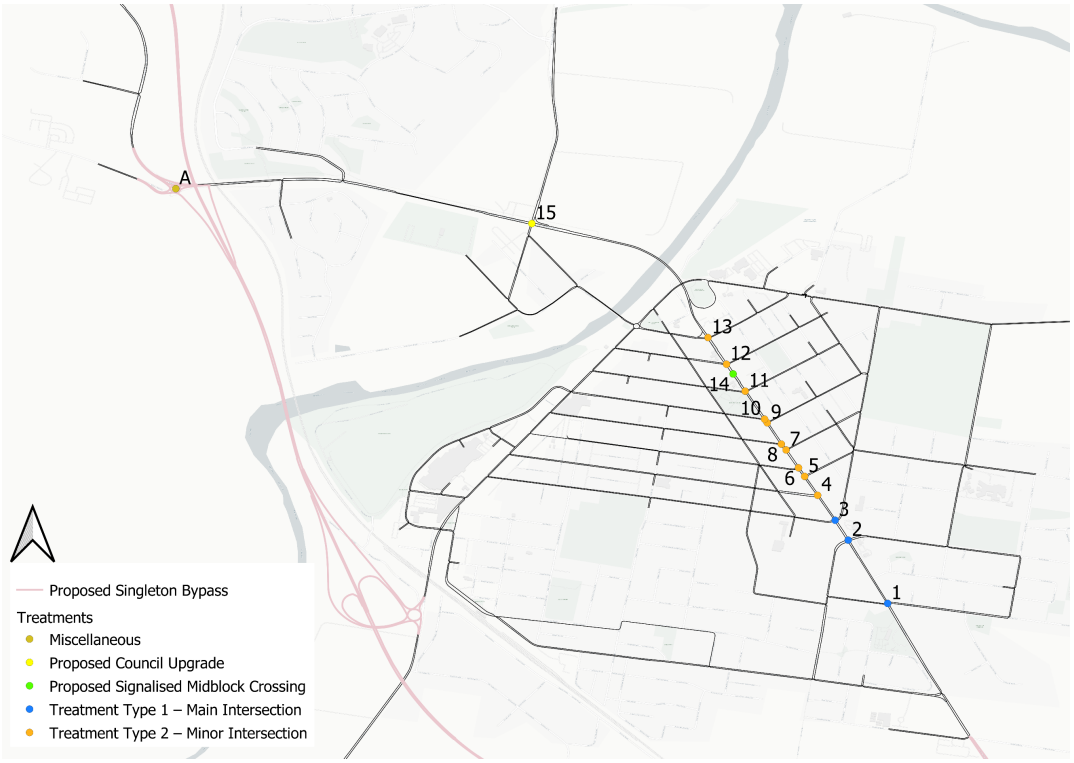

Figure 3 Location of proposed treatments

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3. Traffic modelling performance measures

The traffic modelling results are presented at three levels of detail, namely:

– **Network:** a series of results indicating the level of road network congestion, including Vehicle Travel Time (Hours Travelled) (VHT), and Vehicle Speeds in order to compare traffic model scenarios.
– **Corridor:** considers travel time on the New England Highway from the intersection New England Highway / Haggartys Lane to the intersection New England Highway / Rixs Creek Lane.
– **Intersection:** considers the detailed operational performance at key intersections, such as average delay and intersection level of service.

The REF model and its accompanied report, *42.012.01 INFO DOC 0012 - REF Appendix L - Traffic Assessment* (AECOM, 2019) and *42.056.01 Traffic Assessment Report - Addendum Final Revision 2* (AECOM, 2021) has identified the following peak hours:

– **AM peak**: 5:30am – 6:30am and 8:30am – 9:30am
– **PM peak**: 4:00pm – 5:00pm

The review indicated that the AM peak hour 5:30am – 6:30am focuses on trips travelling to the mining/industry related work for early shifts and is not reflective of a typical trip pattern in the Singleton urban area. Furthermore, the 8:30am-9:30am peak hour has a higher traffic demand than the 5:30am - 6:30am peak hour, giving confidence that the latter AM peak will provide more conservative results.

To ensure consistency with the REF model and its accompanied report, all results are presented for the following peak hours for this Strategy:

– **AM peak**: 8:30am – 9:30am
– **PM peak**: 4:00pm – 5:00pm

3.1 Network performance[3]

Table 5 summarises the network-level statistics that the Aimsun traffic model generates for each model run.

Table 5 Aimsun network-level statistics

Indicator	Unit	Description
Traffic demand	vehicles (veh)	Total hourly traffic input into the model
Vehicle kilometres travelled (VKT)	kilometres (km)	Total distance travelled by vehicles within each evaluation hour
Vehicle hours travelled (VHT)	hours (hr)	Total travel time travelled by vehicles within each hour
Average network travel speed	km/h	The average vehicle speed in the network
Average vehicle delay	seconds (sec)	The total delay experienced by all vehicles divided by the number of vehicles
Latent demand	vehicles (veh)	The total number of vehicles that could not (yet) enter the network due to congestion at the end of each evaluation hour

[3] All results from the REF model have been directly taken from the report and not been extracted from Aimsun, except for the network performance, as the network performance reported in the accompanied report has been extracted for the whole modelling period (excluding the warm-up period) and not taken from the peak hour.

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3.2 Density plots

The traffic modelling outputs from Aimsun are visualised as density plots. The density plots provide a visual indication of congestion points in the road network. Vehicle density, measured in vehicles per kilometre (veh/km), shows how closely spaced vehicles are in a particular road section:

– Low densities indicate that vehicles are spaced further apart and have more freedom to move, which generally indicates higher or more stable travel speeds and higher vehicle flows.
– High densities indicate locations of higher traffic congestion, which generally indicates lower average speeds and lower traffic flows).

The range of densities is represented by a spectrum of colours from green (low density) to red (high density) and shown spatially in a map of the road network. It is important to note that density results are not typically correlated to the length of vehicle queues.

3.3 Travel time

Average travel times were extracted from the traffic model for travel along the New England Highway, between the intersection of New England Highway / Haggartys Lane to the intersection of New England Highway / Rixs Creek Lane, in both directions. Travel times are inclusive of all sources of delay, including congestion along New England Highway and time spent waiting at intersections.

3.4 Level of Service

A qualitative measure called 'Level of Service' (LoS) is used to describe the operational performance of a road facility. LoS uses a set of letters from A to F to denote different levels of congestion of a corridor or network, with 'A' representing the best performance (i.e., free flow) and 'F' representing the worst (i.e., forced or breakdown flow). LoS 'D' is generally adopted as the acceptable lower-limit threshold for major traffic-carrying roads.

The LoS of intersections are determined based on average delay reported by the traffic model. For signalised intersections, the volume weighted average LoS is reported. For priority-controlled intersections (e.g. give-way or stop control), the LoS of the worst performing movement is reported. LoS criteria based on the *Guide to Traffic Generating Developments* (RMS, 2002) is summarised in Table 6.

Table 6 LoS criteria for intersections and average delay threshold

LoS	Average delay per vehicle (sec/veh)	Intersection control	
		Traffic signals, roundabouts	Give way, stop sign
A	<14	Good operation	Good operation
B	15 to 28	Good with acceptable delays and spare capacity	Acceptable delays and spare capacity
C	29 to 42	Satisfactory	Satisfactory, but accident study required
D	43 to 56	Operating near capacity	Near capacity and accident study required
E	57 to 70	At capacity, at signals, incidents will cause excessive delays, roundabouts require other control modes	At capacity, requires other control mode
F	>70	Over capacity, unstable operation	Over capacity; unstable operation

Source: *Guide to Traffic Generating Developments* (RMS, 2002)

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4. Network performance

Table 7 to Table 9 provides a summary of the network-level results for the REF, Option 1, Option 2 scenarios, for both AM and PM peak for future year 2026, 2036 and 2046.

Table 7 2026 network performance

Indicator	Unit	2026 REF	2026 Option 1	2026 Option 2	2026 REF	2026 Option 1	2026 Option 2
Peak		AM	AM	AM	PM	PM	PM
Traffic Demand	veh	5,770	5,770	6,861	7,168	7,168	8,181
VKT	km	27,721	27,689	32,446	35,232	35,037	39,710
VHT	hr	502	499	594	610	608	691
Average Speed	km/h	50	50	50	53	53	53
Vehicle Delay	sec	14	14	14	13	13	13
Latent Demand	veh	0	0	0	1	1	1

Overall, the 2026 network across the three scenarios in both AM and PM peak, as indicated by the network indicators in Table 7 are consistent with each other, with only marginal differences in the results.

In other words, the implementation of the network modifications in Option 1 and Option 2, as well as the increased demand from the strategic growth areas in Option 2 will make no tangible difference in the network performance, with negligible difference in the average speed and vehicle delay.

An increase in Option 2's VKT and VHT for both AM and PM peak was predicted due to the increase in total traffic demands.

Table 8 2036 network performance

Indicator	Unit	2036 REF	2036 Option 1	2036 Option 2	2036 REF	2036 Option 1	2036 Option 2
Peak		AM	AM	AM	PM	PM	PM
Traffic Demand	veh	6,221	6,221	8,005	7,758	7,758	9,381
VKT	km	31,038	31,025	38,135	39,182	38,885	45,336
VHT	hr	557	556	744	676	678	818
Average Speed	km/h	50	50	48	54	53	52
Vehicle Delay	sec	14	14	20	13	14	16
Latent Demand	veh	0	0	1	0	0	1

Table 9 2046 network performance

Indicator	Unit	2046 REF	2046 Option 1	2046 Option 2	2046 REF	2046 Option 1	2046 Option 2
Peak		AM	AM	AM	PM	PM	PM
Traffic Demand	veh	6,671	6,671	8,279	8,348	8,348	9,763
VKT	km	33,539	33,463	39,952	42,849	42,446	48,528
VHT	hr	599	596	785	743	756	871
Average Speed	km/h	52	52	49	54	53	52
Vehicle Delay	sec	14	14	22	14	16	16
Latent Demand	veh	0	0	1	1	1	1

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Similarly, in both 2036 (Table 8) and 2046 (Table 9), the results demonstrated that the changes implemented on the New England Highway will make no tangible difference in the network performance, even with the increase in traffic volumes (Option 2).

Average speed remains stable across the three scenarios for both AM and PM peak. VHT and VKT in Option 2 was predicted to increase for both AM and PM peak, due to the increase in traffic demand.

It is noted that in Option 2, vehicle delay in the AM peak would increase to 20 seconds (2036) and 22 seconds (2046) from the both REF and Option 1 scenario. This is a result of the increase in traffic demand from the strategic growth areas, most noticeably the demand originating from Mason Dieu Road.

The 2046 density plots are presented in Table 10, with 2026 and 2036 density plots presented in Section A-1 and Section A-2, located in Appendix A respectively.

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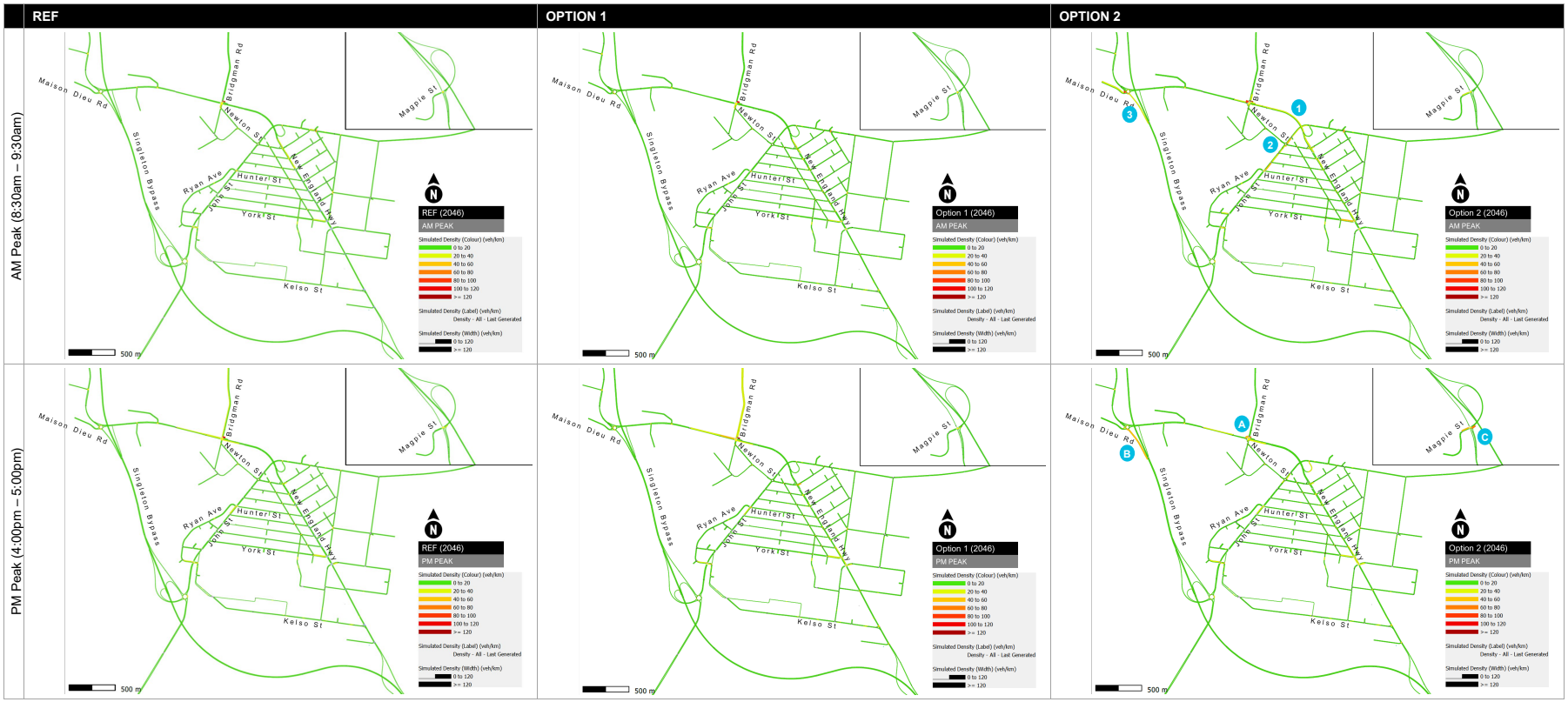
Table 10 2046 density plot



AM Peak	PM Peak
Similar levels of density between the REF and Option 1 scenario in the AM peak. There is a slight increase in congestion (reflected by the density) throughout the Option 2 scenario in the AM peak in comparison to the REF and Option 1 scenario at the following locations: – **1:** Congestion is predicted along the Hunter River Bridge in the southbound direction due to the increase in traffic demand from the SGAs, in particular from Bridgman Road (SGA6 and SGA14). – **2:** Congestion is predicted along John Street travelling southbound, with majority of the traffic originating from Bridgman Road travelling to Ryan Avenue (for shopping) or travelling to Putty Road (outside of the model). – **3:** Congestion is predicted at the roundabout New England Highway / Maison Dieu Road / Bypass offramp, due to the increase in traffic demand from SGA3.	There are similar levels of congestion between the REF and Option 1 scenario in the PM peak. There is a marginal increase in congestion throughout the Option 2 scenario in the PM peak comparison to the REF and Option 1 scenario at some locations (although not as significant as the AM peak): – **A**: Congestion is predicted at the New England Highway / Bridgman Road intersection, in particular the eastbound approach and northbound exit lane as a result of the capacity increase from the intersection upgrade. – **B**: Bypass offramp at Maison Dieu Road roundabout is anticipated to have an increase in congestion due to the increase in traffic demand from SGA3. – **C**: Magpie Street is anticipated to have an increase in congestion due to increased traffic demand from SGA12.

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5. New England Highway travel time

An evaluation of the travel times along New England Highway was conducted based on the Aimsun modelling outputs. The travel time evaluation covers the length (approximately 8.5km) of the New England Highway between Haggartys Lane to Rixs Creek Lane as depicted in Figure 4.

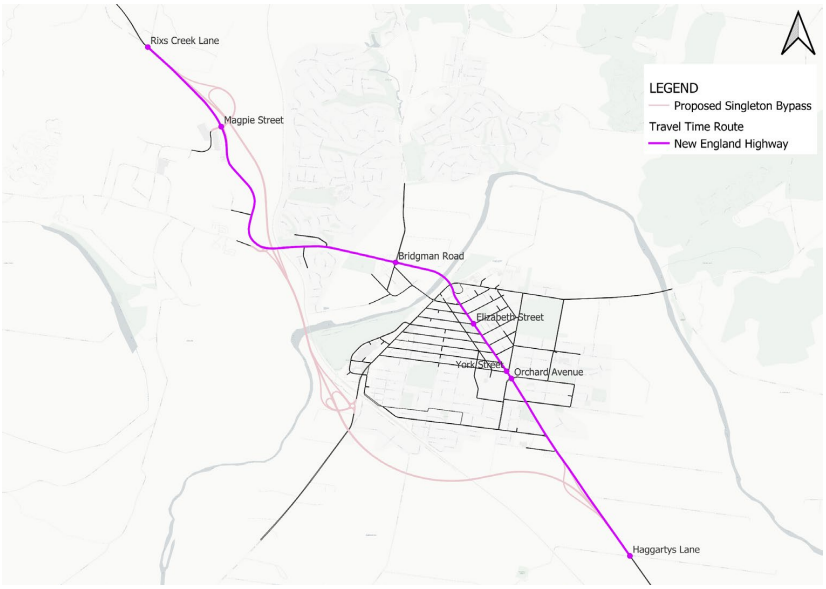

Figure 4 New England Highway Travel time route

A summary of estimated travel times for the New England Highway obtained from traffic modelling for all three scenarios in both AM and PM peak for future year 2026, 2036 and 2046, is tabulated from Table 11 to Table 13. The 2026, 2036 and 2046 travel time plots are presented in Section B-1, Section B-2 and Section B-3, located in Appendix B respectively.

Table 11 2026 New England Highway travel time

Route	Peak	Direction	2026 REF (mm:ss)	2026 Option 1 (mm:ss)	2026 Option 2 (mm:ss)
New England Highway	AM	Northbound	10:12	10:09	10:10
New England Highway	AM	Southbound	09:32	09:29	09:29
New England Highway	PM	Northbound	10:18	10:27	10:18
New England Highway	PM	Southbound	09:31	09:53	09:46

Table 12 2036 New England Highway travel time

Route	Peak	Direction	2036 REF (mm:ss)	2036 Option 1 (mm:ss)	2036 Option 2 (mm:ss)
New England Highway	AM	Northbound	10:22	10:12	10:17
New England Highway	AM	Southbound	09:42	09:45	10:05
New England Highway	PM	Northbound	10:29	10:38	10:57
New England Highway	PM	Southbound	09:43	10:14	09:56

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Table 13 2046 New England Highway travel time

Route	Peak	Direction	2046 REF (mm:ss)	2046 Option 1 (mm:ss)	2046 Option 2 (mm:ss)
New England Highway	AM	Northbound	10:20	10:12	10:23
New England Highway	AM	Southbound	09:44	09:48	10:18
New England Highway	PM	Northbound	10:47	10:40	11:02
New England Highway	PM	Southbound	09:47	10:31	10:06

The travel times results in the above table demonstrate that for all three planning horizons (up to 2046), the traffic modelling scenarios remain consistent in both directions in both AM and PM peaks, with a maximum increase of less than one minute (or 10%). This indicates that travel times along New England Highway are not significantly impacted by the treatments proposed on New England Highway in Option 1, as well as the increase in traffic demand from strategic growth areas in Option 2. In other words, the proposed transport network would accommodate the predicted future growth within the Singleton urban area.

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6. Intersection performance

The intersection performance (in Level of Service) was assessed as shown in Figure 5, with the details tabulated in Table 14.

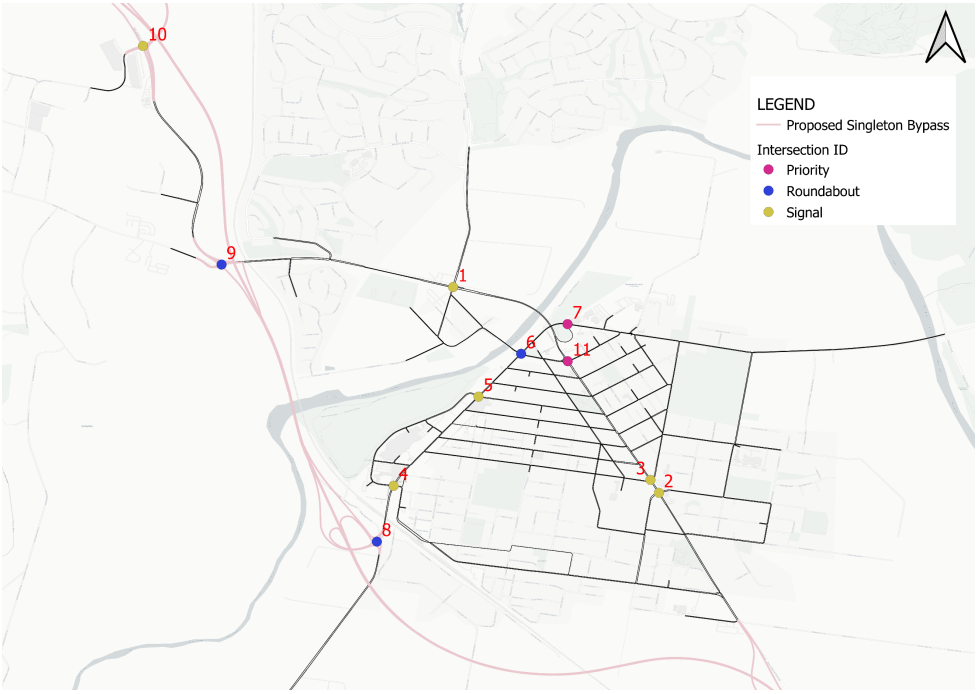

Figure 5 Intersection LoS in the traffic model

Table 14 Intersection details

ID	Intersection name	Intersection control
1	New England Highway / Bridgman Road	Signal
2	New England Highway / Howe Street / Orchard Avenue	Signal
3	New England Highway / York Street / Boundary Street	Signal
4	Putty Road / Ryan Avenue	Signal
5	John Street / Hunter Street / Ryan Avenue	Signal
6	John Street / Newton Street / Campbell Street	Roundabout
7	Queen Street / New England Highway Ramp	Priority
8	Putty Road Northern Ramp / Roundabout	Roundabout
9	New England Highway / Maison Dieu Road / Bypass Off Ramp	Roundabout
10	New England Highway / Magpie Street	Signal
11	New England Highway / Campbell Street / Cambridge Street	Priority

Table 15 to Table 17 summarises the modelled intersection LoS results across the three scenarios for both AM and PM peak.

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Table 15 2026 intersection performance

Intersection	2026 REF AM	2026 Option 1 AM	2026 Option 2 AM	2026 REF PM	2026 Option 1 PM	2026 Option 2 PM
New England Highway / Bridgman Road	35	25	20	49	41	25
New England Highway / Howe Street / Orchard Avenue	10	15	14	15	23	22
New England Highway / York Street / Boundary Street	26	27	27	24	31	29
Putty Road / Ryan Avenue	16	16	17	18	16	21
John Street / Hunter Street / Ryan Avenue	14	17	18	16	16	17
John Street / Newton Street / Campbell Street	2	3	5	2	3	3
Queen Street / New England Highway Ramp	10	13	16	11	11	15
Putty Road Northern Ramp / Roundabout	4	6	8	5	6	7
New England Highway / Maison Dieu Road / Bypass Off Ramp	9	11	20	9	11	17
New England Highway / Magpie Street	N/A	17	24	N/A	16	26
New England Highway / Campbell Street / Cambridge Street	N/A	80	87	N/A	44	47

LEGEND LoS A | LoS B | LoS C | LoS D | LoS E | LoS F

Key findings based on Table 15 are as follows for the future year 2026:

– **New England Highway / Bridgman Road**:
  - In Option 2 in both AM and PM peak, the intersection would perform better than in Option 1 and the REF model. This indicates that the upgrade of this intersection is able to sustain the increase in traffic demand from the SGAs (described in Section 2.1.1) travelling along Bridgman Road.

– **New England Highway / Campbell Street / Cambridge Street**
  - In both Option 1 and Option 2, this intersection is approaching capacity in the PM peak and has failed to operate within the capacity. This is primarily due to:
    – High throughput in the southbound direction on along the England Highway (the major movement), resulting in the minor movement struggling to find a gap to enter the intersection. Note that the traffic volume coming from the minor movements that give way to the southbound movement in the peak hour is relatively low:
      - Campbell Street (east leg): max 70 vehicles in the AM peak,
      - Cambridge Street (west leg): max 30 vehicles in the AM peak.

The results indicate that all the other intersections in Option 1 and Option 2 are comparable to the REF scenario, and operate well within the capacity for future year 2026.

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Table 16 2036 intersection performance

Intersection	2036 REF	2036 Option 1	2036 Option 2	2036 REF	2036 Option 1	2036 Option 2
	AM	AM	AM	PM	PM	PM
New England Highway / Bridgman Road	35	24	30	53	45	34
New England Highway / Howe Street / Orchard Avenue	9	15	14	14	23	25
New England Highway / York Street / Boundary Street	22	29	31	22	32	31
Putty Road / Ryan Avenue	16	16	18	19	17	20
John Street / Hunter Street / Ryan Avenue	14	16	23	16	17	17
John Street / Newton Street / Campbell Street	2	4	16	3	3	5
Queen Street / New England Highway Ramp	9	12	21	12	12	23
Putty Road Northern Ramp / Roundabout	5	8	8	6	6	9
New England Highway / Maison Dieu Road / Bypass Off Ramp	10	13	50	9	11	64
New England Highway / Magpie Street	N/A	18	25	N/A	17	26
New England Highway / Campbell Street / Cambridge Street	N/A	61	130	N/A	51	62

LEGEND LoS A | LoS B | LoS C | LoS D | LoS E | LoS F

Key findings based on Table 16 are as follows for the future year 2036:

– **New England Highway / Bridgman Road**:
  - Similar to the results in 2026, in Option 2 in both AM and PM peak, the intersection would perform better than the REF model. This indicates that the upgrade of this intersection would enable it to sustain the increase in traffic demand from the SGAs travelling along Bridgman Road.

– **New England Highway / Maison Dieu Road / Bypass Off Ramp:**
  - In Option 2, the intersection performs worse than Option 1 and the REF scenario in both AM and PM peak. This is a result of the increased traffic demand from SGA3 closely located to Maison Dieu Road, as described in Section 2.1.1.

– **New England Highway / Campbell Street / Cambridge Street**
  - The intersection fails to operate within the capacity for the AM peak in Option 1 and 2 and has reached capacity in the PM peak, as the vehicles from Campbell Street and Cambridge Street would struggle to find a gap due to higher southbound through volumes. Note that the number of vehicles yield to the major movement is relatively low:
    – Campbell Street (east leg): max 50 vehicles in the AM peak,
    – Cambridge Street (west leg): max 20 vehicles in the AM peak.

The results indicate that almost all intersections in Option 1 and Option 2 are comparable to the REF scenario, and operate well within the capacity for future year 2036, except for the following intersections:

– New England Highway / Maison Dieu Road / Bypass Off Ramp, where it is approaching capacity; and
– New England Highway / Campbell Street / Cambridge Street, where it exceeds capacity.

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Table 17 2046 intersection performance

Intersection	2046 REF	2046 Option 1	2046 Option 2	2046 REF	2046 Option 1	2026 Option 2
	AM	AM	AM	PM	PM	PM
New England Highway / Bridgman Road	35	24	38	61	58	38
New England Highway / Howe Street / Orchard Avenue	8	14	14	12	22	25
New England Highway / York Street / Boundary Street	22	28	32	22	33	31
Putty Road / Ryan Avenue	17	17	20	19	18	21
John Street / Hunter Street / Ryan Avenue	15	17	22	14	15	16
John Street / Newton Street / Campbell Street	3	3	20	4	4	6
Queen Street / New England Highway Ramp	11	13	20	12	13	23
Putty Road Northern Ramp / Roundabout	6	8	10	6	6	10
New England Highway / Maison Dieu Road / Bypass Off Ramp	11	14	50	9	12	54
New England Highway / Magpie Street	N/A	17	27	N/A	18	31
New England Highway / Campbell Street / Cambridge Street	N/A	63	161	N/A	46	48

LEGEND LoS A | LoS B | LoS C | LoS D | LoS E | LoS F

Key findings based on Table 17 are as follows for the future year 2046:

– **New England Highway / Bridgman Road**:
  - Similar to the results in 2026 and 2036, in Option 2 in both AM and PM peak, the intersection would perform better than the REF model. This indicates that the upgrade of this intersection would enable it to sustain the increase in traffic demand from the SGAs travelling along Bridgman Road.
  - In the PM peak, only with the upgrades (Option 2), this intersection would operate within capacity, despite the increase in the traffic volumes.

– **New England Highway / Maison Dieu Road / Bypass Off Ramp:**
  - In Option 2 this intersection would perform with higher delay in both AM and PM peaks, due to the increased in traffic demand from SGA3.

– **New England Highway / Campbell Street / Cambridge Street**
  - The intersection would operate close to capacity in Option 1 and outside capacity in Option 2 (AM peak). Note that the number of vehicles yield to the major movement is relatively low:
    – Campbell Street (east leg): max 60 vehicles in the AM peak,
    – Cambridge Street (west leg): max 20 vehicles in the AM peak.

The results indicate that almost all intersections in Option 1 and Option 2 are comparable to the REF scenario, and operate well within capacity for future year 2046, except for the following intersections:

– New England Highway / Maison Dieu Road / Bypass Off Ramp, where it is approaching capacity; and
– New England Highway / Campbell Street / Cambridge Street, where it exceeds capacity.

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7. Limitation: New England Highway vs Singleton Bypass

Given the prediction of a significant increase in traffic volumes on Hunter River Bridge along New England Highway in future years resulting in increased congestion (e.g. 2046 Option 2 AM peak in Table 10), an investigation was undertaken to assess if the traffic model has demonstrated a sensible route choice of directing some traffic onto the Singleton Bypass when the vehicle's destination is towards the direction of Newcastle.

The review indicated that the majority, if not all of the traffic originating from Bridgman Road travelling towards Newcastle (beyond Haggarty's Lane) is utilising New England Highway and not travelling on the Singleton Bypass in the traffic model, as presented in Appendix C.

Therefore, a manual comparison of travel times between the New England Highway and the Singleton Bypass from Bridgman Road was conducted using Option 2 AM peak in 2046 as below (and shown in Figure 6):

– Estimated travel time via Singleton Bypass (using posted speed as per Appendix C),
– Modelled travel time via the New England Highway

Figure 6 New England Highway vs Singleton Bypass from Bridgman Road route

The results in Table 18 demonstrated that it would be marginally quicker utilising the Singleton Bypass, than the New England Highway, despite the New England Highway route being shorter in distance[4].

Table 18 Travel time comparison between Singleton Bypass and New England Highway from Bridgman Road

Route	Method	Scenario	Peak	Distance [km]	Time taken [m:ss]
Singleton Bypass	Free Flow Speed	N/A	N/A	8.0km	5:23
New England Highway	Aimsun Extraction	2046 Option 2	AM	5.3km	5:59

[4] Which is potentially the reason why Aimsun has directed all traffic onto New England Highway.

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This traffic model limitation (i.e. directing all southbound traffic from Bridgman Road along the New England Highway) was inherited from the REF model provided by TfNSW. This limitation would entail the following implications on traffic modelling results presented in Section 4 to Section 6:

– Overestimation in the congestion along New England Highway, as evident in the density plots for the 2046 Option 2 AM Peak along the Hunter River Bridge.
– Overestimation in traffic delay (wait time) at the intersections on New England Highway, particularly those with the movements yielding to through movements (overestimated volumes),
    - An example of this is the intersection New England Highway / Campbell Street / Cambridge Street in Table 15, Table 16 and Table 17, where it operates out of capacity for all future years in the AM peak and at capacity in the PM peak.

Although some trips south of Singleton on the New England Highway may opt to travel through Singleton, it is presumed many road users would be attracted to travel south on the high standard bypass, which would bypass many sets of traffic signals.

However, in the model (the limitation), it suggests that all the vehicles would use New England Highway, though, in reality, this travel pattern may be still eventualised for a certain percentage of trips, due to the perception on a longer distance travel (via the Singleton Bypass), particularly for the vehicles from Bridgman Road to travel in the opposite westbound direction, to access the eastbound on ramp.

Appreciating the broader amenity benefits of the bypass in removing through and heavy vehicle traffic from the New England Highway through Singleton, it is recommended that appropriate wayfinding and signage be installed near the intersection of Bridgman Road, directing through southbound traffic towards the Singleton Bypass.

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8. Conclusion

GHD has been engaged by Singleton Council (SC) to undertake a Traffic and Transport Strategy (the Strategy) for the Singleton Local Government Area (LGA). Key objectives of the Strategy are to:

– Support urban development within the broader LGA, including Branxton, Huntlee, Hunterview and Fairview (off Maison Dieu); and
– Consider the potential re-configuration of the New England Highway through Singleton, where the opening of the Singleton Bypass (due for opening in late 2026) is forecast to remove significant through and heavy vehicles off the New England Highway through Singleton.

To inform the Strategy, GHD has undertaken traffic modelling, including updating an operational (mesoscopic-microscopic) traffic model for future planning horizons 2026, 2036 and 2046. A comparative assessment was conducted to analyse whether the treatments will perform similarly with the TfNSW's REF scenario based on the following traffic modelling performance measures:

– Network performance,
– Corridor travel time; and
– Intersection performance.

After applying the re-configuration treatments on the New England Highway, as well as other committed upgrades and inputs from SC, the traffic models perform consistent with the REF traffic model, with only one intersection performing above capacity due mostly to an increase in traffic demands from the identified SGAs, as documented in the *Singleton Council Local Strategic Planning Statement 2041* (SC, 2021).

Network performance

In both AM and PM peak, across the three traffic modelling scenarios, the network performs at a similar level and are consistent with each other. Minor differences in average vehicle speeds and vehicle delays are due to an increase in traffic demand as a result of the SGA adjacent to Maison Dieu Road, for which the roundabout is predicted to provide worse performance.

All scenarios (as measured by vehicle density plots) in both the AM and PM peak have marginal differences, indicating that congestion or pinch points are kept to a minimal. Notable locations with an increase in traffic density in the Option 2 scenario (due to additional traffic demands from SGAs) are as follows:

– New England Highway / Maison Dieu Road / Bypass Off Ramp both AM and PM peak due to the increase in traffic from SGA3.
– John Street in the southbound direction, in the AM peak due to an increase in traffic travelling towards Ryan Avenue and Putty Road West.
– Hunter River Bridge in the AM peak due to the increase in traffic from relevant SGAs, notably SGA6 and SGA14 from Bridgman Road.
– New England Highway / Magpie Street in the PM peak due to the increase in traffic demand from SGA12.

Corridor travel time

The New England Highway travel time results between the REF, Option 1 and Option 2 results perform at a similar level and are consistent with each other for both AM and PM peak for all future years. This indicates that the treatments applied on New England Highway will have negligible impact on the travel times.

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Intersection performance

Based on the modelling results, the majority of the intersections would perform at a similar level, and are within the capacity for both AM and PM peaks. The following intersections would operate close to capacity or exceeding capacity in Option 2:

– New England Highway / Maison Dieu Road / Bypass Off Ramp (LoS D/E),
– New England Highway / Campbell Street / Cambridge Street (LoS F),
– However, it should be noted that the intersection performance may be underestimated (or may perform better) due to the traffic model limitation explained below.

Limitations

As discussed in Section 7, the traffic models tend to direct traffic onto the New England Highway and not the Singleton Bypass for destinations towards Newcastle. Whilst this may not be reflective of real travel behaviour (post the Singleton Bypass opens), the implications on the modelling results are as follows:

– Overestimating the vehicle density along New England Highway, which is an indicator for congestion.
– Overestimating the average delay intersections, therefore composing their LoS along the New England Highway, particularly for the minor movements (side streets) yielding to the major movement (New England Highway).
    - One clear example is the New England Highway / Campbell Street / Cambridge Street intersection, where it is operating out of capacity in the AM peak and would reach capacity in the PM peak for Option 2. If less traffic is directed onto New England Highway, it may perform at a better LoS.

If the intention is to direct traffic onto the Singleton Bypass to travel in the direction of Newcastle, wayfinding and signage are imperative to assist drivers, which will in turn improve the traffic performance on the New England Highway through Singleton.

Furthermore, SC through the traffic impact assessment document, titled *Residential Subdivion Lots 2 & 3 DP 1195454 3 Maison Dieu Road, Gowrie* (intersect Traffic, 2015) has advised that the approved condition for access for SGA3 (Settlers Rise), was for all access to be provided off Darlington Road under the Singleton Bypass and Main North Railway line. Currently the traffic models assumed all access to this SGA was provided off Maison Dieu Road. As such, the reported performance of the intersection of Maison Dieu Road is overstated, and it expected to performance within capacity over the planning horizon for all modelled scenarios.

Irrespective of the limitations of the traffic models, and with the information supplied by SC (SGA development data and proposed upgrade of New England Highway / Bridgman Road), the traffic models' developed for this study (Option 1 and Option 2) performs at a similar level to the REF scenario (which has been approved by TfNSW) in both AM and PM peak, indicating that the proposed changes along the New England Highway (refer Table 3) would not provide adverse travelling conditions along the New England Highway, after the opening of the Singleton Bypass.

Regards

Christophe Steinbach
Technical Director - Transportation

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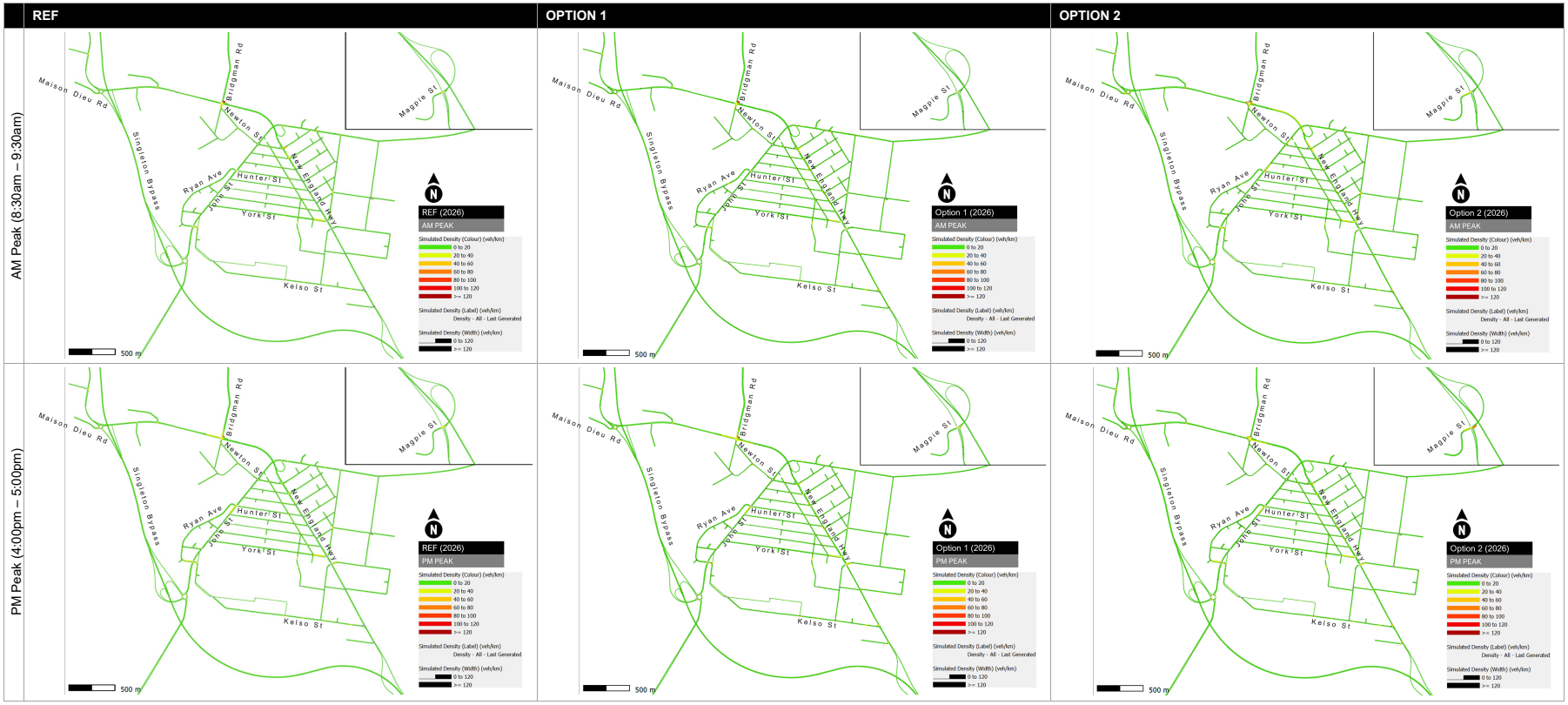
Appendices

Appendix A

Density plots

A-1 2026 Density Plots



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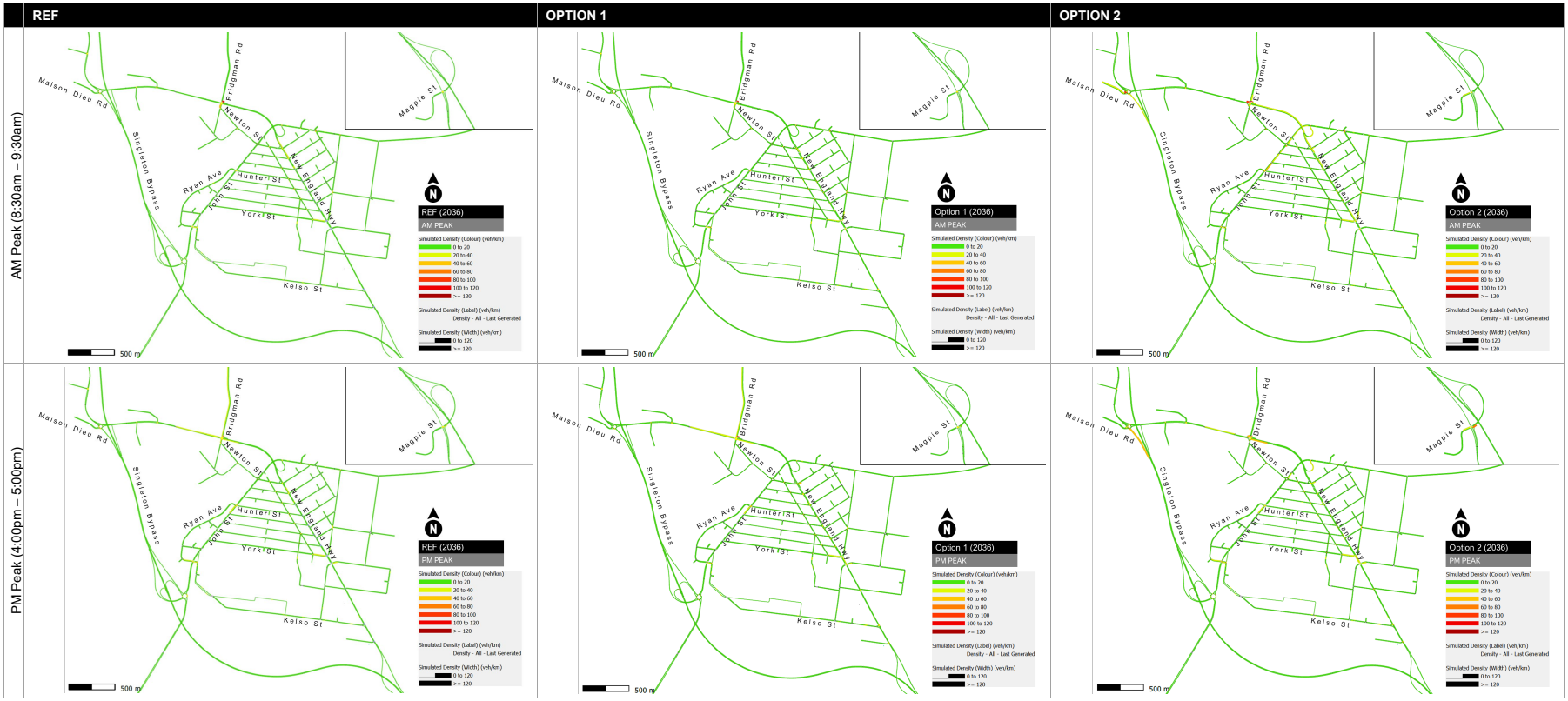
A-2 2036 Density Plots



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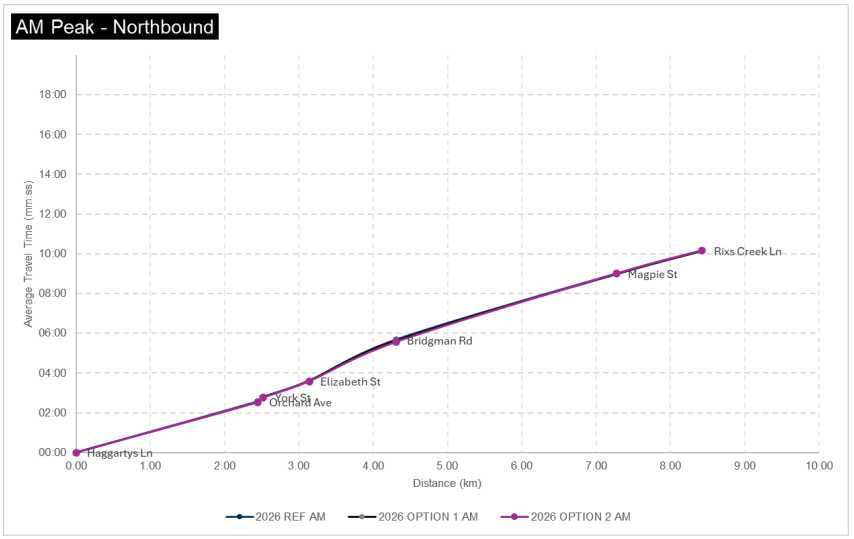
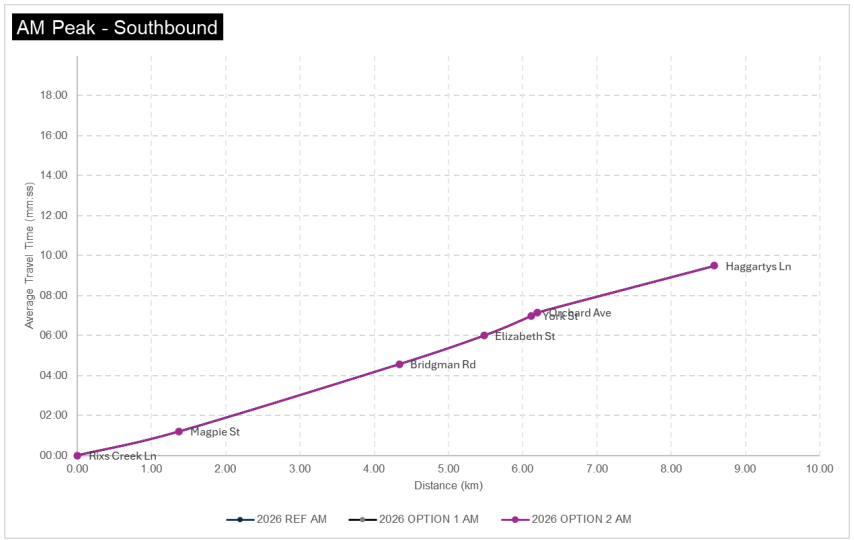
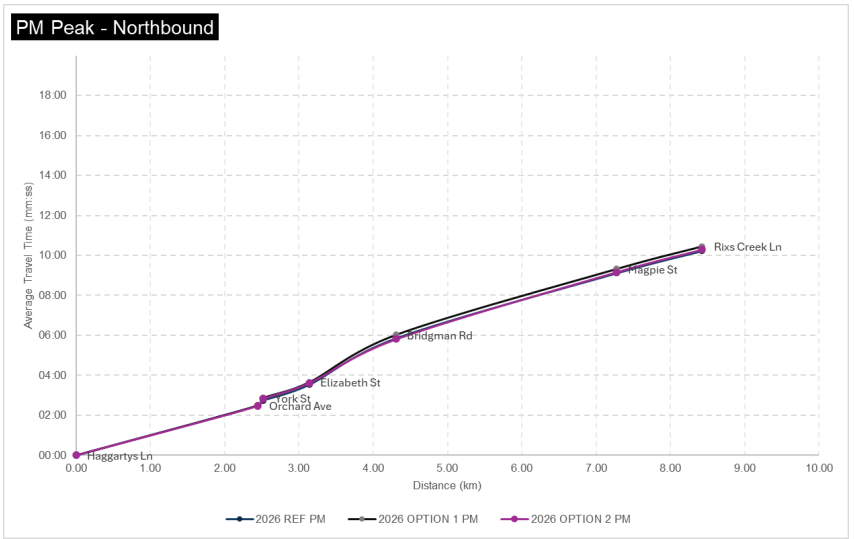
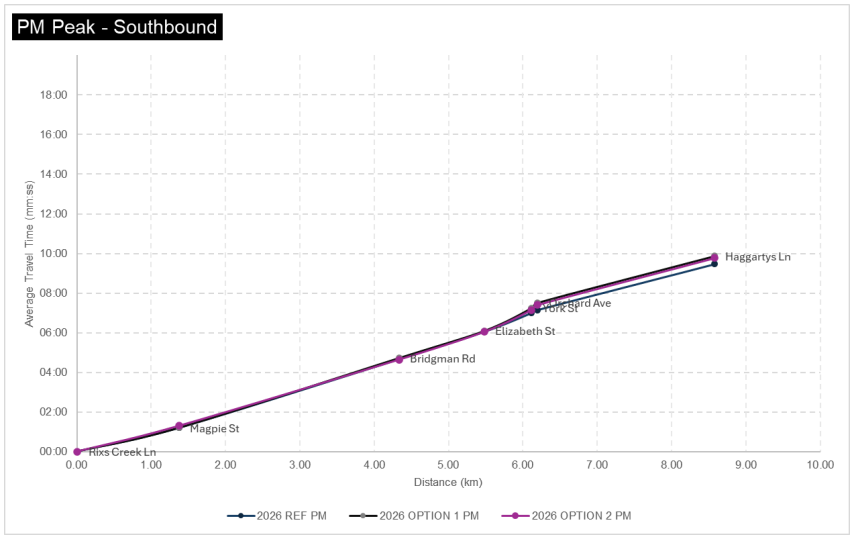
Appendix B

New England Highway travel time plots

B-1 2026 New England Highway travel time

	NORTHBOUND	SOUTHBOUND
AM PEAK (8:30am – 9:30am)		
PM PEAK (4:00pm – 5:00pm)		

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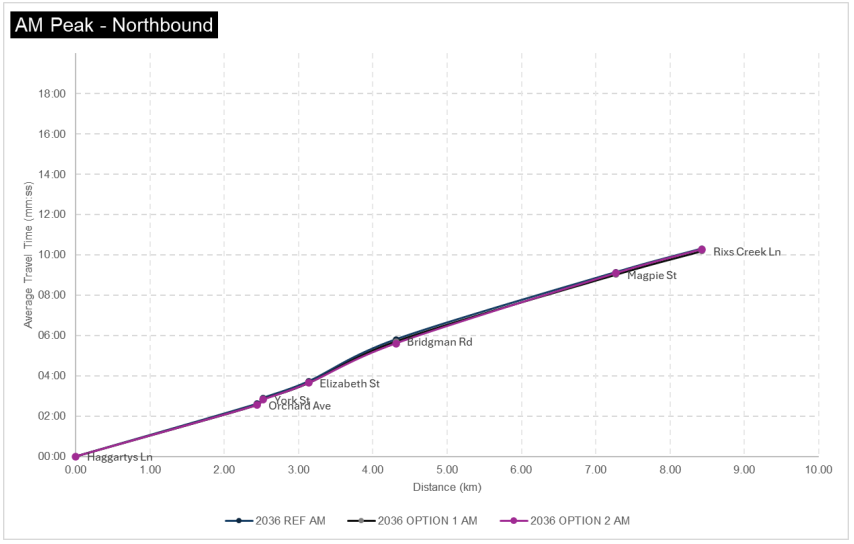
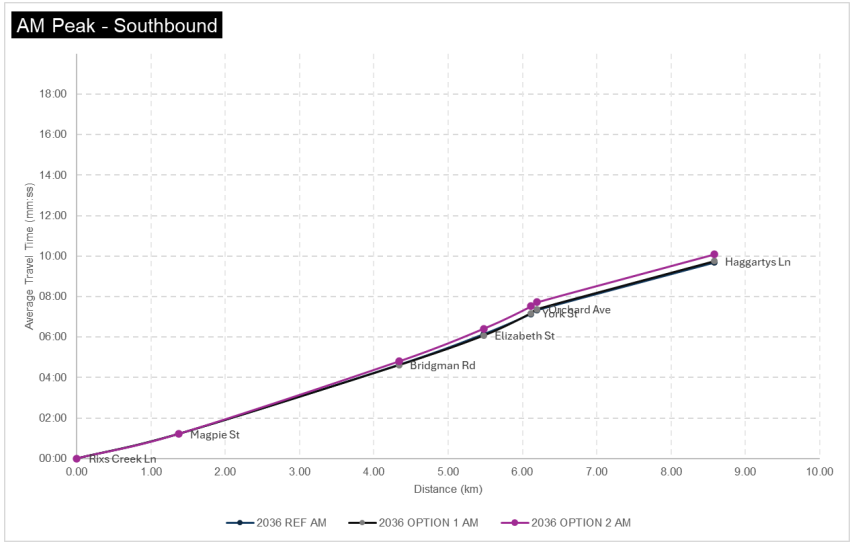
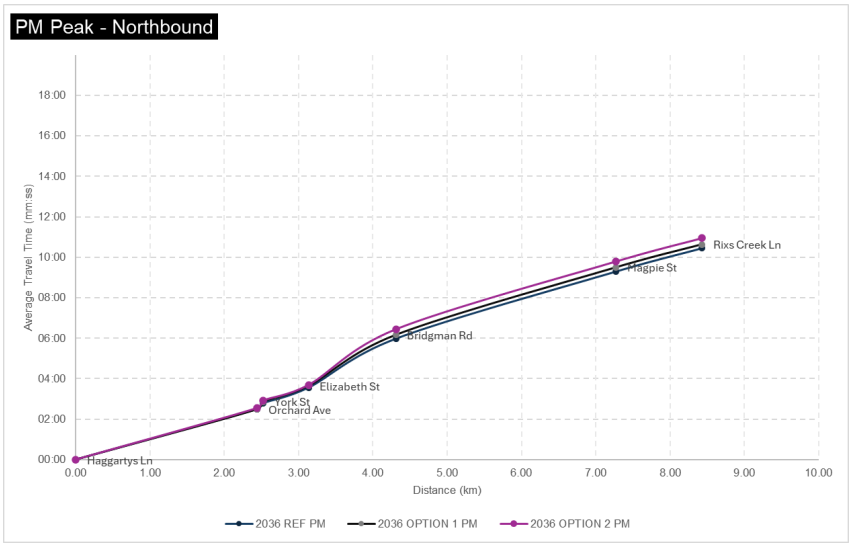
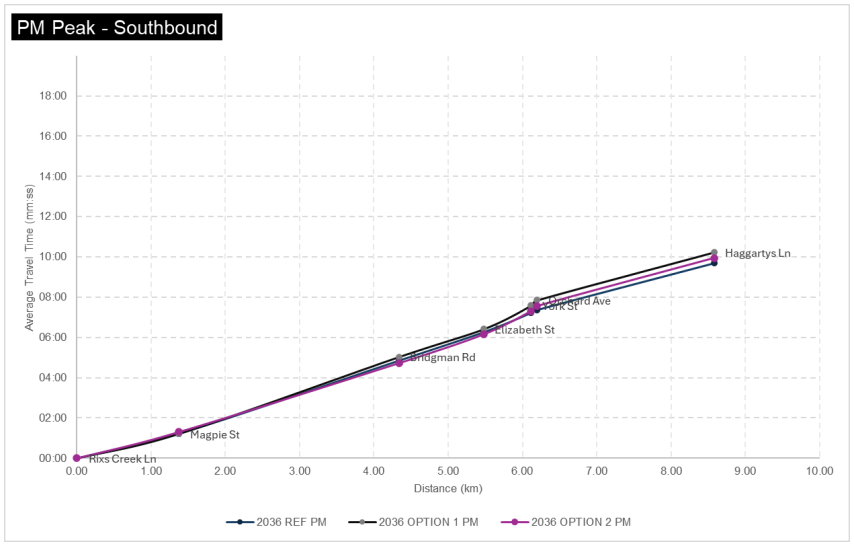
B-2 2036 New England Highway travel time

	NORTHBOUND	SOUTHBOUND
AM PAEK (8:30am – 9:30am)		
PM PAEK (4:00pm – 5:00pm)		

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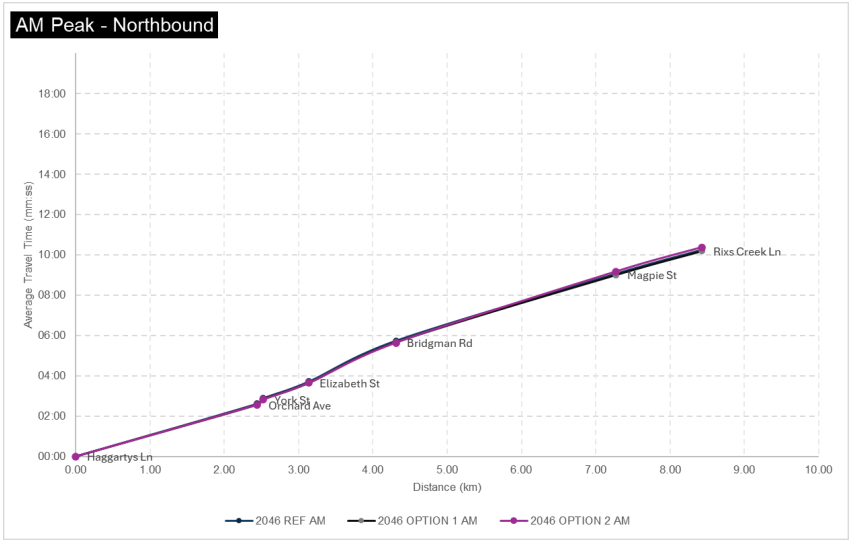
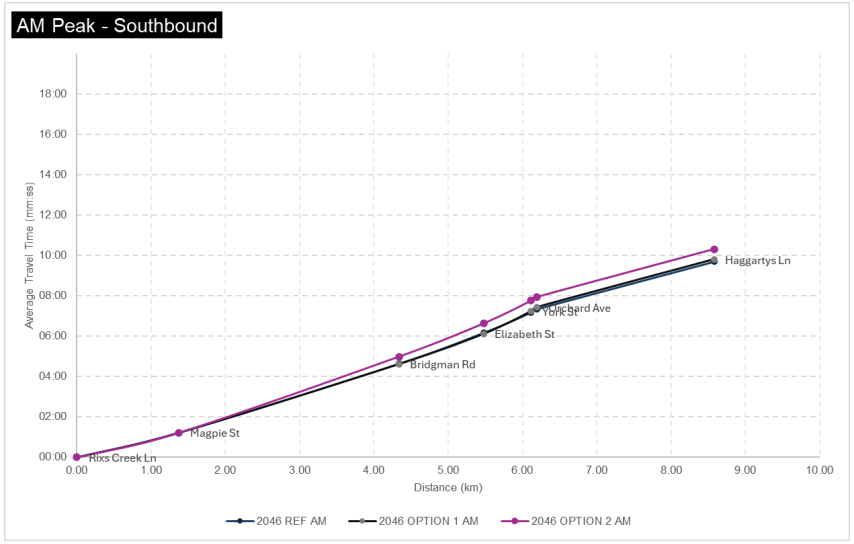
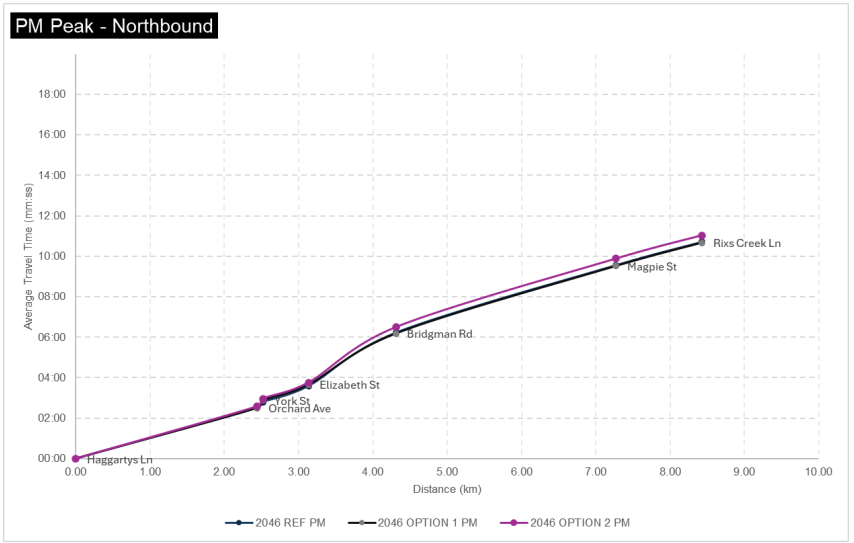
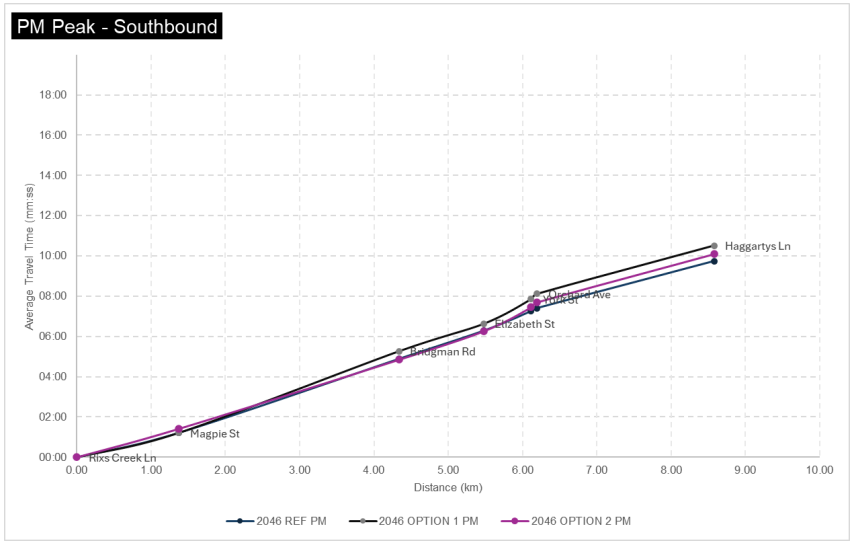
B-3 2046 New England Highway travel time

	NORTHBOUND	SOUTHBOUND
AM PEAK (8:30am – 9:30am)		
PM PEAK (4:00pm – 5:00pm)		

This Technical Memorandum is provided as an interim output under our agreement with Singleton Council. It is provided to foster discussion in relation to technical matters associated with the project and should not be relied upon in any way.

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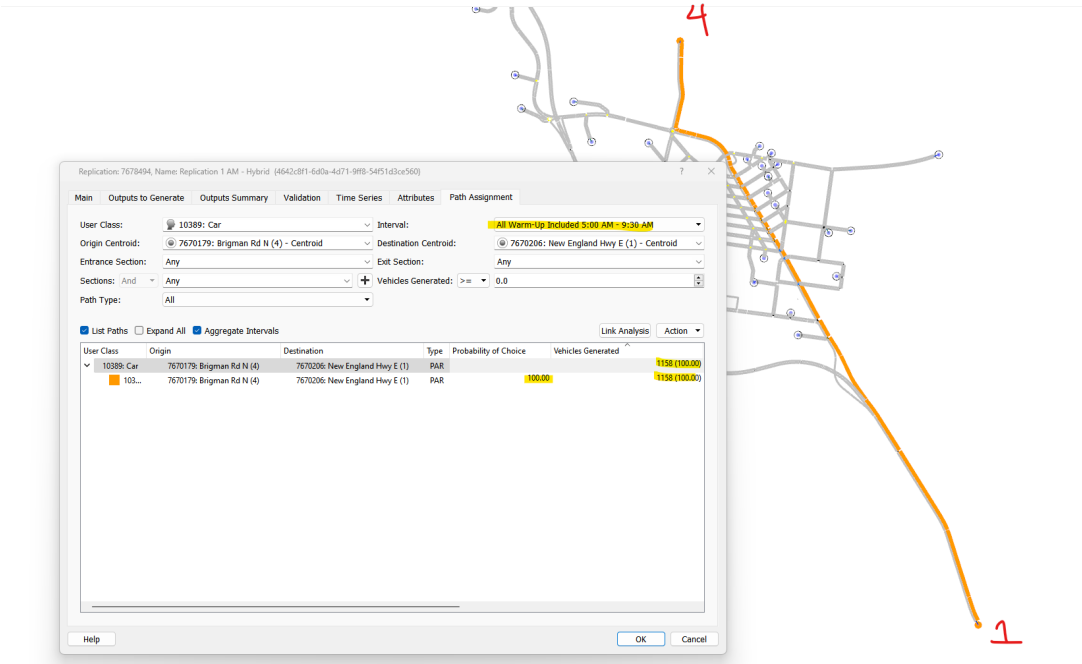
Appendix C

Model limitation related to the trips utilising Singleton Bypass



The above figure displays the number of vehicles generated, different routes from Zone 4 (Bridgman Road North) to Zone 1 (New England Highway East/South), indicating all vehicles within the AM modelling period are utilising New England Highway.

ID	Location	Road Name	AIMSUN Section ID	Distance [m]	Speed Limit [km/h]	Time (sec)
1	New England Highway between Bridgman Road and White Ave	New England Highway	7679272	11	60	1
2		New England Highway	3049	147	60	9
3		New England Highway	12715	335	60	20
4		New England Highway	3043	186	60	11
5	New England Highway between White Avenue and Simpson Terrace	New England Highway	9870	209	60	13
6	New England Highway between Simpson Terrace and Singleton Bypass On-Ramp	New England Highway	12906	105	60	6
7		New England Highway	7678274	154	50	11
8	Singleton Bypass On-Ramp	Singleton Bypass On-ramp	7678246	281	60	17
9	Singleton Bypass On-Ramp	Singleton Bypass On-ramp	7678247	56	100	2
10	Singleton Bypass	Singleton Bypass	N/A	6546.85	100	234
Total				**7974.29**	**N/A**	**323**
Travel Time				**5 minutes, 23 seconds**		

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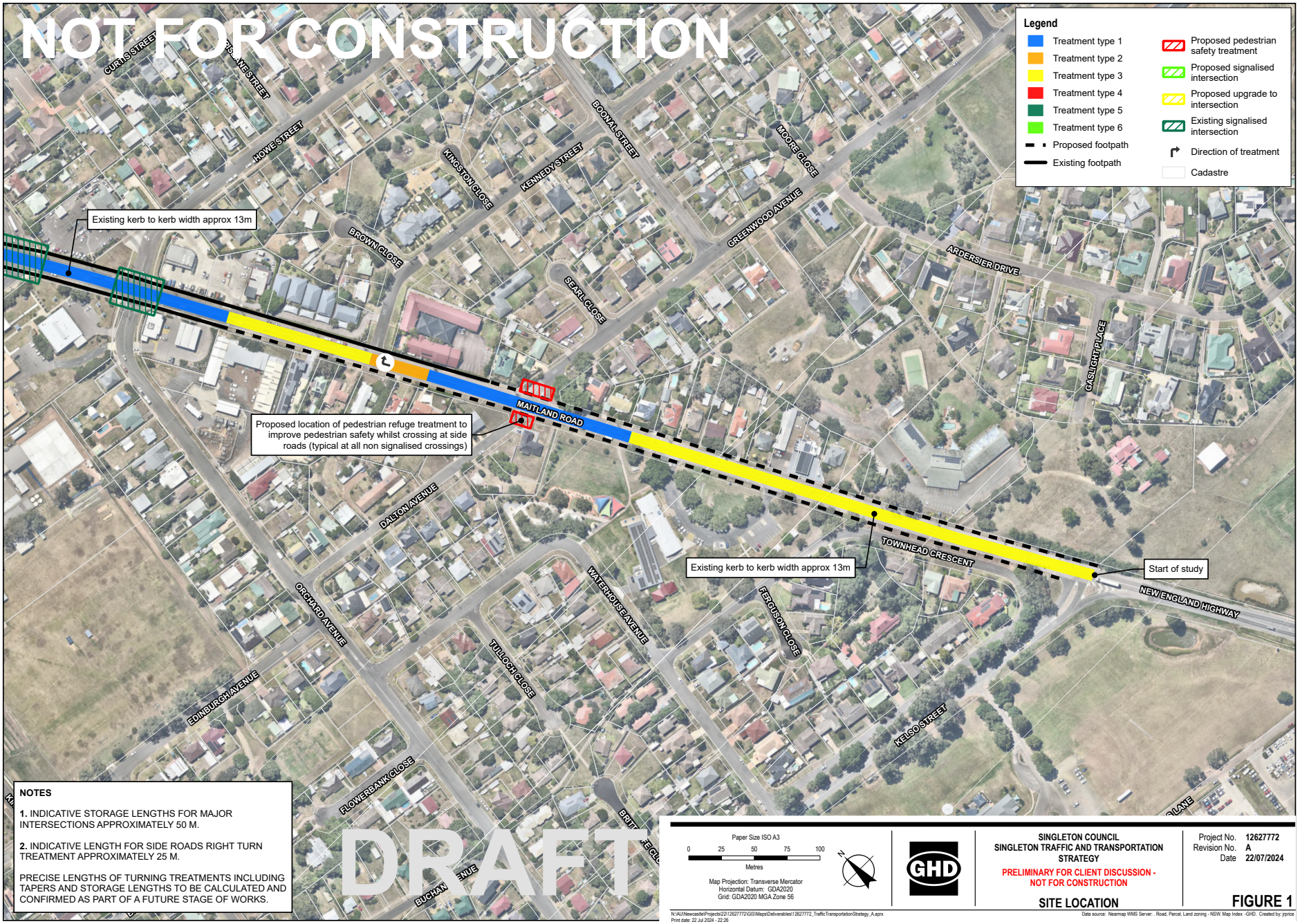
NOT FOR CONSTRUCTION
Legend
Treatment type 1
Treatment type 2
Treatment type 3
Treatment type 4
Treatment type 5
Treatment type 6
Proposed footpath
Existing footpath
Proposed pedestrian safety treatment
Proposed signalised intersection
Proposed upgrade to intersection
Existing signalised intersection
Direction of treatment
Cadastre
Existing kerb to kerb width approx 13m
Proposed location of pedestrian refuge treatment to improve pedestrian safety whilst crossing at side roads (typical at all non signalised crossings)
Existing kerb to kerb width approx 13m
Start of study
MAITLAND ROAD
TOWNHEAD CRESCENT
NEW ENGLAND HIGHWAY
CURTIS STREET
HOWE STREET
KINGSTON CLOSE
KENNEDY STREET
BOOKAL STREET
MOORE CLOSE
BROWN CLOSE
GREENWOOD AVENUE
ARDERSIER DRIVE
SEARL CLOSE
GASLIGHT PLACE
DALTON AVENUE
ORCHARD AVENUE
WATERHOUSE AVENUE
FERGUSON CLOSE
TULLOCH CLOSE
EDINBURGH AVENUE
KELSO STREET
FLOWERBANK CLOSE
NOTES
1. INDICATIVE STORAGE LENGTHS FOR MAJOR INTERSECTIONS APPROXIMATELY 50 M.
2. INDICATIVE LENGTH FOR SIDE ROADS RIGHT TURN TREATMENT APPROXIMATELY 25 M.
PRECISE LENGTHS OF TURNING TREATMENTS INCLUDING TAPERS AND STORAGE LENGTHS TO BE CALCULATED AND CONFIRMED AS PART OF A FUTURE STAGE OF WORKS.
DRAFT
Paper Size ISO A3
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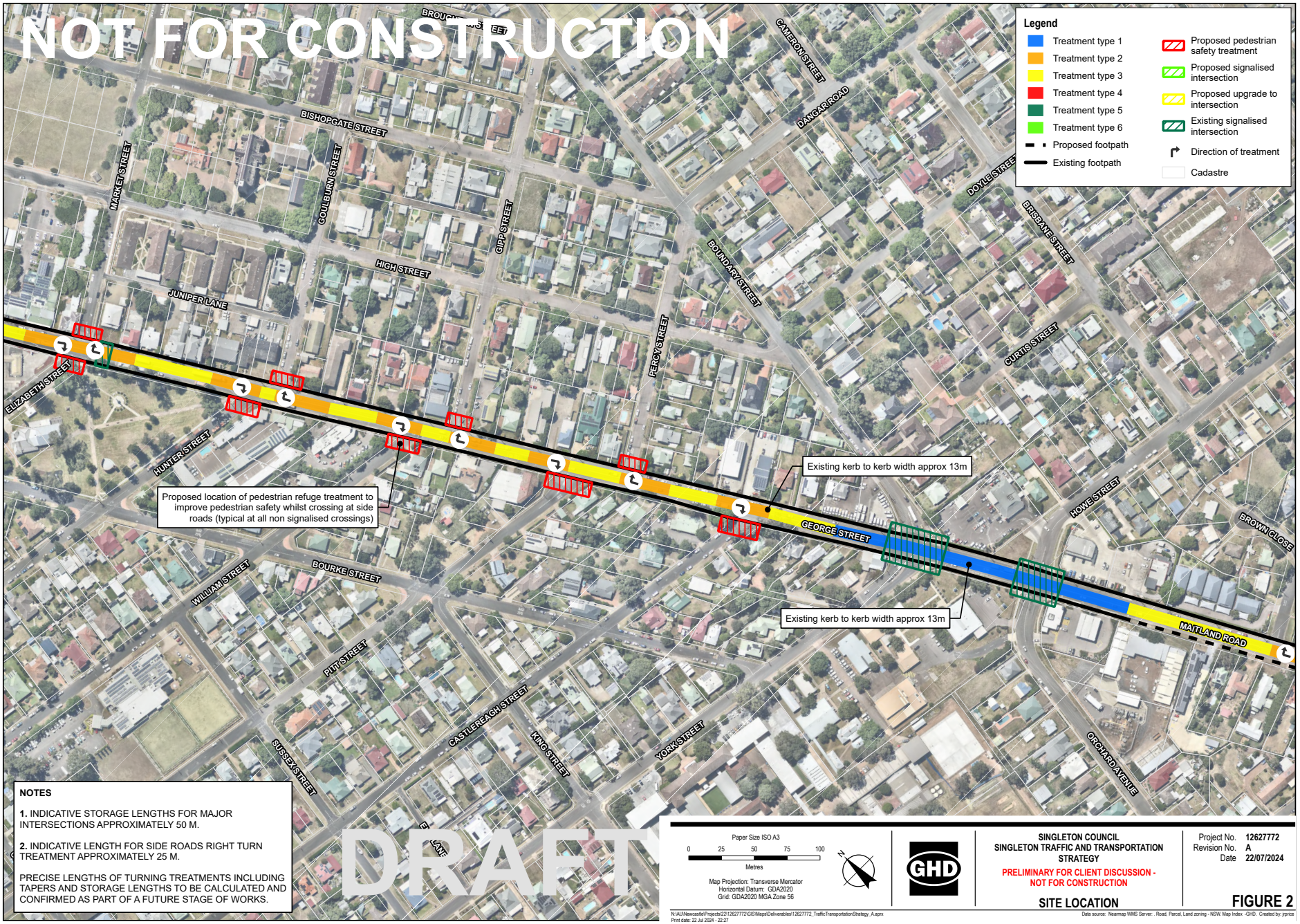
Metres
Map Projection: Transverse Mercator
Horizontal Datum: GDA2020
Grid: GDA2020 MGA Zone 56
GHD
SINGLETON COUNCIL
SINGLETON TRAFFIC AND TRANSPORTATION STRATEGY
PRELIMINARY FOR CLIENT DISCUSSION - NOT FOR CONSTRUCTION
SITE LOCATION
Project No. 12627772
Revision No. A
Date 22/07/2024
FIGURE 1


NOT FOR CONSTRUCTION
Legend
Treatment type 1
Treatment type 2
Treatment type 3
Treatment type 4
Treatment type 5
Treatment type 6
Proposed footpath
Existing footpath
Proposed pedestrian safety treatment
Proposed signalised intersection
Proposed upgrade to intersection
Existing signalised intersection
Direction of treatment
Cadastre
BISHOPGATE STREET
MARKET STREET
GOULBURN STREET
GIPPS STREET
CAMERON STREET
DANGAR ROAD
DOYLE STREET
BRISBANE STREET
BOUNDARY STREET
HIGH STREET
JUNIPER LANE
PEGGY STREET
CURTIS STREET
ELIZABETH STREET
HUNTER STREET
GEORGE STREET
HOWE STREET
BROWN CLOSE
BOURKE STREET
WILLIAM STREET
PITT STREET
CASTLEREAGH STREET
KING STREET
YORK STREET
SUSSEX STREET
ORCHARD AVENUE
MAITLAND ROAD
Proposed location of pedestrian refuge treatment to improve pedestrian safety whilst crossing at side roads (typical at all non signalised crossings)
Existing kerb to kerb width approx 13m
Existing kerb to kerb width approx 13m
NOTES
1. INDICATIVE STORAGE LENGTHS FOR MAJOR INTERSECTIONS APPROXIMATELY 50 M.
2. INDICATIVE LENGTH FOR SIDE ROADS RIGHT TURN TREATMENT APPROXIMATELY 25 M.
PRECISE LENGTHS OF TURNING TREATMENTS INCLUDING TAPERS AND STORAGE LENGTHS TO BE CALCULATED AND CONFIRMED AS PART OF A FUTURE STAGE OF WORKS.
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Metres
Map Projection: Transverse Mercator
Horizontal Datum: GDA2020
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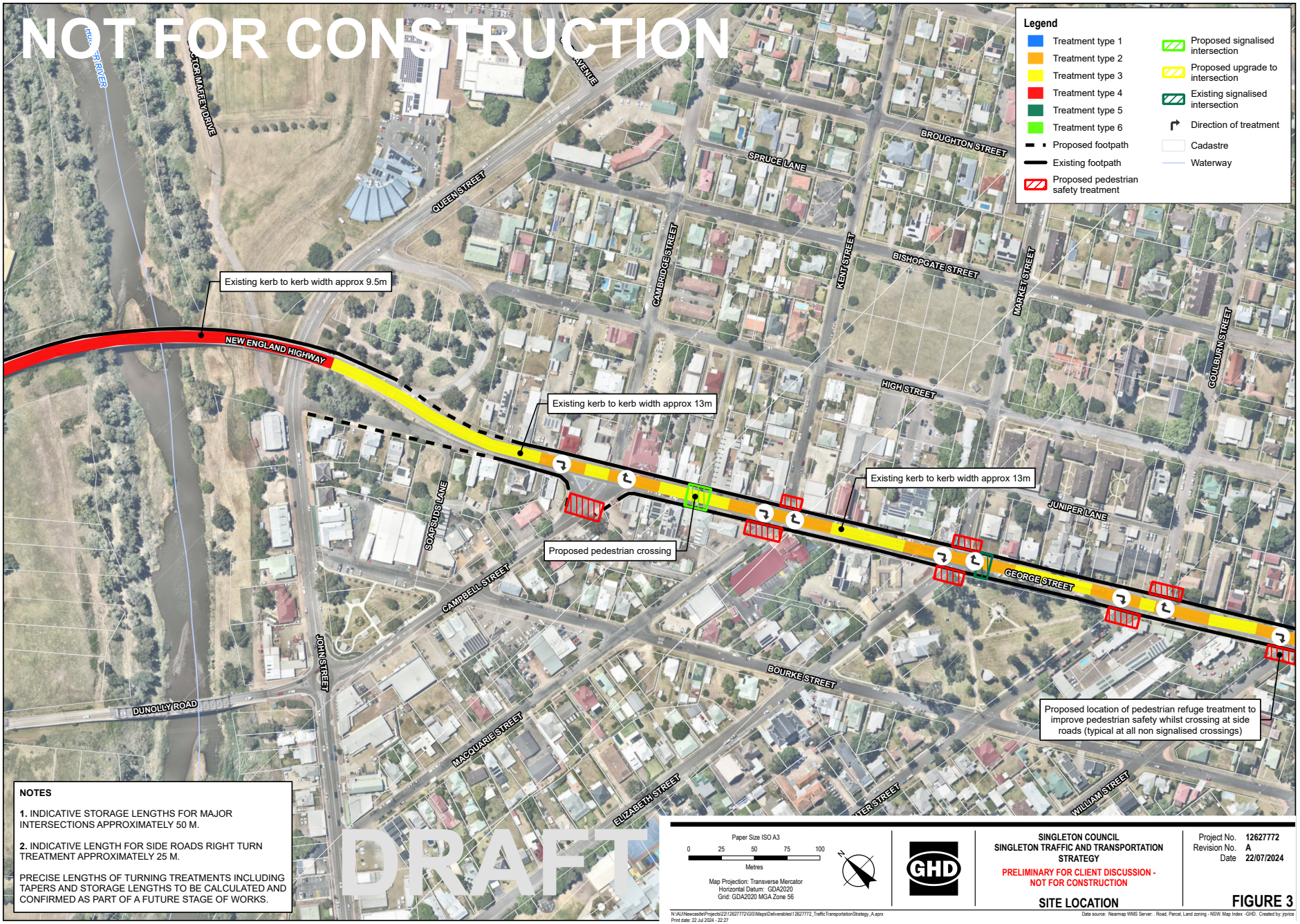
GHD
SINGLETON COUNCIL
SINGLETON TRAFFIC AND TRANSPORTATION STRATEGY
PRELIMINARY FOR CLIENT DISCUSSION - NOT FOR CONSTRUCTION
SITE LOCATION
Project No. 12627772
Revision No. A
Date 22/07/2024
FIGURE 2


NOT FOR CONSTRUCTION
Legend
Treatment type 1
Treatment type 2
Treatment type 3
Treatment type 4
Treatment type 5
Treatment type 6
Proposed footpath
Existing footpath
Proposed pedestrian safety treatment
Proposed signalised intersection
Proposed upgrade to intersection
Existing signalised intersection
Direction of treatment
Cadastre
Waterway
Existing kerb to kerb width approx 9.5m
Existing kerb to kerb width approx 13m
Existing kerb to kerb width approx 13m
Proposed pedestrian crossing
Proposed location of pedestrian refuge treatment to improve pedestrian safety whilst crossing at side roads (typical at all non signalised crossings)
NEW ENGLAND HIGHWAY
GEORGE STREET
HIGH STREET
BROUGHTON STREET
BISHOPGATE STREET
QUEEN STREET
SPRUCE LANE
CAMBRIDGE STREET
KENT STREET
MARKET STREET
GOULBURN STREET
JUNIPER LANE
SOAPSUDS LANE
CAMPBELL STREET
JOHN STREET
DUNOLLY ROAD
BOURKE STREET
MACQUARIE STREET
ELIZABETH STREET
WILLIAM STREET
NOTES
1. INDICATIVE STORAGE LENGTHS FOR MAJOR INTERSECTIONS APPROXIMATELY 50 M.
2. INDICATIVE LENGTH FOR SIDE ROADS RIGHT TURN TREATMENT APPROXIMATELY 25 M.
PRECISE LENGTHS OF TURNING TREATMENTS INCLUDING TAPERS AND STORAGE LENGTHS TO BE CALCULATED AND CONFIRMED AS PART OF A FUTURE STAGE OF WORKS.
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Grid: GDA2020 MGA Zone 56
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SINGLETON COUNCIL
SINGLETON TRAFFIC AND TRANSPORTATION STRATEGY
PRELIMINARY FOR CLIENT DISCUSSION - NOT FOR CONSTRUCTION
SITE LOCATION
Project No. 12627772
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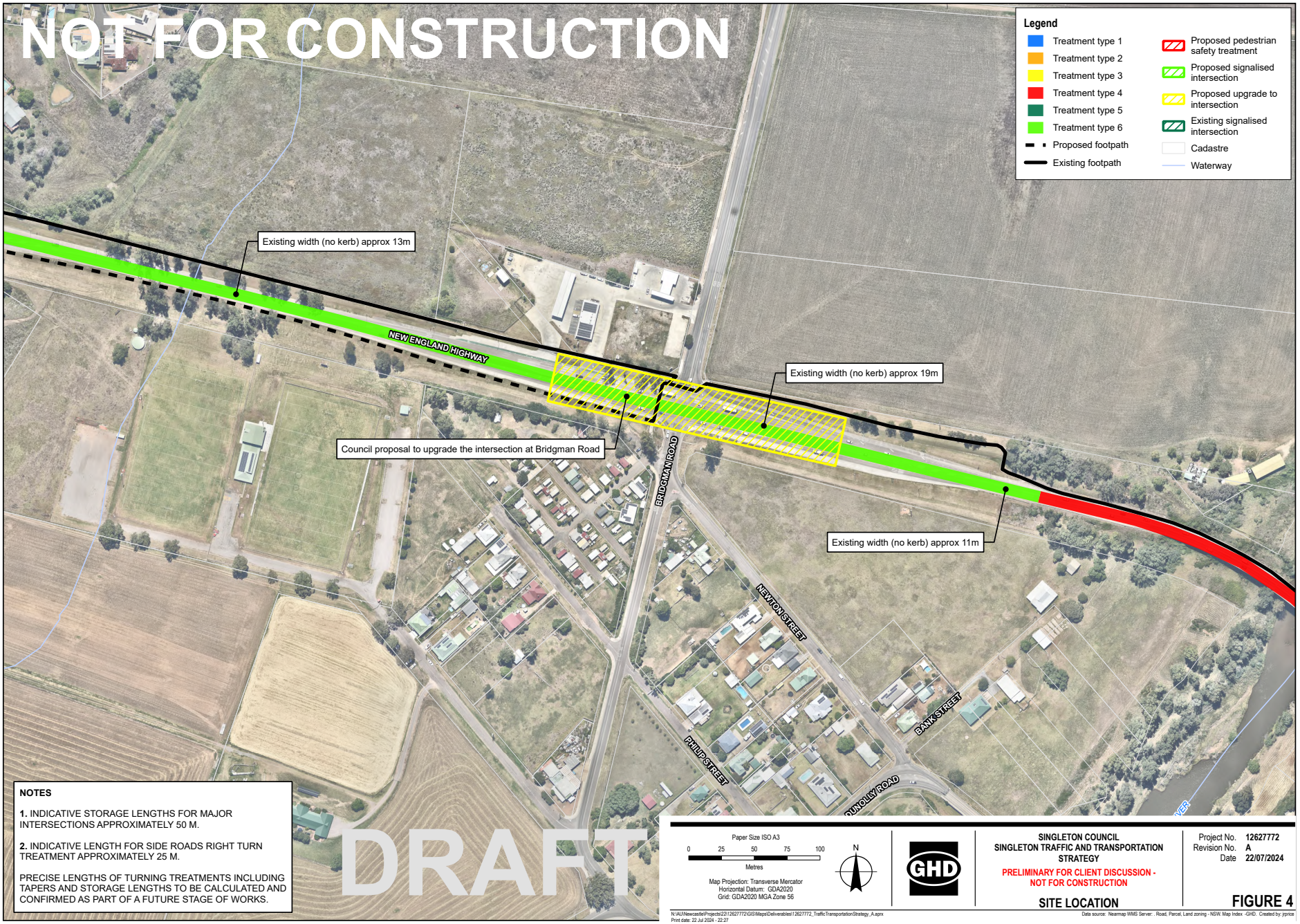
FIGURE 3


NOT FOR CONSTRUCTION
Legend
Treatment type 1
Treatment type 2
Treatment type 3
Treatment type 4
Treatment type 5
Treatment type 6
Proposed footpath
Existing footpath
Proposed pedestrian safety treatment
Proposed signalised intersection
Proposed upgrade to intersection
Existing signalised intersection
Cadastre
Waterway
Existing width (no kerb) approx 13m
NEW ENGLAND HIGHWAY
Existing width (no kerb) approx 19m
Council proposal to upgrade the intersection at Bridgman Road
BRIDGMAN ROAD
Existing width (no kerb) approx 11m
NEWTON STREET
BANK STREET
PHILIP STREET
DUNOLLY ROAD
NOTES
1. INDICATIVE STORAGE LENGTHS FOR MAJOR INTERSECTIONS APPROXIMATELY 50 M.
2. INDICATIVE LENGTH FOR SIDE ROADS RIGHT TURN TREATMENT APPROXIMATELY 25 M.
PRECISE LENGTHS OF TURNING TREATMENTS INCLUDING TAPERS AND STORAGE LENGTHS TO BE CALCULATED AND CONFIRMED AS PART OF A FUTURE STAGE OF WORKS.
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Metres
Map Projection: Transverse Mercator
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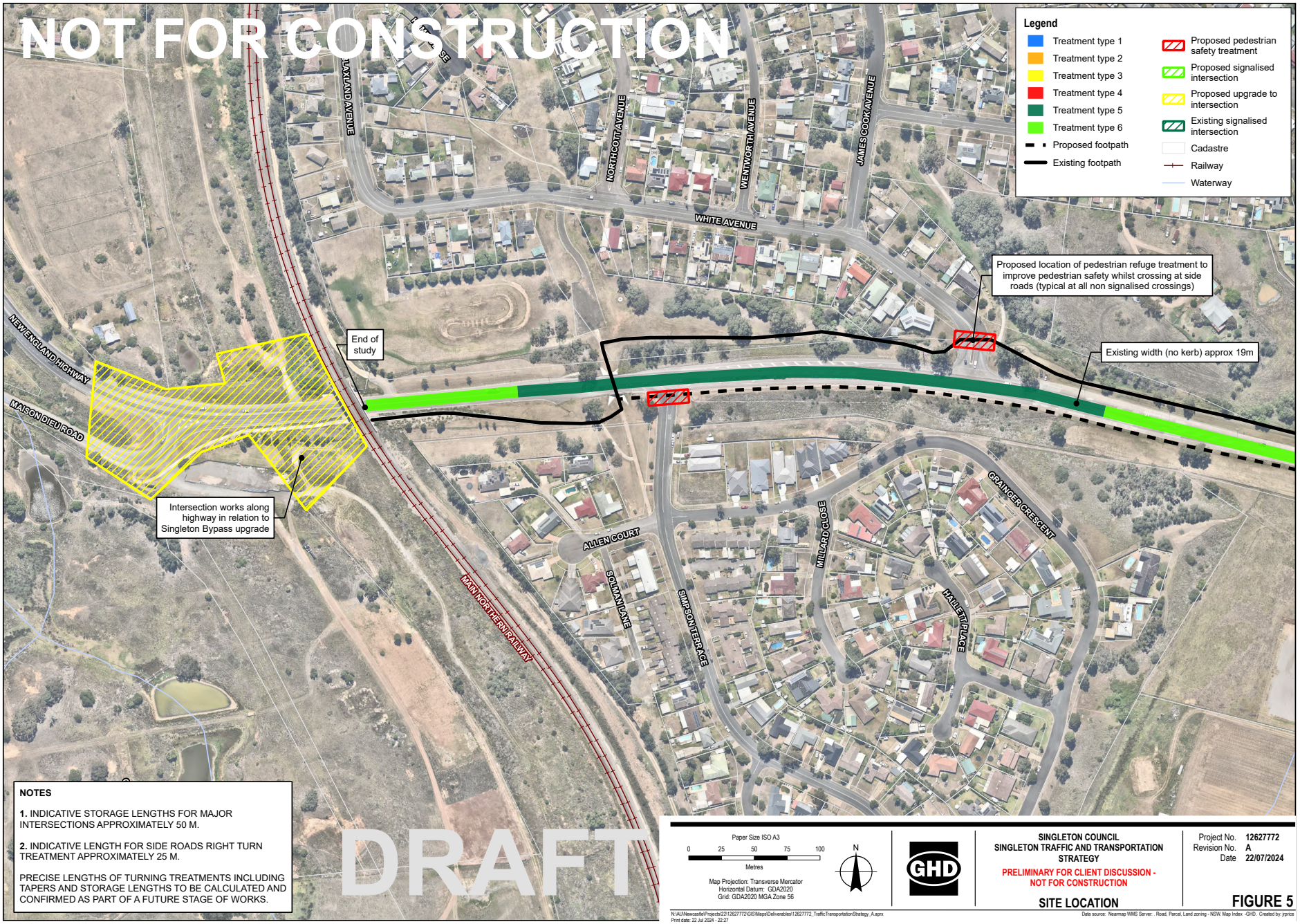
SINGLETON TRAFFIC AND TRANSPORTATION STRATEGY
PRELIMINARY FOR CLIENT DISCUSSION - NOT FOR CONSTRUCTION
SITE LOCATION
Project No. 12627772
Revision No. A
Date 22/07/2024
FIGURE 4


NOT FOR CONSTRUCTION
Legend
Treatment type 1
Treatment type 2
Treatment type 3
Treatment type 4
Treatment type 5
Treatment type 6
Proposed footpath
Existing footpath
Proposed pedestrian safety treatment
Proposed signalised intersection
Proposed upgrade to intersection
Existing signalised intersection
Cadastre
Railway
Waterway
HAYLAND AVENUE
NORTHCOTT AVENUE
WENTWORTH AVENUE
JAMES COOK AVENUE
WHITE AVENUE
NEW ENGLAND HIGHWAY
MAISON DIEU ROAD
End of study
Proposed location of pedestrian refuge treatment to improve pedestrian safety whilst crossing at side roads (typical at all non signalised crossings)
Existing width (no kerb) approx 19m
Intersection works along highway in relation to Singleton Bypass upgrade
ALLEN COURT
SOLOMAN LANE
SIMPSON TERRACE
MILLARD CLOSE
GRAINGER CRESCENT
HALLETT PLACE
MAIN NORTHERN RAILWAY
NOTES
1. INDICATIVE STORAGE LENGTHS FOR MAJOR INTERSECTIONS APPROXIMATELY 50 M.
2. INDICATIVE LENGTH FOR SIDE ROADS RIGHT TURN TREATMENT APPROXIMATELY 25 M.
PRECISE LENGTHS OF TURNING TREATMENTS INCLUDING TAPERS AND STORAGE LENGTHS TO BE CALCULATED AND CONFIRMED AS PART OF A FUTURE STAGE OF WORKS.
DRAFT
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Metres
Map Projection: Transverse Mercator
Horizontal Datum: GDA2020
Grid: GDA2020 MGA Zone 56
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SINGLETON COUNCIL
SINGLETON TRAFFIC AND TRANSPORTATION STRATEGY
PRELIMINARY FOR CLIENT DISCUSSION - NOT FOR CONSTRUCTION
SITE LOCATION
Project No. 12627772
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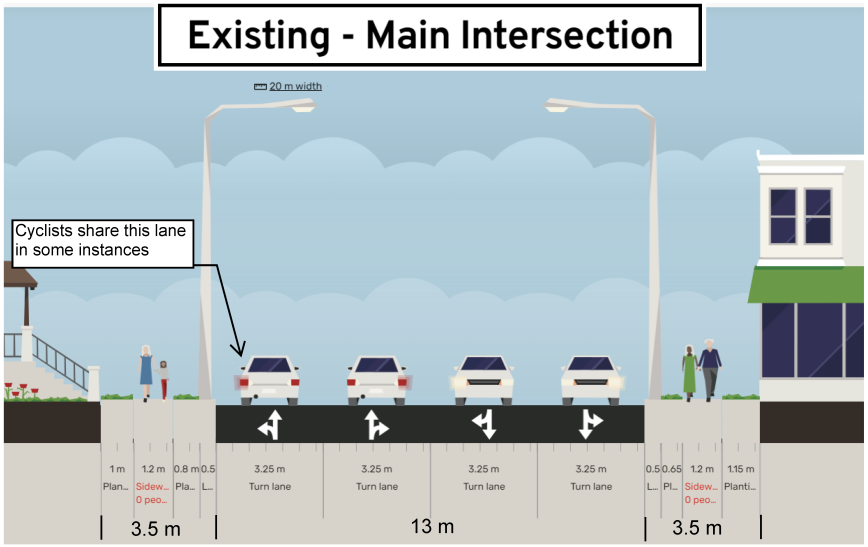
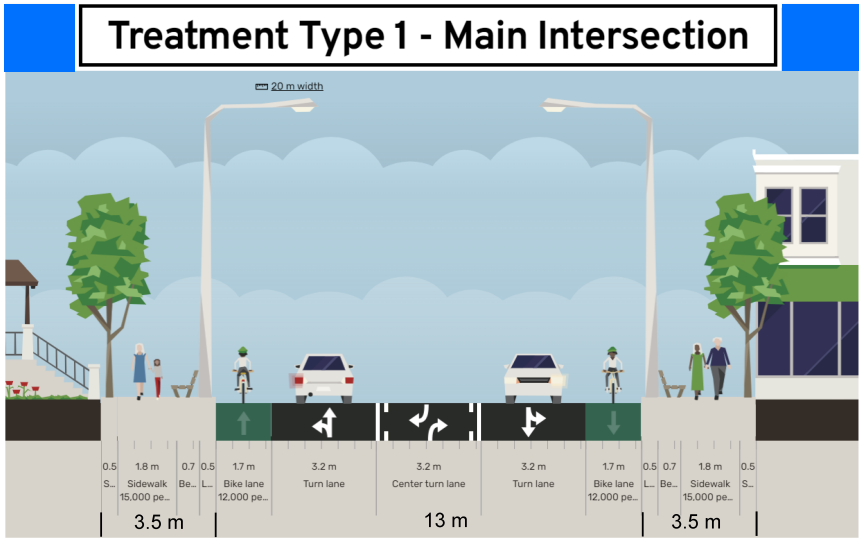
Date 22/07/2024
FIGURE 5

Existing - Main Intersection



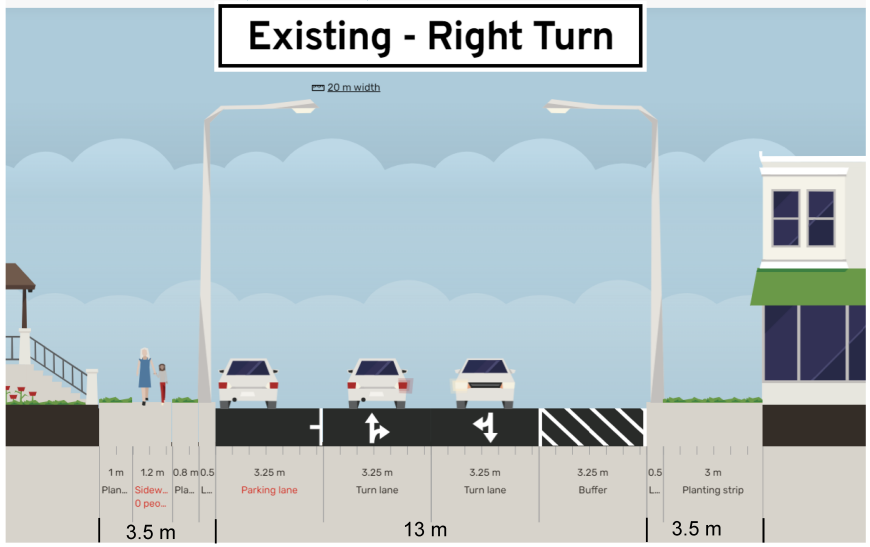
INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX"

Treatment Type 1 - Main Intersection



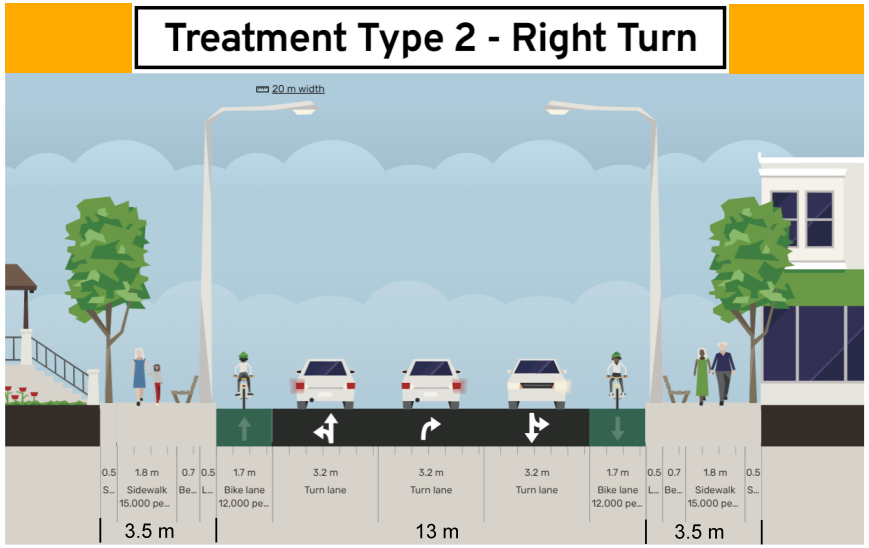
INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX"

Existing - Right Turn



INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX"

Treatment Type 2 - Right Turn



INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX"

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SINGLETON COUNCIL
SINGLETON TRAFFIC AND TRANSPORTATION STRATEGY

PRELIMINARY FOR CLIENT DISCUSSION - NOT FOR CONSTRUCTION

Existing Sections and Treatment Types

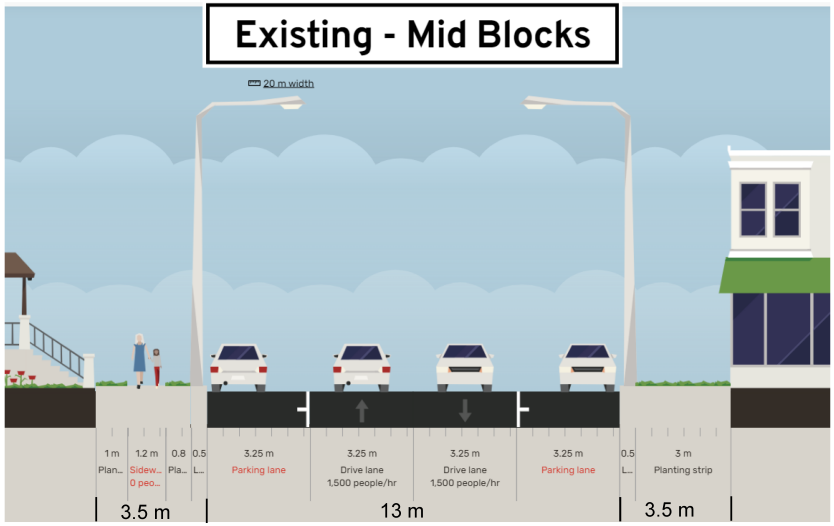
Project No. 12627772
Revision No. A
Date 29/05/2024

Sheet 1 of 4

N:\AU\Newcastle\Projects\22\12627772\GIS\Maps\CrossSections\12627772_TTS002_CrossSections.ai

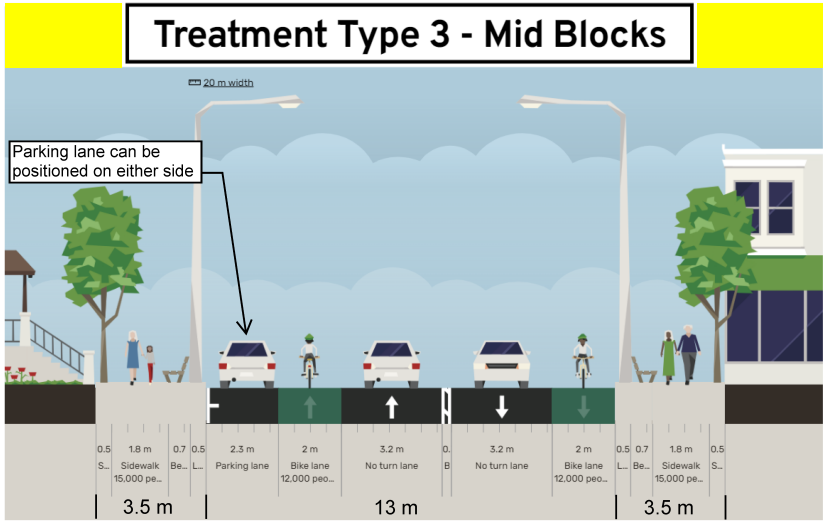
Data source: GHD; Cross section image - STREETMIX. Created by: jrprice

Existing - Mid Blocks



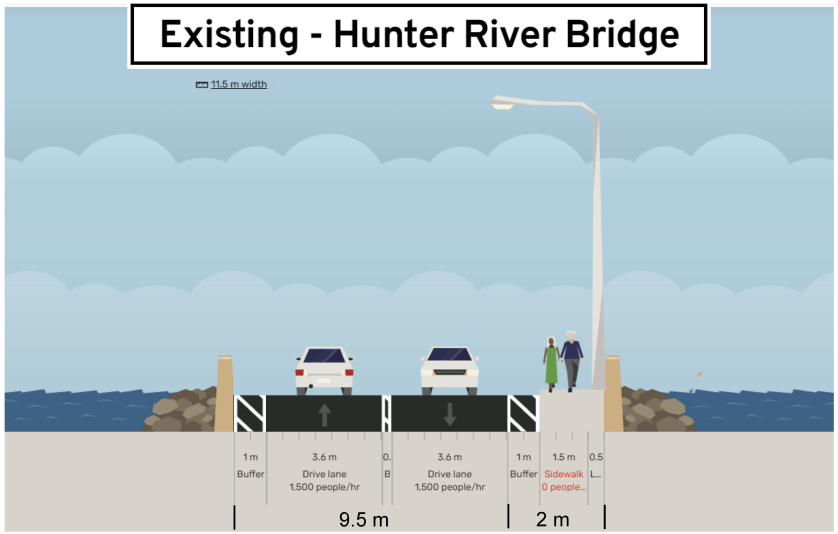
INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX"

Treatment Type 3 - Mid Blocks



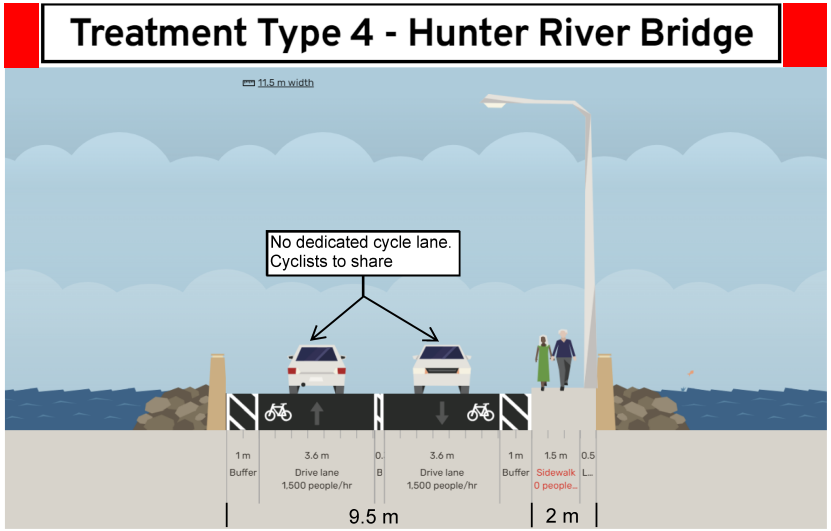
INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX"

Existing - Hunter River Bridge



INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX"

Treatment Type 4 - Hunter River Bridge



INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX"

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Paper Size ISO A3

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SINGLETON COUNCIL
SINGLETON TRAFFIC AND TRANSPORTATION STRATEGY

PRELIMINARY FOR CLIENT DISCUSSION - NOT FOR CONSTRUCTION

Existing Sections and Treatment Types

Project No. 12627772
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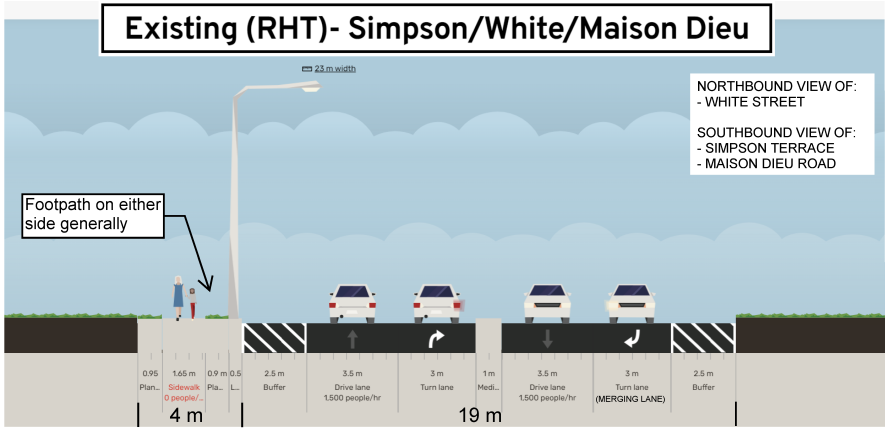
Sheet 2 of 4

N:\AU\Newcastle\Projects\22\12627772\GIS\Maps\CrossSections\12627772_TTS002_CrossSections.ai

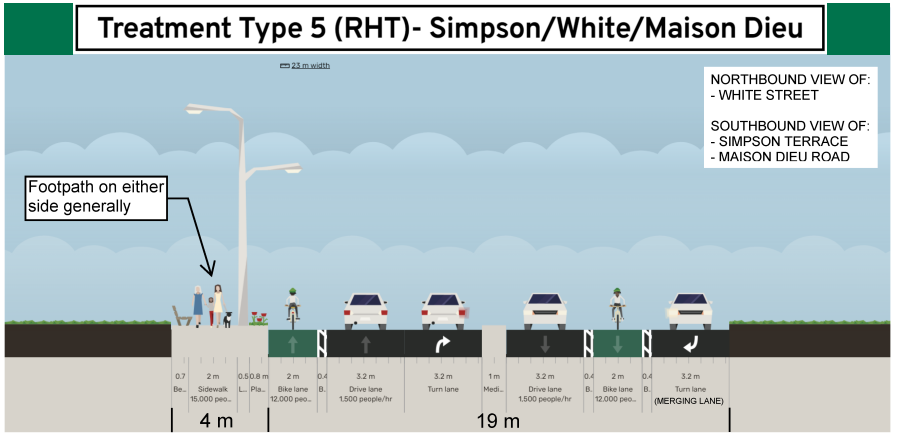
Data source: GHD; Cross section image - STREETMIX. Created by: jrprice

Existing (RHT)- Simpson/White/Maison Dieu



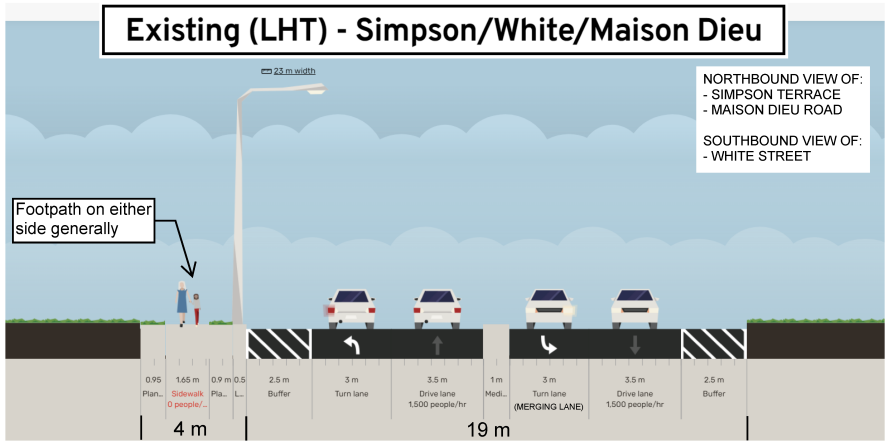
INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX"

Treatment Type 5 (RHT)- Simpson/White/Maison Dieu



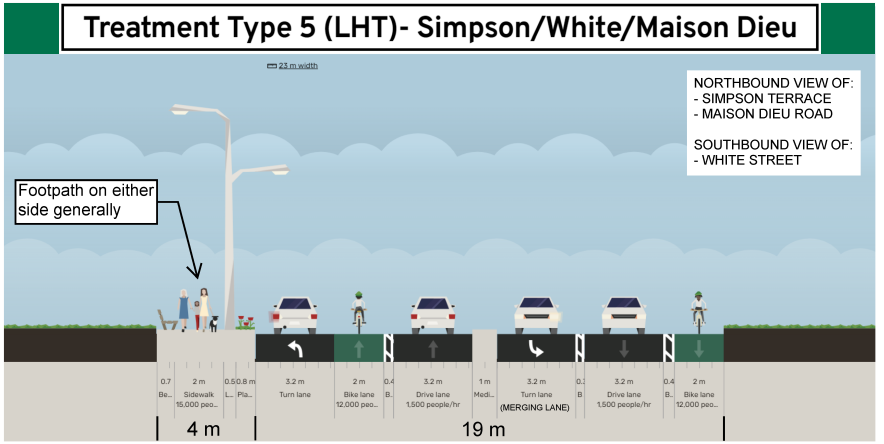
INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX"

Existing (LHT) - Simpson/White/Maison Dieu



INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX"

Treatment Type 5 (LHT)- Simpson/White/Maison Dieu



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Paper Size ISO A3

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SINGLETON COUNCIL
SINGLETON TRAFFIC AND TRANSPORTATION STRATEGY

PRELIMINARY FOR CLIENT DISCUSSION - NOT FOR CONSTRUCTION

Existing Sections and Treatment Types

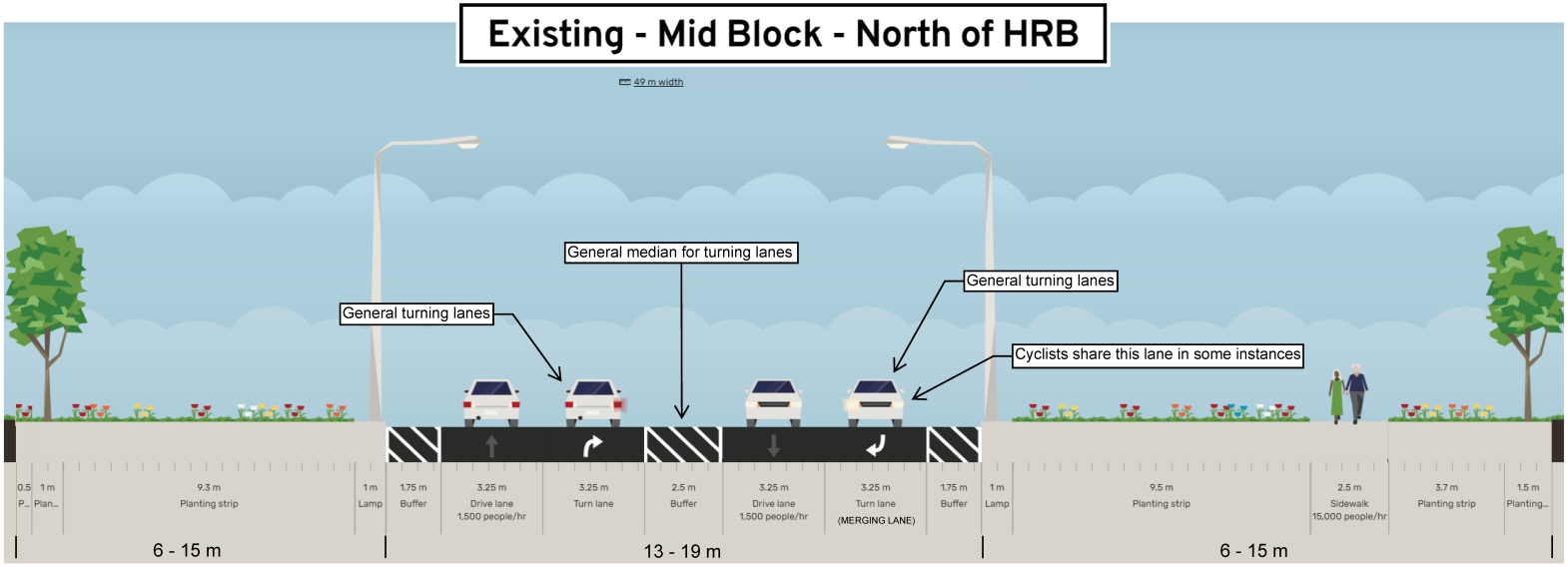
Project No. 12627772
Revision No. A
Date 29/05/2024

Sheet 3 of 4

N:\AU\Newcastle\Projects\22\12627772\GIS\Maps\CrossSections\12627772_TTS002_CrossSections.ai

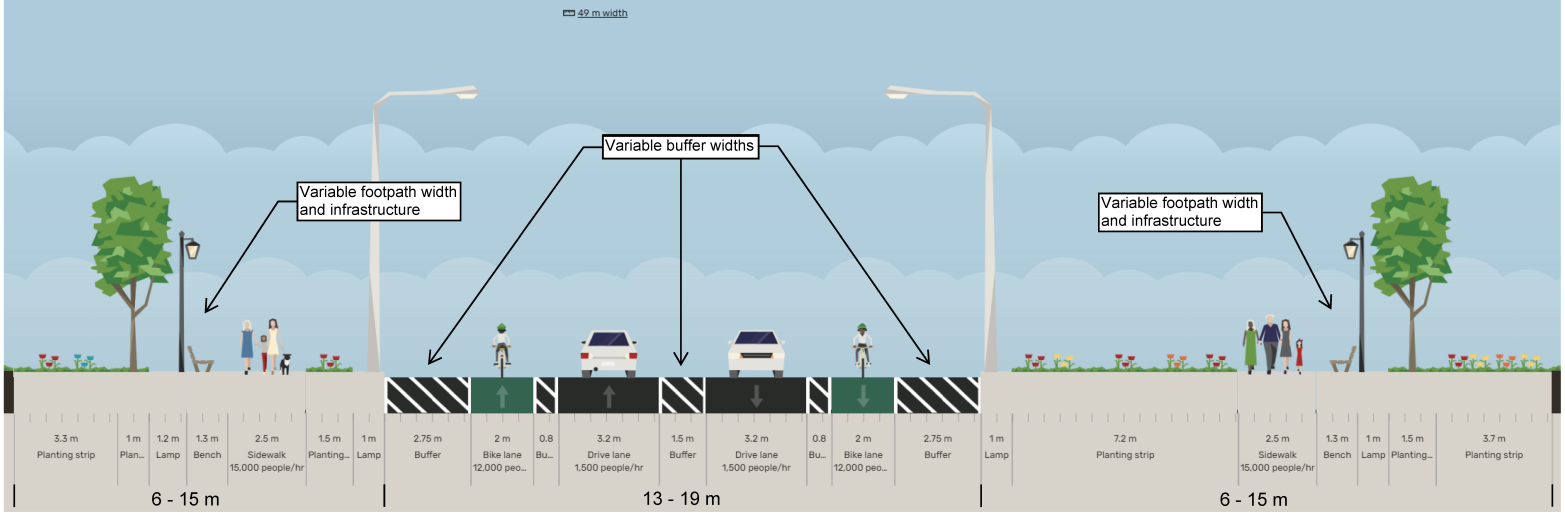
Data source: GHD; Cross section image - STREETMIX. Created by: jrprice

Existing - Mid Block - North of HRB



INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX"

Treatment Type 6 - Mid Block - North of HRB



INDICATIVE CROSS SECTION SHOWN - IMAGE PRODUCED FROM "STREETMIX"

DRAFT

Paper Size ISO A3

GHD

SINGLETON COUNCIL
SINGLETON TRAFFIC AND TRANSPORTATION STRATEGY

PRELIMINARY FOR CLIENT DISCUSSION - NOT FOR CONSTRUCTION

Existing Sections and Treatment Types

Project No. 12627772
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Sheet 4 of 4

N:\AU\Newcastle\Projects\22\12627772\GIS\Maps\CrossSections\12627772_TTS002_CrossSections.ai

Data source: GHD; Cross section image - STREETMIX. Created by: jrprice

New England Highway, at Hunter River bridge

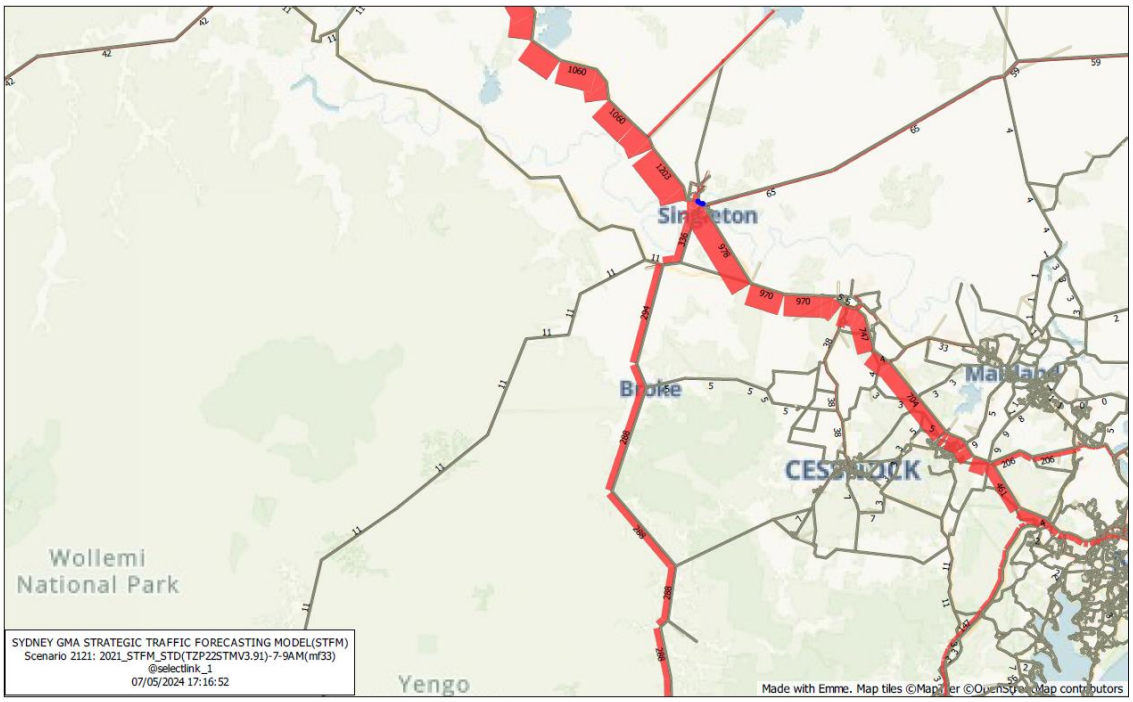


Figure C.1 Select link analysis – New England Highway at Hunter River bridge, 2021 AM Peak– Northbound
Source: Transport for NSW

Figure C.2 Select link analysis – New England Highway at Hunter River bridge, AM Peak – Southbound

Source: Transport for NSW

Figure C.3 Select link analysis – New England Highway at Hunter River bridge, PM Peak – Northbound
Source: Transport for NSW

Figure C.4 Select link analysis – New England Highway at Hunter River bridge, PM Peak – Southbound
Source: Transport for NSW

New England Highway at White Falls Lane

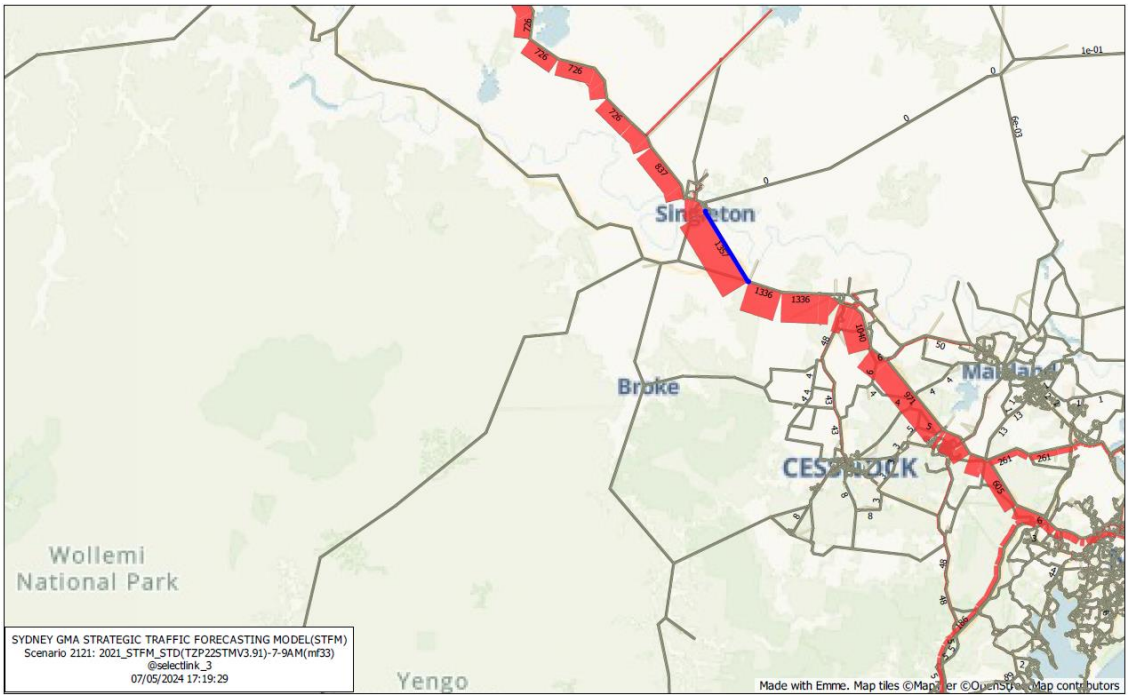


Figure C.5 Select link analysis – New England Highway at White Falls Lane, AM Peak – Northbound
Source: Transport for NSW

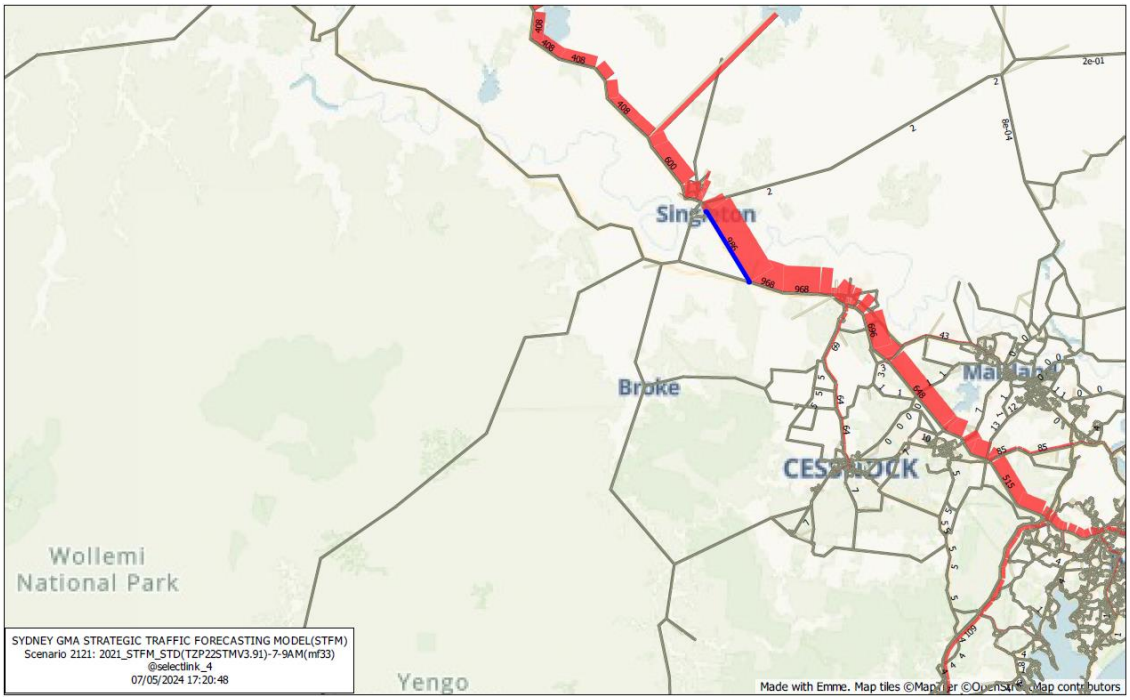


Figure C.6 Select link analysis – New England Highway at White Falls Lane, AM Peak – Southbound
Source: Transport for NSW

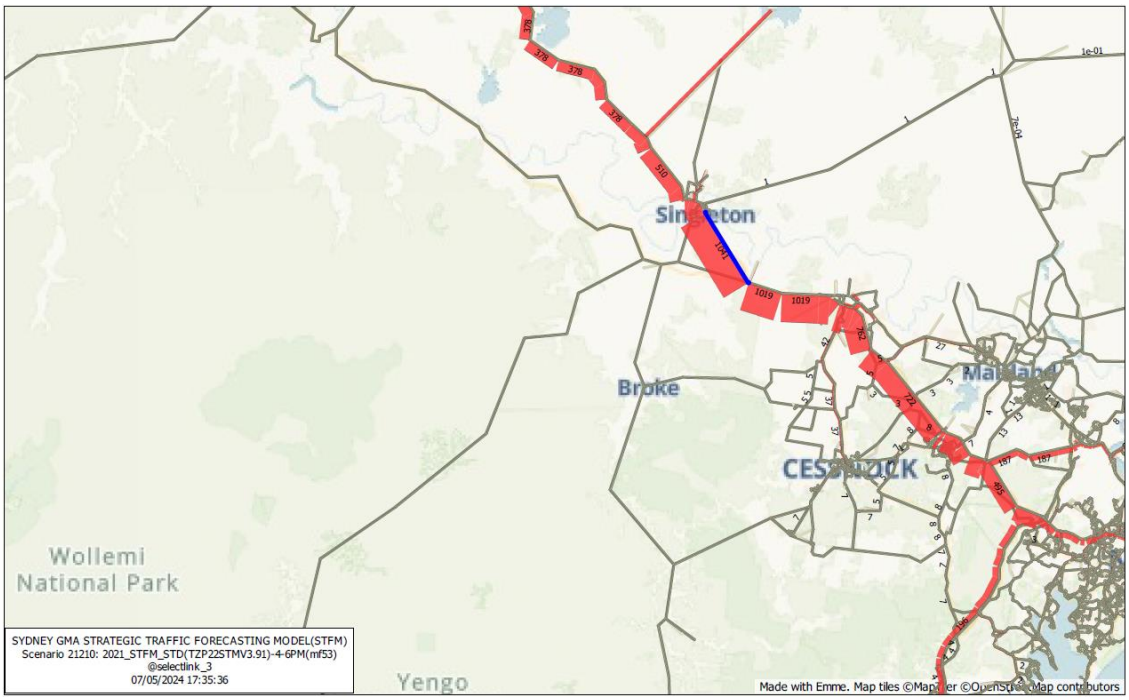


Figure C.7 Select link analysis – New England Highway at White Falls Lane, PM Peak – Northbound
Source: Transport for NSW

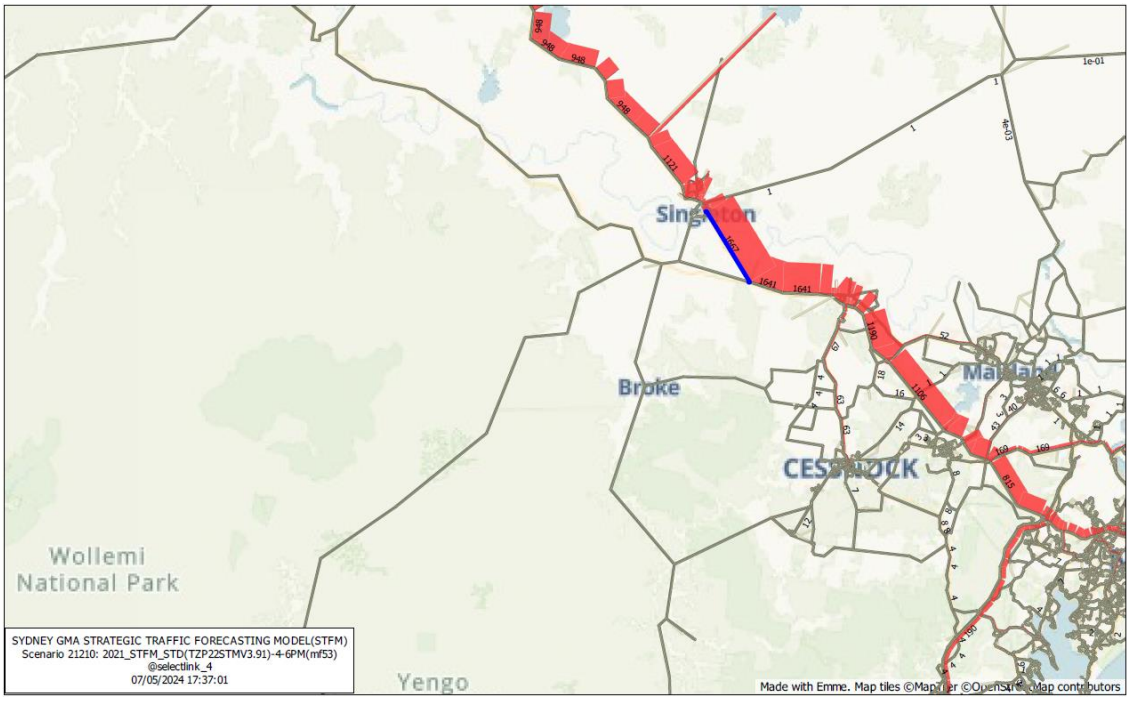


Figure C.8 Select link analysis – New England Highway at White Falls Lane, PM Peak – Southbound
Source: Transport for NSW

New England Highway west of Simpson Terrace

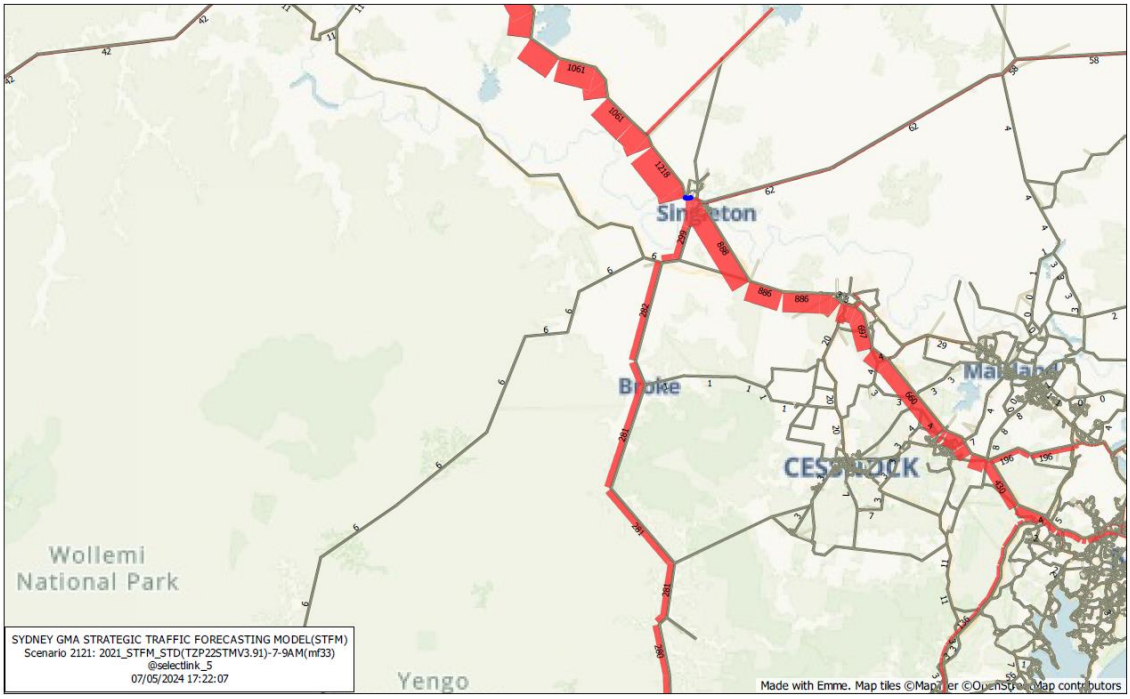


Figure C.9 Select link analysis – New England Highway west of Simpson Terrace, AM Peak – Northbound
Source: Transport for NSW

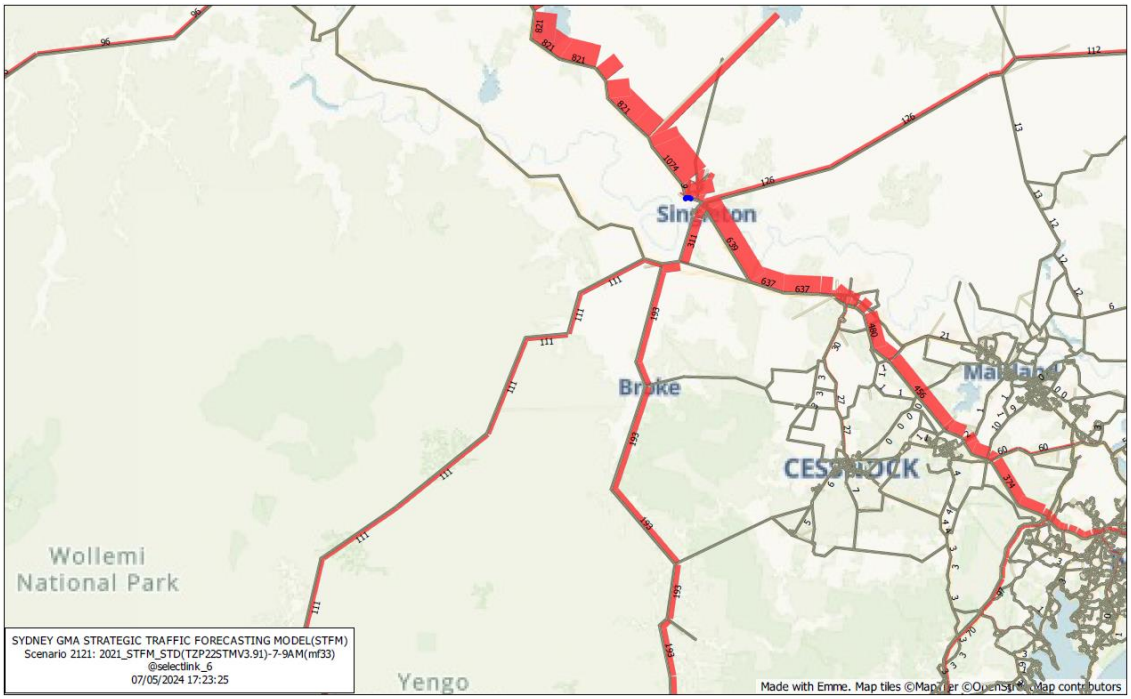


Figure C.10 Select link analysis – New England Highway west of Simpson Terrace, AM Peak – Southbound
Source: Transport for NSW

Figure C.11 Select link analysis – New England Highway west of Simpson Terrace, PM Peak – Northbound
Source: Transport for NSW

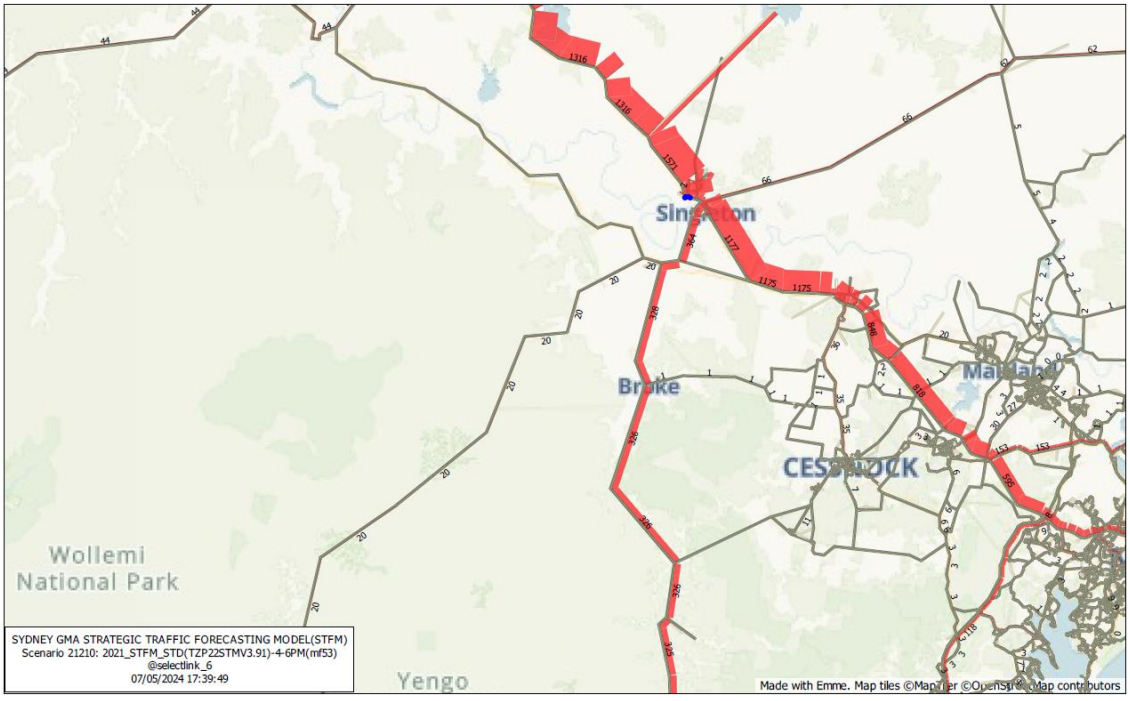


Figure C.12 Select link analysis – New England Highway west of Simpson Terrace, PM Peak – Southbound
Source: Transport for NSW

Putty Road south of Ryan Avenue

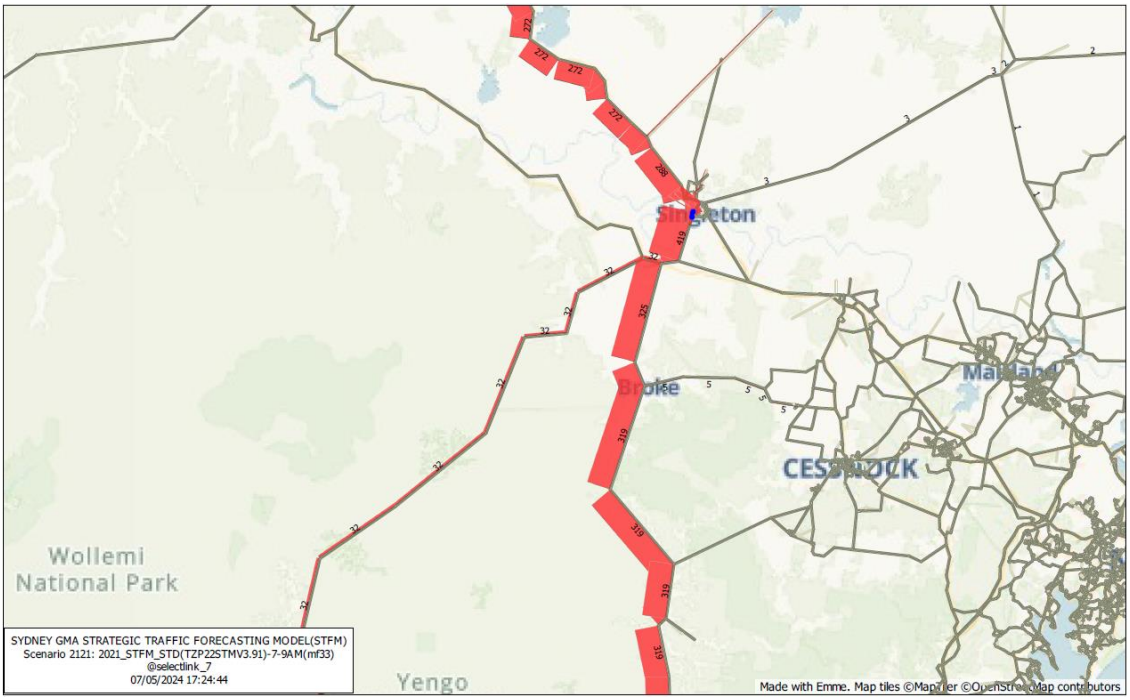


Figure C.13 Select link analysis – Putty Road south of Ryan Avenue, AM Peak– Northbound
Source: Transport for NSW

Figure C.14 Select link analysis – Putty Road south of Ryan Avenue, AM Peak – Southbound
Source: Transport for NSW

Figure C.15 Select link analysis – Putty Road south of Ryan Avenue, PM Peak – Northbound
Source: Transport for NSW

Figure C.16 Select link analysis – Putty Road south of Ryan Avenue, PM Peak – Southbound
Source: Transport for NSW

Gresford Road at Hunter River

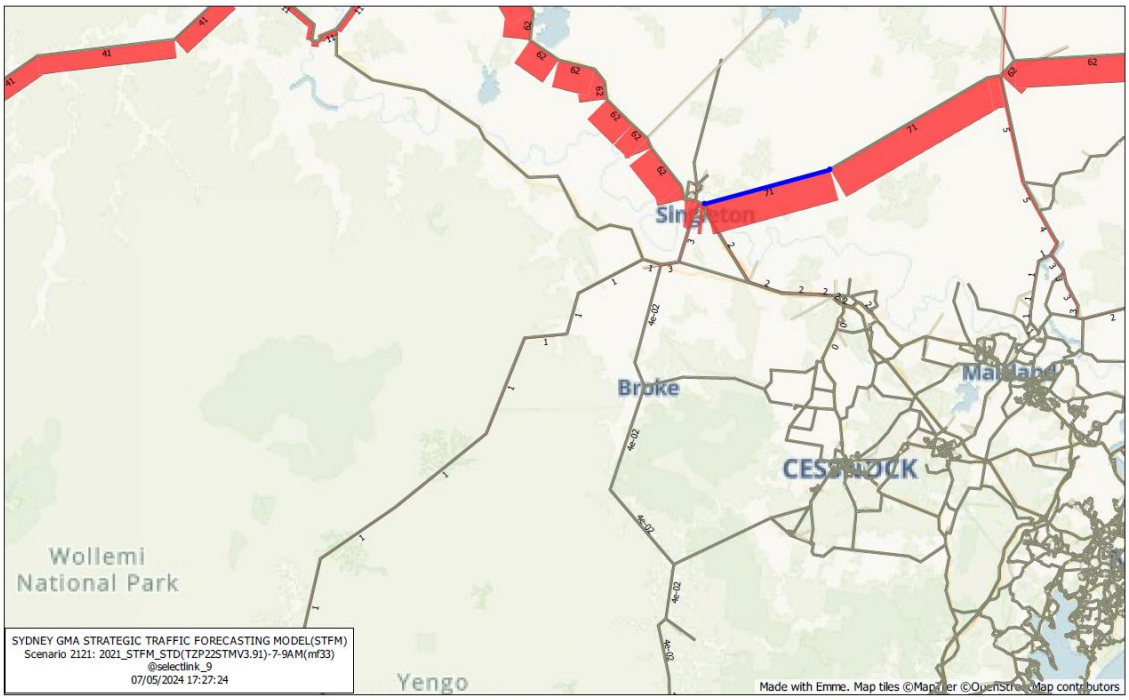


Figure C.17 Select link analysis – Gresford Road at Hunter River, AM Peak – Northbound
Source: Transport for NSW

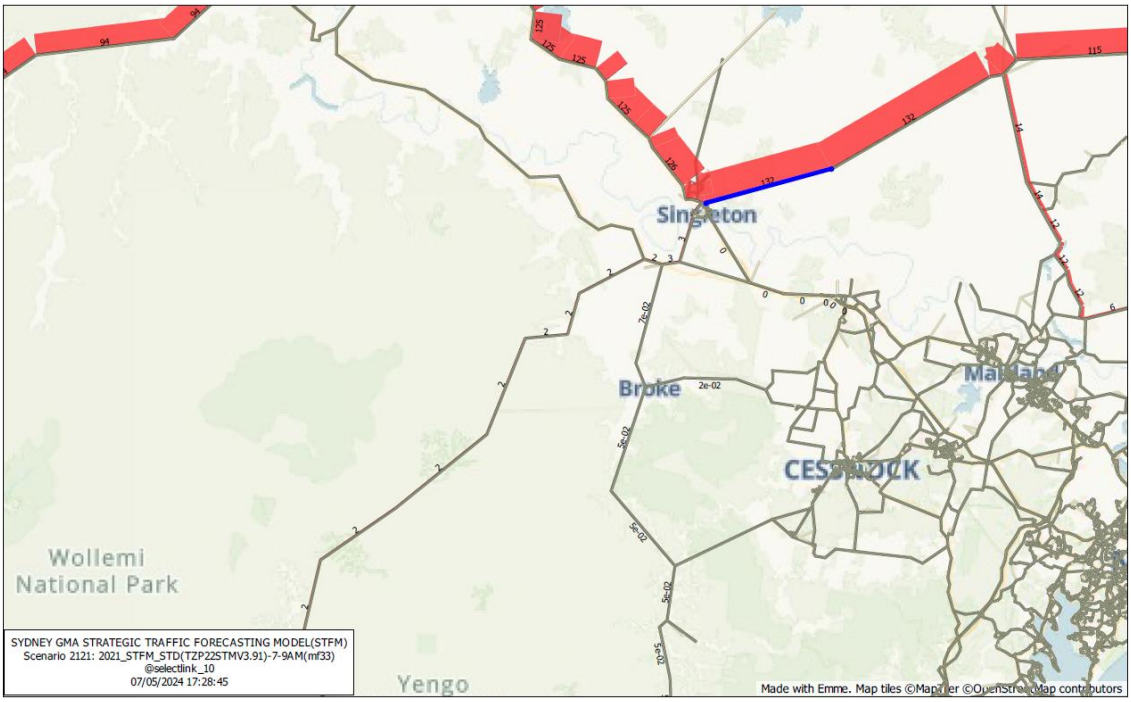


Figure C.18 Select link analysis – Gresford Road at Hunter River, AM Peak – Eastbound
Source: Transport for NSW

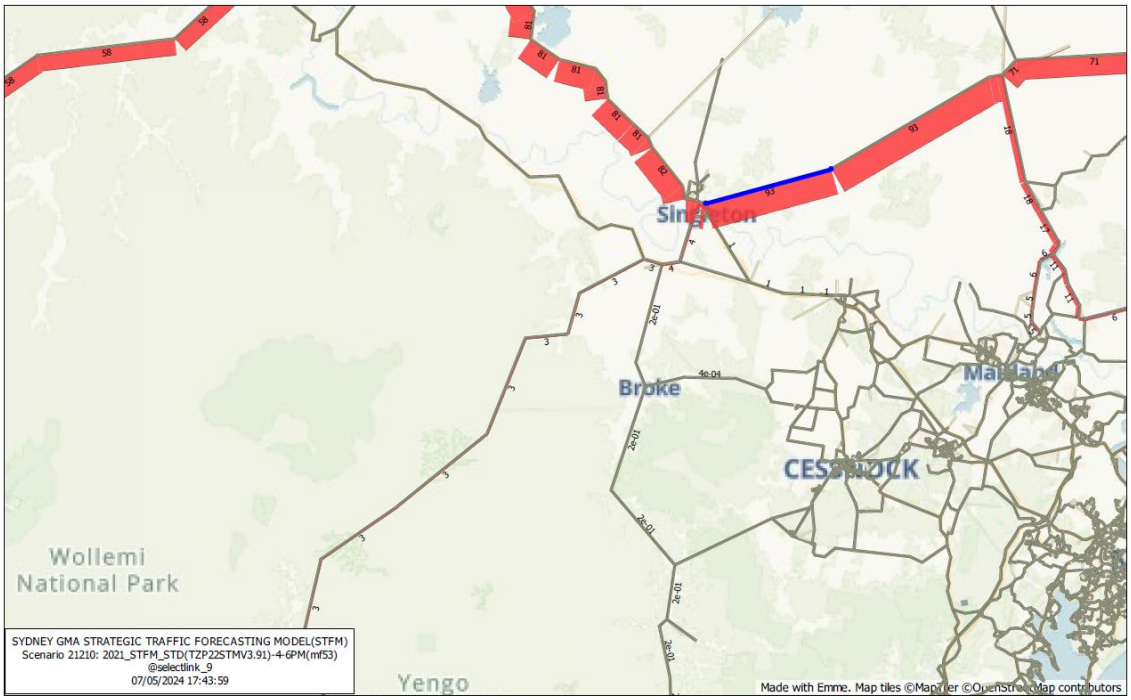


Figure C.19 Select link analysis – Gresford Road at Hunter River, PM Peak – Northbound
Source: Transport for NSW

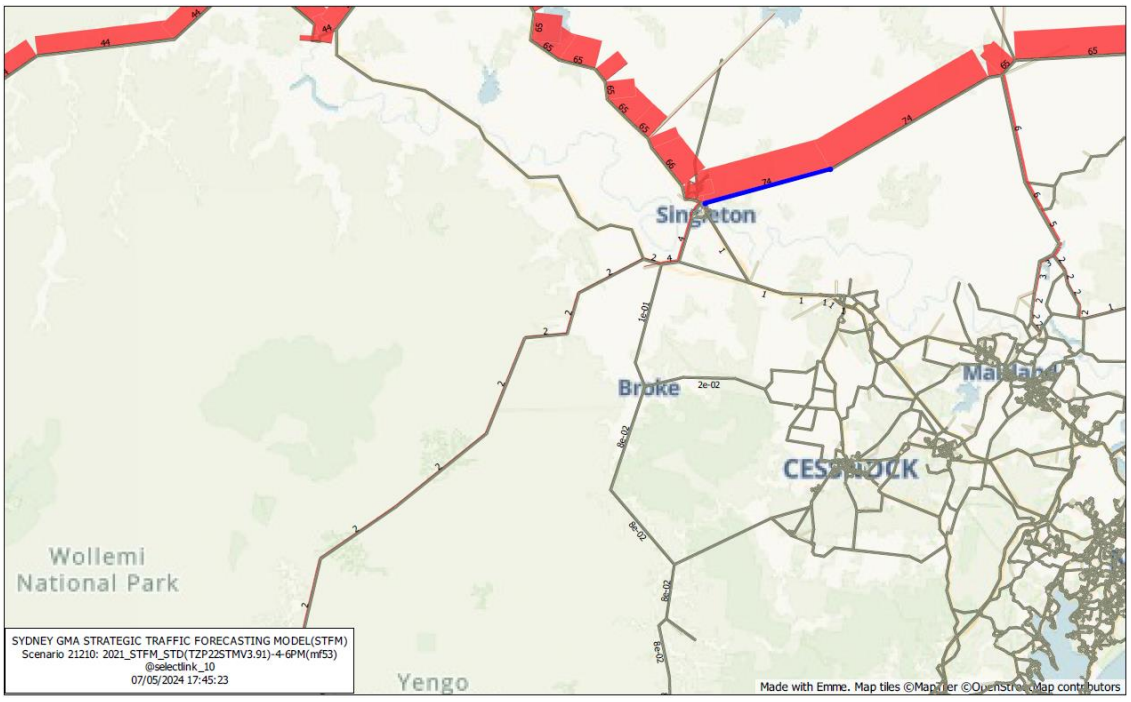


Figure C.20 Select link analysis – Gresford Road at Hunter River, PM Peak – Eastbound
Source: Transport for NSW

New England Highway near Rixs Creek Lane

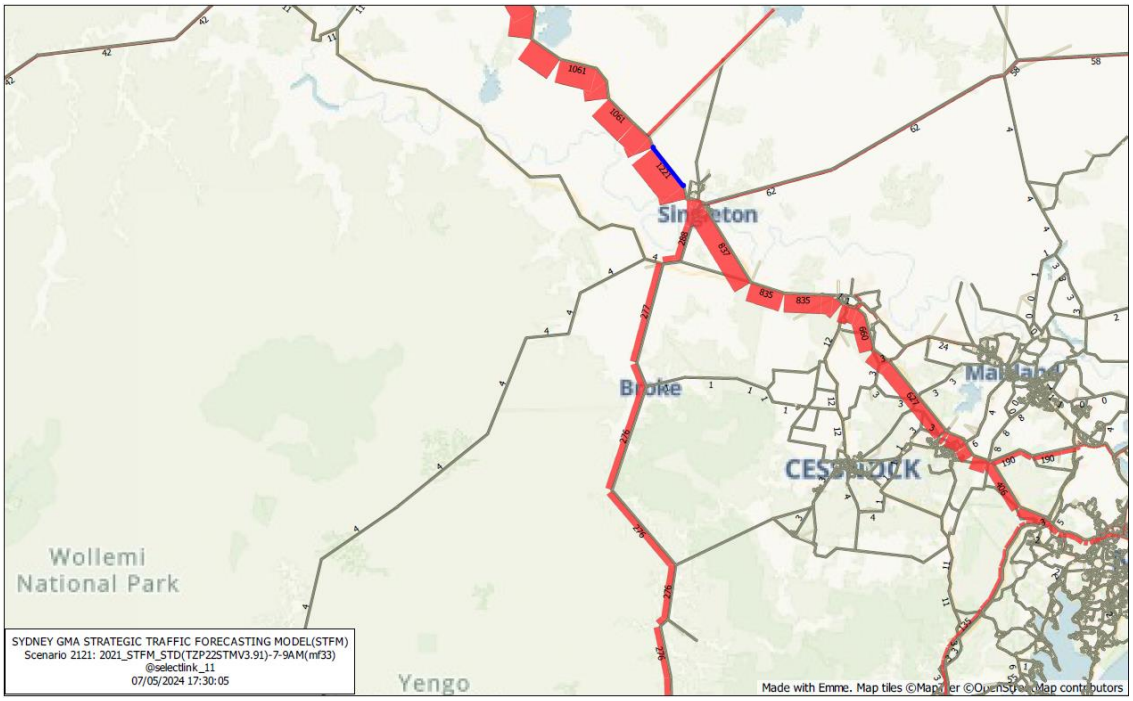


Figure C.21 Select link analysis – New England Highway near Rixs Creek Lane, AM Peak – Northbound
Source: Transport for NSW

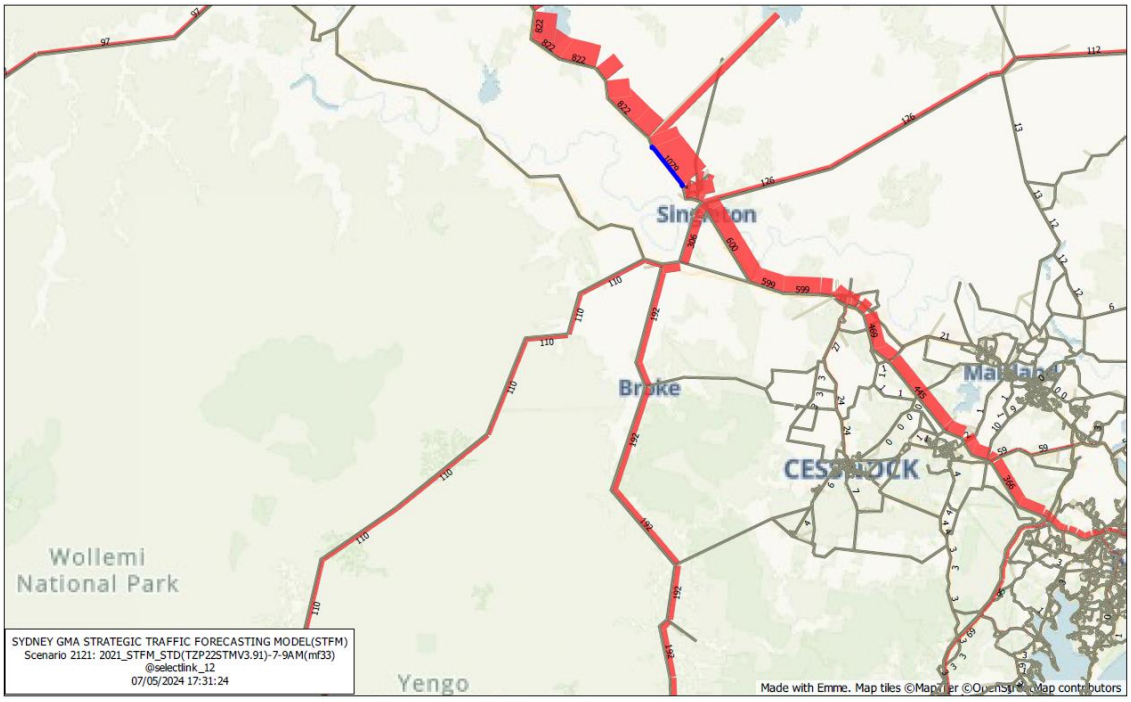


Figure C.22 Select link analysis – New England Highway near Rixs Creek Lane, AM Peak – Southbound
Source: Transport for NSW

Figure C.23 Select link analysis – New England Highway near Rixs Creek Lane, PM Peak – Northbound
Source: Transport for NSW

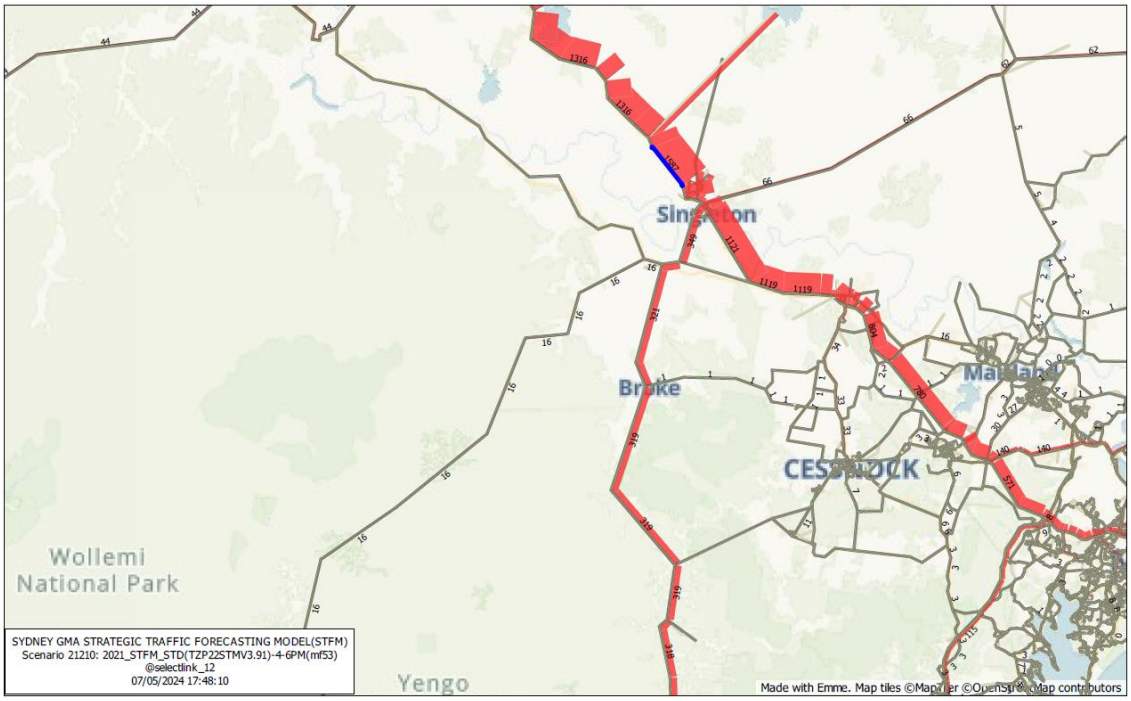
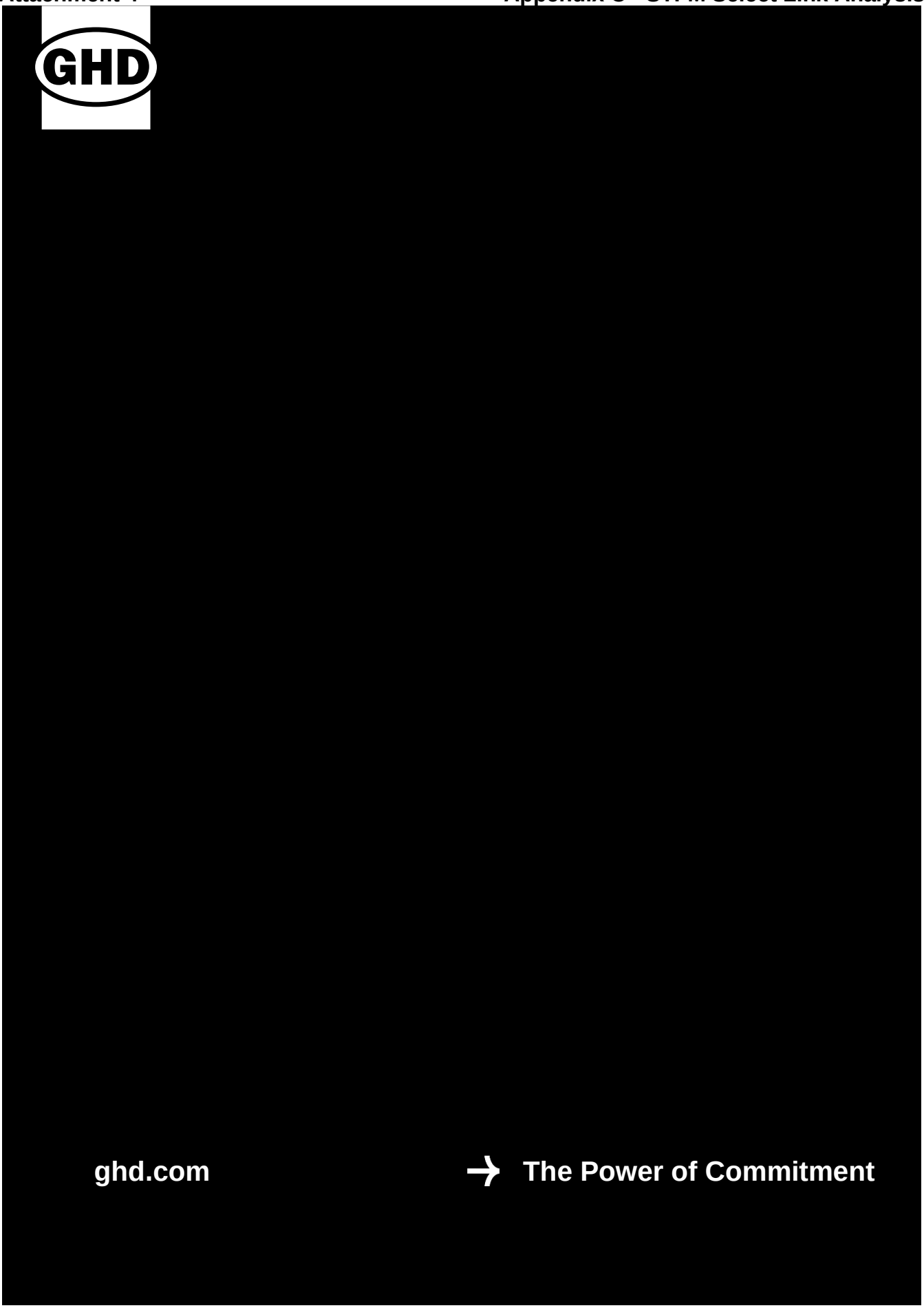


Figure Error! No text of specified style in document..24 Select link analysis – New England Highway near Rixs Creek Lane, PM Peak – Southbound
Source: Transport for NSW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The Power of Commitment

Technical Memorandum

September 12, 2024

To	Mark Brennan (Singleton Council)	**Contact No.**	
Copy to	Paul Smith	**Email**	
From	Will Hayward, Phil Guo, Christophe Steinbach	**Project No.**	
Project Name	Singleton Traffic and Transportation Strategy		
Subject	Bridgman Road Corridor Traffic Assessment		

1. Introduction and project background

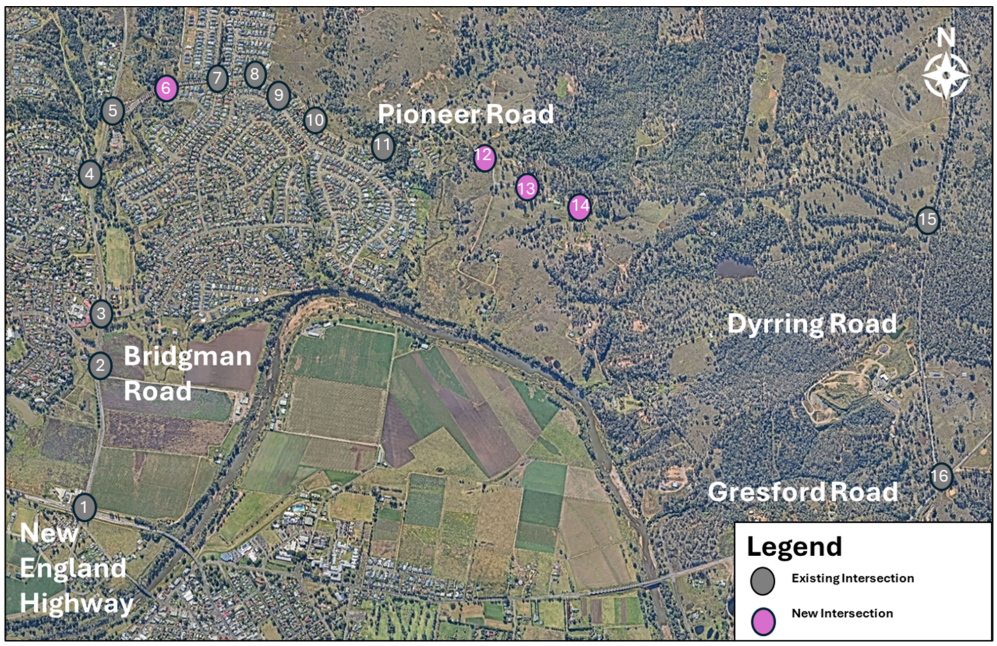
GHD has been engaged by Singleton Council (SC) to undertake a Traffic and Transport Strategy (the Strategy) for the Singleton Local Government Area (LGA). A key objective of the Strategy is to support urban development within the broader LGA, including Branxton, Huntlee, Hunterview and Fairview (off Maison Dieu). These developments are expected to provide over 1,200 dwellings over the planning horizon.

To provide certainty to both developers and the Council (as it relates to granting approvals), the Council is seeking traffic modelling which considers the cumulative impact of the various residential developments in the Hunterview area, to identify the potential "triggers" for upgrading works.

The Council's primary concern areas include:

- The Bridgman Road corridor from the New England Highway to Pioneer Road/Glass Parade,
- The Pioneer Road/Glass Parade corridor from Bridgman Road to Allsop Place (or thereabout), and
- The local road intersections of Pioneer Road/Dyrring Road, and Dyrring Road/Gresford Road, noting that some proportion of vehicles from these new developments will likely access Singleton via Dyrring Road/Gresford Road.

Figure 1 below displays the study area, highlighting the location of existing intersections modelled and additional future intersections required to support access to planned residential developments.



ID	Intersection
1	Bridgman Road / New England Highway
2	Bridgman Road / Blaxland Avenue
3	Bridgman Road / Acacia Crescent
4	Bridgman Road / Garden Circuit (priority)
5	Bridgman Road / Glass Parade
6	Glass Parade / Development
7	Pioneer Road (Glass Parade) / Wattle Ponds Road
8	Pioneer Road / Rawling Street
9	Pioneer Road / Smith Way
10	Pioneer Road / Graham Avenue
11	Pioneer Road / Allsop Place
12	Pioneer Road / Allsop Place
13	Pioneer Road / Development
14	Pioneer Road / Development
15	Pioneer Road/Dyrring Road
16	Dyrring Road/Gresford Road

Figure 1 Study Area

Although GHD has access to Transport for NSW's Aimsun model, the Bridgman Road corridor was not coded with significant detail (i.e. a connection was only provided for Bridgman Road to a single travel zone), with no granularity around intersection location and treatments along Bridgman Road.

Further, the analysis indicated that traffic growth within the AIMSUN model (used for the Singleton Bypass reference design) supplied by TfNSW, does not reflect current growth forecasts provided by Council. Hence, the additional traffic growth has been estimated by GHD, as part of the Council's development of a traffic and transport strategy (June 2024).

Technical Memorandum

1.1 Purpose of this Memorandum

GHD has produced this memorandum to document the process and outcomes of the traffic modelling undertaken for multiple intersections on Bridgman and Pioneer Road as requested by Singleton Council.

The main objective is to provide a consolidated traffic impact assessment associated with the various residential developments in the Hunterview area.

The key outcome of this assessment is to identify the required infrastructure (midblock and intersection) upgrade or treatments to cater for future cumulative demand associated with the multiple planned residential developments within the study area.

This technical memorandum is structured as follows:

– Section 1: Introduction of the technical memorandum (this section).
– Section 2: Documents the existing traffic conditions of the Bridgman Road corridor.
– Section 3: Summarises the future traffic generation from the proposed developments in Hunterview.
– Section 4 - 6: Documents the network performance and the proposed upgrades for planning horizon 2026, 2036 and 2047, [1]respectively.
– Section 7: Summarises the key findings of the study.

1.2 Scope and limitations

All source data employed in the preparation of the traffic and transport assessment has been diligently collated and reviewed by GHD. However, given the level of detail of the assessment, this Technical Memorandum is provided as an interim output under our agreement with Singleton Council. It is provided to foster discussion in relation to technical matters associated with the project and should not be relied upon in any way. GHD has applied the appropriate effort and attention to ensure the completeness and accuracy of the analysis included in this report.

The traffic assessment documented within this report has been undertaken based on the following assumptions:

– The traffic assessment was based on the 8 – 9 a.m. and 4:45 – 5:45 p.m. for AM and PM peak, respectively.
– Nearmap was utilised for SIDRA base model geometry coding, which is assumed to be reflective of the current traffic network.
– The classified intersection counts and queue length data collected by NPTE in July 2024 were used to create and validate the base year (2024) traffic model.
– Background traffic (e.g. non-development traffic demands) for future planning horizons 2026, 2036 and 2047, have been extrapolated from the existing 2024 traffic volumes, using a nominal growth rate.
– Future eastbound and westbound traffic volumes at the Bridgman Rd / New England Hwy signalised intersection have been referenced from the microsimulation model (updated by GHD based on TfNSW's model). This is in order to account for anticipated changes to vehicle movements on New England Highway following the completion of the Singleton Bypass.
– GHD did not receive a concept road network of intersection plans for the proposed development site, detailed access types and locations have been inferred from discussions with the Council.

[1] The original assessment horizon is 2029, 2034 and 2044 in GHD's proposal. Following the review of the development staging plan provided by the Council, the forecast year was determined to be 2026, 2036 and 2047 accordlingly.

1.2.1 Disclaimer

This technical memorandum has been prepared by GHD for the Singleton Council. It is not prepared as and is not represented to be, a deliverable suitable for reliance by any person for any purpose. It is not intended for circulation or incorporation into other documents. The matters discussed in this memorandum are limited to those specifically detailed in the memorandum and are subject to any limitations or assumptions specially set out.

Accessibility of documents

If this Technical Memorandum is required to be accessible in any other format this can be provided by GHD upon request and at an additional cost if necessary.

1.3 Intersection Assessment Methodology

The intersection assessment involved modelling multiple intersections (refer Table 2) for typical weekday AM and PM peak periods for the existing year 2024, and future horizons 2026, 2036 and 2047. The steps undertaken for the assessment included the following:

– SIDRA intersection modelling was developed to analyse the actual conditions at individual intersections providing results in terms of Level of Service (LoS), average delay and queue lengths in different scenarios. Table 1 presents the scenarios assessed in this study.

Table 1 Scenarios Tested

Scenario	Year and Period
Base Model	2024 AM & PM
Initial future developments and some upgrades	2026 AM & PM
Additional future developments with upgrades	2036 AM & PM
Ultimate demand year with all upgrades	2047 AM & PM

– The SIDRA base year model was calibrated against the traffic volumes by movement at all the intersections and was validated against queue length data at key locations.
– Future year background traffic demands (year 2026, 2036 and year 2047) was calculated using a 0.4% p.a. linear growth rate from the existing traffic volumes in 2024.
– Additional development traffic was estimated using the development yields and the trip generation factor (0.71/0.78 peak hour vehicle trips per dwelling) from the Guide to Traffic Generating Development Updated traffic Surveys (low density residential dwellings for regional areas).
– With an appreciation of existing turning movements, travel times, and location of future residential developments, informed trip assignment assumptions were made noting that although most trips to the residential developments are expected to use the Bridgman Road corridor to access Singleton and the broader region, whilst some trips will re-direct towards Dyrring Road, for onward travel along Gresford Road. A high-level trip assignment exercise for each residential development precinct, reflecting their relative proximity/attractiveness to each of the Bridgman Road, and the Dyrring Road corridors was undertaken.
– Identified intersections that required upgrades to accommodate future traffic flows and summarised the processes and outcomes of the intersection performance in this technical memorandum. A detailed SIDRA intersection movement summary is provided in Appendix A.
– Figure 2 below presents an overview of the steps taken to assess the required upgrades for the network to accommodate increasing traffic volumes in the Hunterview Study area.

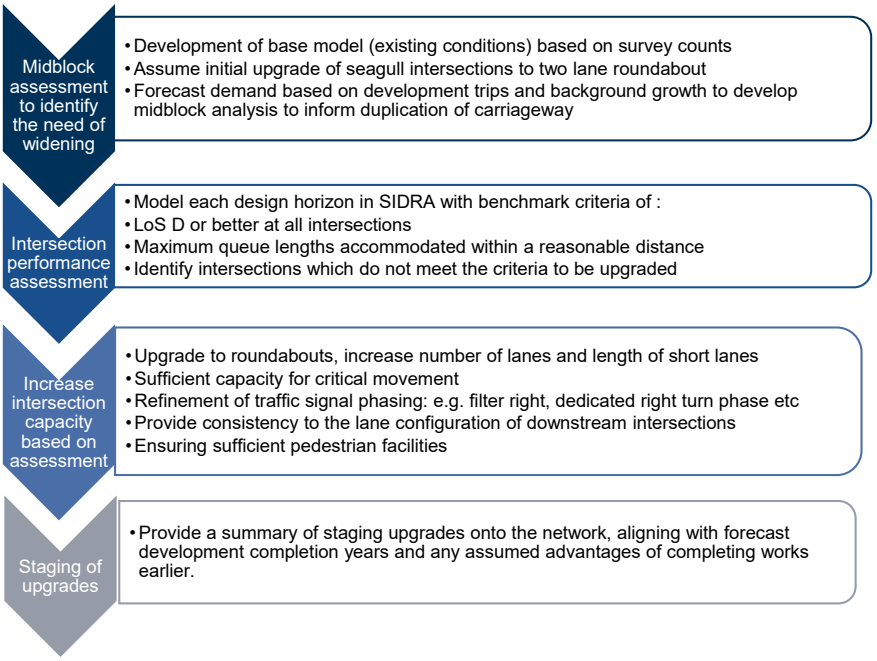


Figure 2 Overview of assessment methodology

Table 2 below summarises the current intersection control, and upgraded intersection control type proposed for the final horizon year 2047, as recommended from this assessment.

Table 2 Existing and final intersection control type

ID	Intersection	Existing Control type	Final Control Type
1	Bridgman Road / New England Highway	Traffic Signal	Traffic Signal
2	Bridgman Road / Blaxland Avenue	Seagull	Roundabout
3	Bridgman Road / Acacia Crescent	Seagull	Roundabout
4	Bridgman Road / Garden Circuit (priority)	Priority	Roundabout
5	Bridgman Road / Glass Parade	Roundabout	Roundabout
6	Glass Parade / Development	N/A	Roundabout
7	Pioneer Road (Glass Parade) / Wattle Ponds Road	Roundabout	Roundabout
8	Pioneer Road / Rawling Street	Priority	Priority
9	Pioneer Road / Smith Way	Priority	Priority
10	Pioneer Road / Graham Avenue	Priority	Priority
11	Pioneer Road / Allsop Place	Priority	Priority
12	Pioneer Road / Allsop Place	N/A	Roundabout
13	Pioneer Road / Development	N/A	Priority
14	Pioneer Road / Development	N/A	Priority
15	Pioneer Road/Dyrring Road	Priority	Priority
16	Dyrring Road/Gresford Road	Priority	Priority

1.3.1 Seagull intersection modelling

A brief methodology for seagull intersection modelling in SIDRA for the Bridgman Road corridor is summarised below in Figure 3.

There are two existing seagull intersections on Bridgman Road at Blaxland Road and Acacia Crescent. The intersections are modelled as a composite of a give-way T intersection and the additional merge section onto the mainline.

For reporting, the movement delay (and by implication, level of service) for the right-turn manoeuvre from the side street is considered to be the sum of the average delay for the initial right-turn and the delay of traffic merging into the mainline traffic on Bridgman Road.

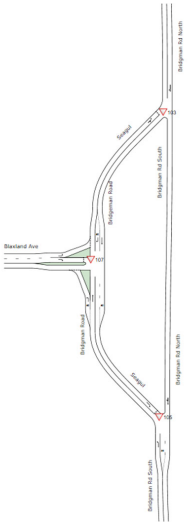


Figure 3 Sidra seagull intersection example

1.4 Intersection assessment criteria

The Level of Service (LOS) is a basic performance parameter used to describe the operation of an intersection. The LOS range from A to F is based on the operational performance primarily determined by the average traffic delay at the signalised intersection, as indicated in Table 3 .

Table 3 LoS assessment criteria

Level of Service (LOS)	Average Delay per Vehicle (sec)	Traffic Signals, Roundabouts	Give way, Stop Sign
A	< 14	Good operation	Good operation
B	15 to 28	Good with acceptable delays and spare capacity	Acceptable delays and spare capacity
C	29 to 42	Satisfactory	Satisfactory, but accident study required
D	43 to 56	Operating near capacity	Near capacity and accident study required
E	57 to 70	At capacity; incidents would cause excessive delay at signals. Roundabouts require other control modes	At capacity, requires other control mode
F	> 70	Over capacity; unstable operation	Over capacity; unstable operation

2. Summary of results: existing conditions (base model) 2024

2.1 Overview

The base model (outlined below in Figure 4 and Figure 5, with intersection ID numbers shown) was coded as a network based on aerial images from the latest Nearmap (2023), then calibrated and validated based on traffic count surveys (refer Figure 1 for the indicative location and numbering of intersections).

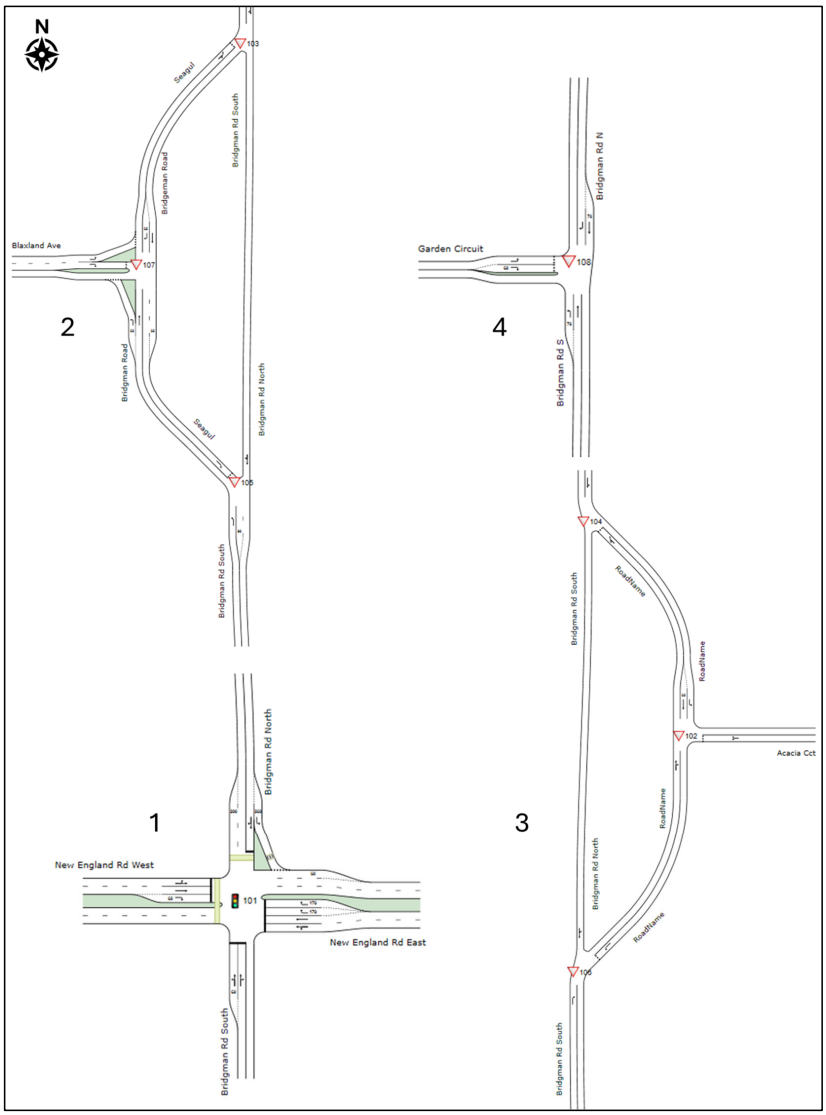


Figure 4 Snapshot of Bridgman Road existing intersection network in SIDRA model

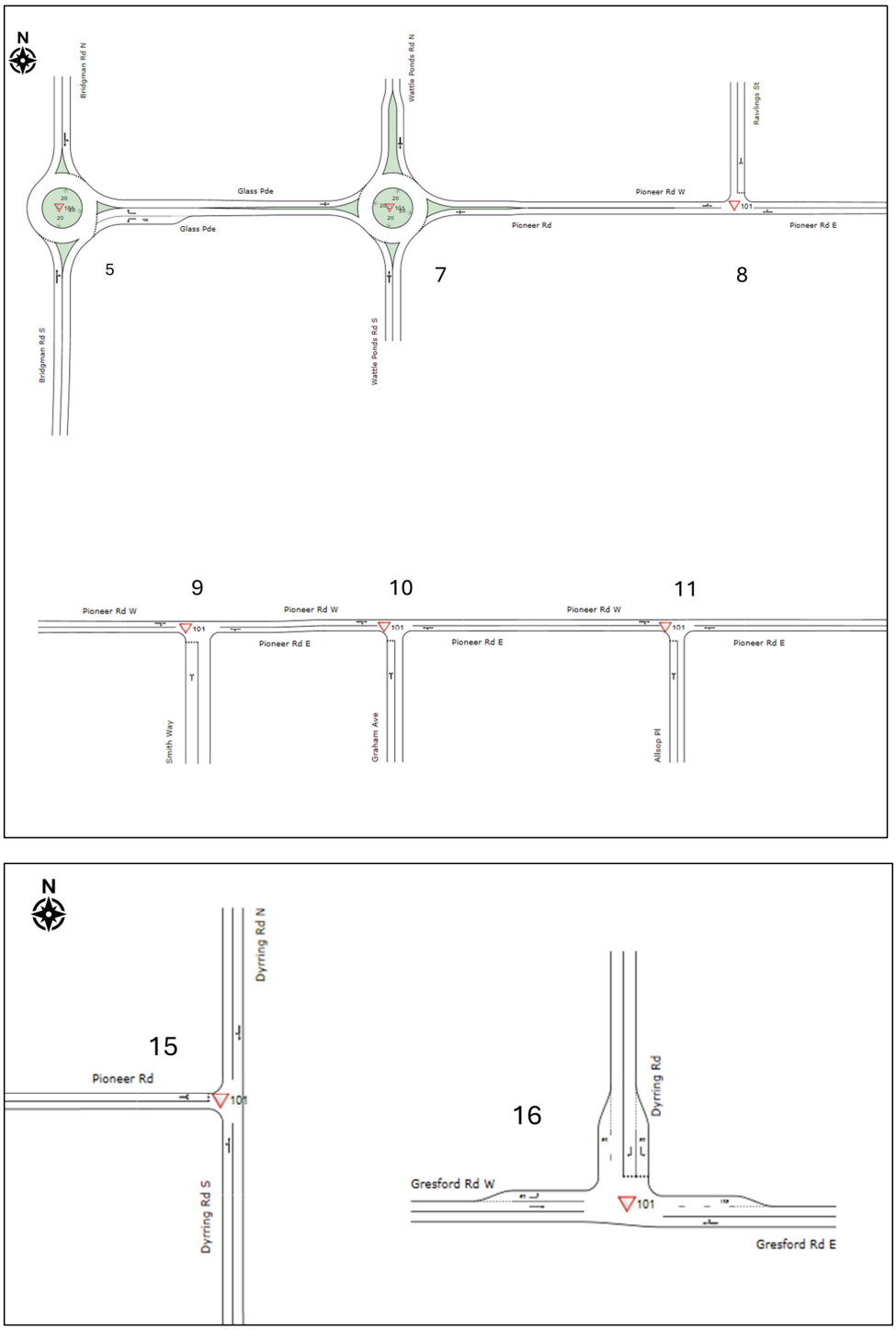


Figure 5 *Overview of Pioneer & Dyrring Road existing intersection network in SIDRA model*

The base models were coded and developed utilising the existing intersection layouts including:

– The classified peak hour flows identified for the corridor based on the traffic counts.
– The length of approaches or the distance between intersections measured from satellite imagery.
– The cruise speed in accordance with the posted speed limit on each approach.
– The following vehicle movement classes were adopted (noting that rigid and articulated trucks were categorised as heavy vehicles):
  - Light Vehicles.
  - Heavy Vehicles.

2.2 Summary of existing conditions results (2024)

The summarised performance of intersections along the Bridgman and Pioneer road corridors, together with the intersections along the Dyring Road corridor are provided in Table 4 for each of the AM and PM peaks.

Table 4 SIDRA LOS results summary 2024 (BASE)

Intersection			2024 AM Peak				2024 PM Peak			
ID	Location	Control type	Degree of Saturation	Average Delay (s)	Level of Service	Maximum Queue Length (m)	Degree of Saturation	Average Delay (s)	Level of Service	Maximum Queue Length (m)
1	Bridgman Road / New England Highway	Traffic Signal	1.1	48	LOS D	147	1.1	54	LOS D	151
2	Bridgman Road / Blaxland Avenue	Seagull	1.5	30	LOS C	9	1.1	45	LOS D	17.7
3	Bridgman Road / Acacia Crescent	Seagull	0.4	9	LOS A	7.1	0.6	6	LOS A	21
4	Bridgman Road / Garden Circuit (priority)	Priority	0.3	13	LOS B	4.6	0.2	11	LOS B	1
5	Bridgman Road / Glass Parade	Roundabout	0.2	7	LOS A	2.9	0.2	7	LOS A	5
7	Pioneer Road (Glass Parade) / Wattle Ponds Road	Roundabout	0.1	9	LOS A	0.9	0.1		LOS A	3
8	Pioneer Road / Rawling Street	Priority	0.1	6	LOS A	0.2	0.1	6	LOS A	1
9	Pioneer Road / Smith Way	Priority	0.1	6	LOS A	0.2	0.1	5	LOS A	1
10	Pioneer Road / Graham Avenue	Priority	0.1	6	LOS A	0.1	0.1	6	LOS A	1
11	Pioneer Road / Allsop Place	Priority	0.1	1	LOS A	0.1	0.1	1	LOS A	1
15	Pioneer Road/Dyrring Road	Priority	0.1	6	LOS A	0.3	0.1	6	LOS A	1
16	Dyrring Road/Gresford Road	Priority	0.1	7	LOS A	1.1	0.1	7	LOS A	1

The results highlight that the intersection of New England Highway / Bridgman Road is operating at overall LOS D with critical movements operating at LOS E or F. The remaining intersections all operate at LOS B or better under the existing conditions

Table 5 summarises the modelled queue length as comparable to the queue length from traffic surveys, for each of the intersection's approaches in the AM and PM peak, indicating the base model is well validated and the results reflect existing conditions.

Table 5 Maximum queue length comparison at New England Highway and Bridgman Road intersection

Maximum queue length (veh)	AM peak		PM peak	
	Survey	Model	Survey	Model
Eastbound (New England Highway)	15	17	21	20
Westbound (New England Highway)	13	19	13	20
Northbound (Bridgman Road)	8	3	16	12
Southbound (Bridgman Road)	15	11	16	20

Singleton Council have already provided concept plans for upgrades at this intersection, which has been included in future year modelling.

3. Development traffic and access points

The *Singleton Council Local Strategic Planning Statement 2041* (SC, 2021) identifies a number of key Strategic Growth Areas (SGA) across the Singleton LGA. The relevant SGAs for the Bridgman Road corridor include (and highlighted in Figure 6):

– SGA 4: Hunterview Employment north
– SGA 6: Hunterview,
– SGA 14: Obanvale.

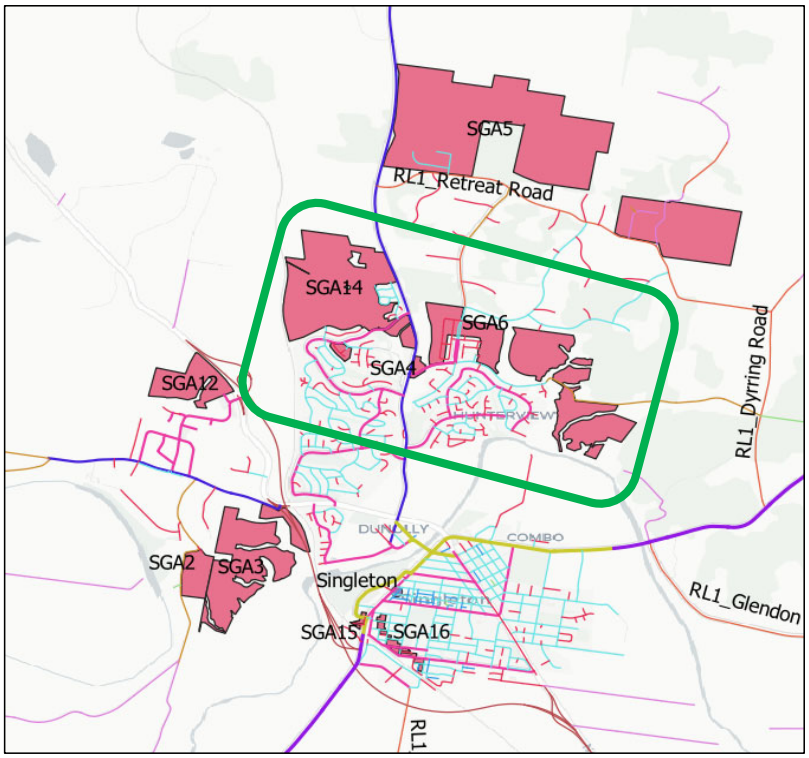


Figure 6 Relevant Strategic Growth Areas for Bridgman Road corridor assessment

Table 6 (overleaf) summarises the total traffic volumes expected to be generated from the proposed developments in the relevant SGAs that would impact the Bridgman and Pioneer road corridors.

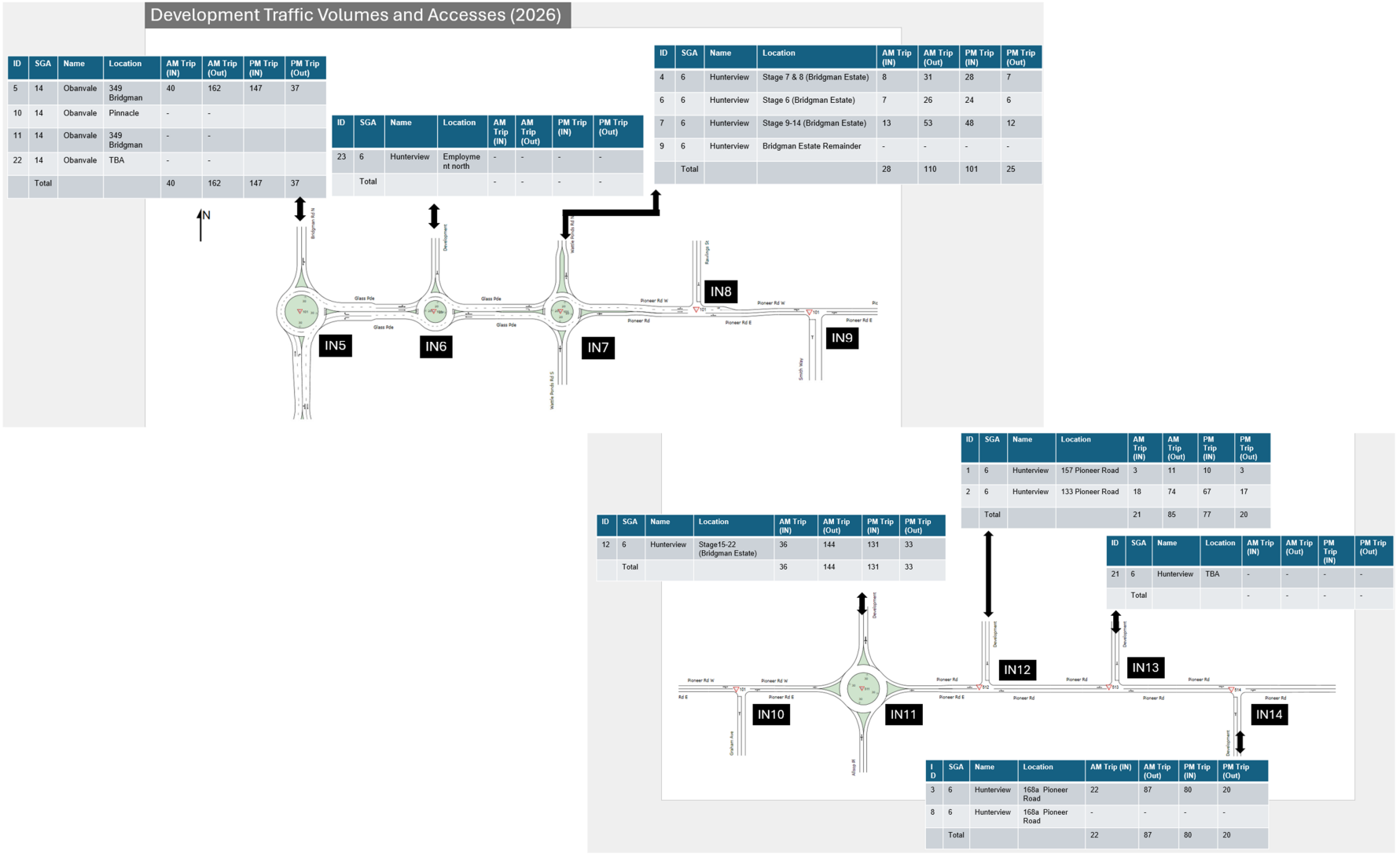
Figure 7, Figure 8 and Figure 9 present the proposed access points of each development site along the Pioneer Road corridor for each of planning horizons of 2026, 2036 and 2047.

Table 6 Summary of trip generation from proposed developments in SGA 4, 6 and 14

IN #	GROWTH AREA Locations	GROWTH AREA ID	Locations	Timing	Model year	Land use	Yield	Trip distribution (note 1)	AM Trip Rate	AM TOTAL	AM OUT	AM IN	AM Trip Rate	PM TOTAL	PM OUT	PM IN
1	Hunterview	SGA6	157 Pioneer Road	by 2026 (by 2030)	2026	Residential	18 dwellings	100%	0.78	14	11	3	0.71	13	3	10
2	Hunterview	SGA6	133 Pioneer	by 2026	2026	Residential	118 dwellings (88 dwellings)	100%	0.78	92	74	18	0.71	84	17	67
3	Hunterview	SGA6	168a Pioneer (ADWJ)	by 2026	2026	Residential	140 dwellings	100%	0.78	109	87	22	0.71	99	20	80
4	Hunterview	SGA6	Stage 7 & 8 (Bridgman Estate)	by 2026	2026	Residential	50 dwellings	100%	0.78	39	31	8	0.71	36	7	28
5	Obanvale	SGA14	349 Bridgman	by 2026	2026	Residential	324 dwellings	80%	0.78	202	162	40	0.71	184	37	147
6	Hunterview	SGA6	Stage 6 (Bridgman Estate)	by 2026	2026	Residential	42 dwellings	100%	0.78	33	26	7	0.71	30	6	24
7	Hunterview	SGA6	Stage 9-14 (Bridgman Estate)	by 2026	2026	Residential	85 dwellings	100%	0.78	66	53	13	0.71	60	12	48
8	Hunterview	SGA6	168a Pioneer (ADWJ)	by 2031	2036	Residential	229 dwellings	100%	0.78	179	143	36	0.71	163	33	130
9	Hunterview	SGA6	Bridgman Estate Remainder	by 2031	2036	Residential	39 dwellings	100%	0.78	30	24	6	0.71	28	6	22
10	Obanvale	SGA14	Pinnacle	by 2031	2036	Residential	110 dwellings	80%	0.78	69	55	14	0.71	62	12	50
11	Obanvale	SGA14	349 Bridgeman	by 2031	2036	Residential	18 dwellings	80%	0.78	11	9	2	0.71	10	2	8
12	Hunterview	SGA6	Stage 15-22 (Bridgeman Estate)	by 2036	2036	Residential	230 dwellings	100%	0.78	179	144	36	0.71	163	33	131
21	Hunterview	SGA6	Council	by 2047	2047	Residential	335 dwellings	100%	0.78	261	209	52	0.71	238	48	190
22	Obanvale	SGA14	Council	by 2047	2047	Residential	375 dwellings	80%	0.78	234	187	47	0.71	213	43	170
23	Hunterview	SGA4	Hunterview Employment Nth	by 2047	2047	Light Industrial	30,000 (sqm GFA)	100%	0.70	210	168	42	0.78	234	47	187
	Total									**1,728**	**1,383**	**346**		**1,617**	**326**	**1,292**

Note 1: The assumed trip generation for the traffic that would impact the study area by using either Bridgman or Pioneer roads.

Note 2: the highlighted figures in the above table reflect the most recent update provided by the Council in September 2024. Upon the review, it was deemed those changes were of minor magnitude and would not impact the outcome of this traffic assessment.



ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
5	14	Obanvale	349 Bridgman	40	162	147	37
10	14	Obanvale	Pinnacle	-	-		
11	14	Obanvale	349 Bridgman	-	-		
22	14	Obanvale	TBA	-	-		
	Total			40	162	147	37

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
23	6	Hunterview	Employment north	-	-	-	-
	Total			-	-	-	-

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
4	6	Hunterview	Stage 7 & 8 (Bridgman Estate)	8	31	28	7
6	6	Hunterview	Stage 6 (Bridgman Estate)	7	26	24	6
7	6	Hunterview	Stage 9-14 (Bridgman Estate)	13	53	48	12
9	6	Hunterview	Bridgman Estate Remainder	-	-	-	-
	Total			28	110	101	25

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
12	6	Hunterview	Stage15-22 (Bridgman Estate)	36	144	131	33
	Total			36	144	131	33

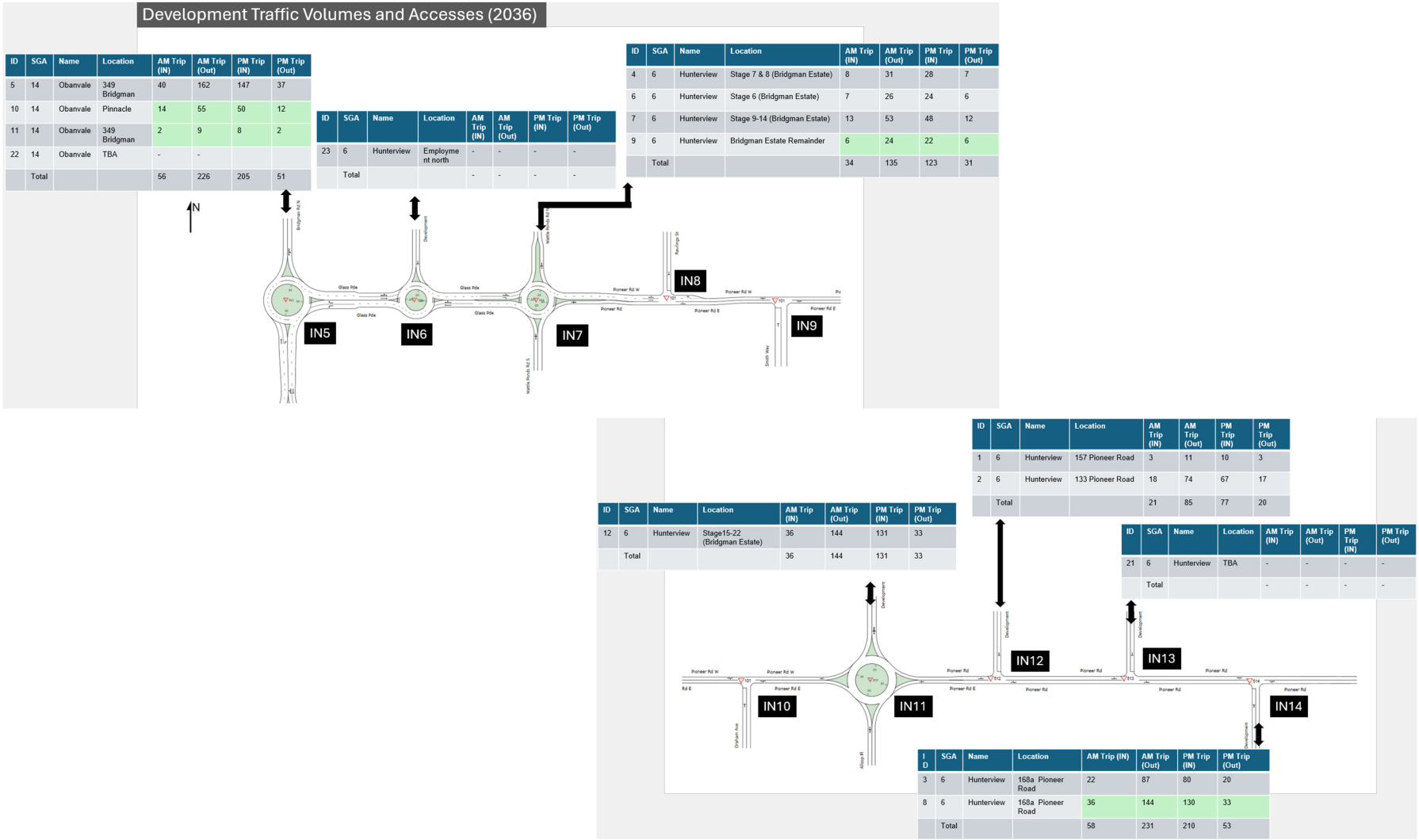
ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
1	6	Hunterview	157 Pioneer Road	3	11	10	3
2	6	Hunterview	133 Pioneer Road	18	74	67	17
	Total			21	85	77	20

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
21	6	Hunterview	TBA	-	-	-	-
	Total			-	-	-	-

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
3	6	Hunterview	168a Pioneer Road	22	87	80	20
8	6	Hunterview	168a Pioneer Road	-	-	-	-
	Total			22	87	80	20

Note: For the purpose of this figure, the ultimate transport network by 2047 is shown.

Figure 7 Development Traffic Access to the transport network (Pioneer Road) - 2026



ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
5	14	Obanvale	349 Bridgman	40	162	147	37
10	14	Obanvale	Pinnacle	14	55	50	12
11	14	Obanvale	349 Bridgman	2	9	8	2
22	14	Obanvale	TBA	-	-		
	Total			56	226	205	51

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
23	6	Hunterview	Employment north	-	-	-	-
	Total			-	-	-	-

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
4	6	Hunterview	Stage 7 & 8 (Bridgman Estate)	8	31	28	7
6	6	Hunterview	Stage 6 (Bridgman Estate)	7	26	24	6
7	6	Hunterview	Stage 9-14 (Bridgman Estate)	13	53	48	12
9	6	Hunterview	Bridgman Estate Remainder	6	24	22	6
	Total			34	135	123	31

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
12	6	Hunterview	Stage15-22 (Bridgman Estate)	36	144	131	33
	Total			36	144	131	33

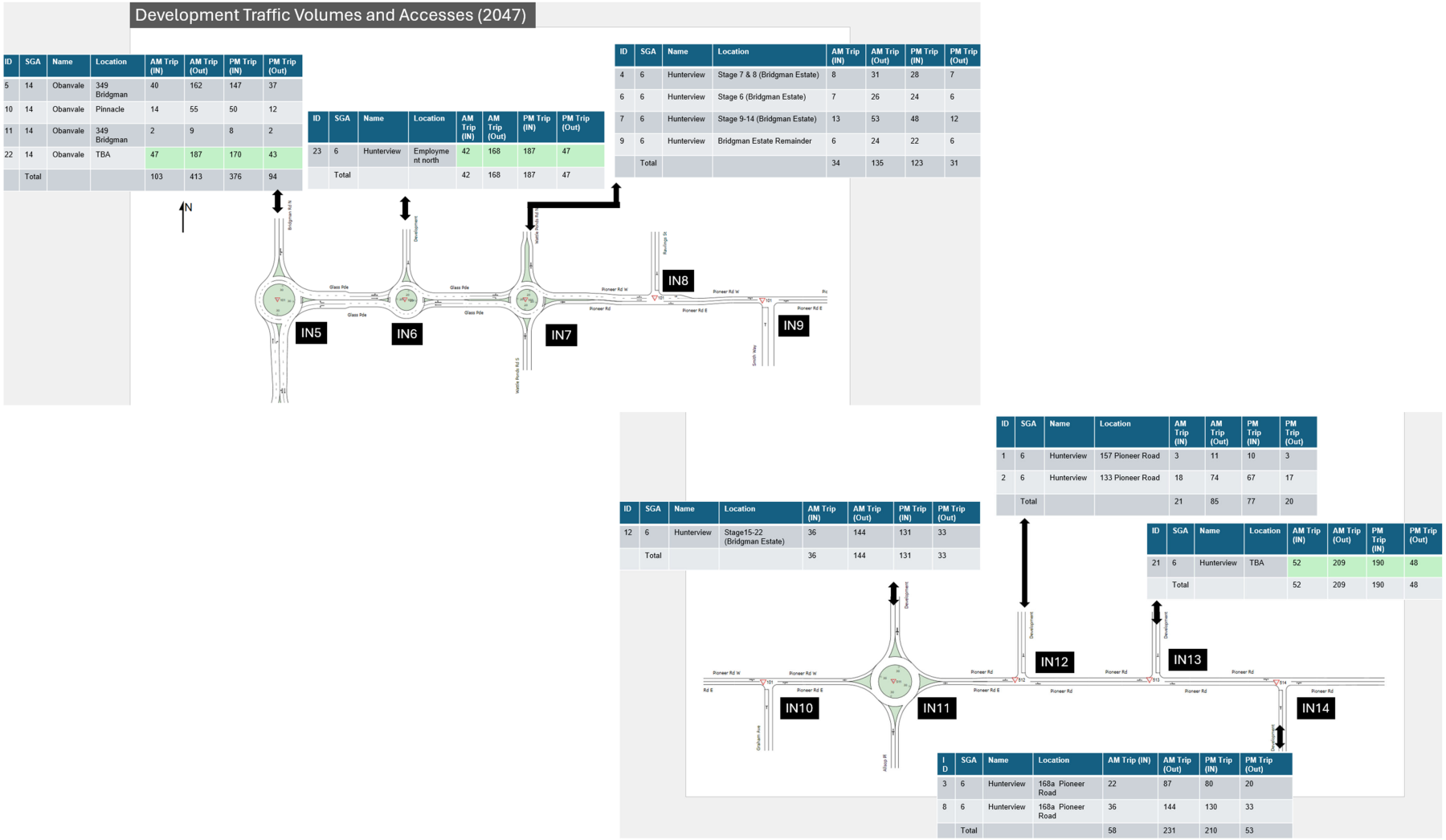
ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
1	6	Hunterview	157 Pioneer Road	3	11	10	3
2	6	Hunterview	133 Pioneer Road	18	74	67	17
	Total			21	85	77	20

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
21	6	Hunterview	TBA	-	-	-	-
	Total			-	-	-	-

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
3	6	Hunterview	168a Pioneer Road	22	87	80	20
8	6	Hunterview	168a Pioneer Road	36	144	130	33
	Total			58	231	210	53

Note: For the purpose of this figure, the ultimate transport network by 2047 is shown.

Figure 8 Development Traffic Access to the transport network (Pioneer Road) – 2036



ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
5	14	Obanvale	349 Bridgman	40	162	147	37
10	14	Obanvale	Pinnacle	14	55	50	12
11	14	Obanvale	349 Bridgman	2	9	8	2
22	14	Obanvale	TBA	47	187	170	43
	Total			103	413	376	94

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
23	6	Hunterview	Employment north	42	168	187	47
	Total			42	168	187	47

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
4	6	Hunterview	Stage 7 & 8 (Bridgman Estate)	8	31	28	7
6	6	Hunterview	Stage 6 (Bridgman Estate)	7	26	24	6
7	6	Hunterview	Stage 9-14 (Bridgman Estate)	13	53	48	12
9	6	Hunterview	Bridgman Estate Remainder	6	24	22	6
	Total			34	135	123	31

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
12	6	Hunterview	Stage15-22 (Bridgman Estate)	36	144	131	33
	Total			36	144	131	33

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
1	6	Hunterview	157 Pioneer Road	3	11	10	3
2	6	Hunterview	133 Pioneer Road	18	74	67	17
	Total			21	85	77	20

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
21	6	Hunterview	TBA	52	209	190	48
	Total			52	209	190	48

ID	SGA	Name	Location	AM Trip (IN)	AM Trip (Out)	PM Trip (IN)	PM Trip (Out)
3	6	Hunterview	168a Pioneer Road	22	87	80	20
8	6	Hunterview	168a Pioneer Road	36	144	130	33
	Total			58	231	210	53

Figure 9 Development Traffic Access to the transport network (Pioneer Road) – 2047

4. Summary of results: Future year 2026

4.1 Midblock Capacity Analysis

A midblock assessment has been undertaken at eleven (11) locations between intersections on the assessed corridor of Bridgman Road and Pioneer Road. Figure 10 and Figure 11 below present the results of the initial midblock assessment of the study area for the future year 2026.

Duplication and potential intersection upgrades are recommended when the volume-to-capacity ratio (V/C) exceeds 0.7, based on a lane capacity of 1,100 vehicles per hour (Austroads). The midblock assessment shows there will be capacity constraints on the existing single lane sections of Bridgman Road, south of Gardner Circuit.

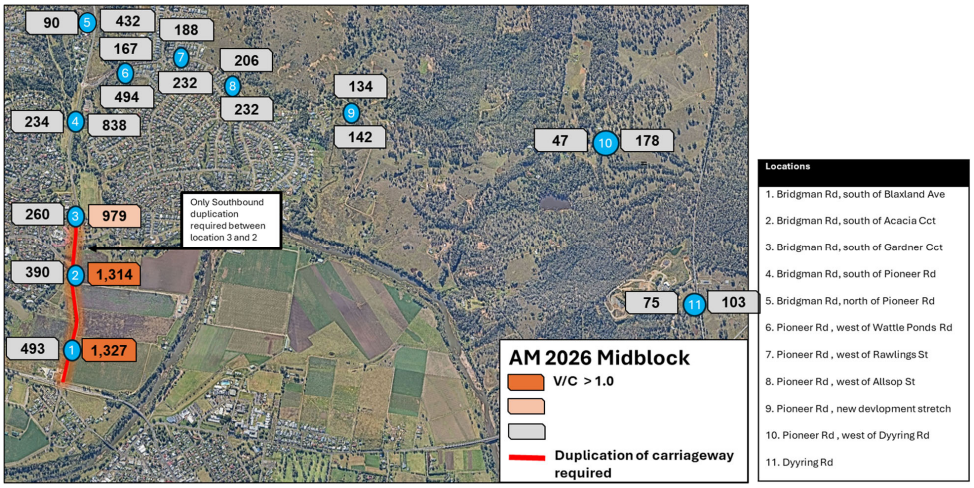


Figure 10 AM 2026 Midblock assessment results

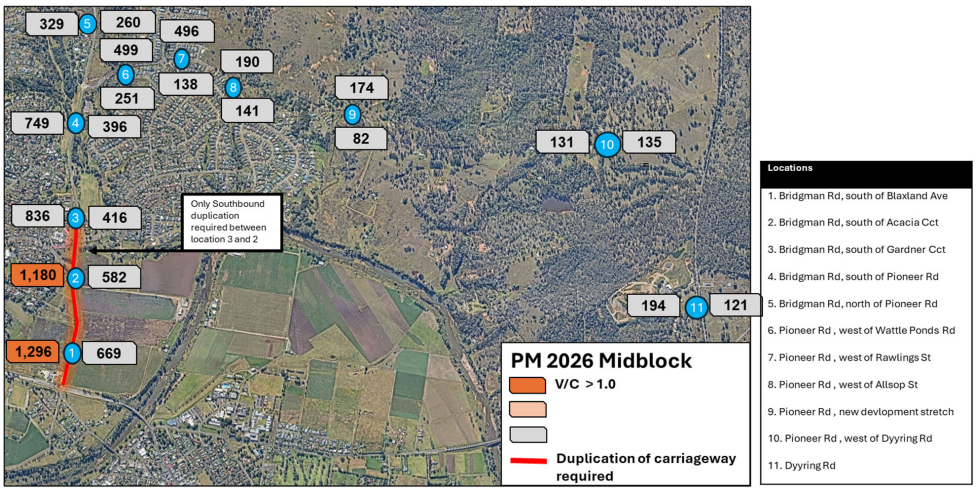


Figure 11 PM 2026 Midblock assessment results

4.2 Overview of required treatments

Figure 14 and Figure 15 outline the required road network changes in SIDRA network for the 2026 future year model, these include:

- Upgrades to the IN1 New England Highway / Bridgman Road intersection (as per concept designs provided by Council, refer Figure 12).
- Widening from two lanes to four lanes on Bridgman Road, between New England Highway and IN3 Bridgman Rd / Acacia Crescent.
  - Despite the northbound traffic volumes being marginally below a 0.7 V/C ratio south of IN3, it is recommended the widening be undertaken to Gardner Circuit for delivery efficiencies, noting upgrades to the Gardner Circuit intersection are recommended by 2026 (as below).
- Upgrading of intersections IN2 Bridgman Rd / Blaxland Ave, IN3 Bridgman Rd / Acacia Crescent and N4 Bridgman Rd / Gardner Circuit to two-lane roundabouts, as shown in Figure 14.
- New T-intersection access to development sites (IN12 and IN14) on Pioneer Road (Figure 15).

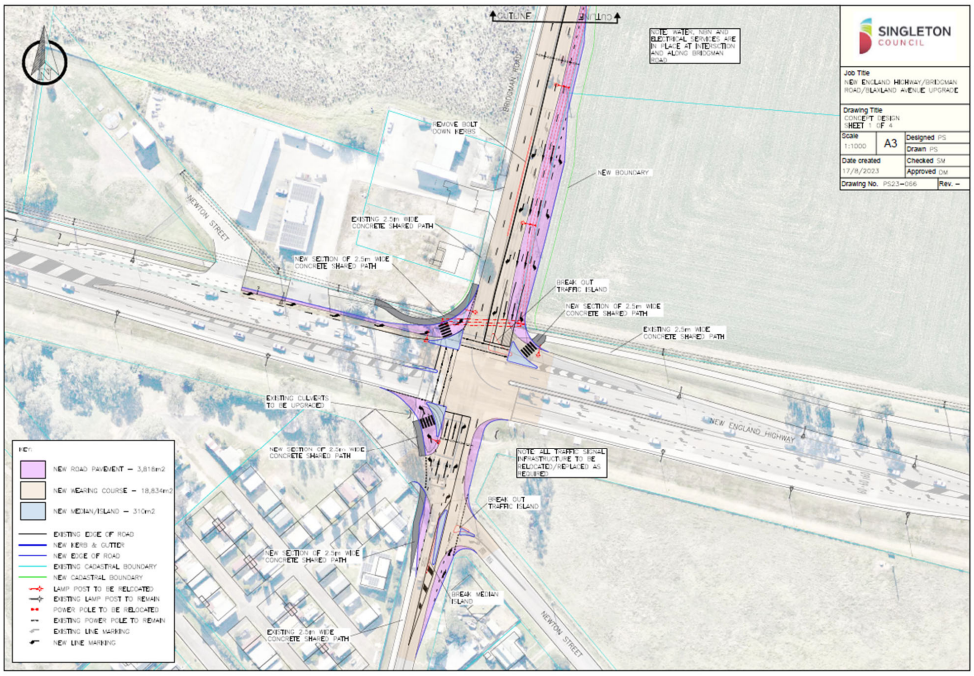


Figure 12 Concept design of New England Highway / Bridgman Road

The proposed upgrades to three priority intersections (IN2, IN3 and IN4) to roundabouts are mainly for road safety improvements. Roundabouts are a one-way circular intersection that allows traffic to follow around a central island, promoting traffic-calming features, as well as safety and operational improvements. They are linked with a reduction in the number and severity of crash accidents, due to slower vehicle speeds and continuous, efficient traffic flow. Roundabouts also have fewer vehicle conflict points than four-legged intersections (see Figure 13), promoting the elimination of head-on crashes.

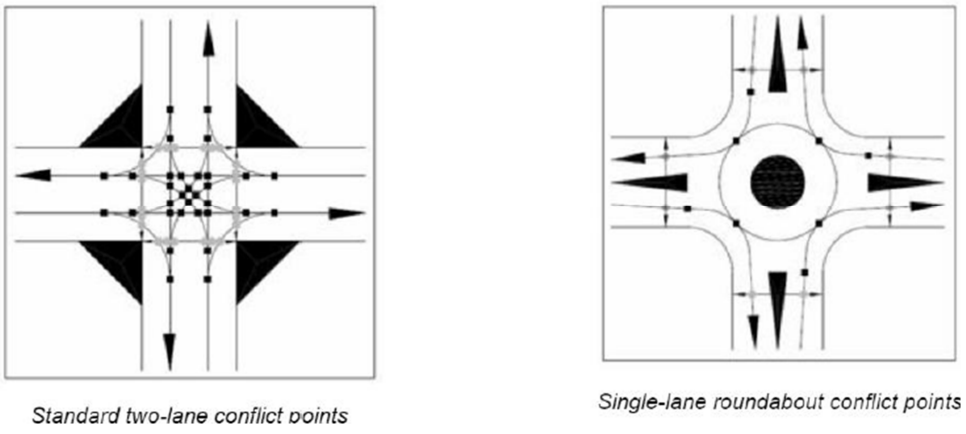


Figure 13 Vehicle conflict points for standard four leg intersection and roundabout controlled intersection

It is noted that improvements to the Bridgman Road corridor should also include/consider active transport improvements, as well as consideration for public transport access (which is not in the scope of this study).

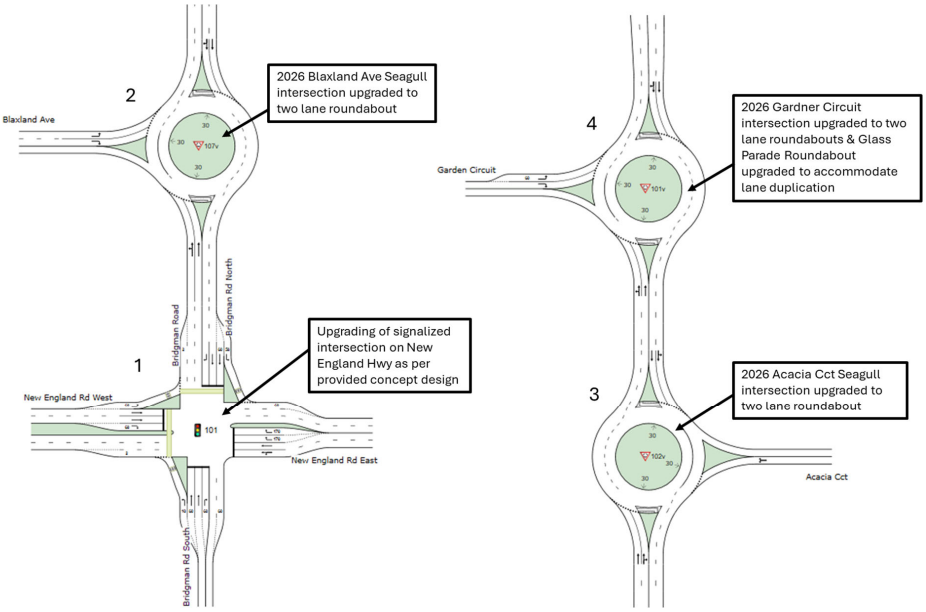


Figure 14 Bridgman Rd treatments 2026

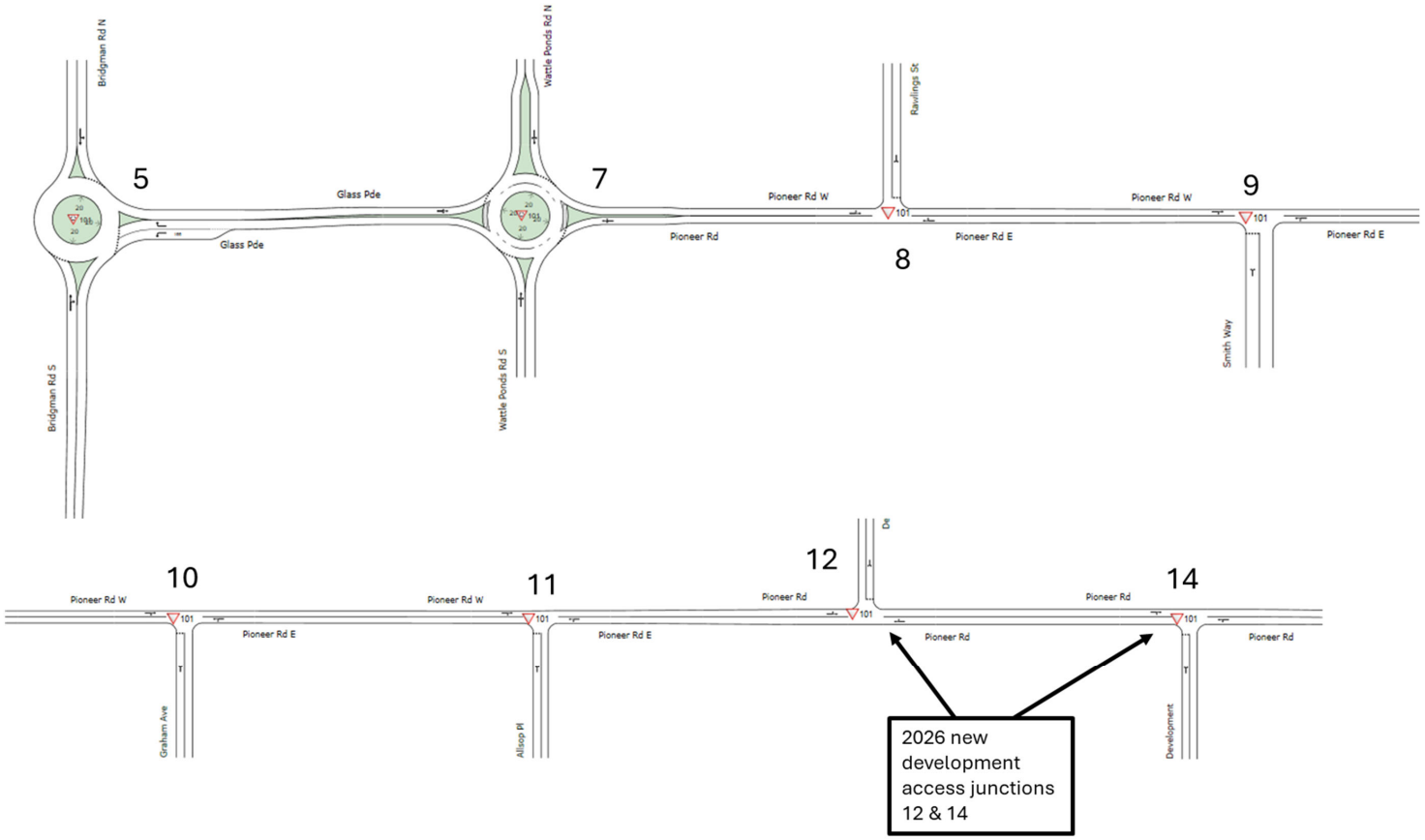


Figure 15 Pioneer Road treatments 2026

4.3 Summary of Upgraded Future Year (2026) Intersection Performance

The SIDRA results in Table 7 indicate that with the proposed upgrades, all the intersections in the network would operate within capacity and at a satisfactory LoS. It is worth noting that the IN1 Bridgman Road / New England Highway intersection would operate at LOS C with an average delay of under 43 seconds.

Table 7 SIDRA LOS results summary 2026

Intersection			2026 AM Peak				2026 PM Peak			
IN #	Location	Control type	DoS	Average Delay (s)	LoS	Maximum Queue Length (m)	DoS	Average Delay (s)	LoS	Maximum Queue Length (m)
1	Bridgman Road / New England Highway [1]	Upgraded traffic signal	0.8	42	LOS C	50	0.6	27	LOS C	14
2	Bridgman Road / Blaxland Avenue	Roundabout	0.5	8	LOS A	13	0.3	9	LOS A	8
3	Bridgman Road / Acacia Crescent	Roundabout	0.6	18	LOS A	18	0.3	6	LOS A	8
4	Bridgman Road / Gardener Circuit (priority)	Roundabout	0.8	47	LOS A	14	0.2	15	LOS A	3
5	Bridgman Road / Glass Parade	Roundabout	0.4	7	LOS A	8	0.3	7	LOS A	6
7	Pioneer Road (Glass Parade) / Wattle Ponds Road	Roundabout	0.2	11	LOS A	3	0.2	10	LOS A	4
8	Pioneer Road / Rawling Street	Priority	0.1	7	LOS A	1	0.1	7	LOS A	1
9	Pioneer Road / Smith Way	Priority	0.1	6	LOS A	1	0.1	6	LOS A	1
10	Pioneer Road / Graham Avenue	Priority	0.1	6	LOS A	1	0.1	7	LOS A	1
11	Pioneer Road / Allsop Place	Roundabout	0.1	2	LOS A	1	0.1	1	LOS A	1
12	Pioneer Rd / New Development	Priority	0.1	6	LOS A	1	0.1	7	LOS A	1
14	Pioneer Rd / New Development	Priority	0.1	6	LOS A	1	0.1	6	LOS A	1
15	Pioneer Road/Dyrring Road	Priority	0.1	6	LOS A	1	0.1	6	LOS A	1
16	Dyrring Road/Gresford Road	Priority	0.1	7	LOS A	2	0.1	8	LOS A	2

Note 1: The Singleton Bypass is proposed to be opened by 2026, with ensuing reductions in traffic volumes, particularly at the Bridgman Road/New England Highway intersection.

5. Summary of results: Future year 2036

5.1 Midblock Capacity Analysis

Figure 16 and Figure 17 below present the results of the midblock assessment for the future year of 2036. The 2036 results demonstrate that Bridgman Road would require widening from two lanes to four lanes, between the New England Highway and the Glass Parade roundabout.

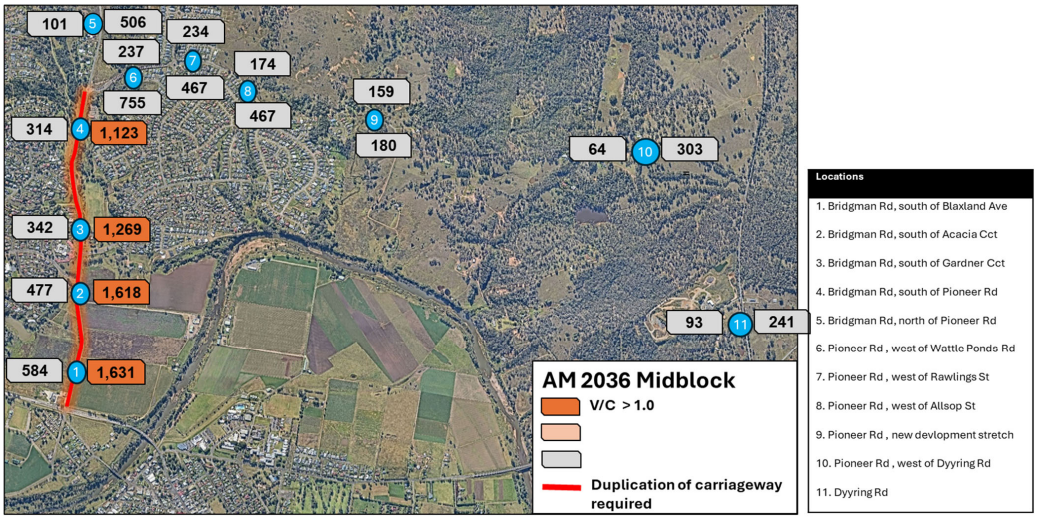


Figure 16 AM 2036 Midblock assessment results

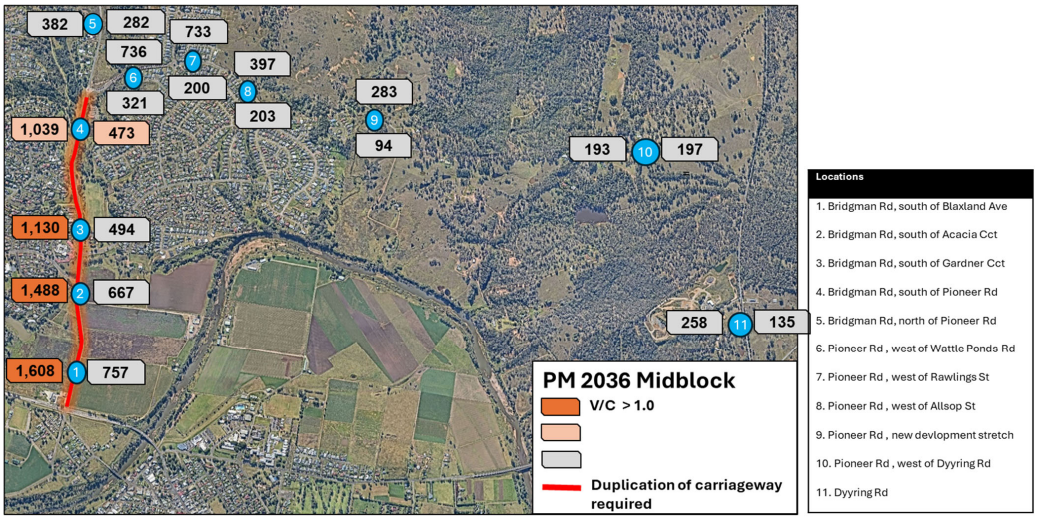


Figure 17 PM 2036 Midblock assessment results

5.2 Overview of treatments

Figure 18 outlines the changes to the SIDRA network for the future year (2036) model consisting of:

– Extend the widening of Bridgman Road to four lanes, from Acacia Crescent to Glass Parade.

– Upgrading the Bridgman Road / Glass Parade roundabout to a two-lane roundabout to support the widening of Bridgman Road and increased traffic volumes in 2036.

– Upgrade of the Allsop Road T-intersection into a single lane roundabout to provide access to the development site, north (opposite) the existing access.

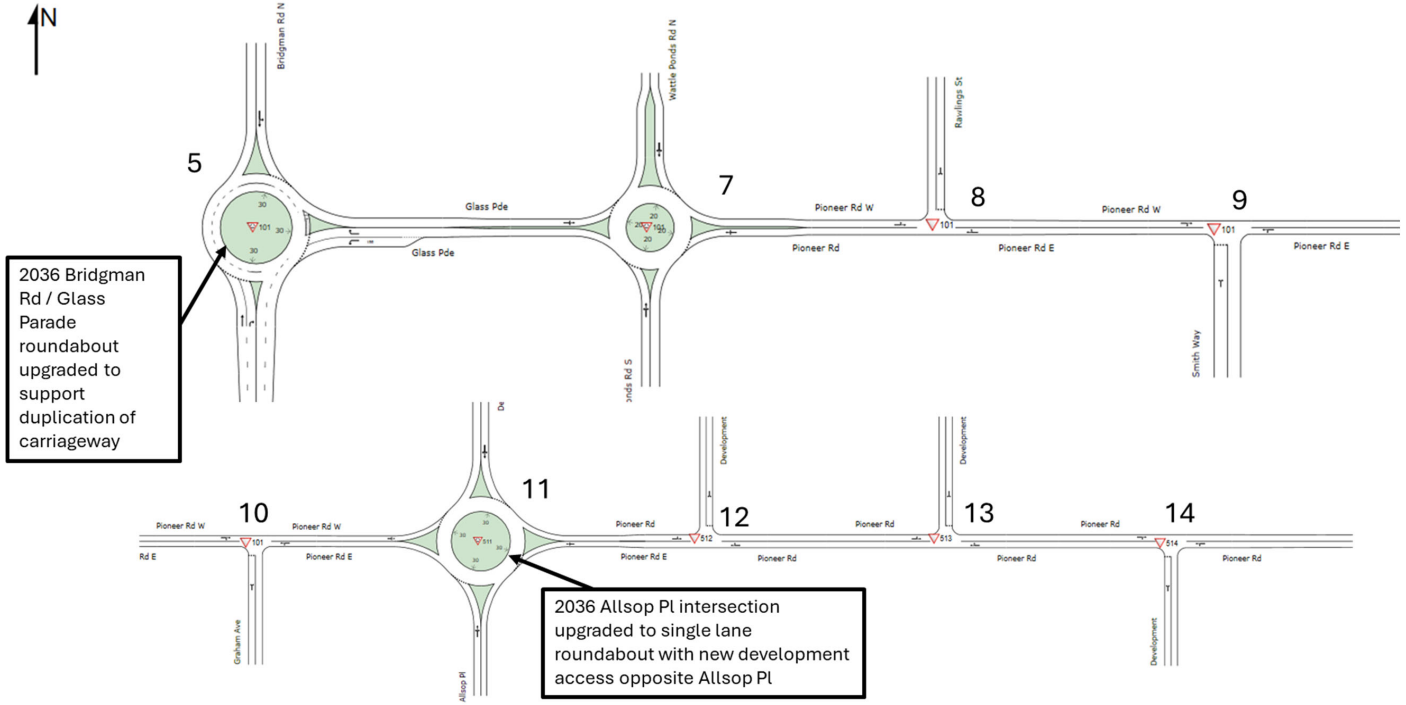


Figure 18 Pioneer Road treatments 2036

5.3 Summary of Upgraded Future Year (2036) Intersection Performance

The SIDRA results in Table 8 indicate that with the proposed upgrades, all the intersections in the network would operate within the capacity and at a satisfactory LoS. The Bridgman Road / New England Highway intersection would operate at LOS C/D with an average delay of 42 seconds in the AM (LOS C) and 44 seconds in the PM (LOS D).

Table 8 SIDRA LOS results summary 2036

Intersection			2036 AM Peak				2036 PM Peak			
IN #	Location	Control type	DoS	Average Delay (s)	LoS	Maximum Queue Length (m)	DoS	Average Delay (s)	LoS	Maximum Queue Length (m)
1	Bridgman Road / New England Highway	Traffic Signal	0.8	42	LOS C	50	0.8	44	LOS D	80
2	Bridgman Road / Blaxland Avenue	Roundabout	0.6	8	LOS A	17	0.5	9	LOS A	3
3	Bridgman Road / Acacia Crescent	Roundabout	0.7	13	LOS A	14	0.4	9	LOS A	4
4	Bridgman Road / Garden Circuit (priority)	Roundabout	0.4	8	LOS A	10	0.3	8	LOS A	1
5	Bridgman Road / Glass Parade	Roundabout	0.5	8	LOS A	12	0.3	9	LOS A	5
7	Pioneer Road (Glass Parade) / Wattle Ponds Road	Roundabout	0.2	13	LOS A	3	0.4	7	LOS A	1
8	Pioneer Road / Rawling Street	Priority	0.2	8	LOS A	1	0.3	13	LOS A	1
9	Pioneer Road / Smith Way	Priority	0.2	7	LOS A	1	0.3	10	LOS A	1
10	Pioneer Road / Graham Avenue	Priority	0.2	8	LOS A	1	0.2	8	LOS A	1
11	Pioneer Road / Allsop Place	Roundabout	0.2	6	LOS A	5	0.4	5	LOS A	1
12	Pioneer Rd / New Development	Priority	0.1	7	LOS A	1	0.2	9	LOS A	1
14	Pioneer Rd / New Development	Priority	0.2	6	LOS A	2	0.2	7	LOS A	2
15	Pioneer Road/Dyrring Road	Priority	0.2	6	LOS A	2	0.1	6	LOS A	1
16	Dyrring Road/Gresford Road	Priority	0.2	7	LOS A	3	0.2	10	LOS A	1

6. Summary of results: Future year 2047 (full development)

6.1 Midblock Capacity Assessment

Figure 19 and Figure 20 below present the results of midblock assessment for future year 2047. By 2047 the required upgrades would extend onto Pioneer Road and Glass Parade to IN7 Pioneer Road / Rawlings Street.

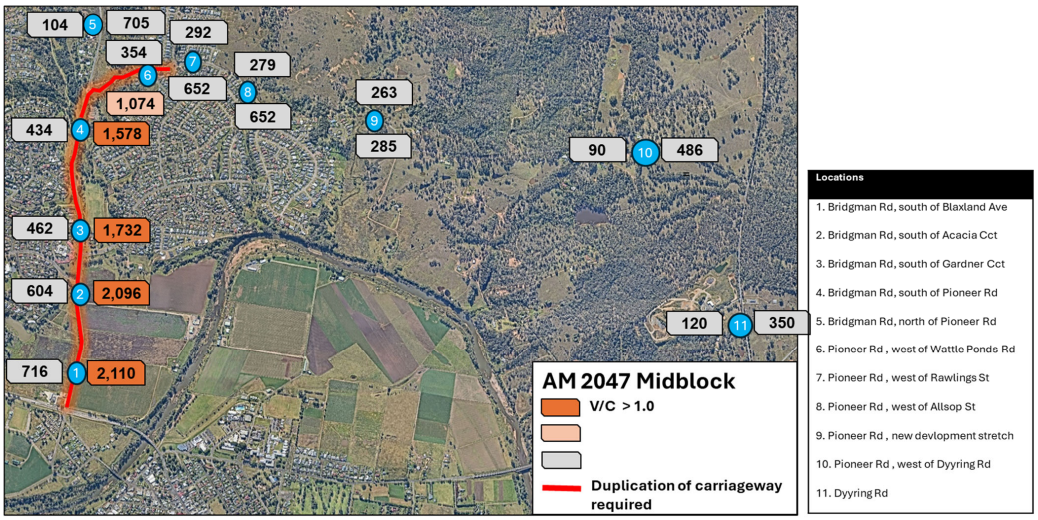


Figure 19 AM 2047 Midblock assessment results

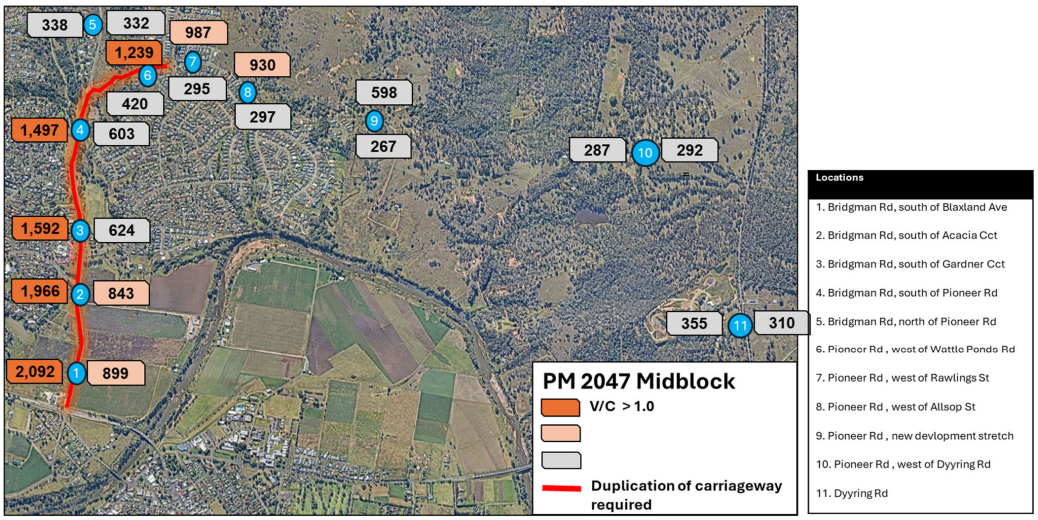


Figure 20 PM 2047 Midblock assessment results

6.2 Overview of treatments

Figure 21 outlines the changes to the road network to accommodate new development sites and increased traffic volumes by 2047. Due to the high traffic volumes on Glass Parade, a T-intersection to the planned Hunterview Employment North development site would not provide sufficient capacity. Therefore, a two-lane roundabout at IN6 was recommended, to enable consistent access arrangements.

In addition, IN7 Glass Parade / Wattle Ponds Road roundabout would be upgraded to two lanes to support higher traffic volumes by 2047. Further, an additional development access (IN13) would be provided to the western section of Pioneer Road.

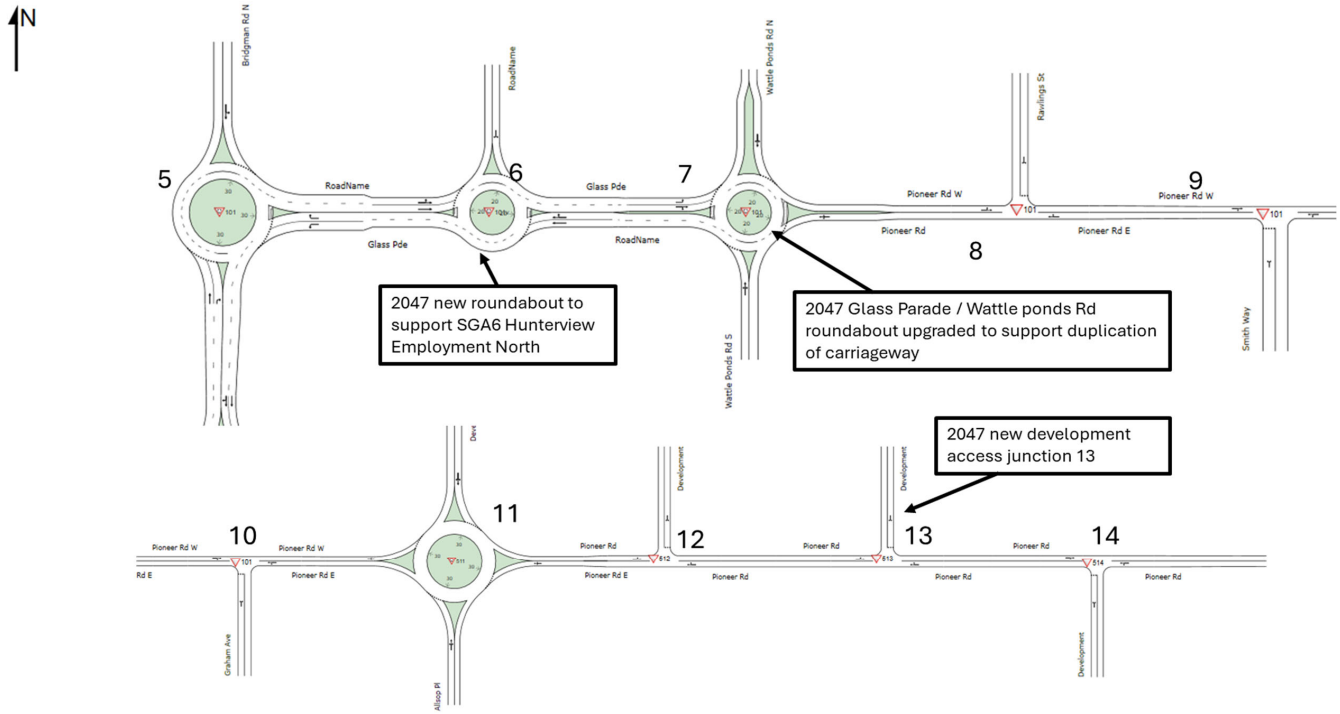


Figure 21 Pioneer Rd treatments 2047

6.3 Summary of intersection performance

Table 9 shows that all upgraded intersections perform at LOS D or below, with LOS A and B under full development conditions.

Additional works to improve the road conditions linking the development sites to Gresford Road may be able to reduce volumes and congestion at the New England Highway / Bridgman Road intersection by diverting the eastbound motorists to use Dyrring Rd, instead of Bridgman Road.

Table 9 SIDRA LOS results summary 2047

Intersection			2047 AM Peak				2047 PM Peak			
IN #	Location	Control type	DoS	Average Delay (s)	LoS	Maximum Queue Length (m)	DoS	Average Delay (s)	LoS	Maximum Queue Length (m)
1	Bridgman Road / New England Highway	Traffic Signal	1.0	56	LOS D	277	0.9	66	LOS D	164
2	Bridgman Road / Blaxland Avenue	Roundabout	0.8	6	LOS A	34	0.6	5	LOS A	21
3	Bridgman Road / Acacia Crescent	Roundabout	0.9	10	LOS A	35	0.5	5	LOS A	16
4	Bridgman Road / Garden Circuit (priority)	Priority	0.5	9	LOS A	16	0.4	10	LOS A	10
5	Bridgman Road / Glass Parade	Roundabout	0.9	29	LOS C	130	0.7	11	LOS A	24
6	Glass Parade / Industrial Development	Priority	0.3	5	LOS A	6.9	0.3	4	LOS A	8
7	Pioneer Road (Glass Parade) / Wattle Ponds Road	Roundabout	0.2	17	LOS B	3.8	0.5	15	LOS B	13
8	Pioneer Road / Rawling Street	Priority	0.4	15	LOS B	0.7	0.3	23	LOS B	1
9	Pioneer Road / Smith Way	Priority	0.3	8	LOS A	0.7	0.5	8	LOS A	2
10	Pioneer Road / Graham Avenue	Priority	0.3	10	LOS A	0.6	0.5	17	LOS B	1
11	Pioneer Road / Allsop Place	Roundabout	0.4	5	LOS A	9.4	0.6	4	LOS A	21
12	Pioneer Rd / New Development	Priority	0.2	8	LOS A	1.2	0.4	11	LOS A	1
13	Pioneer Rd / New Development	Priority	0.1	8	LOS A	0	0.3	10	LOS A	1
14	Pioneer Rd / New Development	Priority	0.1	6	LOS A	2.1	0.3	7	LOS A	4
15	Pioneer Road/Dyrring Road	Priority	0.3	6	LOS A	2.9	0.1	6	LOS A	1
16	Dyrring Road/Gresford Road	Priority	0.3	5	LOS A	3.7	0.3	6	LOS A	6

6.4 Sensitivity test: additional right turn volumes from Bridgman Road to access Singleton Bypass on ramp

A sensitivity test ws undertaken to assess the additional traffic volumes turning onto and off of Bridgamn Road at the signalised Bridgman Road / New England Highway intersection. The objective of this assessment is to assess the intersection's resilience to the impact the Singleton bypass may have e.g. the vehicles turn left turn to access the on ramp. Figure 22 - Figure 23 present the difference between volumes in the AM and PM 2047 modeled scenarios and the sensitivity test.

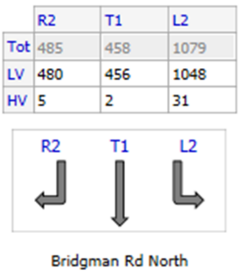
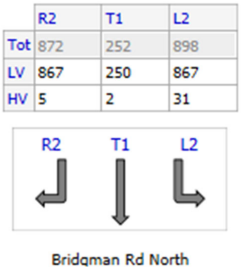
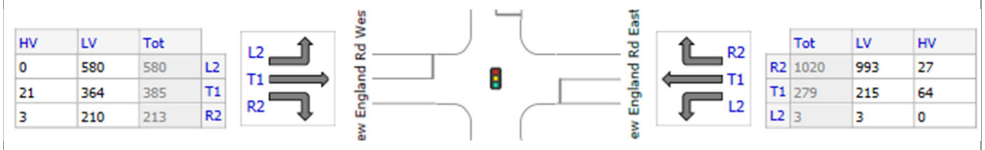
2047 AM peak – original – from Bridgman Road (peak direction)	2047 AM peak – revised - from Bridgman Road (peak direction)
	

Figure 22 AM 2047 volumes – from Bridgman Road

2047 PM peak – original – to Bridgman Road (peak direction)



2047 PM peak – revised to Bridgman Road (peak direction)

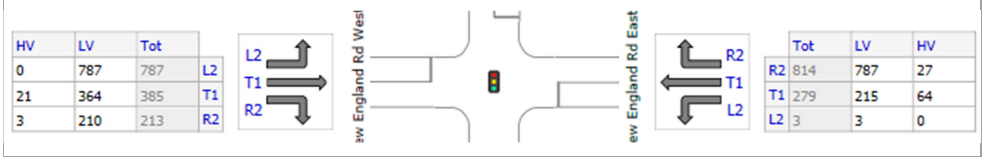


Figure 23 PM 2047 volumes – to Bridgeman Road

It was assessed that, with the additional right turn traffic volumes, the intersection would function at LoS F (outside capacity) with the current design layout. Therefore, additional right turn lane from Bridgman Road to the New England Highway would be provided, converted from a through lane in the current design.

Figure 24 highlights the change to the lane configuration between the current design and the updated design with the additional right turn volumes.

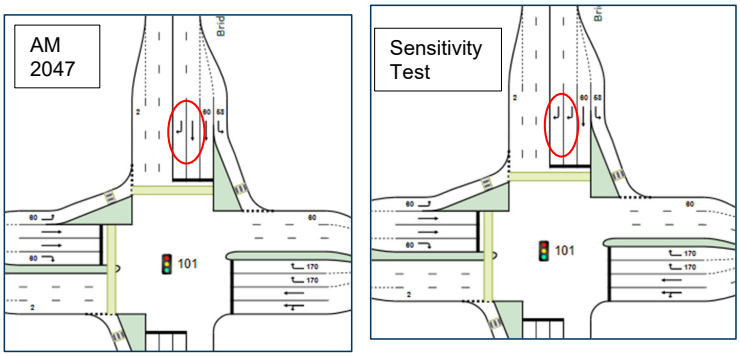


Figure 24 Sensitivity test lane discipline alteration

Table 10 shows that the Bridgman Road / New England Highway intersection would perform as LoS D for both the AM and PM peak periods with the additional right turn volumes. This is in line with the performance predicted in the 2047 AM and PM peak periods in the original scenarios (Section 6.3), where the intersection would perform at LoS D.

Table 10 Sensitivity test intersection results summary

Description	Sensitivity Test	DoS	Average Delay (s)	LoS	Maximum Queue Length (m)
2047 full development Additional right turn volumes changes to southbound lane configuration	AM Peak	0.9	40	LOS D	184
	PM Peak	0.9	39	LOS D	230

7. Conclusion

Based on the aforementioned traffic modelling results, the following works are required to accommodate proposed developments in Hunterview as follows:

- By 2026, staged widening of Bridgeman Road is recommended to address projected capacity constraints along the corridor, with the majority of intersections upgraded to two-lane roundabouts, south of Gardner Circuit (inclusive).
- By 2036, the Pioneer Road / Allsop Place intersection would need be upgraded to a roundabout, where a new development is planned opposite the existing access.
- By 2047, additional widening on Bridgman Road to Glass Parade is required under full development, with one new T intersection on Pioneer Road and one new roundabout on Glass Parade. The Glass Parade / Wattle Ponds roundabout would also require upgrading to accommodate duplication.
- At Brigman Road / New England Highway intersection, it requires lane two of the northern arm to be modified from a through lane to a right turn lane for the intersection to accommodate the additional right turn volumes using Singleton Bypass. Provided the lane discipline change is implemented, the intersection would operates at LoS D in both the AM and PM in 2047 (full development). It is recommended that the traffic pattern to be continuously monitored through traffic survey at this location, post the open of Singleton Bypass, so that the current intersection design could be evolved to accommmdoate the potential changes.

Figure 25 and Figure 26 outline the intersection treatments implemented in SIDRA across the network for all three future years 2026, 2036 and 2047.

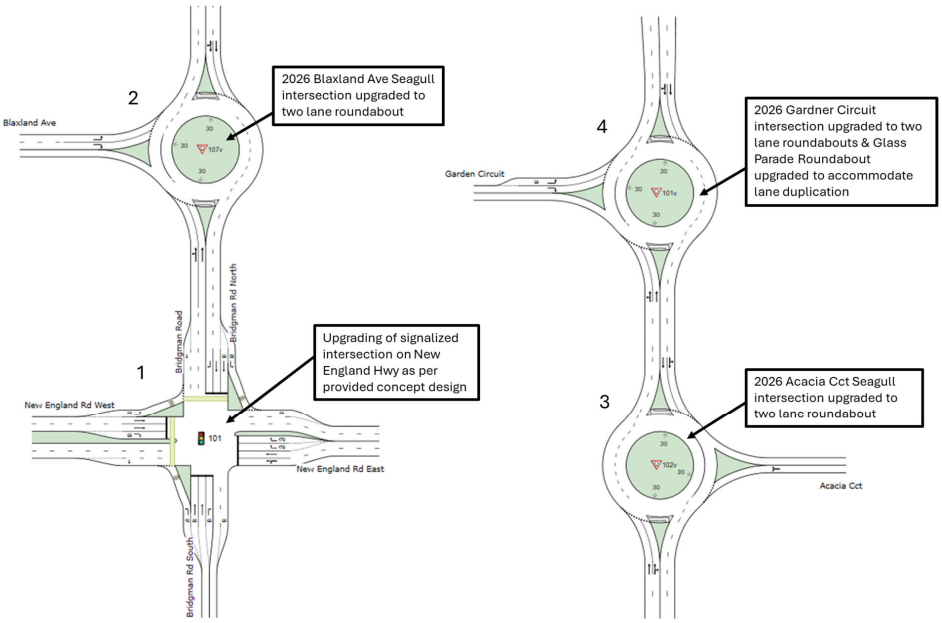


Figure 25 Bridgman Road treatments

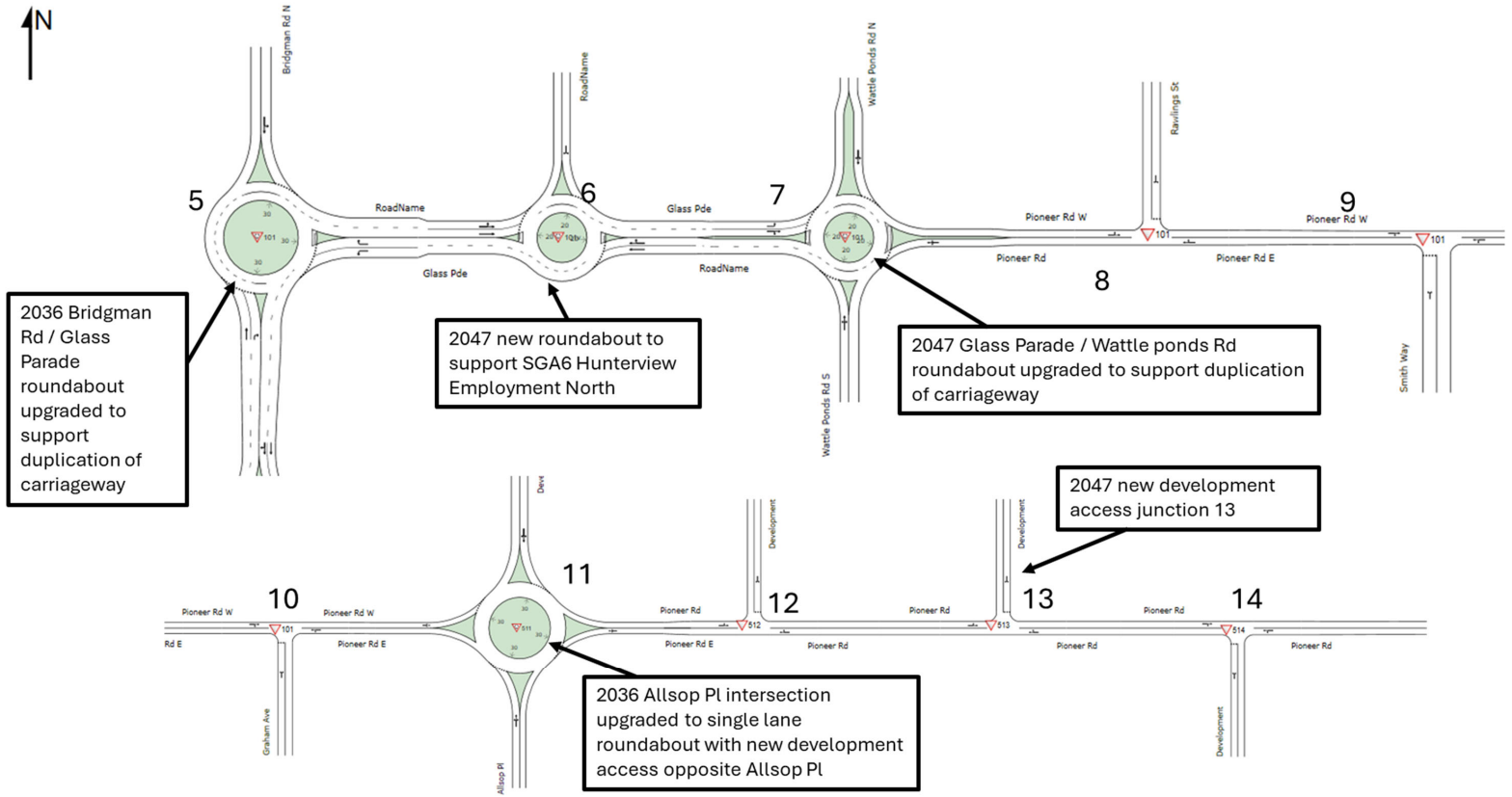
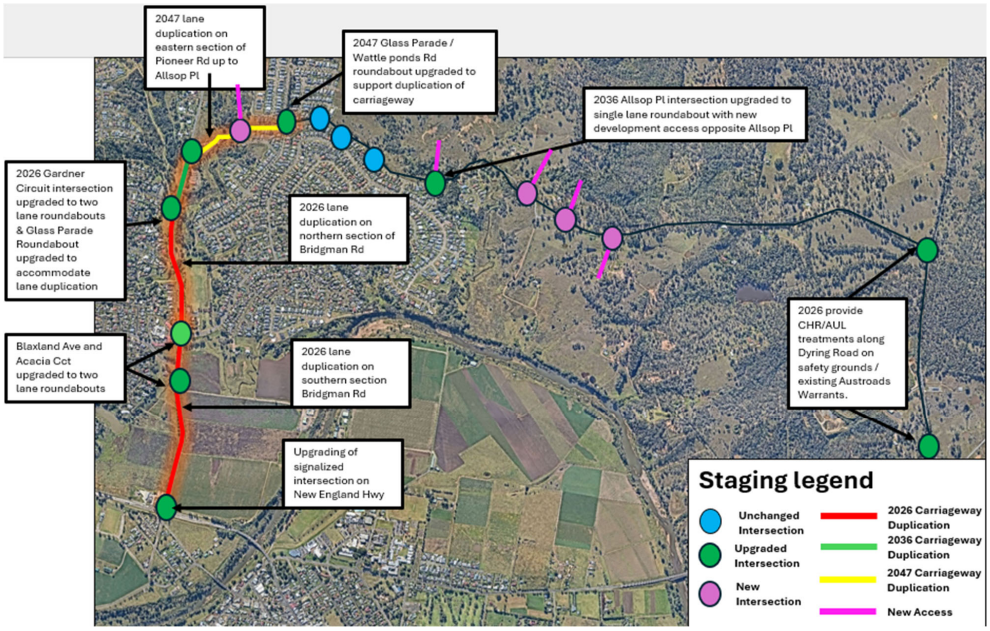


Figure 26 Pioneer Road treatments

A summarised staging plan for roadworks for each of the 2026, 2036 and 2047 is provided below in Figure 27 inclusive of mid-block upgrades (duplication) and intersection works.



Year	Carriageway treatments	Intersection treatments
2026	Lane duplication on southern section Bridgman Rd, between new England Hwy and Gardner Cct	• Upgrading of signalized intersection on New England Hwy • Blaxland Ave Seagull intersection upgraded to two lane roundabout • Acacia Cct Seagull intersection upgraded to two lane roundabout • Gardner Circuit intersection upgraded to two lane roundabout • Provide CHR/AUL treatments along Dyring Road on safety grounds / existing Austroads Warrants.
2036	Extend lane duplication up to Glass Parade Roundabout	• Allsop Pl intersection upgraded to single lane roundabout with new development access opposite Allsop Pl • New T-junction access at 133 Pioneer Rd • New T-junction access at 190 Pioneer Rd
2047	Extend lane duplication up to Wattle Ponds Road	• New roundabout access on Glass Parade • New T-junction access at existing Mtb Track • Glass Parade / Wattle Ponds Rd roundabout upgraded to support duplication of carriageway

Figure 27 Suggested staging of road infrastructure improvements to support Hunterview

Table 11 below presents the Level of service for each intersection across all the scenarios. It can be seen that following the staging of upgrades allows the network to function within capacity even as the development traffic increases.

Bridgman Road and Glass Parade roundabout would operate close to capacity as a roundabout, with the critical movement as the westbound left turn from Glass Parade to Bridgman Road experiencing queues up to 130m. The potential mitigation is to replace the existing left turn lane as a slip lane.

Table 11 Intersection LOS comparison

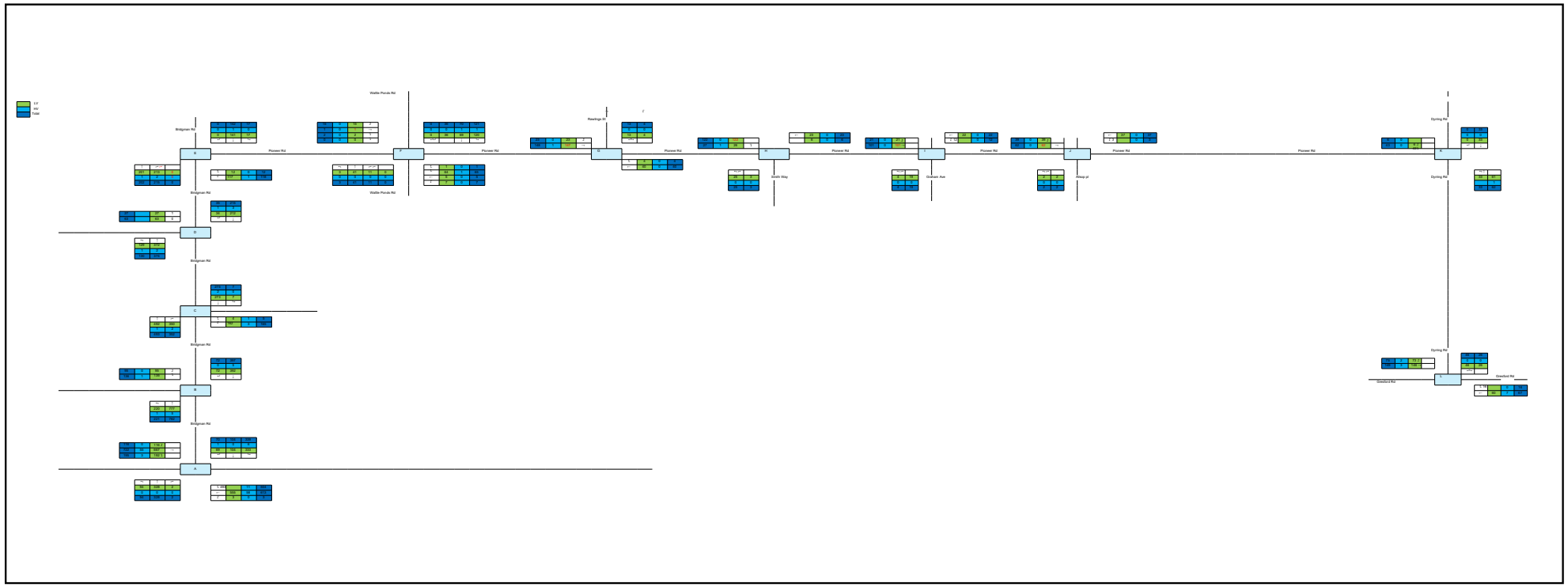
Period		AM				PM			
Intersection		2024	2026	2036	2047	2024	2026	2036	2047
1	Bridgman Road / New England Highway	LOS D	LOS C	LOS C	LOS D	LOS D	LOS C	LOS D	LOS D
2	Bridgman Road / Blaxland Avenue	LOS C	LOS A	LOS A	LOS A	LOS D	LOS A	LOS A	LOS A
3	Bridgman Road / Acacia Crescent	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A
4	Bridgman Road / Garden Circuit (priority)	LOS B	LOS A	LOS A	LOS A	LOS B	LOS A	LOS A	LOS A
5	Bridgman Road / Glass Parade	LOS A	LOS A	LOS A	LOS C	LOS A	LOS A	LOS A	LOS A
6	Glass Parade / Industrial Development				LOS A				LOS A
7	Pioneer Road (Glass Parade) / Wattle Ponds Road	LOS A	LOS A	LOS A	LOS B	LOS A	LOS A	LOS A	LOS B
8	Pioneer Road / Rawling Street	LOS A	LOS A	LOS A	LOS B	LOS A	LOS A	LOS A	LOS B
9	Pioneer Road / Smith Way	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A
10	Pioneer Road / Graham Avenue	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A	NA	LOS B
11	Pioneer Road / Allsop Place	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A
12	Pioneer Rd / New Development		LOS A	LOS A	LOS A		LOS A	LOS A	LOS A
13	Pioneer Rd / New Development				LOS A				LOS A
14	Pioneer Rd / New Development		LOS A	LOS A	LOS A		LOS A	LOS A	LOS A
15	Pioneer Road/Dyrring Road	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A
16	Dyrring Road/Gresford Road	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A	LOS A

Appendices

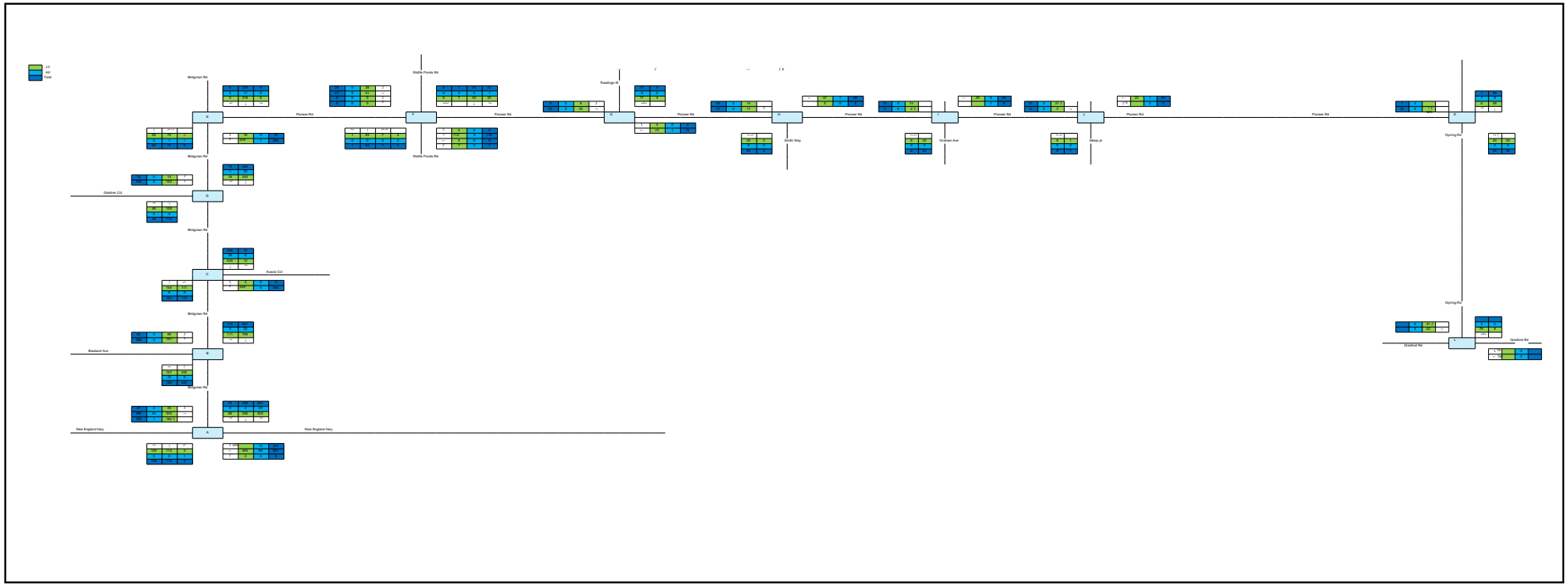
Appendix A

Traffic Movement Diagram

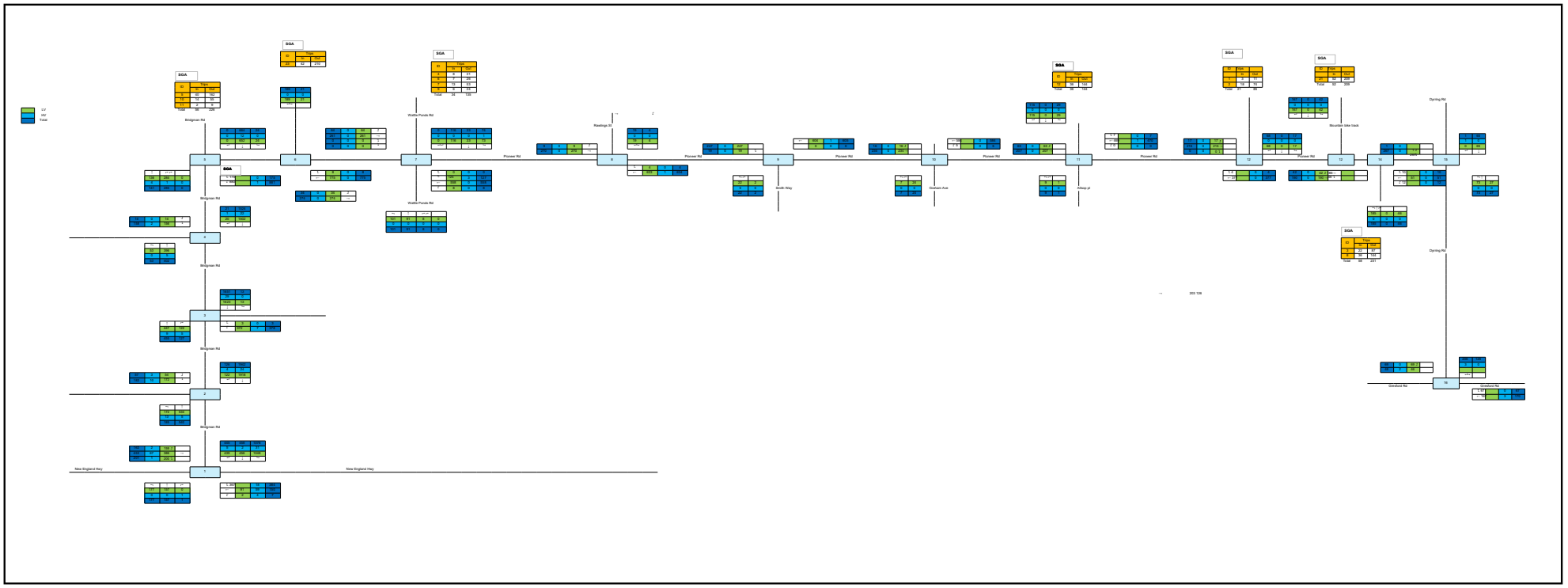
PM Base Traffic Movement Diagram



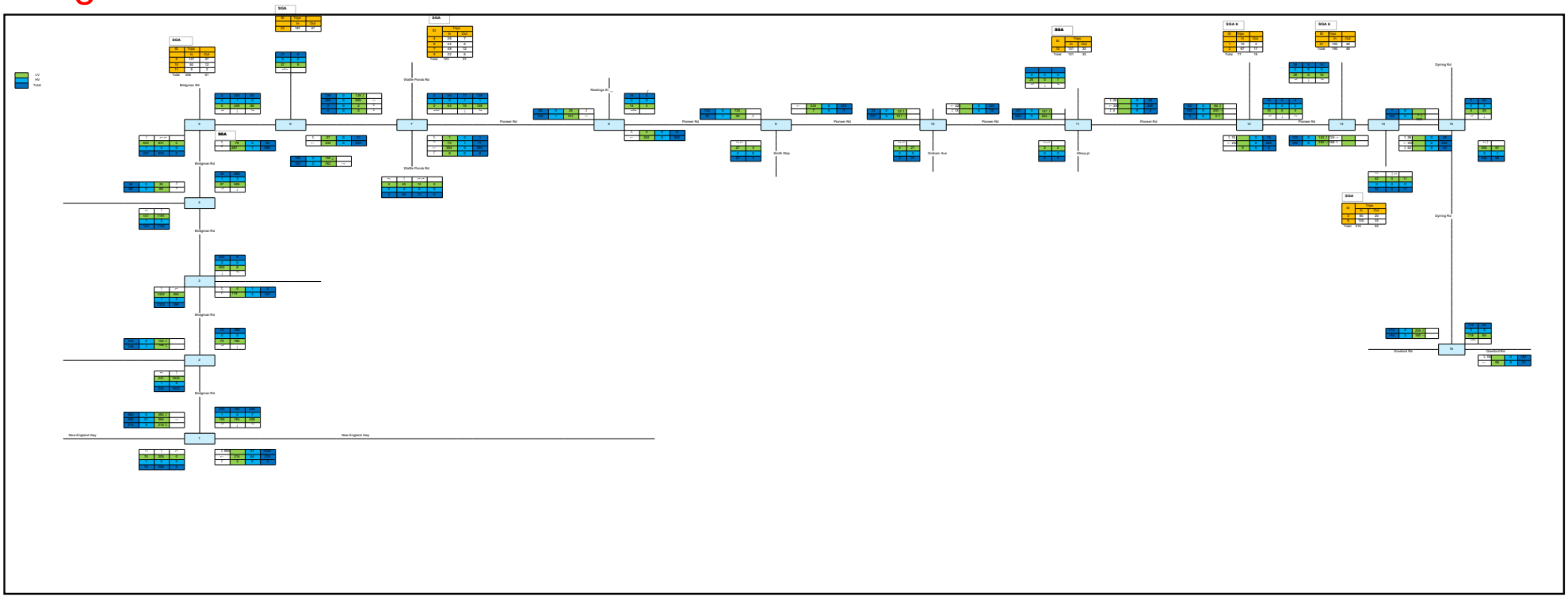
AM Base Traffic Movement Diagram



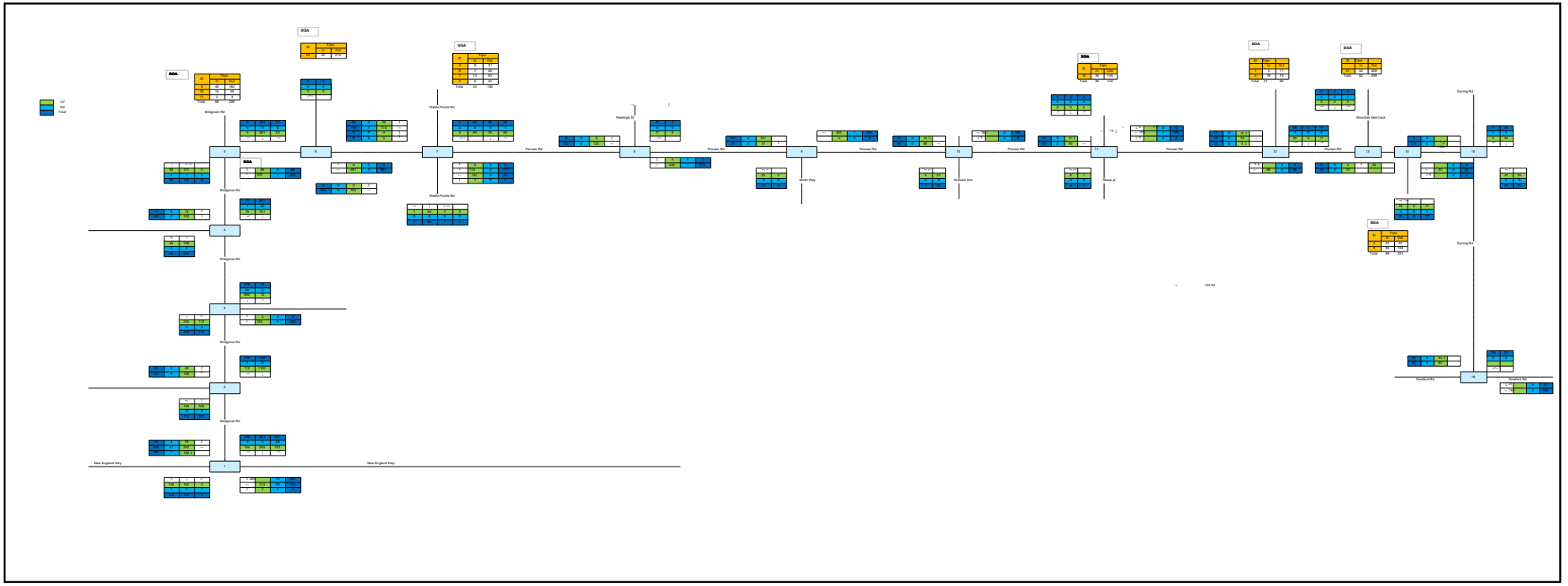
PM 2026 Traffic Movement Diagram



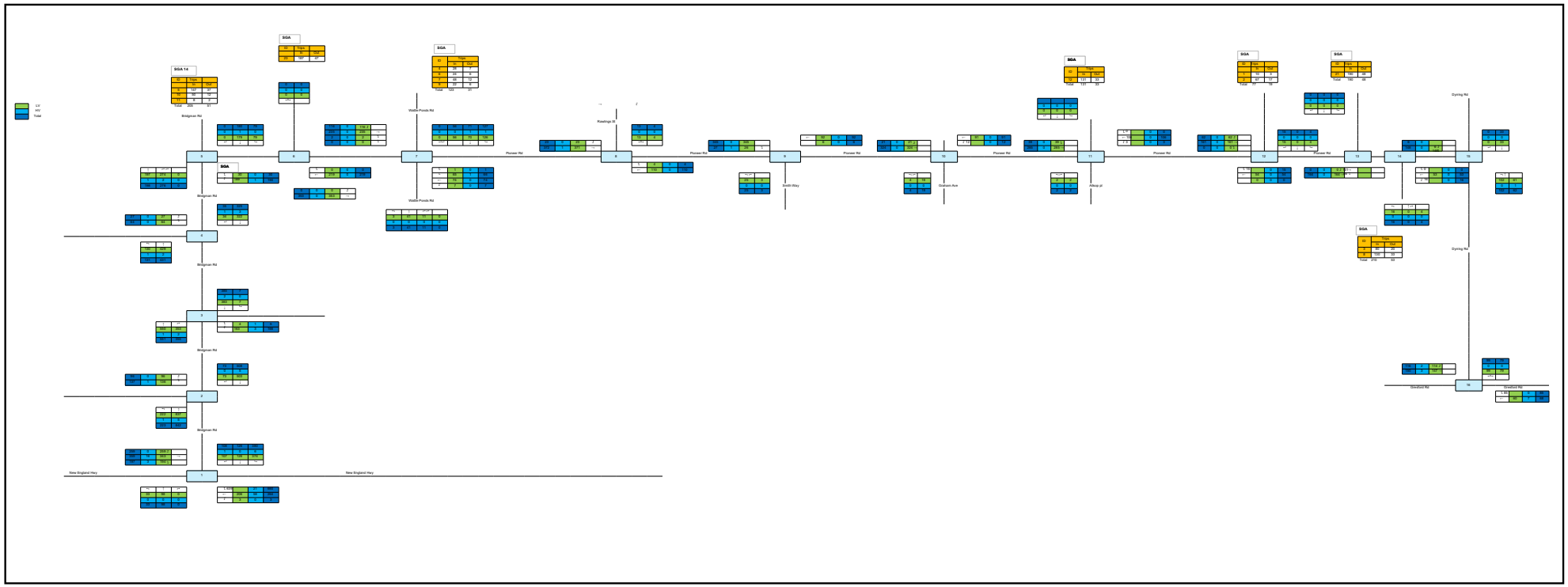
AM 2026 Traffic Movement Diagram



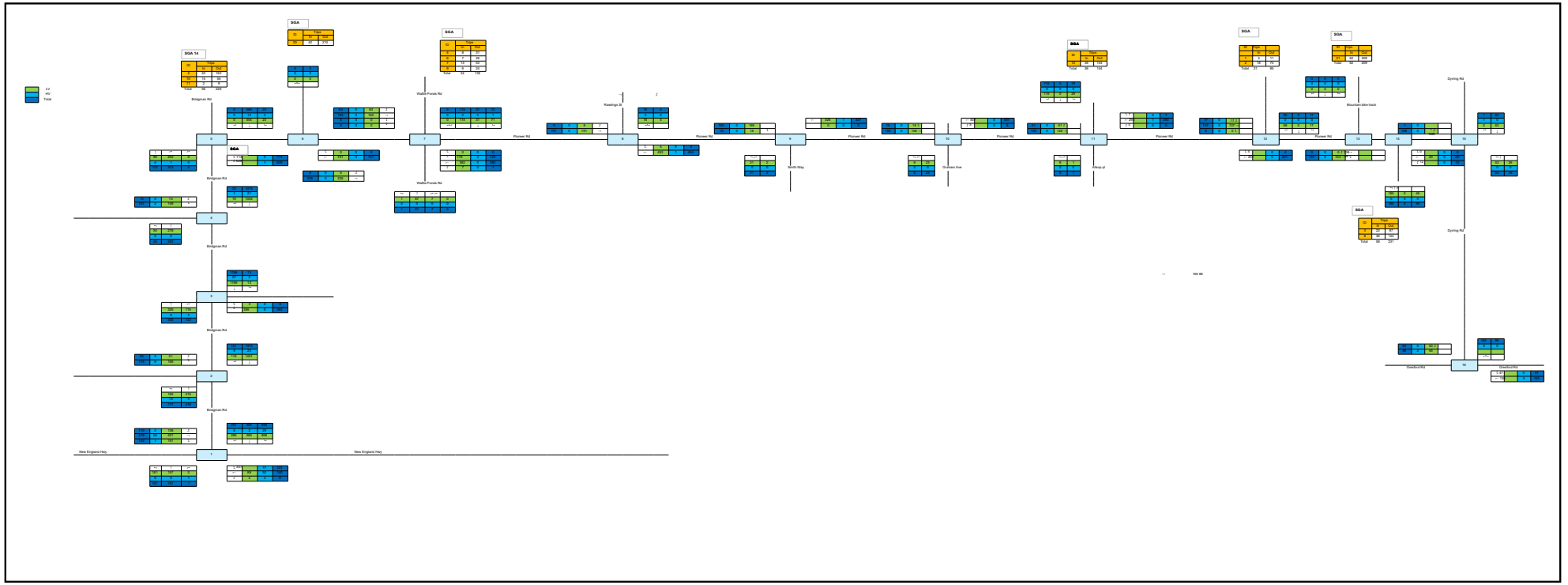
PM 2036 Traffic Movement Diagram



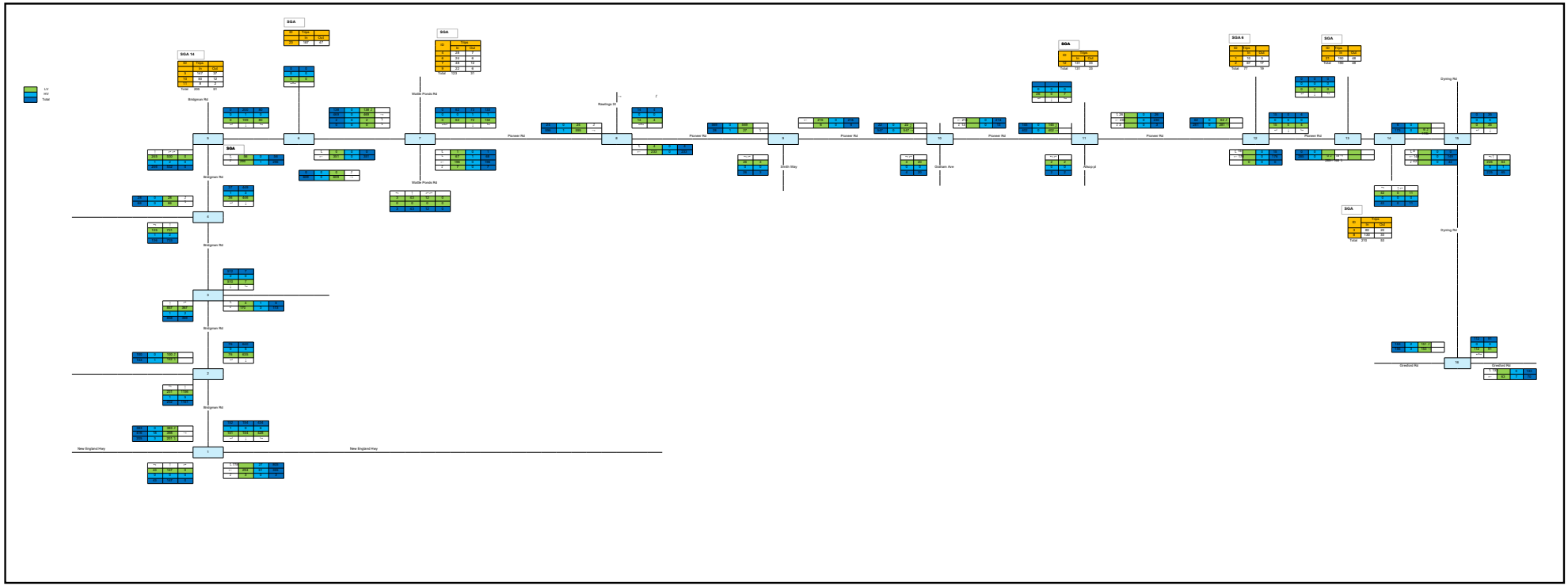
AM 2036 Traffic Movement Diagram



PM 2047 Traffic Movement Diagram



AM 2047 Traffic Movement Diagram



Appendix B

Detailed SIDRA Files

The SIDRA files would be provided separately.

DI&P62/24. Draft Public Gates and Bypasses (Cattle Grids) Policy **FILE:** 20/00034
Author: Manager Infrastructure Services

Executive Summary

The purpose of this report is for Council to consider placing the revised draft Singleton Council Public Gates and Bypasses (Cattle Grids) Policy on public exhibition for a period of 28 days.

RECOMMENDED that Council:

1. Place the draft Public Gates and Bypasses (Cattle Grids) Policy on public exhibition for 28 days and public notice be given of Council's intention to adopt the draft document subject to consideration of submissions received.

2. Adopt the draft Public Gates and Bypasses (Cattle Grids) Policy following the public exhibition period subject to submissions received and provided that there are no alterations required to the draft document as a result of objections or feedback.

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 Public Gates and Bypasses (Cattle Grids) Policy.

Report

Council considered a report on 16 July 2024 regarding the exhibition of the draft Public Gates and Bypasses (Cattle Grids) Policy. In reviewing the report, Council resolved to:

1. Place the draft Public Gates and Bypasses (Cattle Grids) Policy on public exhibition for a period of 28 days and public notice be given of Council's intention to adopt the draft document subject to consideration of submissions received.

2. Adopt the draft Public Gates and Bypasses (Cattle Grids) Policy following the public exhibition period subject to submissions received and provided that there are no alterations required to the draft document as a result of objections or feedback.

3. Receive a further report should objections or feedback be received during the public exhibition period, prior to adopting the draft Public Gates and Bypasses (Cattle Grids) Policy.

The draft Public Gates and Bypasses (Cattle Grids) Policy was initially placed on public exhibition for a 28-day period, ending on 18 August 2024. The document was made available for viewing on Council's website. Following a community request to the Mayor the exhibition period was extended to 8 October 2024, which included two public meetings.

During the exhibition period, ten submissions (**Attachment 1**) were received, all of which objected to the adoption of the draft Public Gates and Bypasses Policy for various reasons, including:

- Road maintenance requirements
- Signage requirements
- Side-track requirements
- Insurance requirements
- Annual condition reporting requirements
- Annual fees
- Council ownership

After considering the submissions, Council officers believe that the issues raised in the submissions warranted significant alterations to the draft Public Gates and Bypasses (Cattle Grids) Policy, therefore a second exhibition period is considered necessary.

The purpose of the draft Public Gates and Bypasses (Cattle Grids) Policy is to provide a managed approach to the provision of public gates and bypasses, and to minimise the risk of claims against both the landowner/permit holder and Council.

The revised draft Public Gates and Bypasses (Cattle Grids) Policy (**Attachment 2**) is now presented to Council with changes, for further consideration and to be placed on public exhibition.

Community Strategic Plan

Our Leadership

Strategy:	5.5	To lead, govern and regulate in an ethical, equitable and transparent way
Deliverable:	5.5.8	Policies are reviewed as required throughout the term of Council to ensure legislative compliance
Action:	5.5.8.1	Ensure Council policies are current and reviewed as required

Council Policy/Legislation

- *Work Health and Safety Act, 2011*
- *Work Health and Safety Regulation, 2017*
- *Roads Act, 1993*
- *Roads Regulation, 2018*

Financial Implications

Adopting this report and exhibiting the amended draft document creates no financial implications for Council other than for appropriate exhibition costs, which are provided for in Council's operational budgets.

The adoption of the revised draft Public Gates and Bypasses (Cattle Grids) Policy will have Council incurring costs through compliance inspections, installation of signage requirements, waiving all fees required to bring existing structure to compliance standard and the removal of unwanted or unclaimed existing structures. In line with the proposed draft Public Gates and Bypasses (Cattle Grids) Policy a risk-based approach will be undertaken to schedule works within Council's existing operational budget.

Council is able to charge fees to approve the installation of new public gates and bypasses in the adopted 2024/25 Fees and Charges Schedule. Council will develop a fee for annual compliance inspections in the 2025/26 Fees and Charges Schedule.

Not adopting the policy would result in Council being responsible for the maintenance and upkeep of public gates and cattle grids to ensure a safe standard across all roads. There is also a risk that Council can be held liable if an incident occurs and there is no Public Gates and Bypasses (Cattle Grids) Policy in place.

Consultation

Extensive internal consultation has been undertaken throughout the development of the draft Singleton Council draft Public Gates and Bypasses (Cattle Grids) Policy and an updated report was previously considered by the Roads Advisory Committee on this matter on 8 March 2022.

Councillors received a briefing on the draft Public Gates and Bypasses (Cattle Grids) Policy on 2 July 2024. A further briefing was held on 14 November 2024 to provide an overview of the public consultation, the submissions received, and the revised draft Public Gates and Bypasses (Cattle Grids) Policy.

The draft Public Gates and Bypasses (Cattle Grids) Policy was placed on public exhibition from 16 July 2024 to 8 October 2024. Two Community Meetings were held on 19 September and 1 October 2024, between 4:30pm and 6:00pm, at the Singleton Library, with nineteen people attending. The Manager of Infrastructure Services also participated in an onsite meeting with Goorangoola community members, inspecting five cattle grids along Goorangoola Creek Road on 30 September 2024.

It is recommended that the revised draft Singleton Council Public Gates and Bypasses (Cattle Grids) Policy be placed on public exhibition for a period of 28 days. Community engagement will be undertaken to ensure that all interested parties can participate and provide feedback during the exhibition period.

Community engagement during the exhibition period will include:

- A media release
- Social media promotion
- Posters displayed on all Public Gates and Bypasses (Cattle Grids) within the Singleton LGA
- A Community Meeting on 11 March 2025, from 4:30pm to 6:00pm, at Singleton Library

Copies of the document will also be available on Council's website.

Once the policy is endorsed, Council will conduct community education and ensure compliance with impacted rural property owners.

Sustainability

The Singleton Council Public Gates and Bypasses (Cattle Grids) Policy meets Sustainable Development Goal (SDG) 15 – Life on Land, as set out in the adopted Singleton Sustainable Strategy 2019-2027. Specifically, the deliverables under SDG 15 include *identify biodiversity risks and implement risk mitigation strategies to promote conservation*.

Risk Implications

Risk	**Risk Ranking**	**Proposed Treatments**	**Proposed Risk Ranking**	**Within Existing Resources?**
There is a risk that Council will not comply with the current industry standard requirements which may lead to legal action, penalties and reputational damage.	High	Adopt the recommendation	Low	Yes
There is a risk that Council will be subject to public criticism during the exhibition period which may lead to reputational damage.	Medium	Ensure that sufficient documentations are available for the community during the exhibition period	Low	Yes
There is a risk of new public gates and cattle grids being built to substandard engineering requirements which may lead to the increase of lifecycle asset management, replacement and renewal cost.	High	Adopt the recommendation	Low	Yes

Options

The following options are available to Council:

1. Council resolves to:

    1. Place the draft Public Gates and Bypasses (Cattle Grids) Policy on public exhibition for a period of 28 days and public notice be given of Council's intention to adopt the draft document subject to consideration of submissions received.

    2. Adopt the draft Public Gates and Bypasses (Cattle Grids) Policy following the public exhibition period subject to submissions received and provided that there are no alterations required to the draft document as a result of objections or feedback.

    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 Public Gates and Bypasses (Cattle Grids) Policy.

2. Council resolves to not place the draft Public Gates and Bypasses (Cattle Grids) Policy on public exhibition and request for further amendments to be made.

Option one is recommended.

Conclusions

The draft Public Gates and Bypasses (Cattle Grids) Policy has undergone extensive consultation and public exhibition, with significant feedback received from the community. The concerns raised in the submissions have highlighted the need for substantial changes to the original draft policy. With these changes, the revised policy aims to address the identified issues while maintaining a managed approach to public gates and bypasses, reducing risks for both landowners and Council.

It is recommended that the revised draft Public Gates and Cattle Grids Policy be placed on public exhibition for a period of 28 days and public submissions be considered and reported back to Council prior to adoption of the final document.

Attachments

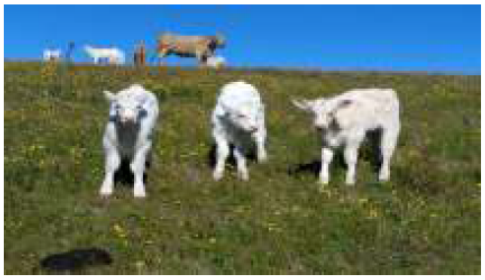
AT-1⇩ Submissions recieved for Original Draft Public Gates and Bypasses (Cattle Grids) Policy

AT-2⇩ Draft Public Gates and Bypasses (Cattle Grids) Policy

[redacted]

[redacted]

E-mail: [redacted]



Phone: [redacted]

SUBMISSION RE: Draft Public Gates and Bypasses (Cattle Grids) Policy

7th October 2024

Attention:
General Manager
Singleton Council
PO BOX 314
Singleton NSW 2330

Dear Justin,

We must express our concerns to Singleton Shire Council about the proposed policy put forward and placed on public display on 16th July 2024 regarding Cattle Grids and Public Gates.

We have rural landholdings running beef cattle on our properties at [redacted], both in the Singleton LGA. Our properties are located approximately 40 kms North of Singleton.

Initially we felt there has been a lack of communication and public consultation with affected landholders. To only promote this being on public view in 2 newspapers, is very poor. We feel it is the council's duty to inform rural landholders about the proposal especially those who will be largely affected by this policy. Given the enormity that this will affect those involved not only financially but also the legal ramifications are unclear.

But I have to say - since a letter was written to council and Mayor Sue Moore on Thursday 8th August, Singleton Council have addressed this issue and held two community consultation meetings at the Singleton Library. Damian Morris Manager of Infrastructure Services at Singleton Council also has met with a handful of landholders on Goorangoola Creek Road on Monday 30th September to inspect existing cattle grids and talk to landholders about the issues they have with the draft policy.

Council needs to continue to be transparent with landholders giving them the opportunity to discuss and submit any concerns regarding this policy and work together with landholders for a suitable outcome that is workable for all involved.

There are a lot of issues raised in the draft policy:

NO maps providing locations of existing Public Gates and Cattle Grids.

NO maps showing where cattle grids with current permits exist.

We understand that minor roads have traffic movements of less than 200 vehicle movements per day. As I understand our roads at Goorangoola would only require single lane Cattle grids.

The proposed Policy is going to add a lot of expense to landholders who are already challenged with cost of running rural Holdings.
Erecting signage as stated in the Draft Policy comes at a cost of up to approximately $500 per sign installed - quoted by Damien Morris at public meeting held at Singleton Council Library on Thursday 18th September 2024.

The Draft policy recommends landholders are expected to have 5-6 signs on each approach of the cattle grid. 12 in total would cost landholders several thousand dollars to erect the signage per cattle grid and for those with multiple grids this is an enormous expense. Plus, another $500 for a permit (138 permit) to do work within the public road corridor.

Suggestion: Council needs to take responsibility for the placement of signs. Council staff have the training and qualifications to carry out the erection of signs, the landholders do not.

The cost of upgrading access through the side gates will come at a great expense to Landholders.
The proposal also states that Rural landholders must upgrade side access gates adjacent to cattle grids to all weather conditions suitable for Two-wheel drive vehicle access at the landowner's expense. The side access gates were never designed to be an access for vehicle's --- only for stock movements.

Suggestion: The side road access would only need to be done if the ramp was considered dangerous or unsafe for vehicle use or failed inspection from a council engineer.
By adopting this approach - a bypass through the side gate would only need to be constructed if the ramp was considered a risk.

The policy states that the cost of removing the ramp is the landholder's responsibility if council deem the ramp is not up to standard, or if the landholder does not wish to have the ramp anymore. Once again, another expense to the landholder.

The draft policy also suggests that landholder is responsible for maintaining 20 meters of road either side on the approach to the cattle grid. This is another cost passed onto the landholder.

Suggestion: Council consider that landholders who take responsibility for the ramp only and Council maintains the proposed 20 meters, as this will have consistency with road surfaces.

Rural landholders do not have the training and qualifications to carry out works within a public road corridor and will need to engage contractors. Once again, another expense to be passed on to the landholders

Public risk insurance issues:
The Draft proposal states landholders must have a $20 million Public Risk insurance Policy in place.
On speaking with Elders insurance representatives, we have been informed that it is an insurance nightmare. Landholders are being asked to ensure the public risk of an incident on a cattle grid that they own on a Public Road Corridor they do not own.

We are being asked to submit annual reports on the condition of cattle grids. What Condition standards are we asked to submit in the annual report? Is a visual walk around the ramp and saying it looks OK good enough or do we need a report from an engineer to say the ramp is structurally safe?

We are expected to do all the above at our expense and we are already time poor plus this is on land we do not own.

As Landholders we feel Council needs to make modifications to the Draft policy to make it workable for all concerned. This will provide a workable and sensible outcome for all involved.

Regards,

[redacted]

[redacted]

4th October 2024

Mrs Sue Moore
Mayor
Singleton Council
12-14 Queen Street
Singleton NSW 2330

Via Email: smoore@singleton.nsw.gov.au

Dear Mrs Moore,

Re: Draft Public Gates and Bypasses (Cattle Grids) Policy

I forward for your attention and the attention of your fellow Councillors our concerns to the Draft Public Gates and Bypasses (Cattle Grids) Policy. I note per the Singleton Council website the *aim of the policy is to reduce the exposure of landowners and Council to risks associated with Public Gates and Bypasses.*

As landholders, we are aware of the importance of Public Gates and Bypasses (Cattle Grids) to ensure the containment of livestock within property boundaries where public roads are unfenced.

The public roads network is pivotal for everyday use by light vehicles through to heavy haulage to ensure access to everyday services in local towns and the continuity of agricultural businesses in rural areas. It is therefore critical these public access roads are maintained to ensure those who use the roads have safe carriage.

We believe it is the responsibility of the Council to maintain these roads right up to the Public Gates and Bypasses (Cattle Grids) to ensure a safe and reliable road is being always provided to motorists. We ***do not*** believe these public road maintenance costs should be borne by the landholder.

As landholders, it is important we work together with Council to ensure the effective and ongoing maintenance of safe Public Gates and Bypasses (Cattle Grids) and ensuring appropriate signage is displayed for motorist safety.

Please do not hesitate to contact me directly if you have any questions or wish to discuss further.

Yours sincerely,

[redacted]

Ph: [redacted]

CC: Mr Justin Fitzpatrick-Barr, General Manager Singleton Council (council@singleton.nsw.gov.au)

7/10/2024

[redacted]

General Manager
Singleton Council
PO Box 314
Singleton, NSW 2330

Dear Council Members,

I am writing on behalf of my father, [redacted], regarding our concerns with the proposed policy changes concerning cattle grids under the Local Government Act 1993.

Our property currently has five double grids on [redacted] and two single grids on the dirt public road, all of which were installed primarily in the 1960s during my grandfather's time. We understand there will be a permit fee for each existing grid upon registration with a Section 128 application form. While we acknowledge the fairness of an initial permit fee, we strongly oppose the imposition of an annual fee after that.

Additionally, we are concerned about the requirement that landholders bear the cost of signage on either side of the grids. We believe this should be the council's responsibility, including the installation of signs with proper spacing and quality. The council should cover these expenses to ensure consistency and safety across the signage.

We also suggest that each grid be assigned a unique permit number, which could be displayed prominently near the grid. This would facilitate the identification and location of each grid by the council, the property owner, or any public member who needs to report a maintenance issue.

We respectfully request that the council consider our concerns and adopt a sensible and fair approach to these matters. And believe working collaboratively can effectively address the needs of both landholders and the community.

Thank you for your time and consideration.

Yours sincerely,
[redacted]

Singleton Beef and Land Management Association Incorporated

Mr Justin Fitzpatrick-Barr
General Manager
Singleton Council
PO Box 314
SINGLETON NSW 2330
Email: council@singleton.nsw.gov.au

Dear Justin

RE: **DRAFT PUBLIC GATES AND BYPASSES (CATTLE GRIDS) POLICY**

Singleton Beef and Land Management Association Incorporated is a long standing and active group, with membership of over fifty local landholders. We wish to voice our objection to the above draft policy proposed by Singleton Council.

As it stands, this proposal will adversely effect many of our members from a financial, social, animal welfare and historical access point of view.

There appears to be inadequate details available, coupled with staff who cannot explain the proposed changes and who clearly do not understand the negative ramifications for local landholders.

As a result, I wish to strongly object to this policy on behalf of our members.

Yours faithfully

[redacted]

[redacted]
Secretary

President [redacted]

Secretary [redacted]

Treasurer [redacted]

Website
www.singletonbeefandland.org.au

Email
singletonbeefandland@gmail.com

Kellie Doherty

From: [redacted]
Sent: Friday, 4 October 2024 4:06 PM
To: Singleton, Council
Subject: Draft Public Gates and Bypasses (Cattle grids) Policy

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

General Manager,
I am sending this email due to my concern with the Draft Public Gates and Bypasses (cattle Grids) policy proposed by Singleton council. This policy will affect a large number of land-holders in Singleton Shire and is likely to cause on-going issues over time.
I would like to express my disappointment at the lack of courtesy by council by proposing the policy without wide consultation with potentially affected landholders. There was little effort put into identifying the effects the policy would have on the landholders involved.

Concerns include:

- The fact that insurance companies are unlikely to insure works conducted by landholders on council roadways.
- The lack of any provision of construction requirements despite requiring engineering inspections. Just what designs does council expect/require for cattle grids and surrounds?
- The impossibility of a landholder controlling the traffic over any grid. Landholders cannot monitor 24/7 or enforce what traffic comes over a grid on a public road. This ties into the engineering problem of what is needed? Something that is designed to carry any possible weight of vehicle (including B doubles fully loaded ?).

I fail to see how this policy resolves any exposure of landholders to the risks associated with cattle grids /bypasses.
A lot more consultation is needed before such a policy should be implemented.
Council has not provided the number of grids involved or the location of such grids. The road load ratings are also relevant so that the grids can match those loadings.

More consideration and thought (and especially consultation) is needed to sort out this policy and to make it practicable and workable.

Regards
[redacted].

[redacted]

ABN: [redacted]

[redacted]

Cattle Grids and Public Gates Policy Submission

Singleton Council claims the objective of this policy is to reduce risk to both landholders and the Council. But, as this proposal stands, it will have a significant economic impact on farmers. In addition to this, Council cleverly burdens landholders with an extra layer of risk.

Our farm, like many others in this LGA, has had a well maintained cattle grid in place across our local road for over sixty years without one problem/accident/claim. It was built to Council specifications.

"Consultation and communication" is Singleton's Council's catchcry, but with no notification nor prior warning, we are now going to suffer the impact of unexpected and significant additional expenses such as:

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- Licences;
- Roadworks;
- Signage;
- Inspection fees; and
- Painting, etc.

Perhaps this is a cynical money-making and risk minimisation venture for Council, rather than real support for it's rural ratepayers.

The most unrealistic demand in this proposed policy is the building of a vehicular side track around each grid. Existing side gates adjacent to every cattle grid were always intended for the safe movement of stock, rather than vehicles.

Farmers are not civil engineers. Building all-weather tracks alongside existing public roads is likely to cause Singleton Council more problems and is an unreasonable expectation and cost to rural ratepayers.

Signage requirements are also available to misinterpretation, with landholders expected to procure and install their own signs. These signs will likely differ across the LGA and cause confusion to drivers.

Maintaining the public road for 20 metres for each side of a cattle grid is also unfair. We repeat, we are not skilled road workers, and Singleton Council should maintain responsibility in addressing any problems with the road surface while undertaking routine inspections and repairs.

[redacted]

In addition, the cattle on our farm can walk 250 metres beyond the boundary of our property along the road corridor until they are stopped by a cattle grid, which marks the historic boundary between two other farms. It is unclear whether we could apply to be the permit holder for this cattle grid if this policy goes ahead. If not, this would potentially result in further risks to our business operation.

In conclusion, it would be appreciated and appropriate if Singleton Council showed some restraint in implementing these rather ill thought-out measures which would be a major financial burden on many farmers.

Yours sincerely,

[redacted]

[redacted]

3 October 2024

2

27 September 2024

General Manager
Singleton Council
PO Box 314
Singleton NSW 2330

Dear Justin,

Draft Public Gates and Bypasses (Cattle Grids) Policy - Submission

Executive Summary

The *Roads Act 1993* and *Roads Regulation 2018* have unfortunately created an unfair and unworkable situation between Councils and landowners with respect to Public Gates and Bypasses and modern liability scenarios. The proposed Public Gates and Bypasses (Cattle Grids) Policy drafted by Council compounds this bad policy by attempting to manage the risks by adding another layer of bureaucracy to the existing.

Council should be eliminating the risk by becoming the gate permit holder under the Act. This will then give Council control over any risks associated with the cattle grids, provide a clear insurance framework free from ambiguities and free Council of the need to operate and maintain a gate register with circa 320 landowners in perpetuity.

The reasons for this conclusion and our objections to parts of the proposed draft policy are provided below.

Context – Existing Public Gate with Bypass (Cattle Grid)

We are landholders and rate payers at [redacted] passes through our land and there is a Public Gate with Cattle Grid Bypass at both property boundaries. Our father and uncle along with our neighbours installed the cattle grid at the entry to our property and the cattle grid at the exit was installed by the other neighbour. The property is unfenced because the way the road bisects our land leaves a small parcel of land that is both uneconomic to fence and without access to a natural water source for stock.

It is our understanding that the Cattle Grid, adjacent Public Gate and associated fencing and guardrails were installed in accordance with plans provided by Council and that Council undertook inspections during the construction works and endorsed the works as being compliant with their plans.

As with most Cattle Grids they provide a benefit to the local community and serve the people who live further along the road more than those who install them.

As stated in the Meeting of Singleton Council – 16 July 2024 Minutes Council has a register of previously approved public gates and cattle grids and we expect that ours would be on that register.

Context – [redacted]

At the location of our property [redacted] is a single lane, rural, no through road passing through grazing land. It is hilly country and the road crosses [redacted] via concrete causeways many times. There are also numerous timber culverts and many sharp bends. The road is sealed and the pavement width is approx. 3.4m. It is a low-speed environment and the road serves **four households** plus several bush blocks with weekender style accommodation beyond our cattle grid. The maximum traffic volume is approximately 10 vehicles per day.

Approximately 60m on the Singleton side of our Public Gate is small concrete causeway / dip which is 3.0m wide (so less than the minimum lane width) and then within the next 1km there are five more causeways with widths of 3.6m nom followed by another Public Gate with Cattle Grid Bypass. The last of these causeways is within 50m of the next Public Gate with Cattle Grid Bypass.

The concrete causeways have zero signage apart from depth indicators.

Consultation Feedback

As stated in the Meeting of Singleton Council – 16 July 2024 Minutes Council has a register of previously approved public gates and cattle grids and **AFTER** the policy is adopted they will contact the impacted rural property owners (**ratepayers**). The Minutes further states that "extensive **internal** consultation has been undertaken".

Given the policy will impose additional legal, financial and reporting obligations on rural land owners direct consultation should have been undertaken with the affected landowners with at least a letter advising them of the proposed changes to the current conditions.

Errors in Minutes

Page 149 of the Minutes – Financial Implications – para 3 – "Not adopting the policy will result in Council being responsible for the maintenance and upkeep of public gates and cattle grids to ensure a safe standard across all roads".

This is incorrect. The Roads (General) Regulation 2018 Part 6 Public Gates Clause 71 clearly states that the public gate permit holder is responsible for the maintenance of the gate and road approaches within 20m of the gate.

Public Gates and Bypasses – What is the Problem?

The proposed Public Gates and Bypasses (Cattle Grids) Policy (the Policy) is responding to *Part 9 – Regulation of Works, Structures and Activities, Division 2 – Public Gates* of the *Roads Act 1993* (the Act) which allows erection of a gate across a road at any place at which the road intersects a boundary fence by permit. In addition, *Roads Regulation 2018 – Part 6 Public Gates* (the Regulations) then imposes an obligation on the permit holder to maintain the gate plus the public road for a distance of 20m each side of the gate in good condition. The Act and in particular the Regulations have created a situation whereby privately owned and maintained assets exist in public roads.

It is pertinent to note that in all likelihood the boundary fence and perhaps the gate existed prior to the road and for whatever reason the Act and Regulations have been established as if the gate is being inserted into an existing road.

Council is concerned about legal actions arising from new gates being built to substandard engineering requirements and inadequate asset lifecycle management of gates creating a legal liability for Council. This is a reasonable concern given the overlapping legal requirements and obligations created by the bad policy within the Act and Regulations and the complications arising from coordinating with farmers for construction and maintenance of road assets.

Public Gates and Bypasses – How to manage the risk?

Risk management frameworks involve the identification and then management via a hierarchy of elimination and minimising of risks. Council have identified the potential risk associated with Public Gates and Bypasses and have proposed the Policy to minimise Councils risk. The policy does not examine ways to eliminate the risk and this should have been part of Councils process.

Option 1 – Eliminate the Risk

If Council becomes the gate permit holder under the Act they then have control over the adequate maintenance of the cattle grid, roads on either side of the cattle grid and warning signs located within the road reserve within 80-250m of the cattle grid. Advantages of this pathway include:

- Council can undertake these works without having to liaise with landowners,
- Council will not be reliant on farmers for maintenance of road assets,
- Council will not have to ensure 320+ farmers (2 per grid typically) are carrying appropriate and current insurance for road assets,
- Council will not have to implement and monitor an Annual Compliance Plan in perpetuity
- Council will not have to implement enforcement proceeding against farmers that do not or cannot adequately maintain the cattle grids, and

- Council will be able to upgrade signage etc to comply with evolving standards without having to deal with potentially 320 landowners – noting that the *Act* or *Regulations* only require permit holders to paint the gate white, install reflectors and maintain the road approaches for a distance of 20m.

This would follow the normal procedure for developer constructed infrastructure whereby it is constructed in accordance with Council standards, Council undertakes progress inspections and at completion of a defects liability period the asset is gifted to Council via an asset acceptance process. It is our understanding that cattle grids have typically been constructed to Council provided standards and were inspected by Council during construction so concerns about quality of the construction should be allayed. Farmers would probably be very happy to gift the cattle grids to Council in exchange for Council assuming the currently unworkable joint obligations associated with the gate permit.

Current Council practice has been to maintain the road assets to the face of the cattle grid so the additional impost for Council in exchange for the advantages outlined above is only the cattle grids themselves.

Option 2 – Minimise the risk

This appears to be the approach envisaged by the proposed Policy. It is clear that the Policy has been written from a Council perspective, does not adequately address the case of existing cattle grids, the practicalities for landowners or the realities of the overlapping legal obligations created by the Policy, the Regulations and the Act.

Specific issues with the Policy include:

1. *Unregistered (Illegal) Public Gates and Bypasses*. The Policy begins by assuming that all existing gates are unregistered and hence illegal. It is our understanding that our gate and cattle grid were constructed to plans provided by Council and that Council inspected the works during construction. This means that Council would have approved the Public Gate, so it is not illegal. If Council did not keep a register of gates and/or add our gate to that register then that is an issue for Council – not the landowner. **Recommendation: Remove the premise that existing gates are illegal and provide dispensation for existing gates to be entered into the Council register without charge.**
2. *The Applicant will be required to identify whether the current condition of the structure complies with the defined standard*. The Construction Standards are provided in Section 5.3 of the Policy. For the cattle grid itself the Policy reverts to WHS Act and Regulations, Roads Act and Regulations, applicable Australian Standards and *Industry Standards* (whatever that means). There does not appear to be an Australian Standard for cattle grids. AS 5100 – Bridge Design is relevant for the structural design of cattle grid components but not the overall layout of a Public Gate and Bypass. Council does not appear to have a standard drawing for cattle grids or public gates in the Singleton Council Standard Drawings – edition 1 Rev 1 pack and Singleton Council Engineering Design Guidelines – Edition1 Rev 1 does not mention Public Gates or Cattle Grids. So how exactly is an applicant (farmer) expected to demonstrate compliance with the defined standard? **Recommendation: Provide meaningful standards for Public Gates and Bypasses**

   The Policy says the cattle grid may require design for HS20-T44 *loads.* These loads are not current with respect to AS 5100.
3. *Cattle Grid Side Track (Bypass?) – constructed to a standard such that it is negotiable by normal two-wheel drive vehicle in all weather*. Define “normal”. The purpose of a bypass is to allow passage of stock around the cattle grid. It is not meant for vehicular traffic. Many existing cattle grids are located on sloping land with road cuttings on the uphill side and embankments on the downhill side. Many bypass gates are located at a significant level difference to the roadway and it may not be reasonably practical to construct these to a two-wheel drive standard. Council assets such as culverts do not have permanent two-wheel drive bypass roads so why impose this requirement on farmers? If a temporary vehicular bypass is required for works on the cattle grid this would form part of the normal TTM process. The Act provisions for by-pass by vehicles at a Public Gate but this refers to the

cattle grid as the bypass. **Recommendation: Remove the requirements for vehicular passage through the bypass gate and make it good condition for the passage of stock.**

4. *Signage Part 1 – Signage is to be erected as per AS1742.2 Manual of Uniform traffic Control Devices….* This document is 217 pages long and will be impenetrable to most farmers. **Recommendation: Convert the signage requirements to a standard drawing.**
5. *Signage Part 2 – installing warning signs 80-250m either side of the cattle grid.* These will be inside the road reserve and hence would require approval by Council via a Section 138 Application? They would also require approval to straighten the sign when it is pushed by stock or a vehicle impact? If Council workers damage these signs when undertaking road works such as grading the shoulders then presumably Council will be required to notify the landowner, who will then submit a Section 138 Application to Council for permission to repair the sign and then undertake the repair upon receipt of the approval. Presumably then Council will inherit a legal obligation to confirm that the repair works have been properly undertaken? What a nightmare! **Recommendation: Adopt Option 1 above**
6. Signage Part 3 - *installing warning signs 80-250m either side of the cattle grid.* As described below in Context – Goorangoola Creek Road there is an existing and narrow causeway within 60m of our cattle grid. If we install the grid warning signs 80-250m away then they will be on the other side of the causeway. If Council choose to install their own warning signs for the causeway the driver will encounter 1. Causeway warning signs, then 2 Cattle grid warning signs, then 3 cross the causeway and then 4 cross the cattle grid. This is obviously bad practice and also an example of over signing that has the potential to provide a less safe outcome. Most locals would argue that the road is already over signed. A more nuanced approach to signage needs to be developed as the same situation occurs at the next cattle grid towards Singleton from ours. It is noted that Council have adopted a general warning sign for road subject to flooding and causeways near the intersection of Goorangoola Creek Road and Bridgeman Road. It is suggested that a general cattle grid and causeway sign located at the Goorangoola and Old Goorangoola Roads junction would be more appropriate, noting that Goorangoola Creek Road is a no through road. **Recommendation: Adopt Option 1 above and provide for a more nuanced signage methodology.**
7. *Signage Part 4 – install No Overtaking or Passing and One Lane signs on all grids less than 5m wide*. Our cattle grid was installed to Council provided standards and this did not include these signs. At the location of our cattle grid the road is VERY obviously One Lane (the pavement is 3.4m wide) and in a low speed environment with average traffic volume of less than 10 vehicles per day. Adding a One Lane sign adds no value and is an example of over signage. The first legal and/or safe location to overtake on Goorangoola Creek road occurs **14km** on the Singleton side of our cattle grid. The road is very obviously a single lane road and passing anywhere can only occur with cooperation from both drivers. Installing a No Passing sign is not adding any value beyond that provided by adding the width markers D4-3L and D4-3R. Recommendation: **Recommendation: Adopt Option 1 above and provide for a more nuanced signage methodology.**
8. *Maintenance Standards* – the Public Gate Permit Holder (farmer) is responsible to maintain the structure. Farmers are not trained or skilled to undertake this work. Any lawyer could drive a truck through this requirement and join Council into any legal action instigated by inadequate maintenance. The same would happen if the farmer was to declare bankruptcy. This part of the Policy does not provide Council with meaningful legal protection especially if Council does not undertake a rigorous audit process of the condition of cattle grids (which we know in time it will not). Council would be better protected by becoming the Permit Holder and assuming control of the cattle grids. **Recommendation: Adopt Option 1 above**
9. *Costs of Maintenance – Council may carry out maintenance of the carriageway within 20 metres either side of the of the structure at the owner's expense*. Current practice has been that Council undertakes maintenance up to the face of the cattle grid at Councils expense (as with all public roads). There is no logical reason that a landowner should be responsible for road maintenance costs if the cattle grid was constructed to Council standards. At our cattle grid the road condition is unchanged either side of the grid and there have been no issues with subsidence or potholing due to the cattle grid. Charging ratepayers for additional road

maintenance costs that are unrelated to their activities is unfair. **Recommendation: Retain current practice with respect to road maintenance costs.**

10. *Appendix 1 Application Form* – the form is drafted for a new application. It does not provision for existing Public Gates. Given that there are circa 160 existing gates and probably limited numbers of new gates the form will likely be mostly used for existing gate RE-applications. **Recommendation: Redraft the Application Form to allow for Existing Gates**
11. *Application Fees* – given that most gates were built with Council knowledge and approval there should be an exemption for existing gates. **Recommendation: Exempt existing gates from application fees.**
12. *Appendix 2 : Public Gate and Grid Inspection Report Checklist Part 1* – requires a Public Gate sign on the gate. This does not add value. Most gates adjacent cattle grids display a Stock sign which is more appropriate and I understand was a requirement of Council when the cattle grid was constructed. The Act does require this signage for Gates but it is intended for actual gates across roads – not bypass gates. **Recommendation: Remove the need for a Public Gate sign on the gate.**
13. *Appendix 2 : Public Gate and Grid Inspection Report Checklist Part 2* – requires the Permit No to be in display. The Policy does not provide details on this. Will Council provide a plaque? Where is it to be displayed? **Recommendation: Provide details on the display of the Permit Number**
14. *Appendix 2 : Public Gate and Grid Inspection Report Checklist Part 3* – requires checking of the approach road condition for 5m. The Policy and Regulations require maintenance by the landowner for 20m? **Recommendation: Review the checklist for length of road condition check.**
15. *Public Liability Insurance* – requires landowners to submit a Certificate of Currency for the structure. What about the road for 20m either side of the cattle grid and the associated warning signs erected on the road reserve? Can we even obtain insurance for these? Does Council provide insurance for these items and will Council provide a Certificate of Currency for these items to landowners? Is this really adequately managing Councils risk? **Recommendation: Adopt Option 1 above**

I trust the above is clear and logical. We do hope that you will reconsider this bad policy and adopt a strategy of risk elimination by assuming the Public Gate permits and thereby adequately managing the risks associated with Public Gates.

Please feel free to contact the writer with any question on this letter.

Yours faithfully

[redacted]

[redacted]

Mobile: [redacted]
Attachments: extracts from *Roads Act 1993* and *Roads Regulation 2018*
Distribution: council@singleton.nsw.gov.au, w.vandermeer@singleton.nsw.gov.au, smoore@singleton.nsw.gov.au, tjarrett@singleton.nsw.gov.au, gadamthwaite@singleton.nsw.gov.au, sgeorge@singleton.nsw.gov.au, hjenkins@singleton.nsw.gov.au, sjohnstone@singleton.nsw.gov.au, mmclachlan@singleton.nsw.gov.au, tmcnamara@singleton.nsw.gov.au, vscott@singleton.nsw.gov.au, dthompson@singleton.nsw.gov.au

(b) at the request and cost of the holder of the approval, erect, place or maintain structures, furniture or other things in, on or over any part of the road the subject of the approval.

(2) The roads authority may erect and maintain structures in, on or over any part of the public road the subject of an approval for the protection of public health and safety.

127 Effect of approval

While an approval is in force—

(a) the use of the public road for the purposes of food or drink premises, and

(b) the erection, placement or maintenance of structures, furniture or other things on the public road authorised by the roads authority under section 126(1),

are taken not to constitute a public nuisance and do not give rise to an offence against this or any other Act.

Division 2 Public gates

128 Roads authority may grant permit

(1) A roads authority may permit the occupier of any land through which an unfenced public road passes to erect a gate across the road at any place at which the road intersects a boundary fence.

(2) A permit may not be granted with respect to a classified road except with the concurrence of TfNSW.

(3) A roads authority must cause notice of the granting of the permit to be published in a local newspaper.

(4) The occupier for the time being of the land to which a permit relates is taken to be the holder of the permit.

129 Erection and maintenance of public gates

(1) The holder of a public gate permit may, at any time after one month from the publication of the notice of the granting of the permit, erect a gate in accordance with the permit.

(2) The holder of a public gate permit must ensure that—

(a) a notice is attached to both sides of the gate bearing the words “PUBLIC GATE” in letters at least 75 millimetres high, and

(b) both the gate and the notice are maintained in good condition.

Maximum penalty—10 penalty units.

130 Revocation of permit

(1) The roads authority may at any time revoke a public gate permit.

(2) The occupier of the land the subject of a public gate permit that has been revoked must remove the gate within one month after notice of the revocation is served.

Maximum penalty—10 penalty units.

131 Effect of permit

While a public gate permit is in force, the public gate to which it relates is taken not to constitute a public nuisance and does not give rise to an offence against this or any other Act.

132 Offences with respect to public gates

(1) A person must not cause any damage to a public gate or to any notice attached to the gate in accordance with this Division.

Maximum penalty—10 penalty units.

(2) A person who opens a public gate must cause it to be closed again immediately after it has been used.

Maximum penalty 10 penalty units.

(3) A person who fails to cause a public gate to be closed is liable for any loss or damage suffered by the occupier of the land adjoining the public road on which the gate is situated as a result of the gate having been left open.

133 Construction of by-pass around road gate

(1) An occupier of land adjoining an unfenced public road across which a public gate is situated at the point where the road intersects a boundary fence

(a) must not, unless the appropriate roads authority so permits, and

(b) must, if the appropriate roads authority so requires,

construct a by-pass for vehicles at the intersection of the road with the boundary fence.

Maximum penalty—10 penalty units.

(2) The roads authority may not permit or require the construction of a by-pass

(a) if the by-pass is to be used in connection with a public gate across a main road, except with the concurrence of TfNSW, and

(b) if the public gate is part of a rabbit proof, dog proof or marsupial proof fence, except with the concurrence of Local Land Services.

(3) A by-pass is to consist of—

(a) a ramp to allow vehicles to be driven over the top of the boundary fence, or

(b) a cattle grid or sheep grid located beside the gate,

and must be constructed in accordance with such specifications as may be approved by the roads authority.

(4) If the appropriate roads authority so requires, the person permitted or required to construct a by-pass—

(a) must construct the by-pass along the line of the road, and

(b) must re-locate the gate beside the by-pass.

Maximum penalty—10 penalty units.

(5) The occupier for the time being of land to which a permit relates is taken to be the holder of the permit.

134 Notice board to be erected at by-pass

(1) The occupier of land on which a by-pass is constructed must ensure that—

(a) a notice, in the form required by the appropriate roads authority, is exhibited on a conspicuous notice board near each end of the by-pass, and

(b) both the by-pass and the notice are maintained in good condition.

Maximum penalty—10 penalty units.

(2) A notice may prohibit vehicles exceeding a specified laden weight from being driven over the by-pass.

(3) If the appropriate roads authority requires a person to construct a by-pass, that authority may contribute to the cost of construction and erection of the notices.

135 Closing of by-pass

(1) A by-pass may be closed and the notices relating to the by-pass may be removed

(a) if the public gate in connection with which the by-pass was constructed is removed, or

(b) if the fence of which the by-pass forms part is made rabbit proof, dog proof or marsupial proof.

(2) A person who closes a by-pass—

(a) must give notice of the closure to the appropriate roads authority before or immediately after the closure, and

(b) must take such steps as the appropriate roads authority directs to ensure the safety of persons using the road.

136 Revocation of by-pass permit

(1) The roads authority may revoke a permit given with respect to a by-pass by means of a notice served on the holder of the permit.

(2) The occupier of the land the subject of the permit must, within the time specified in the notice—

(a) remove the by-pass and its notices, and

(b) take such steps as are specified in the notice to ensure the safety of persons using the road.

Maximum penalty—10 penalty units.

137 Offences

(1) A person must not—

(a) drive a vehicle over a by-pass in contravention of a notice displayed in connection with the by-pass, or

(b) wilfully damage or remove a notice displayed in connection with a by-pass, or

(c) wilfully obstruct or damage a by-pass.

Maximum penalty—10 penalty units.

(2) A person who causes damage to a by-pass as a result of driving a vehicle over the by-pass in contravention of such a notice is liable for—

(a) the cost of any repairs to the by-pass necessary as a result of the contravention, and

(b) any loss or damage suffered by any other person as a result of the damage to the by-pass.

Division 3 Other works and structures

137A Definition

In this Division—

street vending consent means a consent under this Division that is subject to a condition referred to in section 139A.

138 Works and structures

(1) A person must not—

(a) erect a structure or carry out a work in, on or over a public road, or

(b) dig up or disturb the surface of a public road, or

(c) remove or interfere with a structure, work or tree on a public road, or

(2) A ferry operator must cause the ferry to be securely moored and the gates adjusted before allowing any person, vehicle or animal to embark on, or disembark from, the ferry.

Maximum penalty 10 penalty units.

67 Ferry approaches

The roads authority must ensure that the approaches to the ferry are sufficiently lit during darkness to ensure the safety and convenience of ferry passengers.

Part 6 Public gates

68 Consent of adjoining landowner to be obtained

An application for a public gate permit that is made by a person who owns land on one side only of the road across which the proposed public gate is to be erected must be accompanied by the written consent of the owner or owners of the land on the other side of the road.

69 Notice inviting objections

Before determining an application for a public gate permit, the roads authority

(a) must cause notice of the proposal to erect a public gate (including particulars as to the proposed location of the gate) to be published in a local newspaper or on the roads authority's website, and

(b) must allow sufficient time (being not less than 28 days from the date of publication of the notice) for written submissions on the proposal to be made to the roads authority, and

(c) must have due regard to any written submissions on the proposal that are made to the roads authority within that time.

70 Maintenance of public gates

The holder of a public gate permit must ensure that—

(a) the gate is white, and

(b) the posts on either side of the gate are fitted with reflectors facing along the road in each direction.

Maximum penalty—10 penalty units.

71 Road near gate

The holder of a public gate permit must ensure that the road approaches to the gate are maintained in good condition for the distance (not exceeding 20 metres) from each side of the gate, and for the width, determined by the roads authority when granting the permit.

Maximum penalty—10 penalty units.

Part 7 Miscellaneous

72 Transfer of application for closing public road

(1) For the purposes of section 34 (2) of the Act, the transfer of an application for the closing of a public road must contain the following information—

(a) the name, address and contact details of the proposed transferor and proposed transferee,

(b) the application or other reference number,

(c) a diagram or description of the road concerned,

[redacted]

10th September, 2024

Attention:- General Manager

Re: - DI&P40/24

As Landholders and Rate Payers in Singleton LGA who will be affected by Public Gates and Bypasses (Cattle Grids) Policy discussed at the Meeting of Singleton Council on 16th July 2024, we are sending a submission to say that we strongly oppose all of the conditions as set out in this Draft Policy. It will be impossible for landholders to adhere to the conditions and impossible to obtain a Certificate of Currency of Public Liability Insurance with minimum of $20,000,000 over something we don't own.

Yours sincerely

[redacted]

[redacted]

7th October, 2024

Attention:- General Manager

Re: - DI&P40/24

As Landholders and Rate Payers in Singleton LGA who will be affected by Public Gates and Bypasses (Cattle Grids) Policy discussed at the Meeting of Singleton Council on 16th July 2024, and after attending the first Drop-In session, regarding this matter, we are sending a second submission to say that we, even more strongly, oppose all of the conditions as set out in this Draft Policy. In discussion with Damien, it appears as though Council is not going to be responsible for any of the work that will be instructed, by Council, to be carried out. It seems that the landholder is responsible for both sides of a ramp, even when the other side is a Public Fenced corridor. As well, we reiterate, that it will be impossible for landholders to adhere to the conditions and impossible to obtain a Certificate of Currency of Public Liability Insurance with minimum of $20,000,000 over something we don't own.

Yours sincerely

[redacted]

SINGLETON COUNCIL

PUBLIC GATES AND BYPASSES (CATTLE GRIDS)

POLICY | Infrastructure Services

To reduce the exposure of the landowner and Council to risks associated with Public Gates and Bypasses (Cattle Grids)

Policy No:	POL/	**Version:**	1.0
Service Unit:	Infrastructure Services		
Responsible Officer:	Manager Infrastructure Services		
Responsible Director:	Director Infrastructure and Planning Services		
Authorisation Date:		**Review Date:**	
Minute No:			

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1 BACKGROUND

1.1 Title of the Policy and Commencement Date

The Public Gates and Bypasses (Cattle Grids) Policy takes effect following the adoption by Council.

1.2 Purpose of the Policy

Singleton Council aims to provide a managed approach to the provision of Public Gates and Bypasses (Cattle Grids). This document aims to reduce the exposure of the landowner and Council to the possibility of a claim through the management of the risks associated with Public Gates and Bypasses (Cattle Grids).

This shall be achieved by developing and maintaining a systematic approach to the approval, inspection, evaluation, maintenance, and repair of all Public Gates and Bypasses (Cattle Grids) as identified in Council's Public Gate and Bypass (Cattle Grids) Register.

2 OBJECTIVE

2.1 Objectives and Coverage of the Policy

The objectives of this Policy are to:

- Document a transparent system for the application and approval of permits associated with Public Gates and Bypasses (Cattle Grids)
- Define the maintenance responsibilities for Public Gate and Bypasses (Cattle Grids) Permit Holders
- Define registration and recording procedures for Public Gates and Bypasses (Cattle Grids)
- Provide a legal framework through which the Public Gates and Bypasses (Cattle Grids) Policy can be enforced
- Ensure the location of Public Gates and Bypasses (Cattle Grids) does not materially affect the enjoyment of persons or parties wishing to use Council's Road Network
- Reduce the risks presented by Public Gates and Bypasses (Cattle Grids) to landowners, road users, and Council
- Ensure that proposed Public Gates and Bypasses (Cattle Grids) are approved and constructed to standards, and that existing structures are reviewed for compliance with relevant legislation and this Policy

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3 APPLICATION

3.1 Application of this Policy

This Policy is applicable throughout the entire Singleton Local Government Area.

In the event of inconsistency between this guideline and another Council document, whether made before or after this guideline, this document prevails to the extent of the inconsistency.

4 DEFINITIONS

For the purposes of this policy:

Term	Meaning
Council	Singleton Council
Public Gate	A gate that is placed on a public road adjacent to a property
Public Gate Permit	A permit in force under Section 128 of the *Roads Act 1993*
Bypass	A cattle grid or stock crossing
Applicant	Person who makes application under Section 128 of the *Roads Act 1993*
Permit Holder	Owner of Public Gate and/or Bypass

5 PRINCIPLES/BODY

5.1 Public Gate Permits

Council is given the ability to issue Public Gate and Bypass Permits under the *Roads Act 1993* and the *Roads (General) Regulation 2018.* A Public Gate and Bypass Permit can only be granted where the following conditions are met:

- The road must be unfenced
- The road must pass through a parcel of land owned by the Applicant
- The Public Gate or Bypass must be placed at a point where the road intersects a boundary fence
- Is not an excluded road as defined below in **Table 5-1**

Road Classification	Bypass Types Required
State Highway or Regional Roads	Not Permitted
Arterial and Sub-Arterial	Not Permitted
Collector	Not Permitted

Major Local (AADT*>200)	Double Cattle Grid or Gate
Minor Local (AADT*<200)	Single Cattle Grid and Gate Public Gate or Grid
*Average Annual Daily Traffic	

Table 5-1 – Road Classification Bypass Requirement

All costs associated with the construction and maintenance of a Public Gate or Bypass (Cattle Grid) is the responsibility of the owner of the land parcel the Public Gate and Bypass Permit has been granted to. The responsibility for the Public Gate and Bypass Permit is also transferred with the sale of the land.

5.2 Existing Public Gates and Bypasses (Cattle Grids)

5.2.1 Registering an Existing Public Gates and Bypasses (Cattle Grids)

Owners of existing Public Gates and Bypasses (Cattle Grids) will be required to lodge an Application to Install a Public Gate or Bypass (Cattle Grids) on a Public Road Form **(Appendix A)** with Council. The Applicant will be required to provide current Public Liability Insurance details for the structure.

Singleton Council will inspect the condition of the existing structure to ensure it is safe and trafficable before issuing a Permit. If the structure is found to be unsafe, not trafficable, or presents a significant public liability risk to the owner, Council will work with the owner to determine the necessary actions to address the issues. These may include:

- Elimination of the Public Gate and Bypass (Cattle Grid) by fencing the road reserve
- Upgrading the Structure to a safe and trafficable standard
- Replacing the Structure to current Engineering Standards

Refer to **Appendix D** – Process Map Existing Public Gates and Bypasses (Cattle Grids)

5.2.2 Identification of Existing Public Gates and Bypasses (Cattle Grids)

Council will undertake an inspection of the road network and identify the location of all Public Gates and Bypasses (Cattle Grids) located within the road reserve within the Singleton Local Government Area.

5.2.3 Request for Ownership

When an existing Public Gate or Bypass (Cattle Grids) is identified, a standard letter will be sent to all surrounding landowners requesting the ownership of the specified structure within a period of 30 days. The letter will also indicate the results of the field inspection.

In conjunction with the issuing of the letter to the responsible parties, a notice will be placed on the specific Public Gate or Bypass (Cattle Grid). All responses received will be judged on merit and a decision on the future of the Public Gate or Bypass will be made by the Manager Infrastructure Services.

5.2.4 Removal of Existing Public Gate and Bypasses (Cattle Grids)

If no response is received following a request for ownership, Council will take action to remove the structure from the road reserve. The adjoining landowners are to be notified a minimum of 30 days prior to the removal of the structure to allow provisions to be made for the containment of stock. The containment of any livestock always remains the responsibility of the landowner and Council bears no responsibility for damage or injury arising from loose livestock.

The costs of impounding livestock can be recovered by Council from the adjoining landowners. Where the adjoining landowner has fully fenced the road frontage of their property, they will not be required to contribute to the costs of removing the structure. Any materials salvaged will remain the property of Council.

5.2.5 Registration of Existing Public Gate and Bypasses (Cattle Grids)

When ownership of an existing Public Gate or Bypass is claimed, Council will send the claimant a letter, along with an Application to Install a Public Gate or Bypass (Cattle Grids) on a Public Road Form **(Appendix A)** and the inspection report. The claimant will be required to complete any necessary rectification works before submitting the application form for approval.

5.2.6 Registration Fees and Charges for Existing Public Gate and Bypasses (Cattle Grids)

For existing Public Gates and Bypasses (Cattle Grids) Council will waive all fees and charges associated with the registration and other required Council approvals (e.g. Section 128, Section 138).

5.2.7 Timeframe to Bring Existing Public Gate and Bypasses (Cattle Grids) to Compliance

Through the initial identification and inspection process, Council will undertake a risk assessment to determine the timeframe in which the existing Public Gates and Bypasses (Cattle Grids) will need to be brought to a safe and trafficable condition. The risk assessment will be based on:

- Road classification
- Average annual daily traffic
- Condition of Public Gate or Bypass (Cattle Grid)
- Compliance to current standard (signage etc)

Rectification works will require completion within the following timeframes:

Risk Category	Rectification Timeframe
High Risk or Greater	30 Days
Medium Risk	6 Months
Low Risk	12 Months

Table 5-2 – Rectification Timeframes

5.2.8 Singleton Council Compliance Responsibilities of Existing Public Gate and Bypasses (Cattle Grids)

Council will undertake the following compliance activities for existing Public Gates and Bypasses (Cattle Grids):

- Installation of all signage within the road reserve (excluding signage requirements to be on the existing structures)
- Installation of initial permit sign on the existing structure

5.3 Installation of a new Public Gate or Bypass (Cattle Grid)

5.3.1 Submitting an Application

To apply for the installation of a new Public Gate and Bypass (Cattle Grid) the owner of the land through which the public road passes must complete an Application to Install a Public Gate or Bypass (Cattle Grids) on a Public Road Form **(Appendix A)** and pay the applicable application fee and construction bond as set down annually in Council's Fees and Charges.

Refer to **Appendix C** – Process Map New Public Gates and Bypasses (Cattle Grids).

5.3.2 New Public Gate and Bypass Compliance (Cattle Grid)

New Public Gates and Bypasses (Cattle Grids) will be constructed to Councils engineering standard **(Appendix B)**. All related infrastructure including signage will be the responsibility of the permit holder to install. Council will maintain the signage within the road reserve thereafter.

5.3.3 Application Refused

If an application is refused, the application fee will not be refunded but the construction bond will be refunded, and the Applicant advised in writing that the application has been rejected and reasons will be outlined.

5.4 Revocation of Permit

As per Clause 130 of the *Roads Act 1993:*

- Council may at any time revoke a Public Gate and Bypass (Cattle Grid) Permit
- The occupier of the land subject of a Public Gate and Bypass Permit that has been revoked must remove the Public Gate and Bypass (Cattle Grid) within one month after notice of the revocation is served.

5.5 Multiple Permit Holders

A permit for a Public Gate and Bypass (Cattle Grid) can have multiple permit holders where the Public Gate or Bypass (Cattle Grid) is the boundary fence of adjoining landowners.

5.6 Construction Standards

All work is to be carried out in accordance with the *Work Health and Safety Act 2011, Work Health and Safety Regulation 2017, the Roads Act 1993, Roads (General) Regulation 2018*, Industry Standards, and applicable Australian Standards. Council will provide guidance if required.

In certain circumstances it may be necessary to provide design details for the structure to cater for HS20-T44 (truck live loadings, 20 Ton weight of tractor, first two axels) and be certified by a Structural Engineer. Several companies manufacture prefabricated cattle grid units.

Subject to their design specifications being referred to Council, such units will be approved for use.

5.6.1 Trafficable Width

The trafficable width of any Public Gate and Bypass (Cattle Grid) shall be the greater of the minimum standard trafficable width of the road class and the existing formation width. Where an existing Public Gate and Bypass (Cattle Grid) has been constructed with a width less than this, the signage provided should include a “NO OVERTAKING OR PASSING” warning sign (R6-1) on each approach.

5.6.2 Public Gate

The Public Gate must be made of resilient material with a minimum width of 3.6 metres and should be arranged to be free swinging and must remain unlocked. The gate, any support structures and fencing within the road reserve must be painted white.

In certain circumstances, Council may allow a variance to the public gate width and allow a bypass (cattle grid) to be located within the road reserve without the need for a public gate. This decision will be at the discretion of the Manager Infrastructure Services.

5.6.3 Bypass – Cattle Grid Side Track

The Bypass (Cattle Grid) side track servicing the Public Gate is not required to be negotiable by vehicles. However, if the Bypass (Cattle Grid) becomes inoperable, Council may require the side track to be constructed so that it is accessible to standard two-wheel-drive vehicles in all weather, ensuring a safe and trafficable route along the road reserve.

5.6.4 Signage

Signage is to be erected as per AS1742.2 Manual of Uniform Traffic Control Devices – Traffic Control Devices for General Use:

- A notice is attached to both sides of the gate bearing words “PUBLIC GATE” in letters at least 75 millimetres high, as per the *Roads Act 1993 Section 129*.

- Gates: Advance warning of a gate on a road shall be provided by the sign GATE (W5 – 14) shown below. Width markers may also be necessary if the gate clearance is less than formation width

- Grids: the sign GRID (W5 – 16) shall be used to warn of a stock grid on a road. If the grid is less than formation width, width markers (D4 – 3 L and D4 – 3 R) shall be provided.

W5 – 16

D4 – 3 L, D4 – 3R

R6 – 1

W8 - 16

5.7 Maintenance Standards

5.7.1 Structural Components

The Public Gate and Bypass Permit holder is responsible to maintain the structure and signage on the Public Gate and Bypass (Cattle Grid) to ensure compliance. All maintenance work is to be carried out in accordance with the *Work Health and Safety Act 2011, Work Health and Safety Regulation 2017*, *Roads Act 1993, Road (General) Regulation 2018* and applicable Australian Standards.

5.7.2 Road Carriageway

Council will maintain the approaches within the road reserve up to the Public Gate or Bypass (Cattle Grid).

5.7.3 Failure to Maintain

Failure to ensure that maintenance on Public Gates and Bypasses (Cattle Grids) is carried out may result in Council revoking the Public Gate and Bypass Permit and removing the structure from the road reserve. Council will order the Public Gate and Bypass (Cattle Grid) Permit Holder to conduct repair works prior to taking any such action. If the Public Gate and Bypass (Cattle Grid) Permit Holder fails to meet the requirements of an Order, then the Permit will be revoked, and the structure removed from the road reserve.

All costs associated with the removal of structures will be recovered from the Permit Holder and all materials salvaged shall be returned to the owner.

5.7.4 Public Gates and Bypasses (Cattle Grids) in a Dangerous Condition

Where a Public Gate or Bypass (Cattle Grid) is deemed to be in a dangerous condition and the Public Gate and Bypass Permit (Cattle Grid) holder cannot be quickly contacted, the gate or bypass will be temporarily repaired by Council at the Public Gate and Bypass (Cattle Grid) Permit Holders cost.

This will include any steps the Manager Infrastructure Services deems as necessary to make the structure safe for traffic and may include temporary filling the bypass with compacted gravel or complete removal of the cattle grid or gate. The Public Gate and Bypass (Cattle Grid) Permit Holder will be held solely responsible for any damage or injury caused by the structure.

5.7.5 Penalty for Non-Compliance

If any person fails to carry out their obligations under this Policy following the serving of the various notices and requests from Council Officers, the statutory procedures for compliance and the levying of penalties as contained in the Roads Act 1993 will be applied.

5.8 Inspections

5.8.1 Proactive Inspections

The owner is responsible for carrying out regular inspections to ensure the structures are safe and trafficable.

Council staff will undertake an Annual Compliance Inspection of Public Gates and Bypasses (Cattle Grids).

5.8.2 Reactive Inspections

Council staff will respond to Council's Customer Request Management System (CRM) and any defects observed during such inspections will be advised to the owner for attention.

5.9 Annual Compliance Review

5.9.1 Annual Compliance Process

- A letter will be sent out to the Permit Holder/s at least 14 days prior to the Annual Compliance Inspection advising of the scheduled inspection to occur in the next calendar month.
- Council will undertake an inspection within the month scheduled.
- When any condition defects are identified during the annual compliance inspection, Council will send a letter to the permit holder/s advising of the rectification works required to be completed within 14 days of letter date. Council will undertake a second inspection after 14 days of letter date to ensure rectification works have been completed. An additional inspection fee will be applicable if a second inspection is required as set out in Council's Fees and Charges.

- The Permit Holder/s are required to pay the Public Gates and Bypasses (Cattle Grids) annual compliance fee as set out in Council's Fees and Charges, and provide a copy of their Certificate of Currency of Public Liability Insurance with a minimum cover of $20,000,000 for the structure within 14 days.
- Once fees have been paid, insurance documentation provided, and the structure is deemed compliant after the annual compliance inspection, Council will send a standard letter to the Permit Holder/s advising of compliance.
- If the structure is found not to comply with requirements after the second compliance inspection, the annual compliance fee is not paid or the Public Liability Insurance is invalid or inadequate, Council may revoke the Public Gate and Bypass (Cattle Grid) Permit and the structure will be removed from the road reserve.

All costs associated with the removal of structures will be recovered from the Permit Holder and all materials salvaged shall be returned to the owner.

Refer to **Appendix E** – Process Map Annual Compliance Public Gates and Bypasses (Cattle Grids).

5.10 Public Gates and Bypasses (Cattle Grids) Procedures

The following list provides a guide to Council Staff and Public Gate and Bypass (Cattle Grids) Permit Applicants to the documents and information to be tracked and recorded in relation to the issuing of a Public Gate and Bypass (Cattle Grid) Permit.

5.10.1 Upon Application

- Application form/s (ensuring all information is completed as required)
- Associated plans
- Details of fees paid and receipt numbers

5.10.2 Initial Inspection

- Inspection Report
- Photos or drawings made during inspection
- Supporting information in relation to site suitability (e.g., site distance measurements, road width etc)
- If site found unsuitable, a record of the written reply and refund of construction bond should be kept

5.10.3 Community Consultation

- Copies of advertisements requesting submissions
- Any submissions received in response to the advertisement
- Any written or verbal replies to submissions

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- Brief report on the review of submissions and Public Gate or Bypass determination

5.10.4 Conditional Approval

- Written notification to Applicant detailing conditions and Public Gate or Bypass requirements

5.10.5 Construction Approval

- All documentation submitted by the Applicant as a minimum must include:
    - Design and layout of proposed structure
    - Construction contractors' insurance details
    - Traffic Management Plan
    - Certificate of Currency of Public Liability Insurance for the proposed structure with a minimum cover of $20,000,000
- Notification to Applicant from Council for approval of design and Traffic Management Plan and acknowledgment of receipt of insurance details.

5.10.6 Construction Inspection/s

- Inspection Report
- Photos or drawings made during inspection
- If construction is found to be below standard or not to specifications:
    - Detailed list of defects identified during inspection
    - Written or verbal notification to Applicant or Construction Contractor
    - Follow up inspection details

5.10.7 Final Approval

- Written notification to Applicant including Public Gate and Bypass Permit Number
- Authorisation of Release of Construction Bond
- Update Register of Public Gates and Bypass with the following minimum information:
    - Permit Number
    - Permit Number
    - Applicants Name
    - Date of Application
    - Date of Advertisement
    - Date of Determination
    - Construction and Bypass requirements

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- Location of Public Gate or Bypass
  - Road name and chainage from start datum or crossroad
  - Legal description of properties adjoining structure (Lot/Section/DP)
- Legal description of responsible land parcel (Lot/Section/DP)

5.10.8 Period Inspections

- Any inspection reports submitted by Permit Holder
- Council Officer inspection reports
  - Inspection report, photos, drawings etc
  - Written advice to Permit Holder of any defects identified
  - Reference to Council's Customer Request Management System (CRM)

6 RELEVANT LEGISLATION

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2017*
- *Roads Act 1993*
- *Roads Regulation 2018*

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
AS1742.2	Manual of Uniform Traffic Control Devices – Traffic Control Devices for General Use
25/2526	Application to Install a Public Gate or Bypass (Cattle Grids) on a Public Road Form
25/4761	Singleton Council Public Gate and Bypass (Cattle Grid) Standard
25/2430	Process Map – New Public Gates and Bypasses (Cattle Grids)
25/2429	Process Map – Existing Public Gates and Bypasses (Cattle Grids)

25/2427	Process Map – Annual Compliance Public Gates and Bypasses (Cattle Grids)

Table 7-1 – Related Documents

8 RESPONSIBLE OFFICER / POLICY OWNER

Ownership of this policy rests with the Manager Infrastructure Services.

9 RESPONSIBILITIES

Parties or Persons	Responsibilities
Manager Infrastructure Services	• Ensure compliance with this policy and all relevant procedures and supporting documents • Ensure this policy is updated and reviewed as scheduled • Ensure applications adhere to this policy
Coordinator Assets	• Ensure applications adhere to this policy • Process the permit application • Notify and schedule compliance inspections
Inspection Officer	• Undertake compliance inspections
Infrastructure Services and Emergency Support Officer	• Maintain Public Gate and Bypass (Cattle Grids) register • Provide correspondence to applicants and permit holders

10 APPROVAL

As per cover sheet.

11 MONITORING

This policy will be monitored by the Manager Infrastructure Services to ensure compliance.

12 REVIEW DATE

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

13 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 (e.g. reasons for review)
1.0	February 2025	D Morris	• New Policy

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APPENDIX A - APPLICATION TO INSTALL A PUBLIC GATE OR BYPASS (CATTLE GRIDS) ON A PUBLIC ROAD

SINGLETON COUNCIL

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

T 02 6578 7290
E council@singleton.nsw.gov.au
singleton.nsw.gov.au

APPLICATION TO INSTALL A PUBLIC GATE OR BYPASS (CATTLE GRIDS) ON A PUBLIC ROAD

Section 128 & 133 of the *Roads Act 1993*

1. Applicant Details						
APPLICANTS SHOULD ALLOW UP TO 14 WORKING DAYS FOR DETERMINATION. Fees: A fee is to be paid at the time of lodgement of the application. Additional fees may be charged before the determination of the application. Please refer to Council's Fees & Charges schedule.						
Name/s (individual/company)						
For companies, contact name		ABN				
Postal Address						
Suburb		State		Post code		
Contact phone number		Mobile number				
Email address						

2. Contractor Details (if different from applicant)					
Name/s (Individual/company)					
Address					
Suburb		State		Post code	
Contact phone number		Email address			

3. Type of Proposed Work
☐ Public gate grid
☐ Public gate only
☐ Public grid only

4. Application Type / Site Location					
☐ Existing structure	Council identification number				
☐ New structure					
Number	Street	Suburb	Lot	Section	DP/SP

5. Public Liability Insurance (applicant)			
Public Liability Insurance to be a minimum of $20,000,000			
Insurance Number		Policy Number	
Expiry Date		Value	

Page 1 of 2

6. Additional Permit Holder (if applicable)					
1. Name/s (Individual/company)					
Address					
Suburb		State		Post code	
Contact phone number		Email address			

7. Additional Permit Holder Public Liability Insurance (if applicable)			
Public Liability Insurance must also be held by the additional permit holder and must be a minimum of $20,000,000			
Insurance Number		Policy Number	
Expiry Date		Value	

8. Applicants Checklist
I hereby acknowledge that submission of this form does not permit me to commence any works. Once written approval has been received by me from Council, I will apply to undertake the works according to the procedure outlined on this form.
☐ Copy of Public Liability Insurance/s
☐ Copy of Engineering Specifications (for new structures only)
☐ I declare that all information provided on this form is known to be true and correct

9. How to Lodge your application
This application can be lodged in person at Council's Administration Building or electronically via email to council@singleton.nsw.gov.au Please contact our Customer Service Team on 02 6578 7290 if you have any queries.

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the *Privacy and Personal Information Protection Act 1998*, *Government Information Public Access Act 2009* and Council's Privacy Management Plan. The supply of information on this form is voluntary but it is required to process your application/request. If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on
T **02 6578 7290**.

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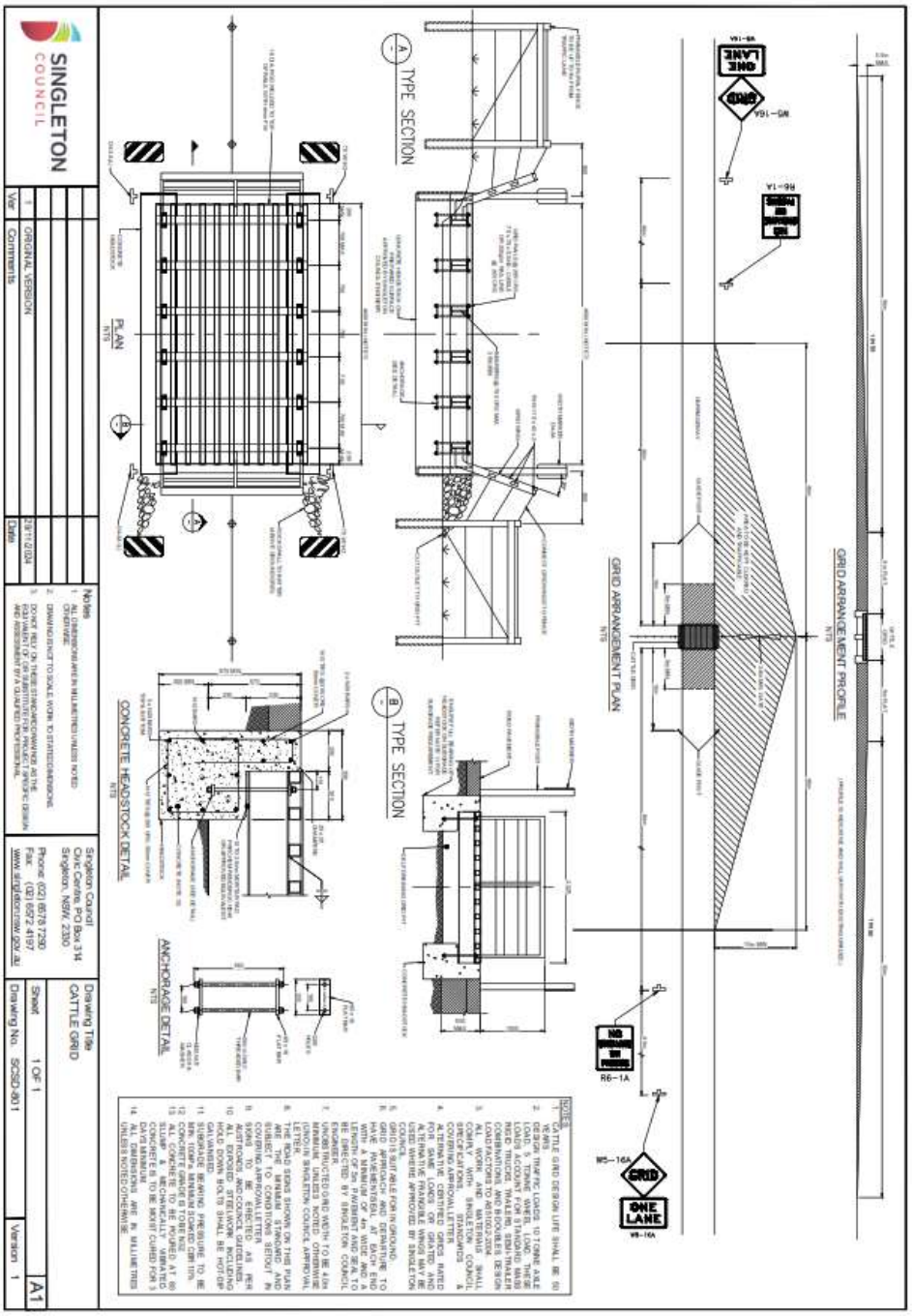
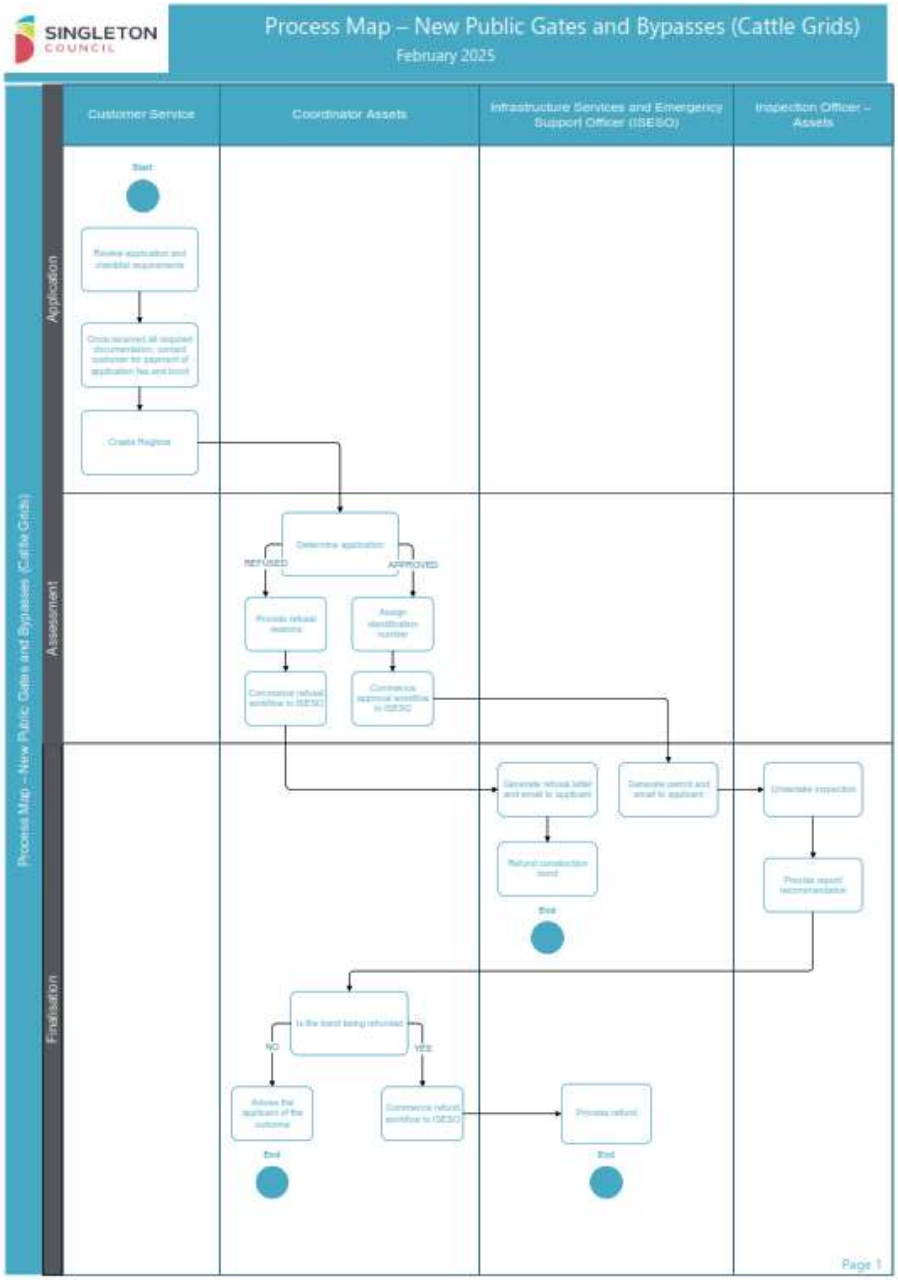
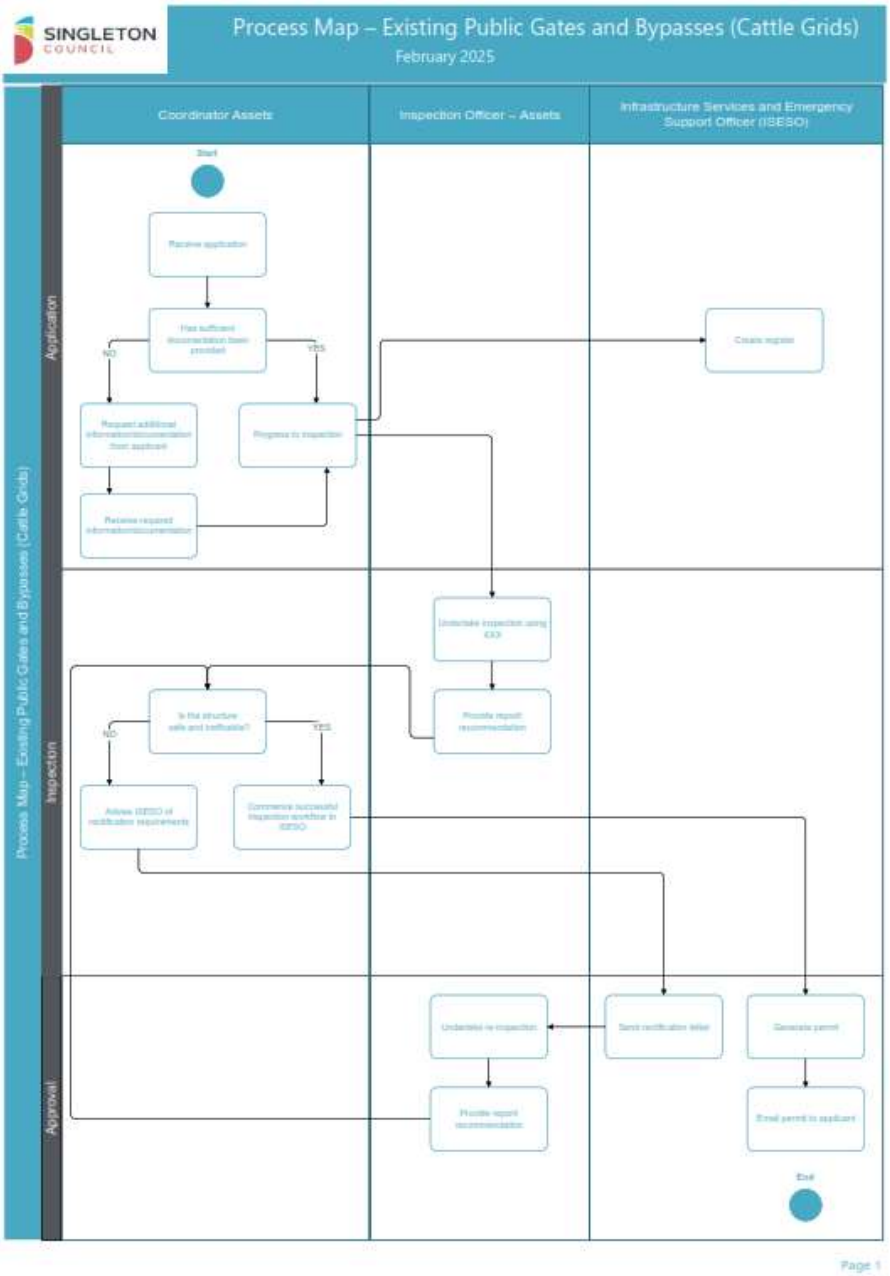
APPENDIX B - SINGLETON COUNCIL PUBLIC GATE AND BYPASS (CATTLE GRID) STANDARD



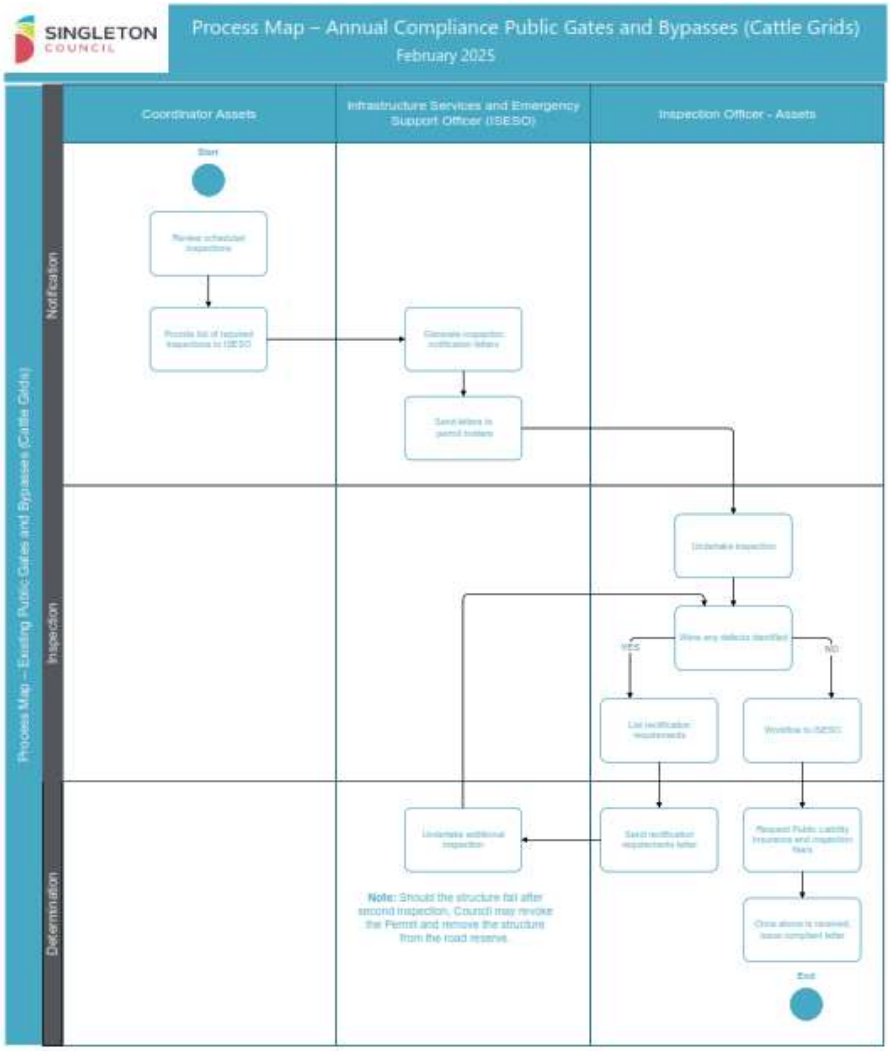
APPENDIX C - PROCESS MAP – NEW PUBLIC GATES AND BYPASSES (CATTLE GRIDS)



APPENDIX D - PROCESS MAP – EXISTING PUBLIC GATES AND BYPASSES (CATTLE GRIDS)



APPENDIX E - PROCESS MAP – ANNUAL COMPLIANCE PUBLIC GATES AND BYPASSES (CATTLE GRIDS)



DI&P3/25. Amendment to the Singleton LEP - Radford Park Extension **FILE:** 60.2023.1/08

Author: Principal Development Contributions Officer Development & Environment

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Executive Summary

The purpose of this report is to seek Council endorsement to place the draft planning proposal (**Attachment 1**) which seeks to amend the *Singleton Local Environmental Plan* (LEP) 2013, on public exhibition for 28 days in accordance with the *Environmental Planning and Assessment Act, 1979* (NSW) and the *Environmental Planning and Assessment Regulation, 2021* (NSW).

The purpose of the draft amendment to the LEP is to allow for additional residential lots within the Radford Park Estate and to provide greater flexibility in terms of lot size to ensure the protection of significant views and ecology. The amendment seeks to amend the LEP by rezoning the subject site from RU1 Primary Production to R5 Large Lot Residential and reducing the minimum lot size from 40ha to 4,000 m^2.

The proposed amendment is consistent with the criteria for rezoning land to lifestyle living land within the Singleton Local Housing Strategy and will provide a logical extension of existing rural residential housing in the locality to meet the housing needs of the community. The amendment was endorsed by Council on 12 December 2023 and a Gateway determination (**Attachment 2**) was received by the Department of Planning on 21 May 2024.

RECOMMENDED that Council:

1. Endorse the draft Radford Park Extension Planning Proposal (**Attachment 1**) to be placed on Public Exhibition for 28 days in accordance with the terms set out in the Gateway determination.
2. Should any objecting submissions be received that would require amendment to the Radford Park Extension Planning Proposal, a further report be provided to Council prior to adoption.
3. If no objecting submissions that would require amending the Planning Proposal are received, adopt the Planning Proposal as exhibited and delegate to the General Manager to forward the finalised amendment to the Department of Planning, Housing and Infrastructure to make the plan in accordance with the requirements of the *Environmental Planning and Assessment Act,1979* and Regulations.

Report

Singleton Council received a planning proposal from Belford Land Holdings Pty Ltd which seeks to amend the *Singleton Local Environmental Plan, 2013* (LEP). The purpose of the planning proposal is to amend to current LEP to facilitate additional residential lots within the Radford Park Estate and to provide flexibility in terms of lot sizes to ensure the protection of significant views and ecology.

The amendment was endorsed by Council on 12 December 2023 (Minute No. DI&P67/23) to be forwarded to the Department of Planning, seeking a Gateway determination. A Gateway Determination (**Attachment 2**) was issue by DPHI on 21 May 2024.

The proposed amendments to the LEP to achieve the objectives of the planning proposal are:

- Amend the Land Zoning Map from RU1 Primary Production to R5 Large Lot Residential.
- Amend the Lot Size Map from 40ha to 4,000m^2 and apply the Lot Average to the entire site.
- Amend the Urban Release Area Map to include the site within the Urban Release Area.

The subject site is located adjacent to the existing Radford Park Estate, which currently comprises of lifestyle living lots. The site covers a total area of 82 hectares, with new proposed residential lots ranging between 2,500m^2 and 6,000m^2. All lots are connected to the Hunter Water Corporations reticulated water and sewer system infrastructure.

The site is currently vacant and predominantly clear of vegetation. The site is located on bushfire prone land and contains multiple watercourses which traverse throughout the site. The site is not mapped as flood affected; however, a site-specific study was undertaken identifying a small area subject to the 1% flood event. Access to the site is via Elderslie Road, which is classified as a Regional Road.

The proposal has both strategic and site-specific merit which are discussed further below.

Strategic Merit

The proposal is consistent with the following key strategic documents which apply to the site:

- The Hunter Regional Plan, considering the site is located within an identified regionally significant growth area. A Place Strategy is required for the Regionally Significant Growth Area but progressing the planning proposal prior to this place strategy is considered appropriate.
- The Upper Hunter Strategic Regional Land Use Plan, in that the proposal is consistent with the plan's objectives around where to locate rural residential housing.
- The Singleton Local Strategic Planning Statement, in that the proposal is located immediately adjacent the Radford Park 'Strategic Growth Area' and is a logical extension of this.
- The Singleton Local Housing Strategy 2041, in that Radford Park is identified as a candidate area for lifestyle living and this proposal is a logical extension.
- The Branxton Subregional Plan, in that the site was identified as appropriate for additional lifestyle living subject to a demonstrated need. The planning proposal has prepared evidence showing this need.

Site Specific Merit

The proposal is considered to have site specific merit based on the following. Confirmation of some of these will need to be confirmed however nothing is considered to preclude rezoning of the site.

- Biodiversity – Council mapping indicated Ecologically Endangered Communities exist on the site. A Biodiversity Inventory Report was prepared in support of the proposal, which surveyed for key flora and fauna species. The proposal was reviewed by the Department of Environment and Heritage (DEH) and no specific environmental issues were identified. However, it was recommended that the proponent investigate the use of a conservation zone in areas of high environmental value.
- Bushfire – a bushfire report is required to support the proposal. This will be forwarded to the Rural Fire Service (RFS) as part of the planning proposal process. No issues were identified.
- Aboriginal Cultural Heritage – An Aboriginal Cultural Heritage Assessment Report (ACHAR) was prepared in support of the proposal. One artefact exists in the area which is known as a result of approval and assessment processes undertaken to date for Radford Park. Aboriginal archaeology not considered to preclude rezoning or development of the site subject to recommendations of the ACHAR and future conditions of consent at DA stage.
- Agricultural Land – Not significant agricultural land and so suitable for rezoning to large lot residential.
- Social and Economic Outcomes – Positive social and economic outcomes by way of additional housing in the area and associated construction jobs.
- Infrastructure – Infrastructure capacity assessment reports have been prepared in support of the proposal indicating the proposal can be serviced. The surrounding road network can accommodate the proposal without significant upgrades required.

The Gateway determination was issue by DPHI on 21 May 2024, subject to the following conditions:

- Public exhibition be undertaken under section 3.34(2)(c) and clause 4 of Schedule 1 to the Act; and
- Consultation is required with the following public authorities and government agencies under section 3.34(2)(d) of the Act and/or to comply with the requirements of applicable directions of the Minister under section 9 of the Act:
    - NSW Rural Fire Service
    - Transport for NSW
    - Hunter Water Corporation
    - School Infrastructure NSW
    - The Biodiversity Conservation Division of DCCEEW
    - Natural Resources Access Regulator
    - Cessnock City Council.

In response to the Gateway determination, the planning proposal and several studies were updated or completed to address several ministerial directions and State Environmental Planning Policies (SEPPs), including consultation with agencies.

In November 2024, Council referred the planning proposal to the relevant public authorities for 30 working days in accordance with the Gateway determination. There are no outstanding agency objections. Further detail on the outcomes of agency consultation is included below in the Consultation section of this report. The planning proposal has been updated to reflect the outcomes of the agency consultation period.

This report seeks a resolution to endorse the planning proposal (as attached) for public public exhibition for 28 days in accordance with the *Environmental Planning and Assessment Act 1979* (NSW) and the *Environmental Planning and Assessment Regulation, 2021* (NSW) and the Gateway determination. Should there be no objections received during the public exhibition period, the report seeks a resolution for staff to continue to process the draft amendment in accordance with the Gateway determination.

Community Strategic Plan

Strategy:	2	Our Places
Deliverable:	2.4	Facilitate land use planning and development outcomes which respect and contribute in a positive way to the environment and community
Action:	2.4.8	Review and update the Development Control Plan and LEP in response to developed strategies

Council Policy/Legislation

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

Part 3 of the EP&A Act provides the framework for amending a Local Environmental Plan. DPHI issued a Gateway determination under section 3.34 of the EP&A Act specifying that the planning proposal should proceed to exhibition, subject to conditions and consultation requirements.

The Gateway determination delegates plan making authority to Council in the circumstance that there are no unresolved objections from agencies. In this instance there are no outstanding agency objections and therefore Council is the plan making authority. Should the recommendations be adopted staff with continue to finalise the planning proposal.

Singleton Local Environmental Plan 2013

The subject land is zoned RU1 Primary Production under the LEP. The planning Proposal seeks to rezone the site to R5 Large Lot Residential. The planning proposal also seeks to reduce the minimum lot size within the proposed R5 zone from 40ha to 4,000m2.

Amending the LEP will permit (with development consent) subdivision of the land and housing, which is consistent with the objectives of the zone and the surrounding subdivision pattern.

Singleton Local Strategic Planning Statement

The planning proposal is consistent with the Local Strategic Planning Statement as it will increase the supply of land for housing and increase housing diversity by providing for large lot residential outcomes. The planning proposal is consistent with the following actions of the LSPS:

- Planning Priority 2.1 Places are well planned and maximise access to infrastructure and services
- Planning Priority 2.3 The housing stock is high-quality, affordable and provides fora range of accommodation choices
- Planning Priority 3.1 Biodiversity is valued, protected and enhanced.

Singleton Local Housing Strategy

The planning proposal is consistent with the Rural Residential Criteria listed in the Singleton Local Housing Strategy.

Financial Implications

There are no known financial or resource implications for Council as a consequence of the proposed recommendations. The preparation and exhibition of the LEP amendment is fully funded through fees and changes set in the adopted Fees and Charges Schedule.

Consultation

Consultation with key internal and external stakeholders has been undertaken by the Development and Environmental Services Business Unit to identify and consider any issues prior to exhibition.

Internal

The Amendment has been prepared in consultation with the Development and Environmental Services and Infrastructure Services Sections of Council.

External

In accordance with the Gateway determination, Council provided the following public authorities the opportunity to provide comment prior to public exhibition:

- NSW Rural Fire Service
- Transport for NSW (TfNSW)
- Hunter Water Corporation
- School Infrastructure NSW
- The Biodiversity Conservation Division of DCCEEW
- Natural Resources Access Regulator
- Cessnock City Council.

Submissions were received from all the relevant public authorities except for School Infrastructure NSW. There were no objections, and a detailed summary of the comments is included within the draft planning proposal.

Cessnock City Council identified an interest to discuss with Singleton Council the mechanisms for Cessnock City Council to receive contributions from this development to fully fund a shared pathway along Elderslie Road, from Alma Road to Maitland Street in East Branxton. It is noted that Council received an initial offer to enter into a planning agreement with the Developer. Council declined the offer and a subsequent offer has not yet been received. Regarding contributions from any subsequent Development Applications, there is currently no mechanism to divert contributions to Cessnock City Council as the current contributions plan does not contain a cross-boundary chapter that allows for this to happen.

Since making the submission, both Singleton and Cessnock Council's have collaborated to seek funding to design the extension of the existing cycleway from Maitland Street in Branxton, along Elderslie Road to the Singleton/Cessnock LGA boundary.

No comment has been received from School Infrastructure NSW and no significant concerns were raised by the remaining public authorities. The comments received from TfNSW required the preparation of a Traffic and Transport Strategy (TTS) to support the planning proposal. The TfNSW comments are noted and it was requested that the proponent provide the TTS prior to exhibition of the proposal. The TTS will also be referred to TfNSW for review during the exhibition period.

DCCEEW did not object to the proposal but requested that the applicant consider a conservation zone in areas of high environmental value.

The remaining public authorities did not raise any significant concerns. A summary of the referrals including a response is included within the planning proposal (**Attachment 1)**.

If supported, the Amendment will be publicly exhibited in accordance with the adopted Community Participation Plan, which incorporates the EP&A Regulations, for a period of 28 days, including being made available on Council's website, published in a relevant local newspaper, and notifying adjoining and adjacent landowners.

Submissions on the amendment will be invited during the public exhibition period and if any objections are received, they will be considered in a future report back to Council with detail of any post-exhibition changes to the draft DCP. If no submissions are received, given there are no outstanding agency objections, the resolution seeks to allow staff to finalise the draft amendment without a further report to Council.

Sustainability

The planning proposal has considered the impacts of flooding, bushfire, rural land use conflict, acid sulfate soils, wastewater management, contamination and heritage, and demonstrated that the rezoning is compatible with the characteristics of the land.

Risk Implications

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
There is a risk that consideration of Development Applications for the site may be delayed if the LEP is not updated, which may lead to reputational damage to Council.	Medium	Adopt the recommendations	Low	Yes
There is a risk that if the LEP amendment is not made then the ideal development outcome will be achieved, which may lead to reputational damage to Council.	Medium	Adopt the recommendations	Low	Yes

Options

The following options are available to Council:

1. That Council:
    a. Endorse the draft Radford Park Extension Planning Proposal (**Attachment 1**) to be placed on Public Exhibition for 28 days in accordance with the terms set out in the Gateway determination.
    b. Should any objecting submissions be received, that would require amendment to the Radford Park Extension Planning Proposal, a further report be provided to Council prior to adoption.
    c. If no objecting submissions that would require amending the Planning Proposal are received, adopt the Planning Proposal as exhibited and delegate to the General Manager to forward the finalised amendment to the Department of Planning, Housing and Infrastructure to make the plan in accordance with the requirements of the *Environmental Planning and Assessment Act, 1979* and Regulations.

2. That Council does not endorse the recommendations.

Option one is recommended.

Conclusions

This report seeks Council endorsement to exhibit a draft amendment to the LEP to allow for additional large lot residential lots within the Radford Park Estate and to provide greater flexibility in terms of lot size to ensure the protection of significant views and ecology. The proposed amendment is consistent with Local Housing Strategy and will provide a logical extension of existing rural residential housing in the locality to meet the housing needs of the community.

If the recommendations within this report are supported, the proposal will undergo a public exhibition period of 28 days. Notice of the exhibition period will be placed in a local newspaper and on Council's website, exhibition material will be made available on Council's website and adjoining and adjacent landowners will be notified of the exhibition period.

Attachments

AT-1⇨	Attachment 1 - Draft Planning Prposal	Attachment Under Separate Cover
AT-2⇨	Attachment 2 - Gateway Determination	Attachment Under Separate Cover

DI&P5/25. Food and Garden Organics (FOGO) Introduction **FILE:** 25/00089/017

Author: Acting Director Infrastructure and Planning Services

Executive Summary

The purpose of this report is to provide Council with the options available for the collection frequency of the residual bin (red bin) during the implementation of the kerbside Food and Garden Organics (FOGO) service and seek approval for Council's preferred option.

RECOMMENDED that Council considers the four options below for the collection frequency of the red bin during the implementation of the kerbside Food and Garden Organics (FOGO) service and determine the preferred option to proceed with:

1. Council authorises the introduction of a FOGO service to all properties in the Singleton Local Government Area (LGA), which includes the bin collection frequencies of a weekly green bin and fortnightly red and yellow bin collections.
2. Council authorises the introduction of a FOGO service to all properties in the Singleton LGA utilising the Urban and Rural split, which includes the collection frequencies:

   Urban – Weekly green and red bins and fortnightly yellow bin collections

   Rural – Weekly green bin and fortnightly red and yellow bin collections
3. Council authorises the introduction of a FOGO service to all properties in the Singleton LGA utilising the Urban and Rural split, which also allows urban residents an option for red bin collection frequency:

   Urban – Weekly green and red bins and fortnightly yellow bin collections, with the option to pay a reduced domestic waste service charge for a fortnightly red bin collection.

   Rural – Weekly green bin and fortnightly red and yellow bin collections
4. Council authorises the introduction of a FOGO service to all properties in the Singleton LGA utilising the Urban and Rural split, which also allows an option for urban properties to choose their red bin collection frequency:

   Urban – Weekly green bin and fortnightly red and yellow bin collections, with the option to pay an increased domestic waste service charge for a weekly red bin collection

   Rural – Weekly green bin and fortnightly red and yellow bin collections

Report

Currently Singleton Council provides the following service level for kerbside bin collections.

	Red Bin	Yellow Bin	Green Bin
Urban	Weekly	Fortnightly	Fortnightly
Rural	Fortnightly	Fortnightly	Fortnightly

In 2021, NSW Environmental Protection Authority (EPA) mandated that all NSW Councils would be required to provide every household within their Local Government Area (LGA) a source-separated FOGO collection from 1 July 2030 at the latest. Currently 61 of the 128 Councils within NSW have implemented a FOGO service to their residents.

In 2016, Singleton Council entered joint contracts with both Maitland and Cessnock Councils commencing on 30 March 2017, for the processing and collection of organics. Both contracts were for 14-year terms and allowed for the collection and processing of Garden Organics (GO) for the first 7 years with a transition to Food and Garden Organics (FOGO) for the final 7 years.

The introduction of FOGO has proven to be a controversial undertaking for Council's across NSW with many receiving backlash from their residents during implementation mainly due to the red bin size and collection frequency. Given this, it is important that Council considers this part of the collection service before the FOGO service is implemented.

A majority of councils who have introduced FOGO to date have moved to a fortnightly red bin collection and in some cases some councils have also changed to a smaller red bin in addition to changing to a fortnightly red bin collection. The basis of this decision is that by reducing the volume of space available in the red bin each year in turn reduces the volume of waste going to landfill. However, both initiatives have resulted in public backlash from residents within those LGA's. There are several reasons for this backlash of which the main include management of nappies, large families and it is seen as a reduction in the level of service.

The proposal for implementation of FOGO in Singleton is to have the red bin remain as a 240L bin. This report provides four options for Council to consider regarding the frequency of the red bin collection, which will be delivered along with a weekly green bin and a fortnightly yellow bin.

- Option one includes a fortnightly red bin for all residents, which is the service that most early FOGO adopting Councils implemented.

- Option two involves no change to the current red bin collection frequency for residents, with urban areas maintaining a weekly service and rural areas maintaining a fortnightly service for red bin collections.

- Option three involves the default red bin collection for urban residents being a weekly collection and providing them with the option to change it to a fortnightly red bin collection at a reduced charge, while the rural properties remain with a fortnightly red bin service.

- Option four involves the default red bin collection for urban residents being a fortnightly collection and providing them with the option to change it to a weekly red bin collection at an increased charge, while the rural properties remain with a fortnightly red bin service.

Options one and two provide for a set standard level of service, while options 3 and 4 allows the urban residents to make the choice on their level of service under a user pays arrangement. Each option has unique financial, sustainability and risk management outcomes, which will be expanded on in the corresponding sections of this report.

Community Strategic Plan

Our Environment

Strategy:	3.3	Promote efficient water, energy and waste management and increase reuse and recycling
Deliverable:	3.3.3	Develop and implement a long-term waste management strategy for Singleton Council
Action:	3.3.3.1	Finalise and Implement the high priority actions from the Waste Management Strategy

Council Policy/Legislation

Under Section 496 of the *Local Government Act 1993* a council must make and levy an annual charge for the provision of domestic waste management services for each parcel of rateable land for which the service is available.

Financial Implications

The annual domestic waste charge is calculated via a reasonable cost calculation, which allows for the recovering of the cost to provide the service to that property. This reasonable cost calculation is undertaken by Council's waste and circular economy staff and reviewed by the finance team on an annual basis.

While waste management operations do not draw on general revenue, the introduction of weekly FOGO collection services will add additional cost to the 2025/26 domestic waste management charge.

Historically, the rural properties in the Singleton LGA have had all three bins collected fortnightly. The introduction of FOGO will result in an increase in service level to these properties with the green bin moving to a weekly collection. Therefore, the percentage increase in the domestic waste management charge for rural properties will be higher than for the urban properties as these properties were already receiving a bin collection service of one weekly bin and two fortnightly bins.

Options one and two deliver a set level of service to residents, which results in them having no choice in the charge that will be levied on them.

Options three provides a set level of service for rural properties and for urban residents it provides a default service level of a weekly red bin collection, with the option to alter their service level to a fortnightly red bin collection at a lower charge.

Options four provides a set level of service for rural properties and for urban residents it provides a default service level of a fortnightly red bin collection, with the option to alter their service level to a weekly red bin collection at a higher charge.

To be able to generate charges for each of the four options assumptions for waste generation volumes and percentage take up of options needed to be made using benchmarking. As a result, the volume of the increase in domestic waste charges differ for each option and range between 6% and 27% depending on the option endorsed by Council, the financial impacts of each are shown in the following table.

Option	Property Type	Service Frequency	2024/25 Annual Cost	Proposed 2025/26 Annual Cost	Increase on 2024/25 Charge	Notes
1	Urban	Fortnightly	$627.50	$675	6.34%	100% of Urban Properties
	Rural	Fortnightly	$575	$675	14.81%	100% of Rual Properties
2	Urban	Weekly	$627.50	$835	24.85%	100% of Urban Properties
	Rural	Fortnightly	$575	$695	17.27%	100% of Rural Properties
3	Urban	Weekly	$627.50	$825	23.94%	Urban Default Service
	Urban	Fortnightly	$627.50	$695	9.71%	Urban Opt-in Service
	Rural	Fortnightly	$575	$695	17.27%	100% of Rural Properties
4	Urban	Fortnightly	$627.50	$675	6.34%	Urban Default Service
	Urban	Weekly	$627.50	$860	27.03%	Urban Opt-in Service
	Rural	Fortnightly	$575	$675	14.81%	100% of Rural Properties

Consultation

Councillor briefings were conducted in November 2024 and February 2025 regarding the introduction of FOGO collections.

A joint public education program has been developed between the three councils, which will involve common educational resources to ensure there will be standard messaging being delivered by all Council's. The education program has 6 stages and will run from March 2025 up until the commencement of the service on the 30 June 2025.

On top of the planned joint public education program following Council endorsement of their preferred service option, our communications plan will be finalised. The communication plan to inform our residents will including an information letter, social and print media, pop up sessions at community events and shopping centers as well as information to be provided within the kitchen caddy when it is delivered to the properties.

Sustainability

The last bin audit undertaken by council identified that 25% of the red bin contents were food/kitchen waste that is compliant with FOGO composting. With Council collecting on average 6,000 tonnes per annum of residual waste from the red bin there would be the possibility of diverting another 1,500 tonnes of waste from landfill through the introduction of a FOGO serivce.

If this increased diversion from landfill can be obtained through the introduction of FOGO service will result in positive outcomes for both environmental and financial sustainability.

Environmentally the diversion of the food organics from landfill will result in decreased leachate and methane gas generation within the landfill as well as producing an organic rich compost for use in several industries.

Economically the diversion of an additional 1,500 tonnes per annum from landfill will reduce Councils waste levy liability as well as extending the life of the landfill, which would delay future capital spends on new cell construction.

The four options provided each have their own unique implications on environmental and economical sustainability outcomes and these are summarised in the below table.

Option	Environmental Sustainability	Economic Sustainability Council	Economic Sustainability Council Resident
1	Reduction in waste generation	Reduced levy liability Extension of landfill lifespan	Lowest increase in charges for residents
2	No reduction in waste generation	No reduction in levy liability No extension of landfill lifespan	Highest increase in charges for residents
3	Minimal reduction in waste generation	Minimal reduction in levy liability Minimal extension of landfill lifespan	Urban residents provided a choice for level of service and cost
4	Reduction in waste generation	Reduced levy liability Extension of landfill lifespan	Urban residents provided a choice for level of service and cost

Risk Implications

Risk	**Risk Ranking**	**Proposed Treatments**	**Proposed Risk Ranking**	**Within Existing Resources?**
There is a risk that the residents will be unsatisfied with the service schedule selected by Council which may lead to reputational damage	High	Endorse Option 3 or 4 which allows the residents a choice.	Low	Yes
There is a risk that the residents will be unsatisfied with the introduction of FOGO and the increased costs, which may lead to reputational damage	High	Information letter to all residents to include that the FOGO introduction is mandated by the NSW EPA, the resulting environmental	Low	Yes

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
		benefits of FOGO and the key stages in the introduction of the service		
There is a risk that the residents will be confused with the changes to services levels or when they start, which may lead to reputational damage and contamination in the green bin	Medium	Information letter to all residents to include that the FOGO introduction is mandated by the NSW EPA, the resulting environmental benefits of FOGO and the key stages in the introduction of the service	Low	Yes
There is a risk that residents will not understand what waste materials should be put into the FOGO stream which may lead to contamination in the FOGO material	Medium	Ensure a thorough education program is undertaken.	Low	Yes
There is a risk that residents will not separate their food organics which may lead to expected benefits not being achieved	Medium	Ensure a thorough education program is undertaken.	Low	Yes
There is a risk of public backlash if option 1 is selected as the preferred option as it could be seen as a reduction in service level by council, which may lead to reputational damage	High	Adopt option three or four as the preferred option, which allows the residents to choose their level of service and charge	Low	Yes
There is a risk of public backlash if option 2 is selected as the preferred option as it could be seen as an excessive level of	High	Adopt option three or four as the preferred option, which allows the residents to choose their level of	Low	Yes

Risk	Risk Ranking	Proposed Treatments	Proposed Risk Ranking	Within Existing Resources?
service and cost for some residents, which may lead to reputational damage		service and levied charge		
There is a risk that no sustainability outcomes will be achieved if options 2 or 3 are adopted as the preferred option as there will be no reduction in waste generation achieved	Medium	Ensure a thorough education program is undertaken including the benefits of FOGO as well as how they opt-in to the fortnightly collection	Low	Yes
There is a risk of public backlash if option 4 is selected as the preferred option as it could be seen as a reduction in service level by council with residents having to pay more to get back the previously level of service they had, which may lead to reputational damage	Medium	Information letter to all residents to include that the FOGO introduction is mandated by the NSW EPA, the resulting environmental benefits of FOGO and the key stages in the introduction of the service Ensure a thorough education program is undertaken including how they opt-in to the weekly collection	Low	Yes

Options

Council has four options to select from, which include.

1. Council authorises the introduction of a FOGO service to all properties in the Singleton Local Government Area (LGA), which includes the bin collection frequencies of a weekly green bin and fortnightly red and yellow bin collections
2. Council authorises the introduction of a FOGO service to all properties in the Singleton LGA utilising the Urban and Rural split, which includes the collection frequencies:

   Urban – Weekly green and red bins and fortnightly yellow bin collections

   Rural – Weekly green bin and fortnightly red and yellow bin collections
3. Council authorises the introduction of a FOGO service to all properties in the Singleton LGA utilising the Urban and Rural split, which also allows urban residents an option for red bin collection frequency:

   Urban – Weekly green and red bins and fortnightly yellow bin collections, with the option to pay a reduced domestic waste service charge for a fortnightly red bin collection.

   Rural – Weekly green bin and fortnightly red and yellow bin collections
4. Council authorises the introduction of a FOGO service to all properties in the Singleton LGA utilising the Urban and Rural split, which also allows an option for urban properties to choose their red bin collection frequency:

   Urban – Weekly green bin and fortnightly red and yellow bin collections, with the option to pay an increased domestic waste service charge for a weekly red bin collection

   Rural – Weekly green bin and fortnightly red and yellow bin collections

Either option three or four are the preferred options as it provides residents with a choice on their level of service as well as offering a financial saving for those that only require a fortnightly red bin service.

Conclusions

The NSW EPA mandate requires Council to introduce a FOGO service to all households by 2030, which is something Singleton Council was already contracted to deliver. Due to over half of the other NSW council's having already introduced a FOGO service Singleton Council is in the position to learn from their experiences and introduce the service that meets the requirements of our residents. There are four options for consideration, which all have varying levels of service for the red bin collection frequency with option 3 and 4 offering the urban residents a choice of either a weekly or fortnightly red bin collection.

Attachments

There are no attachments for this report.

GM5/25. Conference Report - Councillor Hollee Jenkins - 2024 National Local Roads Transport and Infrastructure Congress **FILE:** 25/00006

Author: Executive Assistant

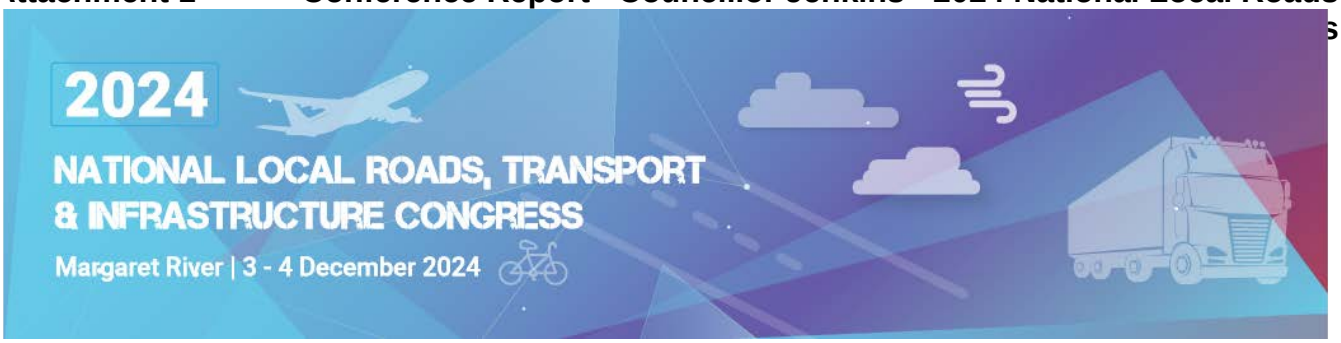
Executive Summary

Councillor Hollee Jenkins attended the 2024 National Local Roads Transport and Infrastructure Congress in Margaret River from 2 to 4 December 2024. A copy of her report on the event is shown as Attachment 1 for Council's information.

FOR INFORMATION

Attachments

AT-1⇩ Conference Report - Councillor Jenkins - 2024 National Local Roads Transport Infrastructure Congress



Councillor Report

2024 National Local Roads, Transport and Infrastructure Congress

220 local government leaders and engineering and works staff from across Australia gathered in Margaret River, Western Australia from 2-4 December for the 2024 National Local Roads, Transport and Infrastructure Congress.

Thank you councillors for allowing me to attend this important congress.

This year's Congress included a significant focus on road safety. Congress delegates acknowledged that local governments manage more than 75% of Australia's road network and have a key role to play addressing Australia's unacceptable national road toll.

Delegates acknowledged the importance of prioritising road safety in infrastructure investments, and discussed opportunities to deliver safer roads in both regional and urban settings.

Sustainable funding is a significant barrier, and ALGA will continue to advocate for more federal support for councils to improve the condition, safety and productivity of Australia's road network.

We welcomed and thanked the federal politicians who addressed our Congress, including Minister for Local Government the Hon Kristy McBain, and Shadow Minister for Infrastructure, Transport and Regional Development Senator the Hon Bridget McKenzie. Although this turner into a blame game it was interesimng to hear promises being made even through no election had been announced.

This year's Congress included sessions on improving freight productivity, decarbonising Australia's transport sector, water management, regional airports, addressing the housing crisis, renewable energy transition, the circular economy, and active transport and electric vehicle trends.

The event also covered effective asset management, which is vital to the broad range of services and functions delivered by councils.

We also heard from National Emergency Management Coordinator-General Brendan Moon about recent national emergency management reviews, and how councils can support the implementation of their recommendations.

Sustainably funded, councils can deliver roads and community infrastructure that will support local solutions to national priorities.

Increasing federal formula-based funding to local government will assist councils to build stronger, more productive and resilient communities.

In the lead up to the next federal election, councils will be calling on all parties and candidates to put our communities first, and provide fair funding to local government for the benefit of all Australians.

We all have an important part to play in the outcome of innovation for active transport and transitioning to a circular economy as we work together to strive for better outcomes for our community.

Thank you for the opportunity to represent Singleton at this congress

GM6/25. Minutes - Upper Hunter County Council - 27 November 2024 **FILE:** 24/00008

Author: Executive Assistant

Executive Summary

The Upper Hunter County Council held its meeting on Wednesday, 27 November 2024. The Minutes for the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1⇩ Minutes - Upper Hunter County Council - 27/11/2024

MINUTES OF THE ORDINARY MEETING OF THE UPPER HUNTER COUNTY COUNCIL HELD IN THE STEM LAB, DONALD HORNE BUILDING, 140 BRIDGE STREET, MUSWELLBROOK ON 27 NOVEMBER 2024 COMMENCING AT 4.04PM.

PRESENT: Cr M. Collison (Chair) Cr G. Fraser, Cr H. Jenkins, Cr P. McGill, Cr G. McNeill, Cr D. Marshall and Cr S. Moore.

IN ATTENDANCE: Mr D Campbell (General Manager) and Mrs M. Sandell-Hay (Governance Officer).

Mr Campbell opened the meeting and assumed the role of Chair until the conduct of the elections for Chair and Deputy Chair had concluded.

1. Acknowledgement of Country

The Acknowledgement of Country was read by Mr D. Campbell.

2. Oath / Affirmation

2.1. Oath or Affirmation of Office by Councillors

Mr Campbell advised Council that Cr Collison and Cr Moore had undertaken their Oaths of Office on 29 October, 2024 in order for the 2023/2024 Financials to be signed. Mr Campbell tabled the Councillors signed Oaths.

Cr McGill undertook the Affirmation

Cr Marshall, Cr McNeill, Cr Fraser and Cr Jenkins undertook the Oath

3. Applications for Attendance via Audio Visual Link

Nil

4. Apologies and Leave of Absence

Nil

5. Confirmation of Minutes of Previous Meeting

5.1. Confirmation of Minutes

16 RESOLVED on the motion of Cr D. Marshall and Cr S. Moore that:

The Minutes of the Ordinary Meeting held on **15 August, 2024** a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

6. Disclosure of any Pecuniary or Non-Pecuniary Interests

Nil

7. Chair Minute

Nil

8. Business

8.1. Election of Chair and Deputy Chair

17 RESOLVED on the motion of Cr D. Marshall and Cr S. Moore that:

Council resolves to conduct an election for the position of Chair and Deputy Chair by Open vote – by a show of hands.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

Mr Campbell acted as the returning officer for the conduct of the Election.

Election of Chair

Nominations were invited for the office of Chair for the ensuing term.

The Returning Officer reported that one (1) nomination for the Office of Chair had been received.

The written nomination was for:

i Cr Maurice Collison proposed by Crs Moore and Jenkins.

The Returning Officer reported that Cr Collision had indicated his consent to the nomination.

The Returning Officer called for further nominations to be made, first call was made, followed by the second call and then finally the third call. No further nominations were received.

There being only one nomination for the Office of Chair, the Returning Officer declared Cr Maurice Collison duly elected to the Office of Chair of the Upper Hunter County Council for the ensuing two year term to September, 2026.

Election of Deputy Chair

Nominations were invited for the office of Deputy Chair for the ensuing term.

The Returning Office reported that one (1) nomination for the Office of Deputy Chair had been received.

The written nomination was for:

i) Cr Darryl Marshall proposed by Crs McNeill and Jenkins.

The Returning Officer reported that Cr Marshall had indicated his consent to the nomination.

The Returning Officer called for further nominations to be made, first call was made, followed by the second call and then finally the third call. No further nominations were received.

There being only one nomination for the Office of Deputy Chair, the Returning Officer declared Cr Darryl Marshall duly elected as Deputy Chair of the Upper Hunter County Council for the ensuing two year term to September, 2026.

Cr Collison assumed the role of Chair for the remainder of the meeting.

8.2. Fixing Day and Hour of Regular Meetings

18 RESOLVED on the motion of Cr S. Moore and Cr D. Marshall that:

Ordinary Meetings of the Council be held in the Council Chambers, Muswellbrook, on the Third Thursday of February, May, August and November commencing at 4.00pm.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

8.3. Fixing of Time and Manner of Giving Notice of Ordinary Meeting

19 RESOLVED on the motion of Cr D. Marshall and Cr P. McGill that:

Notice of all Ordinary Meetings of the Council be given by emailing to each member of the Council a notice of such meeting, such notice being delivered no less than seven (7) days before the meeting.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

9. General Manager's Report

9.1. 2022-2026 Delivery Plan September, 2024 Review

20 RESOLVED on the motion of Cr G. McNeill and Cr D. Marshall that:

The Operational Plan review for the period ending 30 September, 2024 be ADOPTED.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

9.2. Adoption of 2023/2024 General Purpose Financial Reports and Auditors Report

21 RESOLVED on the motion of Cr D. Marshall and Cr P. McGill that:

The General Purpose Financial and Auditors Reports for the financial year ended 30 June 2024 be adopted and formally presented to the public meeting to be held at 5.00pm in the STEM Lab, Donald Horne Building on Wednesday 27 November 2024.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

9.3. 2023/2024 Annual Report

22 RESOLVED on the motion of Cr S. Moore and Cr D. Marshall that:

1. The Annual Report for 2023/2024 be ACCEPTED
2. Authorisation be given for a copy of the 2023/2024 Annual Report be posted on Council's website and the Minister for Local Government be provided a copy via notification of the appropriate URL link to the report.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

9.4. Audit Risk and Improvement Committee

23 RESOLVED on the motion of Cr S. Moore and Cr D. Marshall that:

1. The General Manager be delegated authority to sign a Financial Services Agreement with Luka Group.
2. Council resolves not to appoint a Councillor as a non-voting representative to UHCC ARIC.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

9.5. Councillor Training

24 RESOLVED on the motion of Cr S. Moore and Cr P. McGill that:

The information contained in the report be noted.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

9.6. Request for Closure of County Council Over Christmas/New Year Period

25 RESOLVED on the motion of Cr P. McGill and Cr D. Marshall that:

The Upper Hunter County Council be closed from 12 pm Friday 20 December 2024 to 7.30 am Monday 6 January 2025.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

9.7. Register of Pecuniary Interest

26 RESOLVED on the motion of Cr G. McNeill and Cr P. McGill that:

The tabling of the Register of Pecuniary Interests for the period 30/06/2023 to 30/6/2024 be NOTED.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

9.8. General Manager's Report

27 RESOLVED on the motion of Cr S. Moore and Cr D. Marshall that:

The information contained in this report be noted.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

10. Bio-Security Officer's Report

10.1. Muswellbrook Bio-Security Officer's Report

28 RESOLVED on the motion of Cr D. Marshall and Cr G. McNeill that:

The information contained in this report be noted.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

10.2. Singleton Bio-Security Officer's Report

29 RESOLVED on the motion of Cr S. Moore and Cr H. Jenkins that:

The information contained in this report be noted.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

10.3. Scone Bio-Security Officer's Report

30 RESOLVED on the motion of Cr P. McGill and Cr G. Fraser that:

The information contained in this report be noted.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

10.4. Merriwa Bio-Security Officer's Report

31 RESOLVED on the motion of Cr P. McGill and Cr S. Moore that:

The information contained in this report be noted.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

10.5. Inspection and Treatment Maps

32 RESOLVED on the motion of Cr D. Marshall and Cr P. McGill that:

The information contained in this report be noted.

In Favour Cr M. Collison, Cr D. Marshall, Cr G. Fraser, Cr G. McNeill, Cr H. Jenkins, Cr P. McGill and Cr S. Moore

Against: Nil

11. Questions Without Notice

11.1 Advertisements

Cr McNeill inquired whether any work had been undertaken in regards to an advertisement being placed to encourage property owners to provide emails so that educational information could be distributed on a regular basis?

Mr Campbell advised that an advertisement had not been placed but Bio-Security Officers asked landholders during their inspections whether they would like to supply their email address for distribution of information emails.

11.2 Update for Constituent Councils

Cr Collison inquired whether the General Manager could provide regular weed updates to constituent Councils so that the Mayors could provide this when undertaking media engagements?

Mr Campbell advised that this would be undertaken.

11.3 Agapanthus

Cr McGill noted that a number of years ago agapanthus had been declared a noxious weed and inquired if this was still the case?

Mr Campbell advised that agapanthus are considered a garden plant and wasn't declared a noxious weed, however if found growing uncontrollably outside gardens where it posed a risk to the environment it would be considered an invasive plant.

12. Adjournment into Closed Council

13. Closed Council

Nil

14. Resumption of Open Council

15. Closure

The meeting was declared closed at 5.25pm.

THE MINUTES OF THE MEETING (PAGES 1 to 8) WERE CONFIRMED AT THE UPPER HUNTER COUNTY COUNCIL MEETING HELD ON 20 DECEMBER, 2024 AND ARE A FULL AND ACCURATE RECORD OF PROCEEDINGS OF THE MEETING HELD ON 27 NOVEMBER, 2024

....

Mr D. Campbell
General Manager

Cr M. Collisson
Chairperson

GM7/25. Conference Report - Councillor George - LGNSW 2024 Annual Conference **FILE:** 24/00008
Author: Executive Assistant

Executive Summary

Councillor George attended the LGNSW 2024 Annual Conference in Tamworth from Sunday 17 to Tuesday 19 November 2024. A copy of her report on the event is shown as Attachment 1 for Council's information.

FOR INFORMATION

Attachments
AT-1⇩ LG NSW Conference Report 2024 - Cr Sue George

Report on LG NSW Conference 17 – 19 November 2024

Sunday afternoon 17 November

- **Key Risks and Challenges for Local Government**

Brett Whitworth Deputy Secretary OLG
Spoke briefly on a number of current issues
Councils make communities
OLG role

- What is it - regulator of LG, therefor you need a framework of how LG functions. The aim is to work with Councils to work within framework, but intervention only as needed
- Apprentices, trainees and cadetship program $250m no open,
- Updates - code of conduct – to align with parliamentary code, conflict of interests, tribunal, meeting code of practice, submissions close end Nov
- Code of practice aims to restore the dignity of council meeting
- Update on financial sustainability of councils
- FAG grants – not much information
- Data improvement
- Accounting code of practice
- Role of Councillor- handbook
- Strategic planning important

Hon Helen Murell SC Part time Commissioner ICAC
Corruption and power, costs billions of dollars, approximately 5% GDP worldwide, Australia is 14th in world on Corruption Index.
Warning signs

- Public official
- Resilience of democracy challenged worldwide
- Factors that support Corruption - 24% ICAC work
  - Money
  - Part time poorly paid
  - Disrespectful behaviour may lead to Corruption by bullying
  - Conflict of interest
  - Overseas travel

Bola Oyetunji NSW Auditor General, since April 2024

- Aims to visit every council
- vision for next 8 year

1. what does auditor of the future look like
2. capability of understanding of accounting systems
   conduct of audit key risks and challenges of sector
   Digital transformation for sector
   More efficiency audits

3. amplified impact of product eg overlaps, inefficiencies, weaknesses
Role of Auditor General
Independent
Objective
Role of office
What is an audit - watchdog not bloodhound, inquiring mind
qualifications on RFS assets lifted
Audit fees increasing transparency, audit fee increases capped to CPI

Welcome to country Uncle Len Waters
The Kamilaroi or Gamilaroi are an Indigenous Australian Murri people who are the traditional Aboriginal custodians of an area that extends from Northern NSW through to Southern Queensland.
The welcome to country centred on Social Responsibility, the Creator, Baime. Told the people to guard the fires as they hold great power, if the fires are stolen, they become the Southern Cross, guards of the fire are the pointers to Southern Cross. It is important to manage fires, at this time year, only 2 pointers - Great warsnake, brings darkness, people need to be strong to fight the elements of darkness, when become weak, use the strength from fires for people who need to help. When weak do not accept darkness inside us look for internal fire and fight darkness and support those that are weak. Look to the fires inside us to help those who need help.

Darriea Turley AM – President LG NSW
Spoke in the importance of LG NSW s a voice for the sector especially in time of change.

Cr Russell Webb – Mayor of Tamworth
First municipality to turn on lights in Southern Hemisphere, capital of country, agriculture, transport, tourism.
High in business confidence, many challenges - water security, resourcing for planning and development.

Hon Krispy McBain MP Federal Minister for Regional Development Local Government and Territories (recorded)
Double roads to recovery
Black spot increase
Growing regions
Housing support strategy

Hon Chris Minns MP Premier NSW (recorded)
Welcome

Hon Ron Hoenig MP Minister for Local Government
Importance of networking,
Local Government most important level, closer to community

Reforms - enhancing reputation and respect for councils, councillors, mayors eg transparent financial systems, need to skill OLG and provide financial system, code of conduct, tribunal, councils need to be skilled and reskilled, invest in local procurement, apprenticeship scheme, red fleet will shortly be resolved. New code of meeting practice.

AR Bluett award
City Lake Macquarie, Camden, Lake Macquarie winner
Rural Bega, Moree, Bega winner

Hon Jennifer Aitchison MP NSW Minister for Regional Transport and Roads
First nations knowledge on trails that are now major transport networks.
Main issues:

- Recovery in transport $3.8b in 3 years
- REZ
- Resilience
- Reclassification

Hon Kevin Anderson MP Shadow Minister for Tourism, Gaming & Racing, Arts & Heritage
Main issues:

- Awaiting results of financial sustainability review
- SRV
- Housing
- FAGs

MONDAY 18 NOVEMBER
DARRIEA TURLEY AM

- ✓ Importance of councils

Number of uncontested elections 20
4 by elections why don't people stand?

- ✓ Advocacy wins

- Financial sustainability - cost shifting
- Rate pegging IPART social and economic impacts
- Housing reforms
- Improvements to planning portal
- Affordable housing
- Review of waste levy
- Climate change net zero 2050
- Reforms to biodiversity laws
- Staffing and skills shortages apprenticeship and traineeships
- NSW inquiry into planning
- NSW closing the gap partnership for councils, including toolkit

Voting on Motions
There were 111 policy motions, 106 were carried

DAY 3 TUESDAY 19 NOVEMBER

Andy Johnston Local Government Information Unit
Local Government Finance – Challenges and Opportunities

- **Financial sustainability**
  - Over a quarter of all Australian councils experienced low financial sustainability in 2021-22, based on three indicators (operating surplus ratio 0-10%, debt service ratio <60% and an asset sustainability ratio > 90%)
  - Half of all NSW councils did not meet conventional tests of financial sustainability
  - Australian councils are delivering more with less; per capita expenditure growth is the slowest of all levels of government, while tied and competitive funding arrangements undermine the effectiveness of grants as a viable revenue source.

The inquiry into the financial sustainability of local government commenced on 21 March 2024 and has since received 283 submissions.

English Councils are reeling from a decade of underfunding with almost zero confidence in the financial stability of Councils.

Adult social care, children's services, housing and temporary accommodation are the biggest service pressures.

- Ten percent of councils warned LGIU they could be unable to meet their statutory duties in 2024-2025
- More than half of all English councils said they were at risk of going bankrupt in the next 5 years

- UK council made bankrupt s114 notice, can't spend any money administrator to determine statutory level of service
- Statutory level of service - what is the minimum, may not be clearly defined
- *5 lessons from the world*

1 Constitutional definition of roles - protection through legally binding constitution; structures relationships and responsibilities of LG tend to be stable and understandable,
2 revenue raising and spending options - need greater flexibility and access basket of different options eg different local taxes
3 bottom up approach principle of subsidiarity, do everything at the most local level, issue at constitutional level
4 territorial equalisation Need's based redistribution of funds, legally enshrined to share money where needed most, recognise differences in economic demand the gap between what a place can earn and what it needs
5 central local communication Networks for central-local communication and decision-making, Mechanisms and structures to safeguard local government interests and autonomy –allowing local governments to raise issues, negotiate with central government and find consensus around finance and administration

- *5 recommendations*:
  - Constitutional protection
  - Revenue raising and spending options
  - Bottom up approach (subsidiarity)
  - Territorial equalisation (systematic and guaranteed)
  - Central local communication

Countering Cyber Threats – Protecting your Council and Community
Arjun Ramachandran and Jonathan Topham ElevenM
3 truths –
- ✓ it is daunting,
- ✓ a busy environment
- ✓ not easy to understand

Why should I care negative reasons
- We have nothing of value
- We are compliant
- It's an IT problem

Why it is relevant
- Increased reliance on technology
- Data driven economy
- Heightened expectations
- Cyber threats intensifying
- $42b annual cost is Australia
- 2nd most affected sector
- $3b ransomware damage annually
- Threat every 6 minutes
- Loss of trust
- Service disruption

Why councils prone
- Operators of critical public services
- Increased data holding
- Aging and complex infrastructure
- Limited budgets and expertise
- Cyber historically not a priority
- There are no security risks there are business risks Steve Katz

What is the problem
Motivated attackers identify assets to target by seeking to exploit vulnerabilities using a variety of Cyber threats.
We use controls to mitigate these efforts.
Common threats to
cyber actors
Cyber criminals
Nation state actors
Hacktivists
Script kiddies
Insider threats

Outcomes
Denial of service
Data breach
Hijacking of devices
Ransomware attacks
Fraud
Behind the threats
Commodisation a service
Industrialisation
What can I do about it
People
Resource limits
Lack of expertise
Process
Poor alignment between risks
Regulatory focus
Lack of planning
Technology

1 dedicate time to Cybersecurity, shared service models, outsourcing security operations
2 training and awareness, security focused culture beyond training to reinforce awareness of good behaviours
3 link Cybersecurity to core operations, how could a Cyber incident impact core services
4 integrate Cybersecurity into risk management, use risk assessments
5 use Cybersecurity frameworks, several best practice frameworks exist that provide the framework you need
6 develop Cyber incident response play what scenario should you play for who would do what when they occur
7 Replacement legacy technology with modern solutions
8Expand vendor pool through cooperative purchasing
9 prioritise attack security management
10 introduce security controls gradually

Top personal threats
Focus on phishing
Be savvy about social media
Use strong passwords and MFA

Working together to shape thriving communities
Kiersten Fishburn Secretary NSW Department of Planning, Housing and Infrastructure

Housing priority deep rooted problem
Range of reforms

- Targets new reforms- transport focused, better Utilisation of transport links, accepted rezoning, council grants program for new home approvals
- Lower mid rise reforms already released pattern book for design
- Housing taskforce to speed complex housing projects to minimise delays, align post acceptance conditions
- Housing delivery authority optical pathways for developers SSD,
- Aboriginal land rights management through crown land management, need to understand aboriginal rights and responsibilities work with local land councils. Native title Act different to land rights
- Renewable energy framework released, guidelines on long term management, cumulative impacts
- Value NSW (Valuer General) -valuation review over 3 years, process change, market updates.
- Compulsory acquisition, VG responsible authority under just terms compensation.

Planning for and Expecting Success – it doesn't happen by accident
Liz Ellis AO

- Planning for and expecting success

Be clear on your purpose WHY
Why are you here
You select yourself you need to do the hard work
Develop leaders around you, use their strengths
What do you do now to ensure success in future
Do you live the values, accountability
If you are clear in your Why then you have more chance of success.

Thank you for the opportunity to attend the Conference, the speakers were excellent, and it was a chance to gain insights into the current issues facing Local Government.

Cr Sue George
Novembre 2024

GM8/25. Minutes - Singleton Legacy Fund Governance Panel and Fund Progress Report - September 2024 **FILE:** 22/00153/001
Author: Executive Assistant

Executive Summary

The Singleton Legacy Fund Governance Panel held a meeting on Thursday 19 December 2024. The minutes of the meeting are shown as (**Attachment 1**).

The December 2024 Progress Report for each of the following 4 components of The Singleton Legacy Fund are also attached for Council's information:

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

FOR INFORMATION

Attachments

AT-1⇩ Minutes - Singleton Legacy Fund Meeting - 19 December 2024
AT-2⇩ Singleton Legacy Fund - CEDF - Governance Report December 2024
AT-3⇩ Singleton Legacy Fund - Annual Fund Progress Report - Singleton Roads Fund Update - December 2024
AT-4⇩ Singleton Legacy Fund - Annual Fund Progress Report - Infrastructure Management Fund Update - December 2024
AT-5⇩ Singleton Legacy Fund - Commercial Property Fund Update - December 2024

MINUTES
SINGLETON LEGACY FUND
1PM THURSDAY 19 DECEMBER 2024

Present	Sue Moore (Mayor) (Chair) Sue George (Deputy Mayor) Justin Fitzpatrick-Barr (General Manager) Vicki Brereton (Director Organisation & Community Capacity) Melinda Curtis (Executive Manager) Dwight Graham (Director Corporate & Commercial Services) **V** Mary-Anne Crawford (Acting Infrastructure & Planning Services)
In Attendance	
Meeting Location	Council Chambers

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Singleton Legacy Fund meeting held on Thursday 19 September 2024, were confirmed.

MOVED Melinda Curtis **SECONDED** Justin Fitzpatrick-Barr

4 Matters arising from the Minutes

- Nil

5 Agenda Items

1.1 Commercial Property Fund Update - December 2024FILE:22/00153/00

The Commercial Property Fund update for December 2024 was circulated with the agenda.

NOTED

2.2 Singleton Roads Fund Update - December 2024 FILE:22/00153/001

The Singleton Roads Fund update for December 2024 as well as the proposed draft Capital Works Program for 2025/2026 as presented to the Roads Advisory Committee on 5th December 2024 was circulated with the agenda.

NOTED

3.3 Singleton Infrastructure Management Fund Update - December 2024 FILE:22/00153/001

The Singleton Infrastructure Management Fund update for December 2024 was circulated with the agenda.

NOTED

4.4 Singleton Community and Economic Development Fund Update - December 2024 FILE:22/00153/001

The Singleton Community and Economic Development Fund update for December 2024 was circulated with the agenda.

ACTION: Seek legal advice to determine if the management and investment of the CEDF fund is required to be treated consistent with other council funds.

NOTED

6 Other Business

- Report back to Property Advisory Panel on the Singleton Heights Sports Centre Opportunities

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
	19/12/24	Seek legal advice to determine if the management and investment of the CEDF fund is required to be treated consistent with other council funds.	Vicki Brereton	31 March 2025
	19/12/24	Report back to Property Advisory Panel on the Singleton Heights Sports Centre Opportunities	Dwight Graham	31 March 2025

8 Next Meeting

- 26 March 2025, 1.30PM, Committee Room

The meeting closed at 2PM

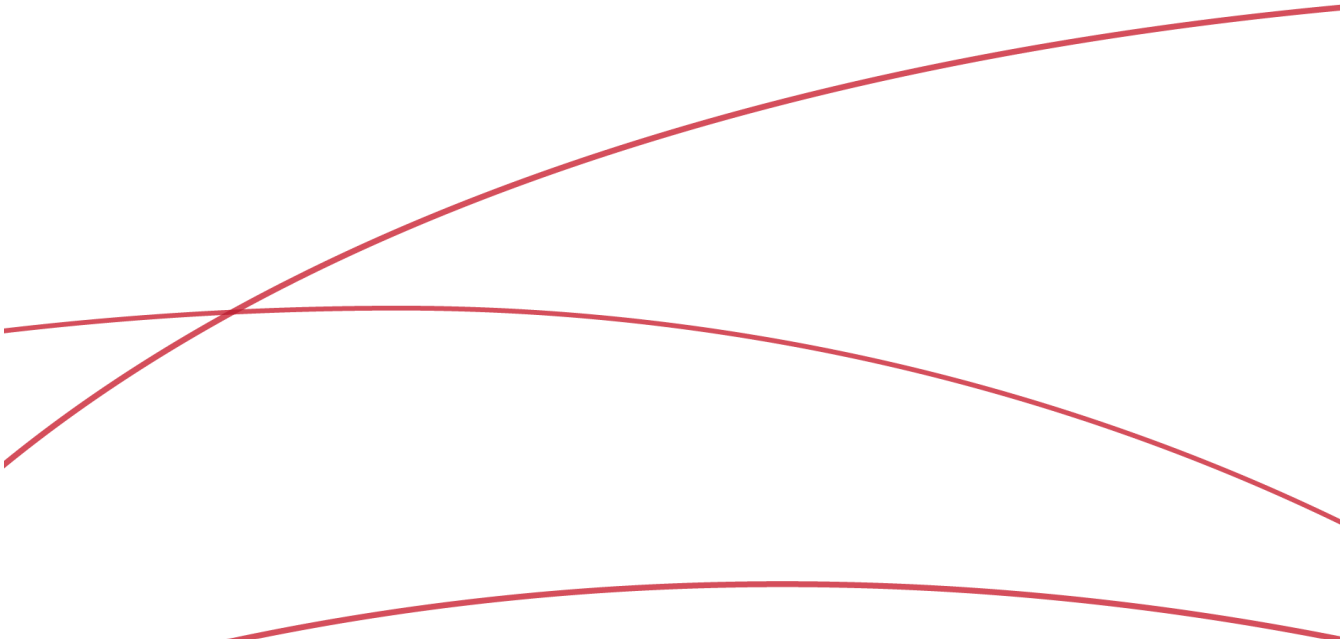
Sue Moore, Mayor (Chair)
Chair

SINGLETON COUNCIL

ANNUAL FUND PROGRESS REPORT

Singleton Community and Economic Development Fund Update

December 2024



EXECUTIVE SUMMARY

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

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

MEETING HELD

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

The below table provides an overview of the CEDF-JMB meetings held since establishment:

Date of meeting	Quorum met
17 August 2021	Yes
30 November 2021	Yes
22 March 2022	Yes
21 June 2022	Yes
13 October 2022	No
30 October 2022	Yes
15 December	Yes
6 April 2023	Yes
29 June 2023	Yes
25 October 2023	Yes
7 December	Yes
10 April 2024	Yes
19 June 2024	Yes
15 August 2024	

The Singleton CEDF is made up of five Voluntary Planning Agreements consisting of:

- Mount Thorley Warkworth (MTW) $4.4million
- Mt Owen $618,000
- United Collieries $1.325million

- Bloomfield $432,000
- Bulga $1.130million

It is important to note that the MTW VPA was entered into prior to the establishment of the CEDF. As such, the money paid to Council from the MTW VPA is untied, thereby allowing Council to use the funds, outside of the requirements of the CEDF Deed.

OUTCOMES ACHIEVED

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

- Establishment of CEDF grant funding and assessment criteria
- CEDF communication brand and marketing assets, including website page and engagement assets
- Development of three-year grant funding program and principles
- Three successful community grant rounds have allocated $1,515,187.
- Council funded a range of initiatives from the MTW component including:
    - Bicentenary celebrations and events officer
    - Strategic Storytelling project and implementation
    - Arts + Culture Specialist (12 months)
    - Economic impacts of COVID analysis
    - Community Support Program and rates rebate during COVID
    - Destination of Choice Project
    - Sustainability metric development
    - Aboriginal and cultural events

EXPENDITURE OF FUNDS AND BALANCE

Table 1 provides, an overview of the status of each of the Voluntary Planning Agreement (VPA) funding contributions and expenditure against the Singleton Community Economic Development Fund at 30 November 2024. Please note that finance is now allocating interest to each of the relevant VPA's within the CEDF, whereas previously all interest was allocated to the MTW component.

VPA Title	Amount Committed	Amount Paid	Expenditure	Balance
Mt Thorley Warkworth (MTW) - June 2017	$ 4,400,000	$ 3,800,000	$ 936,179	**$ 2,863,820**
Interest MTW		$ 320,117	$ 285,376	**$ 34,741**
United Collieries - Dec 2020	$ 1,325,253	$ 1,325,253	$ 162,977	**$ 1,162,276**
Interest United Collieries		$ 13,692	$ Nil	**$ 13,692**

Bloomfield	$ 432,000	$ 432,000	$ 101,097	**$ 330,902**
Interest Bloomfield		$ 3,888	$ Nil	**$ 3,888**
Mt Owen Variation - 2021	$ 1,150,000	$ 694,000	$ 134,959	**$ 559,040**
Interest Mt Owen		$ 6,560	$ Nil	**$ 6,560**
Bulga Continued Operations	$ 1,130,000	$ 1,130,000	$ 153,019	**$ 976,980**
Interest Bulga		$ 11,509	$ Nil	**$ 11,509**
	$ $8,458,022	**$ 7,737,019**	**$ 1,773,607**	**$ 5,963,408**

Balances at 30 November 2024

KEY SUCCESS INDICATORS FOR THE SINGLETON COMMUNITY ECONOMIC DEVELOPMENT FUND.

Over the three grant rounds for the Singleton Community and Economic Development Fund, 64 applications were received with a combined value of $4,458,110 demonstrating the perceived value by the Singleton Community. The CEDF- JMB has approved 22 projects and programs with a combined value of $1,515,187.

Additionally, Council has been able to support a range of important projects through funding from the Mount Thorley Warkworth VPA, during unprecedented times, such as recovery from the 2019 bushfires and COVID. Additionally, a number of key strategic council projects have been able to progress for the betterment of the community, such as the Strategic Storytelling project, resulting in the development of the Super Easy Singleton brand and sustainability metrics reporting initiative.

The CEDF-JMB throughout 2023 and early 2024 requested work on the CEDF Deed to ensure that 'for profit' organisations were eligible to apply for grants. Following extensive legal advice and consultation, all parties to the Deed approved the inclusion of 'for profit' organisations.

Round Four was open 1 September – 31 October 2024, with strong interest shown at the mandatory information sessions, with 35 attendees joining the face to face and virtual sessions. Nine (9) applications were received with a combined value of $1,085,580 with one of the applications being from a 'for profit'. Six applications with a combined value of $774,851 were deemed to meet the requirements of the Deed and the established threshold assessment score by the CEDF – Joint Management Team. Of the five applications the following were:

- One Year Projects – Three projects with a total value of $414,650
- Multi Year Projects – Three projects with a total value of $362,20.

The CEDF- JMB will consider these applications at its pending meeting on 17 December 2024, with a list of recommended applications provided to the February 2025 meeting of Council for approval.

SINGLETON COUNCIL

ANNUAL FUND PROGRESS REPORT

Singleton Roads Fund Update

December 2024

EXECUTIVE SUMMARY

As per the Singleton Roads Fund (RF) Plan of Management, the purpose of this report is to provide the Legacy Fund Governance Committee with a report on the year to date achievements of the fund at the end of Q1 2024/2025 financial year including:

- Outcomes achieved;
- Expenditure of funds;
- Balance of funds; and
- Key success indicators for the RF.

PURPOSE OF THE FUND

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

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

MEETING(S) HELD

As per the RF Plan of Management, Council's Infrastructure Team meets in the second quarter of each financial year to develop a draft Roads and Bridges Capital Works Program (Program) for the approaching financial year. This draft Program is subsequently reported to Council's Roads Advisory Committee (RAC) for endorsement.

The Minutes of the RAC are then presented to Council, along with the RAC recommendation relating to the draft Program.

The draft Roads and Bridges Capital Works Program was reported to the Roads Advisory Committee on 5th December 2024. The Roads Advisory Committee endorsed support for the proposed draft Roads Capital Works Program (2025/2026) and that a further report be provided to the next Roads Advisory Committee Meeting scheduled for March 2025 to provide the final draft Capital Works Program for 2025/2026.

The Program then forms part of the draft Operational Budget for the upcoming financial year.

2024/2025 Financial Year

A copy of the adopted 2024/2025 Program is provided below as **Table 1**. The total budgeted expenditure is $8,830,852.

Table 1: 2024/2025 Local Roads, Regional Roads and Bridge and Causeway Capital Works Program

Location	Description	New/Renew	Budget
Local Roads			
Cranky Corner South	Road Rehabilitation	R	$500,000
Box Gap Road	Road Rehabilitation	R	$250,000
Broke Road	Road Upgrade	R	$415,000
Glendon Rd	Road Upgrade	R	$395,000
Various Locations	Road Rehabilitation - Emergency Works	R	$250,000
Various Locations	Cul-de-Sac Renewals	R	$80,000
Various Locations	Low Maintenance Road Resheeting program	R	$316,819
Various Locations	Sealing Unsealed Roads - Priority Assessment List	N	$250,000
Putty Valley Road	Sealing Unsealed Roads	N	$2,000,000
Welshs Road	Sealing Unsealed Roads	N	$386,000
Various Locations	Replacement of Damaged Sections of K&G	R	$80,000
Various Locations	Gravel Resheeting Program	R	$384,000.00
Various Locations	Rural and Urban Road Resealing Program	R	$725,000.00
		Local Roads Subtotal	*$6,031,819*
Regional Roads			
Elderslie Road	Road Rehabilitation	R	$564,233
Various Locations	Road Resealing Program	R	$345,000
		Regional Roads Subtotal	*$909,233*
Causeway & Bridge			
Pullmyhei Bridge	Batter Stablisation	R	$200,000
Dyrring Road	Bridge Replacement	R	$400,000
Charlton Road	Culvert Upgrade	R	$35,000
Milbrodale Road	Guardrail Renewal	R	$40,000
Carrowbrrok Road	Causeway Renewal	R	$250,000
Goorangoola Road	Causeway and Road Upgrade	R	$664,800
Brunners Bridge	Bridge Replacement	N	$300,000
		Causeway & Bridge Subtotal	*$1,889,800*
		Total	**$8,830,852**

The proposed Program is funded through various sources including the Financial Assistance Grant (FAG), TfNSW Block Grants and Repair Program funding, Special Rate Variation (SRV) funding, Roads to Recovery funding and where applicable Section 7.11 Contributions, along with funding through the RF.

2025/2026 Financial Year

The draft Program for the 2025/2026 financial year was provided to the RAC on 5th December 2024 for endorsement as part of the Annul Budget process.

A copy of the draft 2025/2026 Program is provided at **Attachment 2**. The draft total budgeted expenditure is $15,295,742.

The proposed Program is funded through various sources including the Financial Assistance Grant (FAG), TfNSW Block Grants and Repair Program funding, Special Rate Variation (SRV) funding, Roads to Recovery funding and where applicable Section 7.11 Contributions, along with funding through the RF.

OUTCOMES ACHIEVED

Year to date, approximately **28%** of the adopted 2024/2025 Program has been delivered or is in progress, with the successful commencement of major bridges and causeways (significant budget items). 85% of all programs are on track to be completed by the end of the financial year.

EXPENDITURE OF FUNDS

As reported in the draft (unaudited) Annual Financial Statements for the year ended 30 June 2024, which was presented to Council's Audit Risk and Improvement Committee on 21 August 2024, during 2023/24 Council capitalised road and bridges assets to the value of $11,675,000 on roads and bridges infrastructure during 2023/24. This comprised of $3,048,000 of renewed road and bridge assets and $8,627,000 of new road and bridge assets.

Council's expenditure against budget during 2023/24 financial year is summarised in **Table 2** below.

Table 2: Roads, Bridge and Causeway Capital Expenditure Against Budget for 2023/24

Program	At 1 July 2023	At 30 June 2024	
	Budget	Budget	Actuals
Local Roads	$6,031,819	$7,702,041.04	$6,740,484.16
Regional Roads	$909,233	$928,040.99	$928,041.18
Causeway & Bridge	$1,889,800	$1,915,950.97	$1,762,231.59
Natural Disaster Recovery	$-	$6,289,128.42	$5,131,864.86

BALANCE OF FUNDS

The RF balance at 30 June 2024, as reported in the draft Annual Financial Statements is summarised below in **Table 3**.

Table 3: RF balance at 30 June for 2021/22 to 2023/24

Financial Year	2021/22	2022/23	2023/24	2024/2025 (YTD) [2]
RF Balance	$22,431,664.31	$18,420,744.07	$22,985,000[1]	$23,419,072

Note 1: As per the final Annual Financial Statements for year ended 30 June 2024
Note 2: as at 30 November 2024

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

The change in the RF balance year to date is due to the transfer into the RF of $181,727.47 from disaster relief reimbursements, $14,981.25 of expenditure on roads projects and $267,325.50 of interest earned.

KEY SUCCESS INDICATORS FOR THE ROADS FUND

Approximately 86.5% of the adopted 2023/24 Program was delivered in the 2023/24 financial year, noting that several adjustments were made to Council's Overall Capital Works Program throughout the year because of significant additional grant funding and ongoing works because of the July 2022 Flood Disaster.

The RF provided Council with a source of funds to support the undertaking of several road related projects during the 2022/23 and 2023/24 financial years, with the RF being reimbursed once the corresponding funds were received or expected to be received by Council in the 2023/24 and 2024/25 financial years.

SINGLETON COUNCIL

ANNUAL FUND PROGRESS REPORT

Singleton Infrastructure Management Fund Update

December 2024

EXECUTIVE SUMMARY

As per the Singleton Infrastructure Management Fund (IMF) Plan of Management, the purpose of this report is to provide the Legacy Fund Governance Committee with a report on the year to date achievements of the fund at the end of Q1 2024/2025 financial year including:

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

PURPOSE OF THE FUND

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

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

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

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

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

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

MEETINGS HELD

As part of the annual Operational Budget process, the Infrastructure Team develops an appropriate Capital Works Program in the second quarter of each financial year. A series of interactive meetings are then held between Council's Infrastructure and Planning Services directorate and Corporate & Commercial Services directorate in the third quarter of the corresponding year to agree on SRV funding requirements to support the proposed Capital Works Program for the forthcoming financial year.

The draft Operational Budget, including the proposed Capital Works Program, is then reported to Council for consideration each year.

The expenditure and outcomes achieved through the utilisation of the IMF Funds, along with key success indicators, has been reported through Council's Annual Report and Annual Financial Statements. As noted above, Council is no longer required to report on this in the Annual Report past the 2023 Financial Year.

OUTCOMES ACHIEVED

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

EXPENDITURE OF FUNDS

Because the SRV is no longer reported separately in the financial statements, funds use to support the Infrastructure Management Fund are consolidated into the General Fund. From 2024/2025 reporting period, infrastructure projects funded in this way will be reported as General Fund programs for this report. The infrastructure works funded in this way in the 2024/2025 financial year is provided in **Table 1** below.

Table 1: Works funded in 2024/2025 by the IMF

Program	Project	Budget Allocation	General Fund Actuals
Buildings	Various	$2,626,547	$359,000
	Sub-total	*$2,626,547*	*$359,000*
Local Road Program	Resealing Rural Roads Program	$800,000	$400,000
	Resheeting Gravel Roads Program	$300,971	$300,971
	Resealing Urban Roads Program	$273,133	$173,133
	Cranky Corner South Road	$40,279	$40,279[1]
	Sub-total	*$1,414,383*	*$914,383*
Open Space and Reserve	Howe Park Tennis Court Upgrade	$1,252,000	$122,000
Open Space and Reserve	Wilf Allan Walk Erosion	$914,424	$15,924
	Sub-total	*$2,166,424*	*$137,924*
Design Program	Various	$400,000	$200,000

[1] Carryover 2024/2025

Program	Project	Budget Allocation	General Fund Actuals
Causeway and Bridge Rehabilitation	Pullmyhei Bridge	$13,660	$13,660[1]
Drainage	GPT drying pad construction	$228,000	$228,000
	Sub-total	*$641,660*	*$441,660*
		$6,849,014	**$1,852,967**

BALANCE OF FUNDS

The IMF is not reported as an Internal Allocation in Council's Annual Financial Statements as the current balance of the IMF, as of November 2025, is zero. This is because, historically, all the SRV funds received each year since the IPART decision in 2016 have been allocated to Infrastructure renewal projects that tackle the identified infrastructure backlog. With the SRV funds consolidated into the General Fund, this will continue to be the case.

KEY SUCCESS INDICATORS FOR THE IMF

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

As noted above the SRV was endorsed on the grounds of it being a mechanism to provide critical funds to tackle Council's identified infrastructure renewal backlog. The following Table (**Table 2)** provides a summary of the infrastructure backlog ratio for Council's infrastructure assets, including road assets. This key asset management ratio result directly links to the utilisation of SRV funds between the period from end of June 2016 to end of June 2024.

Table 2 - Reported infrastructure renewal backlog ratio 2015/16 to 2023/24

					$'000				
	2015/16	**2016/17**	**2017/18**	**2018/19**	**2019/20**	**2020/21**	**2021/22**	**2022/23**	**2023/24**
Estimated cost to bring assets to a satisfactory standard	15,140	16,079	20,087	30,100	20,096	14,177	18,237	30,473	36,599
Net carrying amount of infrastructure assets	592,938	748,305	816,710	810,944	836,453	876,105	956,286	1,014,593	1,091,047
Infrastructure Backlog Ratio[1]	2.55%	2.14%	2.46%	3.71%	2.40%	1.62%	1.91%	3.00%	3.35%

Note 1: Benchmark (target) infrastructure backlog ratio is <2%

1.1. Commercial Property Fund Update - December 2024 **FILE:** 22/00153/001
Author: Director Corporate & Commercial Services

Executive Summary

The purpose of this report is to provide an update on the Commercial Property Fund for December 2024. The last report was 19 Sept 2024.

FOR INFORMATION

MEETINGS HELD

Since the last report, one Property Advisory Panel (PAP) meeting has been held on 14 November 2024.

OUTCOMES ACHIEVED

At its meeting or 14 November, the PAP received updates on:

- Council's Bridgman Ridge Estate, stages 9-14 development. The development application (DA) for this proposed 88 lot subdivision on Pioneer Road, was submitted on 16 September 2024.
- Due diligence work undertaken on Council's Pinnacle Estate. Legal advice confirmed the previous DA could not be used to develop the remaining 446 undeveloped lots. Research is being undertaken to gain an estimate of the costs to develop the land with a new DA.
- Council staff's ongoing discussions on affordable housing options:
    - A Landcom's (NSW Govt) request, staff have commissioned a contamination assessment on 189 John St, to determine the suitability of the site for possible future affordable/social housing.
    - Homes NSW have expressed a possible interest in purchasing lots in the proposed Bridgman Ridge Estate, stages 9-14. If Council elects to go ahead with the physical development of this subdivision, Homes NSW will undertake a needs analysis to determine if affordable/social housing is supported.

The PAP also considered the following proposals:

- Concept of purchasing an investment property, which the PAP supported.

Other matters:

- Council sold all six of the lots for sale at Mount Thorley, netting $1.357k after costs.
- Two lots on the corner of Bridgman Road and Gardner Circuit are for sale and expect to sell for $2.0-2.5m.
- The 189 John Street lease (to Water and Sewer) has been renegotiated to $80k pa (up from $60k), based on 2 independent assessments.

INCOME AND EXPENDITURE OF FUNDS

Income into this fund is largely from property sales and a small amount of lease income. Income since 30 June 2024 is $1,419k, coming from:

- The Mount Thorley Estate sales and
- Council's share of the sale of a lot in stage 8 of the joint venture of Bridgman Ridge Estate.

Expenditure of $320k includes:

- Annual rates ($109k) for all Property portfolio properties
- Development contributions for lots in stages 8 and 6 of the joint venture of Bridgman Ridge Estate ($74k)
- Costs associated with the development of the DA for Bridgman Ridge Estate, stages 9-14 development ($100k) and
- Other miscellaneous costs.

BALANCE OF FUNDS

The balance as at 30 November 2024 is $1,875k, noting there are still development (DA for Bridgman Ridge Estate, stages 9-14) costs and the annual Sports Council contribution of $50k, both still to come.

KEY SUCCESS FACTORS

Success factors for the fund are:

1. Return on funds employed. As Council has no commercial property at this point the only return is the returns on Council's general investments. This return is 5.78% for the 12 months ended 30 November 2024, which is well above the benchmark (BBSW) of 4.46% for the same period.
2. Sale of Council lots. Where Council staff believe it is appropriate to sell land, then it will propose this to the PAP and Council. Sales this Financial year include:
    a. Six lots at Mount Thorley industrial estate
    b. The sale of one lot in stage 8 of the joint venture of Bridgman Ridge Estate.

Attachments
There are no attachments for this report

GM9/25. Minutes - Arts Upper Hunter Board - 5 September 2024 **FILE:** 17/00618
Author: Executive Assistant

Executive Summary

Arts Upper Hunter held their ordinary meeting on 5 September 2024. The minutes are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments
AT-1⇩ Minutes - Arts Upper Hunter Board - 5 September 2024

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
Thursday 5 September 2024
Zoom

Commence: 2.17pm

1. **Welcome/Acknowledgment of Country by Jacqui Bakewell**
2. **Present:** Jacqui Bakewell (Chair), Cr Jennifer Lecky (Treasurer and Muswellbrook Shire Council), Kim Lundy, Martha Moderitz, Ivan Skaines and Roz Thomson.
3. **Apologies:** Annie Rodgers, Dan Thompson.
4. **Not present: N/A**

   Lundy/ Lecky Carried
5. **Also in attendance:** John O'Brien and Sandra Reichel
6. **Welcome to Roz Thomson.** Jacqui welcomed Roz and invited her to introduce herself.
7. **Call for conflicts of interest:** None declared.
8. **Confirmation of minutes from previous meeting 25 June 2024.**

   Lecky / Lundy Carried
9. **Business arising from the minutes of 25 June 2024**

   9.1 Create NSW ACFP review and AUH application. John reported:

   - Application due by 2 December 2024
   - He is starting community consultations next week. Murrurundi, Scone, Muswellbrook, Gresford, Singleton. Unlikely to do more in Dungog Shire but if time will do some casual surveys.
   - AUH Applying for funds 2026 to 2028, same amount each year, can only apply for up to 80% of the funding (income) for the year.
   - Not allowed to apply to Create NSW sources for separate Project funding.

2.22pm Cr Michael Tobin (Dungog Shire Council) joined meeting

- Plan is to continue the programs we already have: Creative Valleys, Aboriginal Arts, Museum Activation, Youth Digital Program. Focus on building on our strengths.

9.2 AUH Strategic Plan for 2025-28. John reported that following Community Consultations, he will develop AUH Strategic Plan for 2025-2028 using template provided by Create NSW. He will most likely forward draft Strategic Plan to board members late October.

9.3 DGR Status & Philanthropy group. Deferred.

9.4 Auspicing Policy. Deferred.

9.5 Review of AUH Constitution. Jacqui to report. Deferred.

9.6

9.7 Related Party Transactions Register & Policy. Deferred.

9.8 Regional Futures – Cultural Tourism, Horizons. See ED Report.

9.9 System for contracts. John reported one change: that he is still responsible for the writing of the contracts, but OM manages the collection of associated documentation.

9.10 Creative Hubs. ED reported that 2 community creative organisations are interested in having premises provided by NSW Government, as well as (possibly) AUH.

9.11 Council Elections as they affect the board. John reported that we have 4 council delegates: Jacqui, Jennifer, Michael and Dan. That following the elections the councils divvy up the committee positions. AUH will contact each LGA to ask who their delegate it. Depending on results, AUH may have to hold an EGM.

9.12 End of Year Party in one or more locations. Due to numerous other commitments John has made the decision for party to be deferred.

9.13 Cyber Security. Sandra reported she attended some training and will follow up. She advised that with the increasing incidents of data breaches this is something AUH should be conscious of and increase training for staff.

9.14 Micro Grants 2024. See ED Report.

9.15 CASP 2025. CASP assessors required

Moved that two of these three (depending on availability) be AUH board assessors: Kim Lundy, Roz Thomson, Martha Moderitz. John will organise an independent assessor.

Lecky / Tobin Carried

9.16 LiddellWORKS - See ED Report.

9.17 Horizon Project event - See ED Report.

9.18 ED wage increase – implemented.

10. Financial Report

10.1 Financial Report

Lecky / Lundy Carried

10.2 Revised 2024 Budget

Lecky / Lundy Carried

10.3 – Raising the limit for the AUH visa card.

Moved that the Visa Card Float be increased from $1,500.00 to $2,000.00 with the ED as the only signatory. That the conditions currently applying continues: ED to provide receipts to the OM so the account can be reconciled and reimbursed and the transaction to be approved by 2 AUH signatories. In the event of a dispute regarding a transaction the OM to refer to the Chair.

Skaines / Lundy Carried

11. ED report.

11.1 LiddellWORKS Project. In addition to his written report:

Will Maquire Monumental Bench: John reported the bench will be located near the Muswellbrook Library and the plan is for the unveiling in November. He invited all board members to attend. Ivan mentioned that MSC has a project to activate that area, wanted to comment that the bench is an important part of the activation process. On behalf of MSC he thanked AUH.

Jacqui acknowledged to the board the exceptional work everybody did for the Liddell WORKS Project including John and the Project Officers. She thinks that everyone who had the opportunity to view the exhibitions was just blown away with it, and she is impressed with the reach the project has got.

11.2 Grants: news, active and acquittals. In addition to his written report:

John reported we have recently received notification we were unsuccessful in our application to the Stronger Regional Communities (Crochet 4 Change).

Ivan advised us recently of a grant opportunity in the Multicultural sector and John will wait for Marina to return and AUH may submit an application.

11.3 Horizons event, The Work Of Art event in November, Diwali event. In addition to his written report:

Horizons: John invited the board members to attend the networking event in November or December.

Diwali event. Will only happen if we are successful in our grant application.

11.4 Cultural Tourism. In addition to his written report.

Would urge all board members to read the short and long versions of the "Cultural Tourism in Regional NSW" report located on our website.

11.5 First Nations Program. In addition to his written report.

There was a discussion as to why it is difficult to engage an Aboriginal Arts Officer. The same issue occurs across the network, state-wide.

Lundy / Tobin Carried

12. **Chair's report.** Jacqui reported:

- Involved in the induction of new board member:
- Roz and Jacqui judged the "Where There is a Will's Photography Competition".
- There has been a flurry of emails from the Chairs of RADO relating to:
  - Sharing of resources
  - Cybersecurity
  - Contract templates
- Received from RANSW the Combined 2023 RADO Conditions report. Jacqui requested this to be attached to draft minutes distributed to the board members.

Bakewell / Skaines Carried

13. **Board Member Report:**

13.1 Michael Tobin reported: The James Theatre has had a reference in an article sent out by the National Trust. He attended Defashion Dungog, the Dungog Tea Party and AGOG.

13.2 Jennifer Lecky: That she thought the opening night of the LiddellWORKS Exhibition at MRAC was an unbelievably magical night. That the Muswellbrook TV & Movie Nostalgia Festival is on this weekend.

13.3 Ivan Skaines: from a Muswellborok Shire Council Blue Heeler Film Festival Red Carpet Awards and the Denman Wine Food and Film Affair are coming up in early November. Council is looking at applying for grants that incorporate the creative industries. Reporting as a Dungog Shire resident he mentioned the Gresford Community Gallery may be seeking grant funding in the future; the Gresford District Historical Society and the Paterson Historical Society had a successful day at the Peek Into the Past at Tocal.

13.4 Roz Thomson: Entries for the Blue Heeler Film Festival close on 12 October so please encourage local filmmakers to submit. She is currently working on a Wellbeing Expo in Muswellbrook on 22 October and Scone 29 October.

13.5 Jacqui Bakewell: Absolutely Kelly Street being held 12 October is celebration of the end of road works for the main street. It is a big street party headlined by Damien Leigh and Ben Lee.

13.6 Martha Moderitz: Merriwa Springtime Show is on 20-22 September.

3.50pm - Ivan Skaines left the meeting.

14. **General Business:**

14.1 Other urgent business.

- Creative Valleys. John reported that Suzannah is hosting a branding meeting for the website on Wednesday 18 September and invited board members to attend.
- Community Consultations. Roz suggested John contact the Upper Hunter Community Service as they host Interagencies meetings, next 2 October.

14.2 Next meeting Philanthropy Group. Kim commented that the next step if for John and Sandra to complete the details of AUH's history, mission, etc. John suggested meeting will be late this year, once he's had time to do that.

14.3 Next Board meeting including Strategic Plan draft approval. 20 November, 2pm. Venue TBA.

Closed: 4.03pm

GM10/25. Conference Report - Mayor Sue Moore - LGNSW 2024 Annual Conference **FILE:** 25/00006
Author: Executive Assistant

Executive Summary

Mayor Sue Moore attended the LGNSW 2024 Annual Conference in Tamworth from Sunday 17 to Tuesday 19 November 2024. A copy of her report on the event is shown as Attachment 1 for Council's information.

FOR INFORMATION

Attachments
AT-1⇩ LG NSW Conference Report 2024 - Mayor Sue Moore

NSW Local Government Conference 2024

Conference was held at Tamworth Regional Conference centre from 17th-19th November 2024.

Commencing on the Sunday at 12.30pm with concurrent sessions. Having helped someone on the trip down with a flat battery I didn't make these sessions. After checking into accommodation, I arrived at Conference just in time for welcome to Tamworth from Mayor Russell Web and the AR Bluett Awards. Its always great to see what the finalist have achieved. Bega Valley received the award for rural Council and Lake Macquarie City Council awarded the metropolitan. Both worthy winners. President Darriea Turley gave a welcome address and officially opened the conference. Minister Hoeing addressed the conference in person and the Premier gave a video welcome. The welcome function was held at the Town hall however given our accommodation was 15 mins from the city we didn't have the bus transfers. We returned to our accommodation for dinner at the restaurant.

Day 2 was the business paper session. Our motions on renewables were passed without debate however there was lively debate as usual around several motions. Particularly Broken Hill City and Northern Beach around the rehabilitation of mining land. This seemed to get unnecessarily emotional. As after the conference Broken Hill resolved to withdraw from LG NSW resulting in President Darriea Turley no longer eligible to hold the position as she is a Councillor on Broken Hill Council. Vice President Phyliss Miller taking over as President for the remainder of the rural election term.

We attended the conference dinner that evening. Several awards were given for Local Government service. Former Mayor of Lake Macquarie receiving several awards for her contribution to Local Government. I noted as the years of service rolled across the screen for the remainder of the evening that many of the years of service were wrong for our Councillors and former Councillors. We need to make contact and have these corrected.

Day 3 final day. Andy Johnston gave a very interesting talk on the challenges and opportunities in local government finance. Probably nothing we don't already know. A keynote address on countering cyber threats followed and was very interesting indeed. Scary but very interesting.

After morning tea Kiersten Fishburn, Secretary of Department of Planning, Housing and Infrastructure gave a very inspiring talk on working together to save thriving communities.

Final speaker was keynote address by Liz Ellis AO - "It doesn't happen by accident". Great talk to finish the conference on. Closing remakes concluded the conference and lunch before we got on the road home.

Thank you for the opportunity to attend LG NSW Conference.

Cr Sue Moore

Mayor

GM11/25. Conference Report - Councillor McGowan - LGNSW 2024 Annual Conference **FILE:** 25/00006

Author: Executive Assistant

Executive Summary

Councillor Anne McGowan attended the LGNSW 2024 Annual Conference in Tamworth from Sunday 17 to Tuesday 19 November 2024. A copy of her report on the event is shown as Attachment 1 for Council's information.

FOR INFORMATION

Attachments

AT-1⇩ Conference Report - Councillor Anne McGowan - LGNSW 2024 Annual Conference

REPORT: LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 17-19 November 2024

PREPARED BY: ANNE MCGOWAN – COUNCILLOR

1. Introduction and Day One

The Conference was held at Tamworth Regional Entertainment and Conference Centre, an impressive large venue – the whole event was very well organised. Attending as a voting delegate and new Councillor, the first Professional Development breakout session A Day in the Life of a Councillor was valuable to attend. It included a panel of current and previously elected members and the session delivered good content for new Councillors and Mayors; presenters also commented on the large number of new Mayors elected in 2024.

Welcome to Country presented by Uncle Len Waters a Kamilaroi Man and Didgeridoo player Brad Withers delivered a heart-felt strong message. The President's Welcome presented by Darriea Turley AM, Local Government NSW who was also a moderator for the Business Sessions and consideration of motions and conference business on Day Three. The Host Destination Welcome speech was well received, presented by Councillor and Tamworth Mayor Russell Webb.

A big line up of guest speakers included The Hon Kristy McBain MP, Federal Minister for Regional Development Local Government and Territories, a video message from NSW Premier the Hon Chris Minnes MP, The Hon Ron Hoenig MP NSW Minister for Local Government, The Hon Jennifer Aitchison MP, NSW Minster for Regional Transport and Roads, The Hon Kevin Anderson MP Shadow Minster for Tourism, Gaming and Racing, Arts and Heritage.

2. Day Two

The second day included prominent guest speakers, then we moved onto conference business. There was a large exhibition and during breaks delegates were engaging, sharing advice and suggestions. Following the LGNSW Treasurer's presentation of financial reports the commencement of consideration of motions and conference business began in the morning and continued throughout the day. The Conference Dinner that evening was very well catered and organised.

3. Day Three

On Day Three the Keynote address was delivered by Andy Johnston, LGIU on Local Government Finance - The Challenges and Opportunities. Second Keynote address was Countering Cyber Threats, Protecting Your Council and Community presented by Arjun Ramachandran and Jonathan Topham from elevenM. Working Together to Shape Thriving Communities was presented by Kiersten Fishburn, Secretary NSW Department of Planning, Housing and Infrastructure. On Day Two and Three, Delegates were encouraged to participate constructively to allow us time to complete all business outlined in the Business Paper and that goal was successfully achieved.

4. Summary

This was a large well-planned Conference conducted in a professional manner. Well worth attending, especially as new Councillor, it was educational and beneficial to gain an understanding of local government. Two special presentations were Welcome to Country and the last motivational Keynote on Day 3 by Liz Ellis AO, Planning For and Expecting Success – It Doesn't Happen by Accident.

Thank you for the opportunity to be a voting delegate and participate in this important Conference.

Anne McGowan – Councillor.

2. Investment Report - December 2024 **FILE:** 24/00325
Author: Finance Officer - Treasury
Chief Financial Officer

Executive Summary

In accordance with clause 212 of the *Local Government (General) Regulation, 2021* the following funds are invested under section 625 of the *Local Government Act, 1993* as at 31 December 2024.

FOR COUNCIL'S INFORMATION

Report
Council's investment portfolio returned 4.43% pa for the month versus the bank bill index benchmark return of 4.53% pa. Over the past 12 months, the investment portfolio returned 5.57% versus the bank bill index benchmark's 4.47%.

Council's total portfolio of investments was $125.361 million with an additional $3.912 million held in Council's operational account as of 31 December 2024.

Without marked-to-market influences, Council's investment portfolio yielded 4.84% pa for the month. This is based on the actual interest rates being received on investments and excludes the underlying changes to the market values of the bonds and TCorp growth fund.

During December, Council had $8.250 million in deposits mature. Council invested $2.0m in a Term Deposit for 307 days at 5.10%.

The NSW TCorpIM Long Term Growth Fund (December +0.25% actual) recorded a positive result for the month of December, despite falls in the US, European and Australian share markets throughout the month. The drop in long dated interest rates boosted market-to-market performance on fixed rate bonds, both in the fund and those held directly, helping offset the impact of poor share performance.

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 22% 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.

Council is fully compliant with the Investment Policy.

Attachment 1 to this report provides Council's Investment Summary Report for December 2024.

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 - December 2024

SINGLETON COUNCIL

Investment Summary Report
December 2024

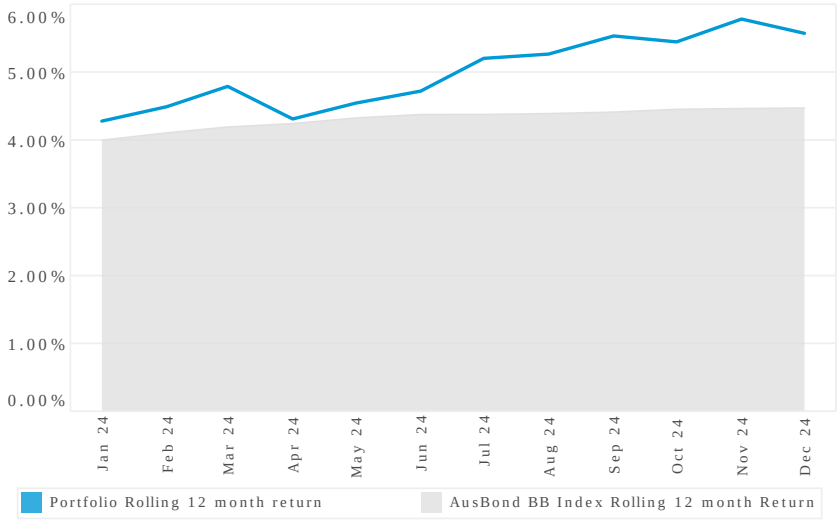
PRUDENTIAL INVESTMENT SERVICES CORP

Singleton Council
Executive Summary - December 2024

Investment Holdings

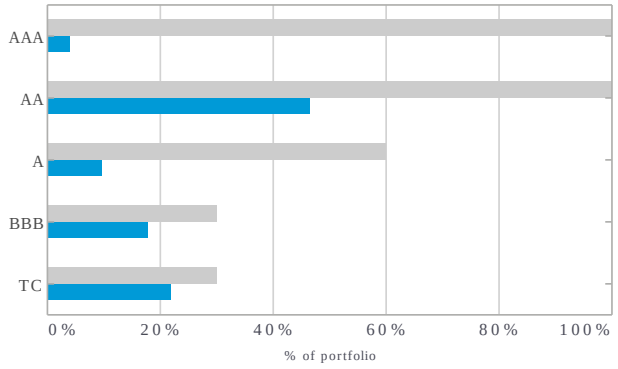
	Face Value ($)	Current Value ($)
Bonds	11,900,000	11,801,823
Cash	4,757,995	4,757,995
Floating Rate Note	30,250,000	30,339,440
Managed Funds	27,453,804	27,453,804
Term Deposit	51,000,000	51,000,000
	125,361,798	125,353,062

Investment Performance

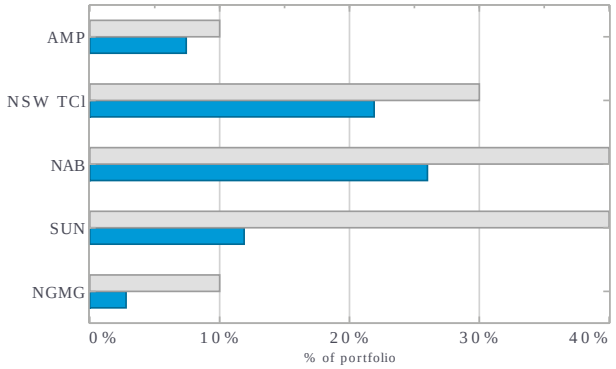


Investment Policy Compliance

Total Credit Exposure



Individual Institutional Exposures



g Portfolio Exposure g Investment Policy Limit

Term to Maturities

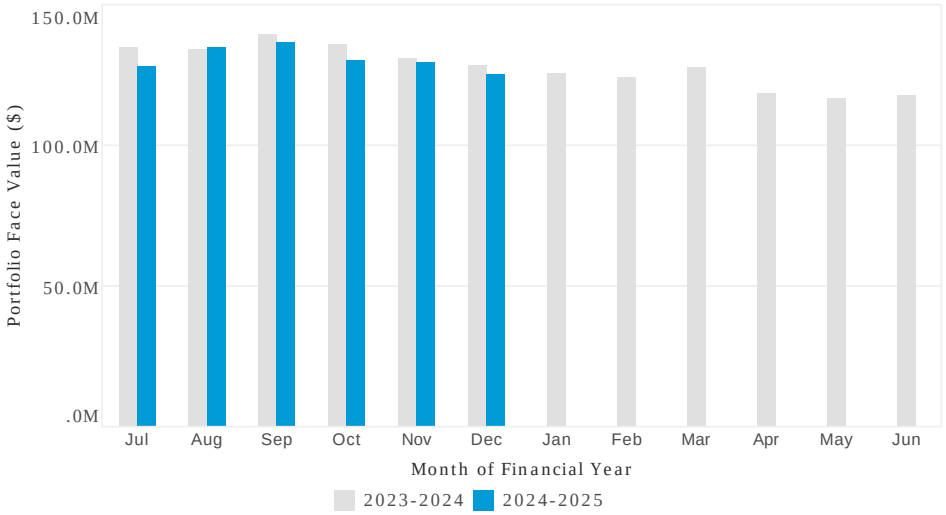
	Face Value ($)		Policy Max	
Between 0 and 1 years	92,861,798	74%	100%	a
Between 1 and 10 years	32,500,000	26%	80%	a
	125,361,798			

Specific Sub Limits				
Between 3 and 10 years	*2,000,000*	*2%*	*50%*	a
Between 5 and 10 years	*0*	*0%*	*25%*	a

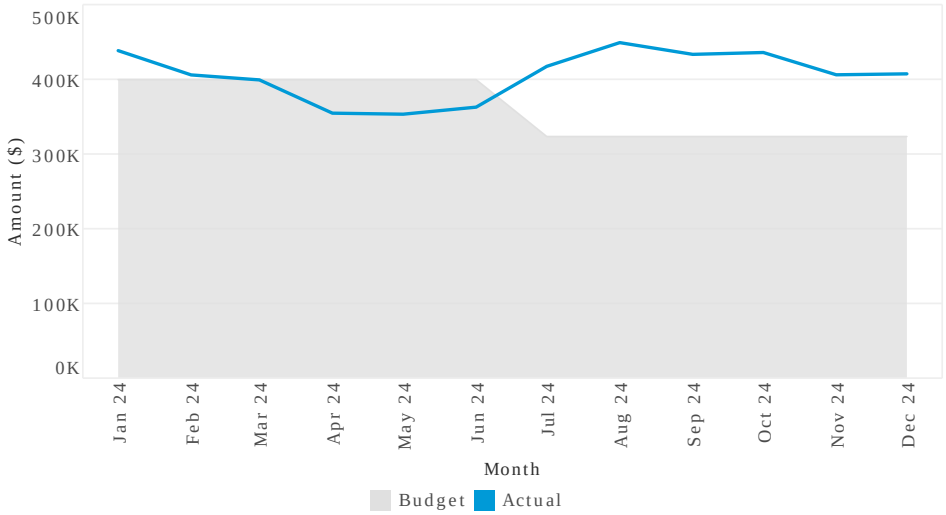
Singleton Council

Executive Summary - December 2024

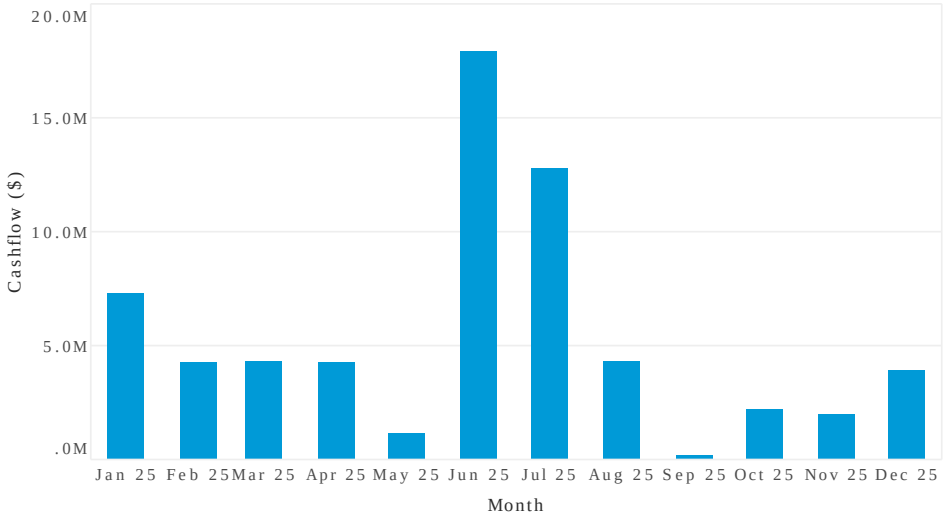
Historical Portfolio Balance



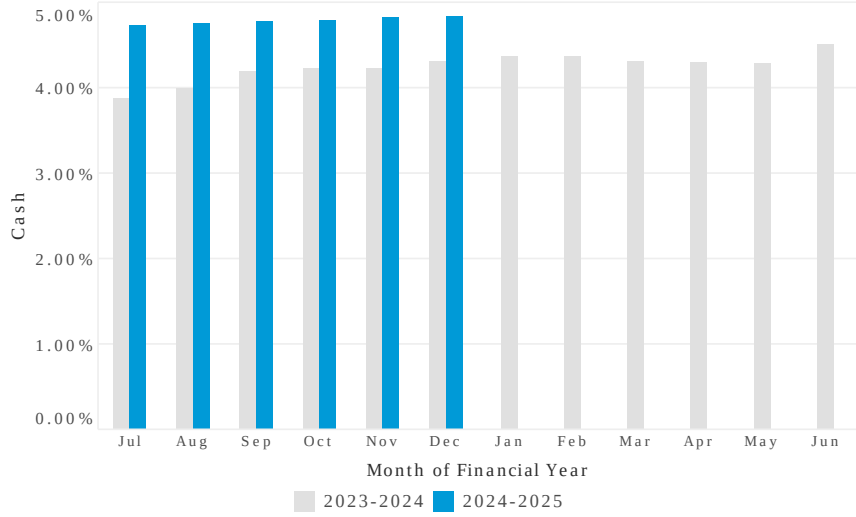
Interest Earned Rolling 12 months



Upcoming Investment Cashflow Summary



Weighted Average Return



PRUDENTIAL INVESTMENT SERVICES CORP

Singleton Council
Investment Holdings Report - December 2024

Cash Accounts

Face Value ($)	Current Rate (%)	Institution	Credit Rating	Current Value ($)	Deal No.	Reference
2,008,040.61	4.8000%	AMP Bank	BBB+	2,008,040.61	540079	31d Notice
2,749,954.04	4.5760%	Macquarie Bank	A+	2,749,954.04	540145	Accelerator
4,757,994.65	4.6705%			4,757,994.65		

Managed Funds

Face Value ($)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value ($)	Deal No.	Reference
27,453,803.79	0.2479%	NSW T-Corp (LT)	TCl	Long Term Growth Fund	27,453,803.79	544559	
27,453,803.79	0.2479%				27,453,803.79		

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
13-Jan-25	1,000,000.00	1.0000%	National Australia Bank	AA-	1,000,000.00	11-Dec-20	1,000,575.34	540691	575.34	Annually	
13-Jan-25	1,000,000.00	1.3000%	National Australia Bank	AA-	1,000,000.00	4-Jun-21	1,007,515.07	541467	7,515.07	Annually	
29-Jan-25	2,000,000.00	5.3000%	National Australia Bank	AA-	2,000,000.00	30-Jul-24	2,045,013.70	545308	45,013.70	At Maturity	
29-Jan-25	3,000,000.00	5.2200%	Suncorp Bank	AA-	3,000,000.00	29-Jan-24	3,145,015.89	544814	145,015.89	At Maturity	
4-Feb-25	2,000,000.00	5.3000%	National Australia Bank	AA-	2,000,000.00	24-Jul-24	2,046,756.16	545265	46,756.16	At Maturity	
11-Feb-25	2,000,000.00	5.3000%	National Australia Bank	AA-	2,000,000.00	26-Jul-24	2,046,175.34	545276	46,175.34	At Maturity	
4-Mar-25	2,000,000.00	5.1000%	Suncorp Bank	AA-	2,000,000.00	3-Sep-24	2,033,534.25	545438	33,534.25	At Maturity	
5-Mar-25	2,000,000.00	5.0400%	National Australia Bank	AA-	2,000,000.00	30-Aug-24	2,034,244.38	545426	34,244.38	At Maturity	
22-Apr-25	2,000,000.00	5.3500%	Suncorp Bank	AA-	2,000,000.00	19-Jun-24	2,057,457.53	545199	57,457.53	At Maturity	
29-Apr-25	2,000,000.00	5.2000%	National Australia Bank	AA-	2,000,000.00	1-Aug-24	2,043,594.52	545313	43,594.52	At Maturity	
7-May-25	1,000,000.00	5.3000%	National Australia Bank	AA-	1,000,000.00	10-May-24	1,034,268.49	545083	34,268.49	At Maturity	
4-Jun-25	1,000,000.00	5.1200%	Suncorp Bank	AA-	1,000,000.00	6-Nov-24	1,007,855.34	545610	7,855.34	At Maturity	
4-Jun-25	1,000,000.00	5.2300%	National Australia Bank	AA-	1,000,000.00	5-Jun-24	1,030,090.41	545131	30,090.41	At Maturity	
4-Jun-25	2,000,000.00	5.3700%	Rabobank Australia	A	2,000,000.00	7-Jun-24	2,061,203.29	545156	61,203.29	Annually	
4-Jun-25	3,000,000.00	5.2500%	National Australia Bank	AA-	3,000,000.00	4-Jun-24	3,091,047.95	545127	91,047.95	At Maturity	

Singleton Council
Investment Holdings Report - December 2024

Maturity Date	Face Value ($)	Current Rate (%)	Institution	Credit Rating	Purchase Price ($)	Purchase Date	Current Value ($)	Deal No.	Accrued Interest ($)	Next Interest Date	Reference
11-Jun-25	2,000,000.00	5.2000%	AMP Bank	BBB+	2,000,000.00	12-Aug-24	2,040,460.27	545348	40,460.27	At Maturity	
11-Jun-25	2,000,000.00	5.2000%	National Australia Bank	AA-	2,000,000.00	13-Jun-24	2,057,556.16	545179	57,556.16	At Maturity	
16-Jun-25	1,000,000.00	5.2000%	AMP Bank	BBB+	1,000,000.00	16-Aug-24	1,019,660.27	545360	19,660.27	At Maturity	
24-Jun-25	2,000,000.00	5.2500%	Suncorp Bank	AA-	2,000,000.00	18-Jun-24	2,056,671.23	545195	56,671.23	At Maturity	
2-Jul-25	4,000,000.00	5.4800%	National Australia Bank	AA-	4,000,000.00	2-Jul-24	4,109,900.27	545228	109,900.27	At Maturity	
9-Jul-25	4,000,000.00	5.4800%	National Australia Bank	AA-	4,000,000.00	2-Jul-24	4,109,900.27	545227	109,900.27	At Maturity	
23-Jul-25	2,000,000.00	5.3800%	Rabobank Australia	A	2,000,000.00	26-Jul-24	2,046,872.33	545275	46,872.33	At Maturity	
30-Jul-25	2,000,000.00	5.3000%	National Australia Bank	AA-	2,000,000.00	31-Jul-24	2,044,723.29	545310	44,723.29	At Maturity	
12-Aug-25	3,000,000.00	5.0500%	AMP Bank	BBB+	3,000,000.00	8-Aug-24	3,060,600.00	545334	60,600.00	Annually	
8-Oct-25	2,000,000.00	5.1000%	Rabobank Australia	A	2,000,000.00	5-Dec-24	2,007,545.21	545676	7,545.21	At Maturity	
	51,000,000.00	5.1045%			51,000,000.00		52,238,236.96		1,238,236.96		

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
16-Jun-25	3,000,000.00	5.1099%	MYS Snr FRN (Jun25) BBSW+0.65%	Baa2	3,000,000.00	16-Jun-21	3,006,719.87	541505	6,719.87	17-Mar-25	
9-Dec-25	750,000.00	4.9197%	MAC Snr FRN (Dec25) BBSW+0.48%	A+	748,357.50	28-Apr-21	752,604.01	541285	2,325.06	10-Mar-25	
9-Dec-25	1,000,000.00	4.9197%	MAC Snr FRN (Dec25) BBSW+0.48%	A+	998,480.00	28-Apr-21	1,003,472.01	541286	3,100.08	10-Mar-25	
24-Feb-26	500,000.00	4.8651%	SUN Snr FRN (Feb26) BBSW+0.45%	AA-	500,000.00	24-Feb-21	502,230.87	540950	2,465.87	24-Feb-25	
4-Mar-26	2,500,000.00	5.0527%	NPBS Snr FRN (Mar26) BBSW+0.63%	BBB+	2,500,000.00	4-Mar-21	2,505,765.11	540982	9,690.11	4-Mar-25	
24-Aug-26	1,600,000.00	4.8251%	NAB Snr FRN (Aug26) BBSW+0.41%	AA-	1,600,000.00	24-Aug-21	1,604,961.92	541750	7,825.92	24-Feb-25	
15-Sep-26	1,500,000.00	4.9399%	SUN Snr FRN (Sep26) BBSW+0.48%	AA-	1,500,000.00	15-Sep-21	1,501,223.15	541879	3,248.15	17-Mar-25	
23-Oct-26	1,200,000.00	5.9976%	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	1,200,000.00	23-Jan-24	1,228,812.30	544801	13,802.70	23-Jan-25	
27-Oct-26	1,000,000.00	5.1956%	BoQ Snr FRN (Oct26) BBSW+0.80%	A-	1,000,000.00	21-Oct-21	1,010,832.44	542004	9,252.44	28-Jan-25	
30-Oct-26	2,000,000.00	5.8905%	BOz Snr FRN (Oct26) BBSW+1.50%	BBB+	2,020,540.00	7-Jun-24	2,035,530.33	545154	20,334.33	30-Jan-25	
23-Dec-26	1,000,000.00	4.8613%	CBA Green Snr FRN (Dec26) BBSW+0.41%	AA-	1,000,000.00	23-Sep-21	998,628.68	541918	1,198.68	24-Mar-25	
14-Jan-27	2,000,000.00	5.1150%	CBA Snr FRN (Jan27) BBSW+0.70%	AA-	2,000,000.00	14-Jan-22	2,026,701.64	542237	22,141.64	14-Jan-25	
25-Jan-27	1,000,000.00	5.0836%	WBC Snr FRN (Jan27) BBSW+0.70%	AA-	1,000,000.00	25-Jan-22	1,011,560.82	542257	9,470.82	28-Jan-25	

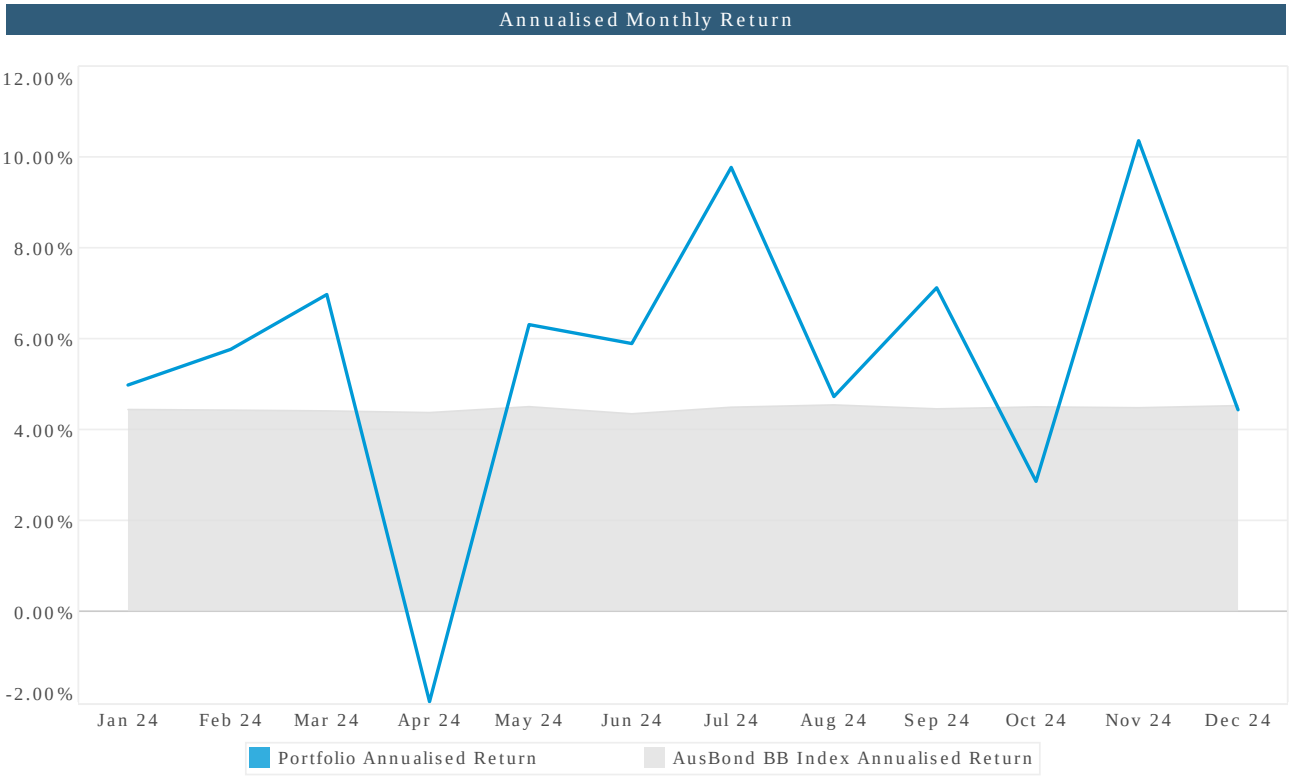
Singleton Council
Investment Holdings Report - December 2024

Maturity Date	Face Value ($)	Current Rate (%)	Security Name	Credit Rating	Purchase Price ($)	Purchase Date	Current Value ($)	Deal No.	Accrued Interest ($)	Next Coupon Date	Reference
25-Jan-27	1,800,000.00	5.1636%	SUN Snr FRN (Jan27) BBSW+0.78%	AA-	1,800,000.00	25-Jan-22	1,822,139.74	542262	17,315.74	28-Jan-25	
8-Feb-27	1,400,000.00	6.0192%	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	1,400,000.00	8-Feb-24	1,430,639.16	544823	12,467.16	10-Feb-25	
10-Feb-27	1,000,000.00	5.4131%	NPBS Snr FRN (Feb27) BBSW+1.00%	BBB+	996,250.00	28-May-24	1,008,313.51	545104	7,563.51	10-Feb-25	
14-May-27	600,000.00	5.4273%	BEN Snr FRN (May27) BBSW+1.00%	A-	600,000.00	14-May-24	607,408.36	545078	4,282.36	14-Feb-25	
21-Jun-27	1,000,000.00	5.7513%	TMB Snr FRN (Jun27) BBSW+1.30%	BBB+	1,000,000.00	21-Jun-24	1,008,928.13	545188	1,418.13	21-Mar-25	
13-Sep-27	1,000,000.00	5.7905%	AusW Snr FRN (Sep27) BBSW+1.33%	Baa2	1,000,000.00	13-Sep-24	1,003,014.24	545463	3,014.24	13-Mar-25	
13-Sep-27	1,300,000.00	5.7304%	AMP Snr FRN (Sep27) BBSW+1.27%	BBB+	1,300,000.00	13-Sep-24	1,306,503.83	545482	3,877.83	13-Mar-25	
14-Dec-27	1,100,000.00	5.7099%	SUN Snr FRN (Dec27) BBSW+1.25%	AA-	1,100,000.00	14-Dec-22	1,118,252.27	543634	2,753.27	14-Mar-25	
22-Mar-29	2,000,000.00	5.3513%	NAB Snr FRN (Mar29) BBSW+0.90%	AA-	2,000,000.00	15-Mar-24	2,012,105.00	544957	2,639.00	24-Mar-25	
	30,250,000.00	5.3173%			30,263,627.50		30,506,347.39		166,906.91		

Fixed Rate Bonds

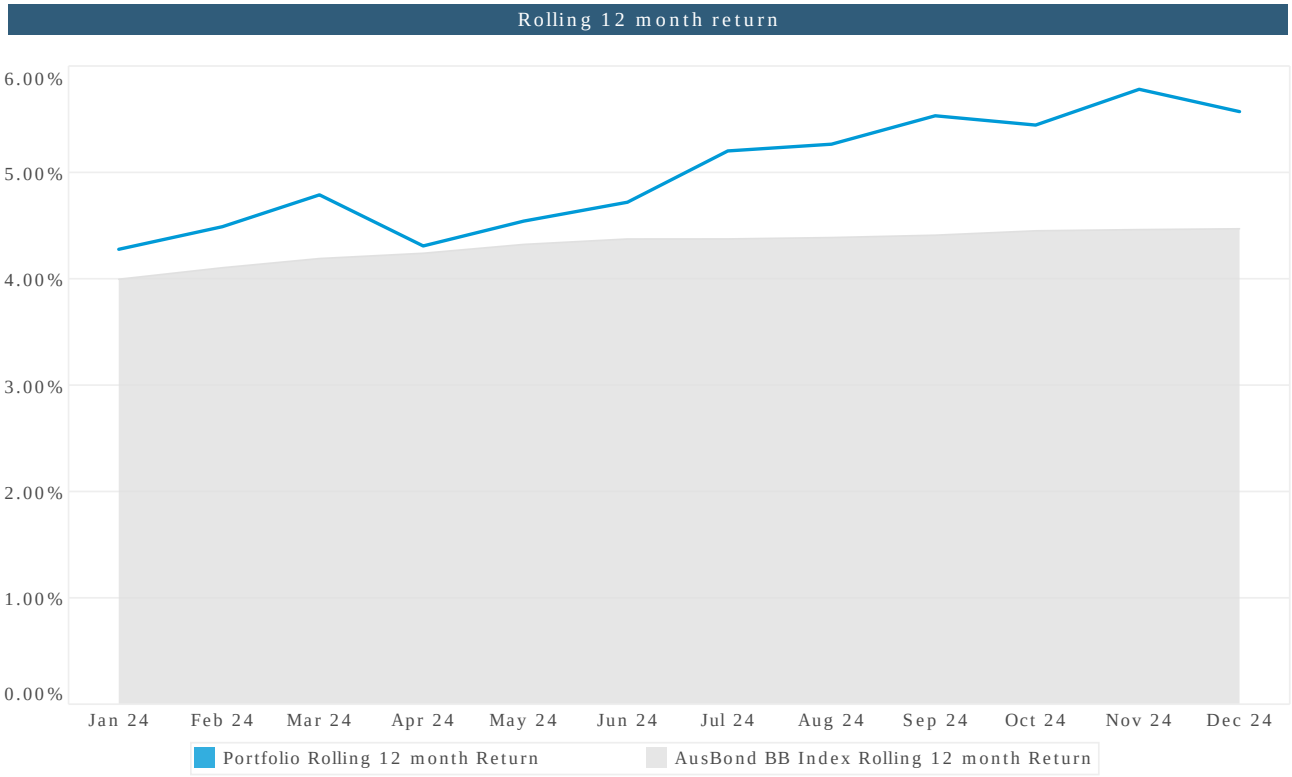
Maturity Date	Face Value ($)	Current Rate (%)	Security Name	Credit Rating	Purchase Price ($)	Purchase Date	Current Value ($)	Deal No.	Accrued Interest ($)	Purchase Yield	Reference
11-Aug-25	1,000,000.00	3.9000%	WBC Snr Bond (Aug25) 3.90%	AA-	996,250.00	11-Aug-22	1,011,471.15	543161	15,131.15	4.03400%	
11-Nov-25	1,900,000.00	4.9000%	WBC Snr Bond (Nov25) 4.90%	AA-	1,895,288.00	11-Nov-22	1,919,827.23	543536	13,044.23	4.99000%	
15-Dec-25	1,000,000.00	1.2000%	NT T-Corp Bond (Dec25) 1.20%	Aa3	1,000,000.00	1-Sep-20	1,000,527.47	540223	527.47	1.20000%	
15-Dec-25	1,000,000.00	1.2000%	NT T-Corp Bond (Dec25) 1.20%	Aa3	1,000,000.00	10-Sep-20	1,000,527.47	540224	527.47	1.20000%	
15-Jun-26	2,000,000.00	1.0000%	NT T-Corp Bond (Jun26) 1.00%	Aa3	2,000,000.00	12-Feb-21	2,010,879.12	541004	10,879.12	1.00000%	
24-Aug-26	5,000,000.00	3.2500%	SUN Cov Bond (Aug26) 3.25%	AAA	5,527,000.00	28-Apr-21	4,955,842.86	541284	57,142.86	1.30500%	
	11,900,000.00	2.8454%			12,418,538.00		11,899,075.30		97,252.30	2.0538%	

Singleton Council
Investment Performance Report - December 2024



Historical Performance Summary (%pa)			
	Portfolio	Annualised BB Index	Outperformance
Dec 2024	4.43%	4.53%	-0.10%
Last 3 months	5.79%	4.50%	1.29%
Last 6 months	6.48%	4.50%	1.98%
Financial Year to Date	6.48%	4.50%	1.98%
Last 12 months	5.57%	4.47%	1.10%

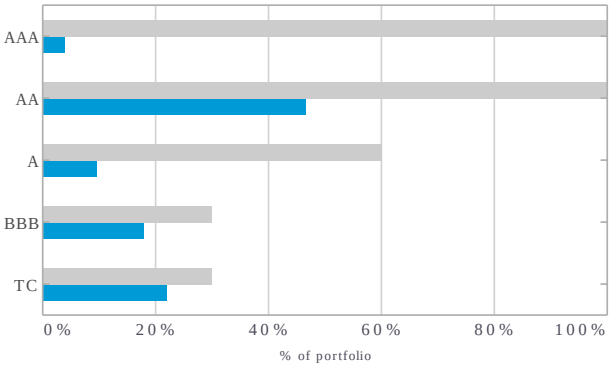
Singleton Council
Investment Performance Report - December 2024



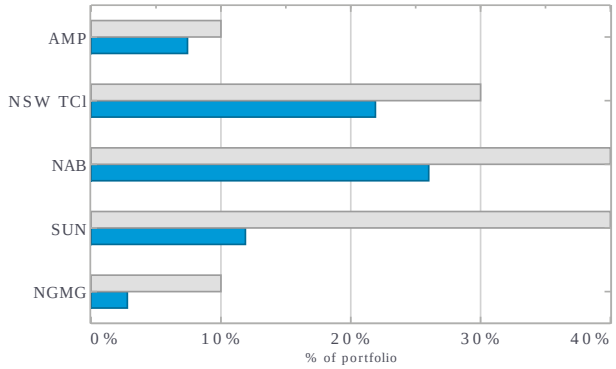
Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Dec 2024	0.37%	0.38%	-0.01%
Last 3 months	1.43%	1.12%	0.31%
Last 6 months	3.22%	2.24%	0.98%
Financial Year to Date	3.22%	2.24%	0.98%
Last 12 months	5.57%	4.47%	1.10%

Singleton Council
Investment Policy Compliance Report - December 2024

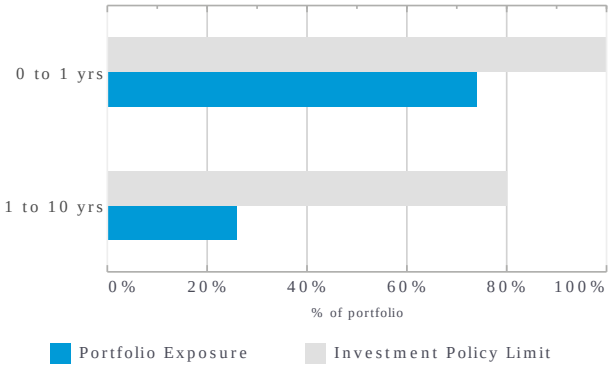
Total Credit Exposure



Individual Institutional Exposures



Term to Maturities



Credit Rating Group	Face Value ($)		Policy Max	
AAA	5,000,000	4%	100%	a
AA	58,400,000	47%	100%	a
A	12,099,954	10%	60%	a
BBB	22,408,041	18%	30%	a
TC	27,453,804	22%	30%	a
	125,361,798			

Institution	% of portfolio	Investment Policy Limit	
AMP Bank (BBB+)	7%	10%	a
NSW T-Corp (TCl)	22%	30%	a
National Australia Bank (AA-)	26%	40%	a
Suncorp Bank (AA-)	12%	40%	a
Newcastle Greater Mutual Group (BBB+)	3%	10%	a
MyState Bank (Baa2)	2%	10%	a
Rabobank Australia (A)	5%	20%	a
Macquarie Bank (A+)	4%	20%	a
Bank Australia (BBB+)	2%	10%	a
Heritage and People's Choice (BBB+)	1%	10%	a
Suncorp Bank Covered (AAA)	4%	40%	a
Great Southern Bank (BBB+)	1%	10%	a
NT T-Corp (Aa3)	3%	40%	a

	Face Value ($)		Policy Max	
Between 0 and 1 years	92,861,798	74%	100%	a
Between 1 and 10 years	32,500,000	26%	80%	a
	125,361,798			

Specific Sub Limits				
Between 3 and 10 years	*2,000,000*	*2%*	*50%*	a
Between 5 and 10 years	*0*	*0%*	*25%*	a

Credit Rating	Current Longest Maturity (years)	Policy Max	
BBB+	*2.70*	*3.00*	a
BBB	*2.70*	*3.00*	a

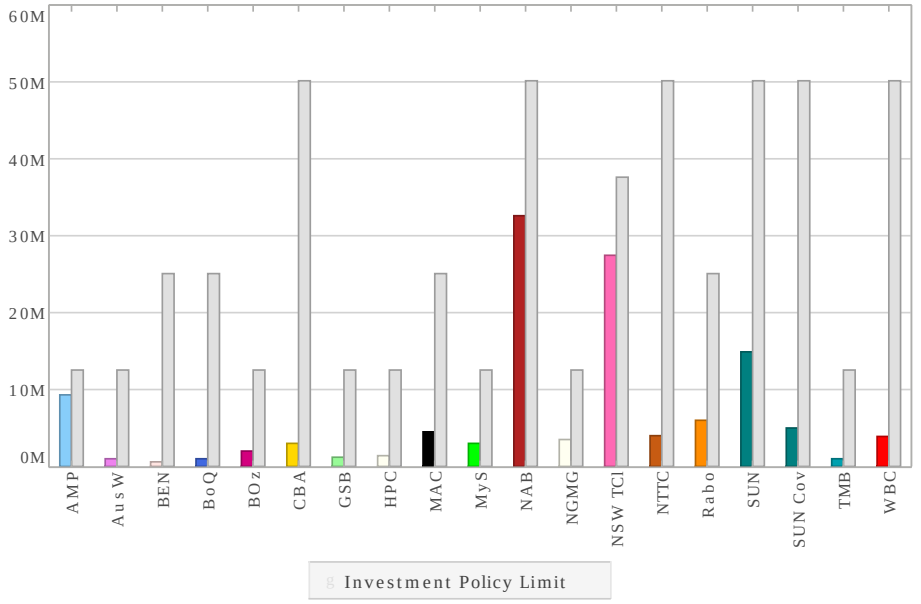
a = compliant
r = non-compliant

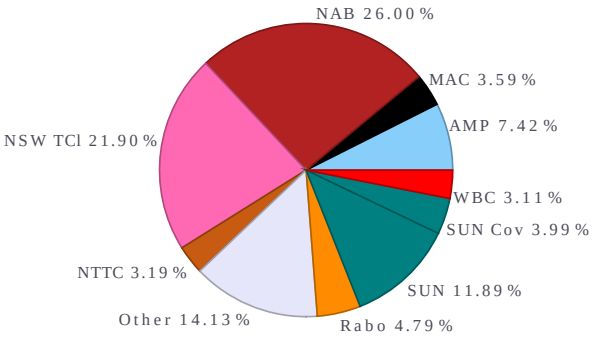
Singleton Council
Individual Institutional Exposures Report - December 2024

Individual Institutional Exposures

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	9,308,041	7%	12,536,180	10%	3,228,139
Auswide Bank (Baa2)	1,000,000	1%	12,536,180	10%	11,536,180
Bank Australia (BBB+)	2,000,000	2%	12,536,180	10%	10,536,180
Bank of Queensland (A-)	1,000,000	1%	25,072,360	20%	24,072,360
Bendigo and Adelaide Bank (A-)	600,000	0%	25,072,360	20%	24,472,360
Commonwealth Bank of Australia (AA-)	3,000,000	2%	50,144,719	40%	47,144,719
Great Southern Bank (BBB+)	1,200,000	1%	12,536,180	10%	11,336,180
Heritage and People's Choice (BBB+)	1,400,000	1%	12,536,180	10%	11,136,180
Macquarie Bank (A+)	4,499,954	4%	25,072,360	20%	20,572,406
MyState Bank (Baa2)	3,000,000	2%	12,536,180	10%	9,536,180
National Australia Bank (AA-)	32,600,000	26%	50,144,719	40%	17,544,719
Newcastle Greater Mutual Group (BBB+)	3,500,000	3%	12,536,180	10%	9,036,180
NSW T-Corp (TCl)	27,453,804	22%	37,608,540	30%	10,154,736
NT T-Corp (Aa3)	4,000,000	3%	50,144,719	40%	46,144,719
Rabobank Australia (A)	6,000,000	5%	25,072,360	20%	19,072,360
Suncorp Bank (AA-)	14,900,000	12%	50,144,719	40%	35,244,719
Suncorp Bank Covered (AAA)	5,000,000	4%	50,144,719	40%	45,144,719
Teachers Mutual Bank (BBB+)	1,000,000	1%	12,536,180	10%	11,536,180
Westpac Group (AA-)	3,900,000	3%	50,144,719	40%	46,244,719
	125,361,798				

Individual Institutional Exposure Charts





3. Investment Report - January 2025 **FILE:** 24/00325
Author: Finance Officer - Treasury
Chief Financial Officer

Executive Summary

In accordance with clause 212 of the *Local Government (General) Regulation, 2021* the following funds are invested under section 625 of the *Local Government Act, 1993* as at 31 January 2025.

FOR COUNCIL'S INFORMATION

Report
Council's investment portfolio returned 9.71% pa for the month versus the bank bill index benchmark return of 4.59% pa. Over the past 12 months, the investment portfolio returned 5.97% versus the bank bill index benchmark's 4.48%.

Council's total portfolio of investments was $125.973 million with an additional $2.493 million held in Council's operational account as of 31 January 2025.

Without marked-to-market influences, Council's investment portfolio yielded 5.25% pa for the month. This is based on the actual interest rates being received on investments and excludes the underlying changes to the market values of the bonds and TCorp growth fund.

During January, Council had $7.0 million in deposits mature. Council invested $1.0m in a Term Deposit for 271 days at 5.05%, plus a 0.15% rebate received from the institution. A further $1.0m was invested for 180 days at 5.05%, plus a 0.15% rebate received from the institution. An additional $2.0m was invested for 365 days at 4.95% plus a 0.15% rebate received from the institution.

At the end of January, exposure to AMP was slightly over limit. This is being addressed with the scheduled $1.3m redemption from Council's AMP 31-day Notice Account. The proceeds will be redeemed from the account on 3 March 2025.

The NSW TCorpIM Long Term Growth Fund (January +2.17% actual) reflecting gains made in the major share markets during the month. The drop-in market interest rates, following the quarterly inflation data release at the end of the month, boosted marked to market performance on bonds, both in the funds and those held directly, contributing further to the strong performance of the portfolio.

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 22% 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.

Council is fully not compliant with the Investment Policy, as outlined earlier in this report. The investment in the AMP Bank (BBB+) has fallen outside the policy as a result of the change in portfolio size. This will change as the portfolio changes.

Attachment 1 to this report provides Council's Investment Summary Report for January 2025.

Certification by the Responsible Accounting Officer:

In accordance with clause 212(1)(b) of the *Local Government (General) Regulation*, *2021* the investments listed in this report have been made in accordance with:

i) the *Local Government Act, 1993*
ii) the Regulations, and
iii) Council's Investment Policy.

Attachments

AT-1⇩ Singleton Investment Report - January 2025

SINGLETON COUNCIL

Investment Summary Report
January 2025

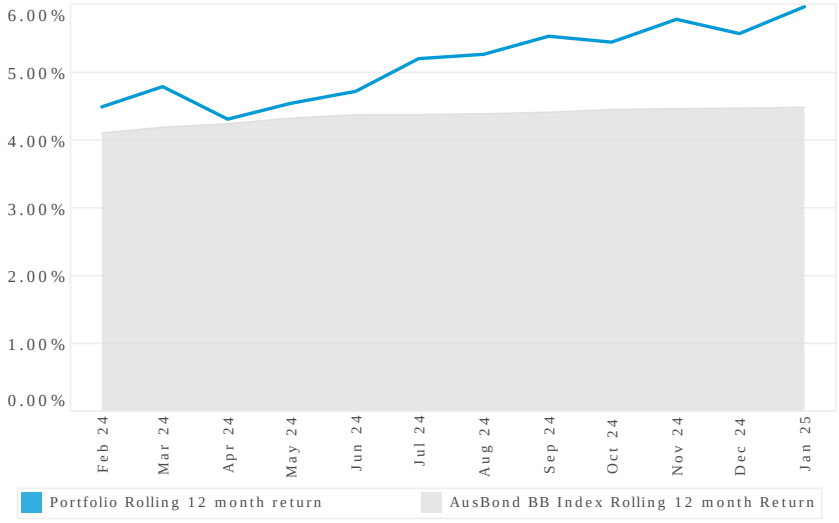
PRUDENTIAL INVESTMENT SERVICES CORP

Singleton Council
Executive Summary - January 2025

Investment Holdings

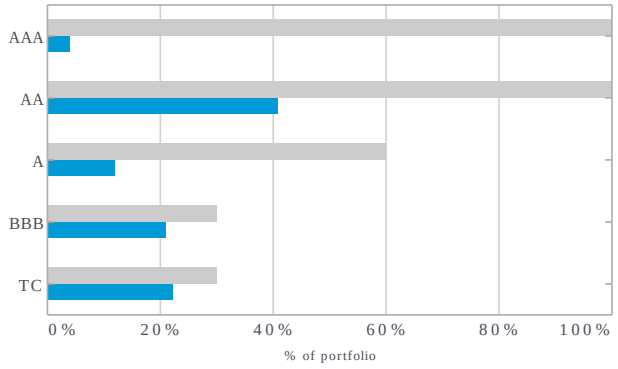
	Face Value ($)	Current Value ($)
Bonds	11,900,000	11,811,830
Cash	7,772,671	7,772,671
Floating Rate Note	30,250,000	30,350,133
Managed Funds	28,050,274	28,050,274
Term Deposit	48,000,000	48,000,000
	125,972,945	125,984,907

Investment Performance

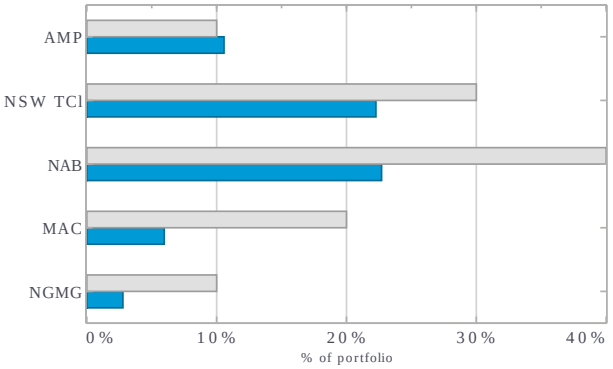


Investment Policy Compliance

Total Credit Exposure



Individual Institutional Exposures



Portfolio Exposure | Investment Policy Limit

Term to Maturities

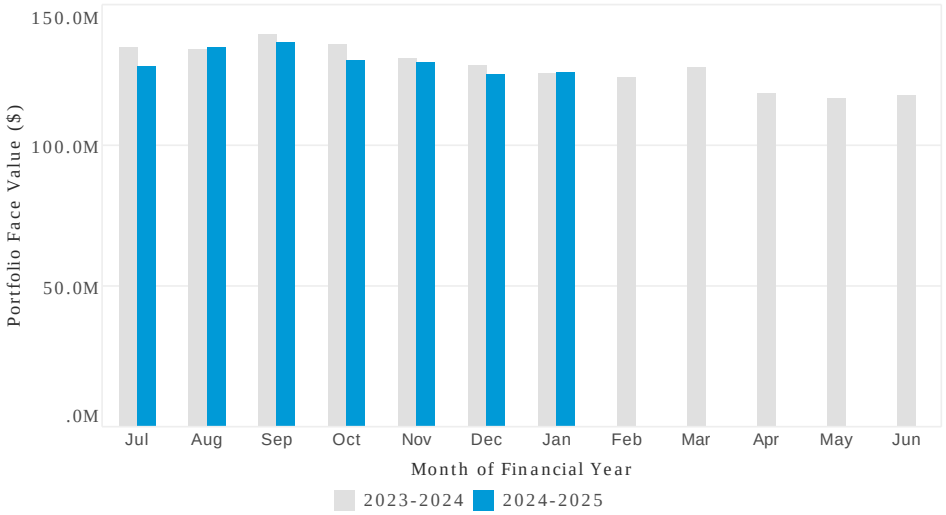
	Face Value ($)		Policy Max	
Between 0 and 1 years	93,472,945	74%	100%	a
Between 1 and 10 years	32,500,000	26%	80%	a
	125,972,945			

Specific Sub Limits				
Between 3 and 10 years	*2,000,000*	*2%*	*50%*	a
Between 5 and 10 years	*0*	*0%*	*25%*	a

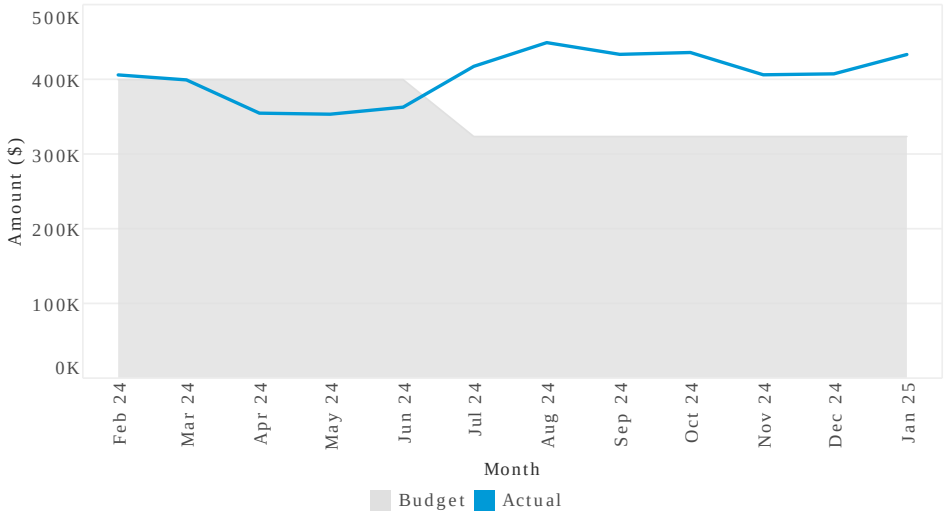
Singleton Council

Executive Summary - January 2025

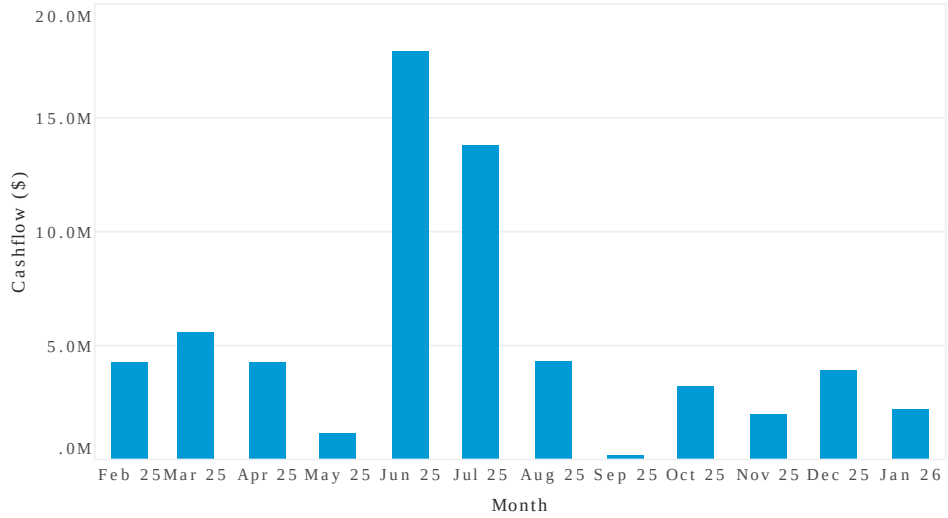
Historical Portfolio Balance



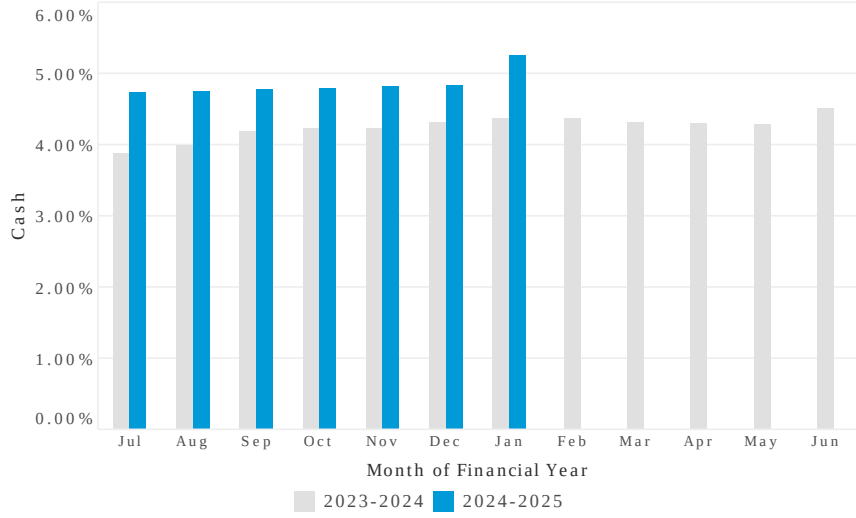
Interest Earned Rolling 12 months



Upcoming Investment Cashflow Summary



Weighted Average Return



PRUDENTIAL INVESTMENT SERVICES CORP

Singleton Council
Investment Holdings Report - January 2025

Cash Accounts

Face Value ($)	Current Rate (%)	Institution	Credit Rating	Current Value ($)	Deal No.	Reference
2,011,492.57	5.1000%	AMP Bank	BBB+	2,011,492.57	540079	31d Notice
5,761,178.08	4.4897%	Macquarie Bank	A+	5,761,178.08	540145	Accelerator
7,772,670.65	4.6476%			7,772,670.65		

Managed Funds

Face Value ($)	Monthly Return (%)	Institution	Credit Rating	Funds Name	Current Value ($)	Deal No.	Reference
28,050,274.01	2.1726%	NSW T-Corp (LT)	TCl	Long Term Growth Fund	28,050,274.01	544559	
28,050,274.01	2.1726%				28,050,274.01		

Term Deposits

Maturity Date	Face Value ($)	Current Rate (%)	Institution	Credit Rating	Purchase Price ($)	Purchase Date	Current Value ($)	Deal No.	Accrued Interest ($)	Next Interest Date	Reference
4-Feb-25	2,000,000.00	5.3000%	National Australia Bank	AA-	2,000,000.00	24-Jul-24	2,055,758.90	545265	55,758.90	At Maturity	
11-Feb-25	2,000,000.00	5.3000%	National Australia Bank	AA-	2,000,000.00	26-Jul-24	2,055,178.08	545276	55,178.08	At Maturity	
4-Mar-25	2,000,000.00	5.1000%	Suncorp Bank	AA-	2,000,000.00	3-Sep-24	2,042,197.26	545438	42,197.26	At Maturity	
5-Mar-25	2,000,000.00	5.0400%	National Australia Bank	AA-	2,000,000.00	30-Aug-24	2,042,805.48	545426	42,805.48	At Maturity	
22-Apr-25	2,000,000.00	5.3500%	Suncorp Bank	AA-	2,000,000.00	19-Jun-24	2,066,545.21	545199	66,545.21	At Maturity	
29-Apr-25	2,000,000.00	5.2000%	National Australia Bank	AA-	2,000,000.00	1-Aug-24	2,052,427.40	545313	52,427.40	At Maturity	
7-May-25	1,000,000.00	5.3000%	National Australia Bank	AA-	1,000,000.00	10-May-24	1,038,769.86	545083	38,769.86	At Maturity	
4-Jun-25	1,000,000.00	5.1200%	Suncorp Bank	AA-	1,000,000.00	6-Nov-24	1,012,203.84	545610	12,203.84	At Maturity	
4-Jun-25	1,000,000.00	5.2300%	National Australia Bank	AA-	1,000,000.00	5-Jun-24	1,034,532.33	545131	34,532.33	At Maturity	
4-Jun-25	2,000,000.00	5.3700%	Rabobank Australia	A	2,000,000.00	7-Jun-24	2,070,324.93	545156	70,324.93	Annually	
4-Jun-25	3,000,000.00	5.2500%	National Australia Bank	AA-	3,000,000.00	4-Jun-24	3,104,424.66	545127	104,424.66	At Maturity	
11-Jun-25	2,000,000.00	5.2000%	AMP Bank	BBB+	2,000,000.00	12-Aug-24	2,049,293.15	545348	49,293.15	At Maturity	
11-Jun-25	2,000,000.00	5.2000%	National Australia Bank	AA-	2,000,000.00	13-Jun-24	2,066,389.04	545179	66,389.04	At Maturity	
16-Jun-25	1,000,000.00	5.2000%	AMP Bank	BBB+	1,000,000.00	16-Aug-24	1,024,076.71	545360	24,076.71	At Maturity	
24-Jun-25	2,000,000.00	5.2500%	Suncorp Bank	AA-	2,000,000.00	18-Jun-24	2,065,589.04	545195	65,589.04	At Maturity	

Singleton Council
Investment Holdings Report - January 2025

Maturity Date	Face Value ($)	Current Rate (%)	Institution	Credit Rating	Purchase Price ($)	Purchase Date	Current Value ($)	Deal No.	Accrued Interest ($)	Next Interest Date	Reference
2-Jul-25	4,000,000.00	5.4800%	National Australia Bank	AA-	4,000,000.00	2-Jul-24	4,128,517.26	545228	128,517.26	At Maturity	
9-Jul-25	4,000,000.00	5.4800%	National Australia Bank	AA-	4,000,000.00	2-Jul-24	4,128,517.26	545227	128,517.26	At Maturity	
22-Jul-25	1,000,000.00	5.0500%	AMP Bank	BBB+	1,000,000.00	23-Jan-25	1,001,245.21	545750	1,245.21	At Maturity	
23-Jul-25	2,000,000.00	5.3800%	Rabobank Australia	A	2,000,000.00	26-Jul-24	2,056,010.96	545275	56,010.96	At Maturity	
30-Jul-25	2,000,000.00	5.3000%	National Australia Bank	AA-	2,000,000.00	31-Jul-24	2,053,726.03	545310	53,726.03	At Maturity	
12-Aug-25	3,000,000.00	5.0500%	AMP Bank	BBB+	3,000,000.00	8-Aug-24	3,073,467.12	545334	73,467.12	Annually	
8-Oct-25	2,000,000.00	5.1000%	Rabobank Australia	A	2,000,000.00	5-Dec-24	2,016,208.22	545676	16,208.22	At Maturity	
20-Oct-25	1,000,000.00	5.0500%	AMP Bank	BBB+	1,000,000.00	22-Jan-25	1,001,383.56	545746	1,383.56	At Maturity	
29-Jan-26	2,000,000.00	4.9500%	AMP Bank	BBB+	2,000,000.00	29-Jan-25	2,000,813.70	545757	813.70	At Maturity	
	48,000,000.00	5.2452%			48,000,000.00		49,240,405.21		1,240,405.21		

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
16-Jun-25	3,000,000.00	5.1099%	MYS Snr FRN (Jun25) BBSW+0.65%	Baa2	3,000,000.00	16-Jun-21	3,019,739.61	541505	19,739.61	17-Mar-25	
9-Dec-25	750,000.00	4.9197%	MAC Snr FRN (Dec25) BBSW+0.48%	A+	748,357.50	28-Apr-21	755,884.39	541285	5,458.85	10-Mar-25	
9-Dec-25	1,000,000.00	4.9197%	MAC Snr FRN (Dec25) BBSW+0.48%	A+	998,480.00	28-Apr-21	1,007,845.85	541286	7,278.46	10-Mar-25	
24-Feb-26	500,000.00	4.8651%	SUN Snr FRN (Feb26) BBSW+0.45%	AA-	500,000.00	24-Feb-21	504,416.87	540950	4,531.87	24-Feb-25	
4-Mar-26	2,500,000.00	5.0527%	NPBS Snr FRN (Mar26) BBSW+0.63%	BBB+	2,500,000.00	4-Mar-21	2,517,593.45	540982	20,418.45	4-Mar-25	
24-Aug-26	1,600,000.00	4.8251%	NAB Snr FRN (Aug26) BBSW+0.41%	AA-	1,600,000.00	24-Aug-21	1,612,286.76	541750	14,382.76	24-Feb-25	
15-Sep-26	1,500,000.00	4.9399%	SUN Snr FRN (Sep26) BBSW+0.48%	AA-	1,500,000.00	15-Sep-21	1,508,296.45	541879	9,541.45	17-Mar-25	
23-Oct-26	1,200,000.00	5.9285%	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	1,200,000.00	23-Jan-24	1,216,908.99	544801	1,754.19	23-Apr-25	
27-Oct-26	1,000,000.00	5.0903%	BoQ Snr FRN (Oct26) BBSW+0.80%	A-	1,000,000.00	21-Oct-21	1,002,517.84	542004	557.84	28-Apr-25	
30-Oct-26	2,000,000.00	5.7553%	BOz Snr FRN (Oct26) BBSW+1.50%	BBB+	2,020,540.00	7-Jun-24	2,014,942.72	545154	630.72	30-Apr-25	
23-Dec-26	1,000,000.00	4.8613%	CBA Green Snr FRN (Dec26) BBSW+0.41%	AA-	1,000,000.00	23-Sep-21	1,003,397.45	541918	5,327.45	24-Mar-25	
14-Jan-27	2,000,000.00	5.0411%	CBA Snr FRN (Jan27) BBSW+0.70%	AA-	2,000,000.00	14-Jan-22	2,011,132.04	542237	4,972.04	14-Apr-25	
25-Jan-27	1,000,000.00	4.9903%	WBC Snr FRN (Jan27) BBSW+0.70%	AA-	1,000,000.00	25-Jan-22	1,003,406.88	542257	546.88	28-Apr-25	
25-Jan-27	1,800,000.00	5.0703%	SUN Snr FRN (Jan27) BBSW+0.78%	AA-	1,800,000.00	25-Jan-22	1,806,490.17	542262	1,000.17	28-Apr-25	

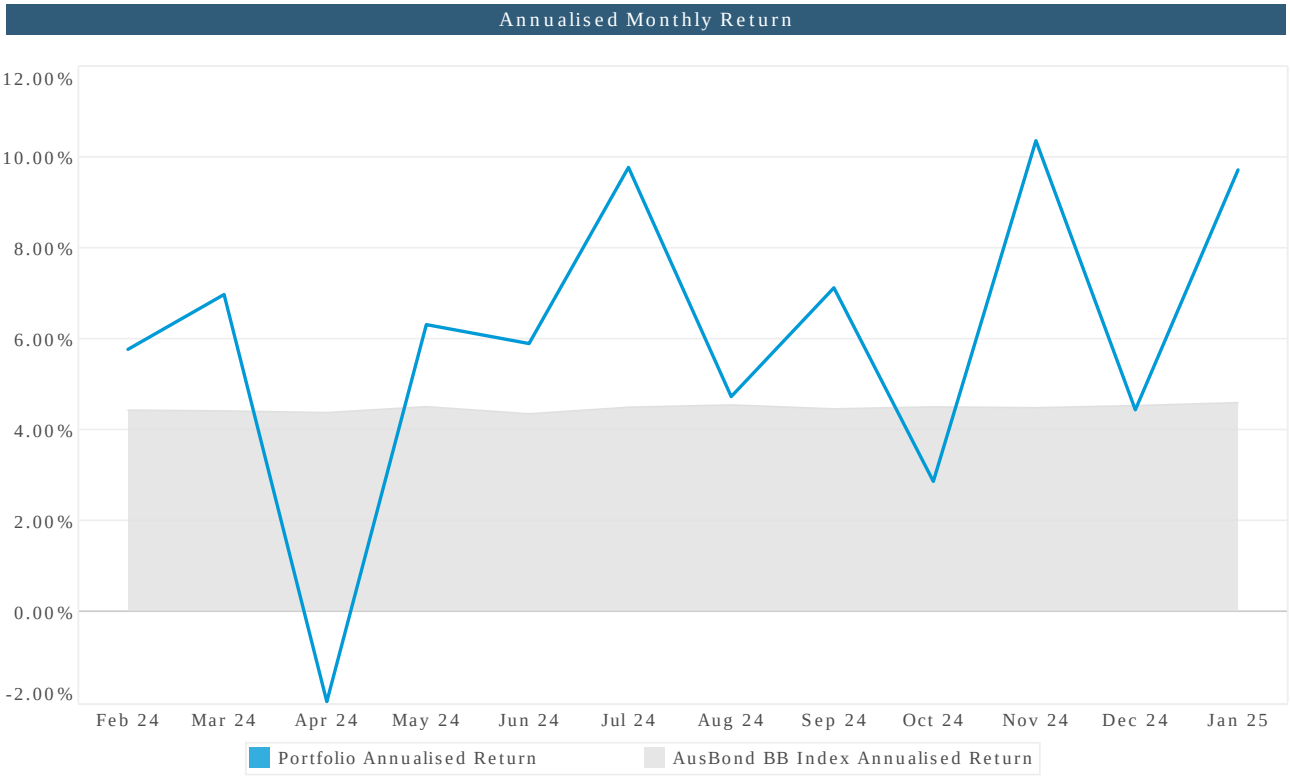
Singleton Council
Investment Holdings Report - January 2025

Maturity Date	Face Value ($)	Current Rate (%)	Security Name	Credit Rating	Purchase Price ($)	Purchase Date	Current Value ($)	Deal No.	Accrued Interest ($)	Next Coupon Date	Reference
8-Feb-27	1,400,000.00	6.0192%	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	1,400,000.00	8-Feb-24	1,437,460.24	544823	19,624.24	10-Feb-25	
10-Feb-27	1,000,000.00	5.4131%	NPBS Snr FRN (Feb27) BBSW+1.00%	BBB+	996,250.00	28-May-24	1,013,130.94	545104	12,160.94	10-Feb-25	
14-May-27	600,000.00	5.4273%	BEN Snr FRN (May27) BBSW+1.00%	A-	600,000.00	14-May-24	610,228.06	545078	7,048.06	14-Feb-25	
21-Jun-27	1,000,000.00	5.7513%	TMB Snr FRN (Jun27) BBSW+1.30%	BBB+	1,000,000.00	21-Jun-24	1,015,522.79	545188	6,302.79	21-Mar-25	
13-Sep-27	1,000,000.00	5.7905%	AusW Snr FRN (Sep27) BBSW+1.33%	Baa2	1,000,000.00	13-Sep-24	1,007,932.22	545463	7,932.22	13-Mar-25	
13-Sep-27	1,300,000.00	5.7304%	AMP Snr FRN (Sep27) BBSW+1.27%	BBB+	1,300,000.00	13-Sep-24	1,313,857.82	545482	10,204.82	13-Mar-25	
14-Dec-27	1,100,000.00	5.7099%	SUN Snr FRN (Dec27) BBSW+1.25%	AA-	1,100,000.00	14-Dec-22	1,124,224.72	543634	8,087.72	14-Mar-25	
22-Mar-29	2,000,000.00	5.3513%	NAB Snr FRN (Mar29) BBSW+0.90%	AA-	2,000,000.00	15-Mar-24	2,022,146.88	544957	11,728.88	24-Mar-25	
	30,250,000.00	5.2886%			30,263,627.50		30,529,363.14		179,230.41		

Fixed Rate Bonds

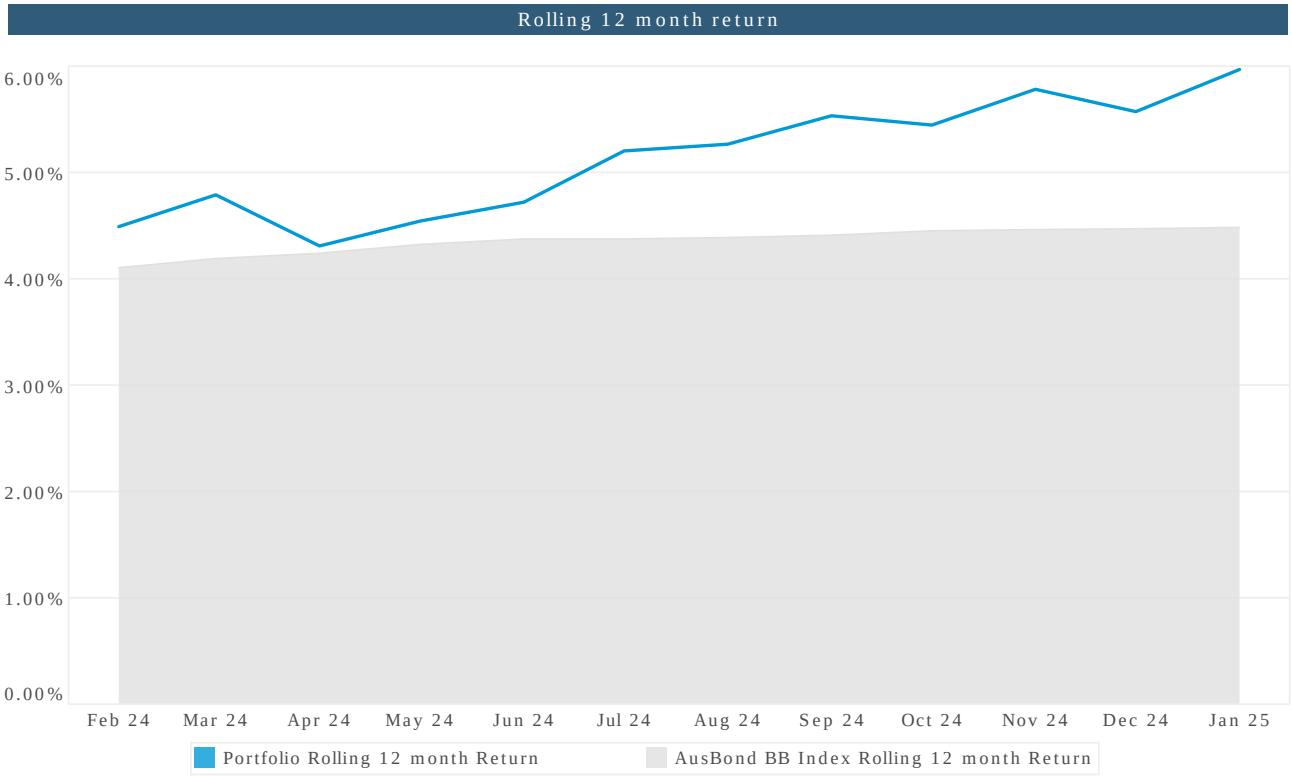
Maturity Date	Face Value ($)	Current Rate (%)	Security Name	Credit Rating	Purchase Price ($)	Purchase Date	Current Value ($)	Deal No.	Accrued Interest ($)	Purchase Yield	Reference
11-Aug-25	1,000,000.00	3.9000%	WBC Snr Bond (Aug25) 3.90%	AA-	996,250.00	11-Aug-22	1,015,518.13	543161	18,434.43	4.03400%	
11-Nov-25	1,900,000.00	4.9000%	WBC Snr Bond (Nov25) 4.90%	AA-	1,895,288.00	11-Nov-22	1,927,319.08	543536	20,973.08	4.99000%	
15-Dec-25	1,000,000.00	1.2000%	NT T-Corp Bond (Dec25) 1.20%	Aa3	1,000,000.00	1-Sep-20	1,001,549.45	540223	1,549.45	1.20000%	
15-Dec-25	1,000,000.00	1.2000%	NT T-Corp Bond (Dec25) 1.20%	Aa3	1,000,000.00	10-Sep-20	1,001,549.45	540224	1,549.45	1.20000%	
15-Jun-26	2,000,000.00	1.0000%	NT T-Corp Bond (Jun26) 1.00%	Aa3	2,000,000.00	12-Feb-21	2,012,582.42	541004	12,582.42	1.00000%	
24-Aug-26	5,000,000.00	3.2500%	SUN Cov Bond (Aug26) 3.25%	AAA	5,527,000.00	28-Apr-21	4,979,382.14	541284	70,982.14	1.30500%	
	11,900,000.00	2.8454%			12,418,538.00		11,937,900.67		126,070.97	2.0538%	

Singleton Council
Investment Performance Report - January 2025



Historical Performance Summary (%pa)			
	Portfolio	Annualised BB Index	Outperformance
Jan 2025	9.71%	4.59%	5.12%
Last 3 months	8.11%	4.53%	3.58%
Last 6 months	6.47%	4.51%	1.96%
Financial Year to Date	6.94%	4.51%	2.43%
Last 12 months	5.97%	4.48%	1.49%

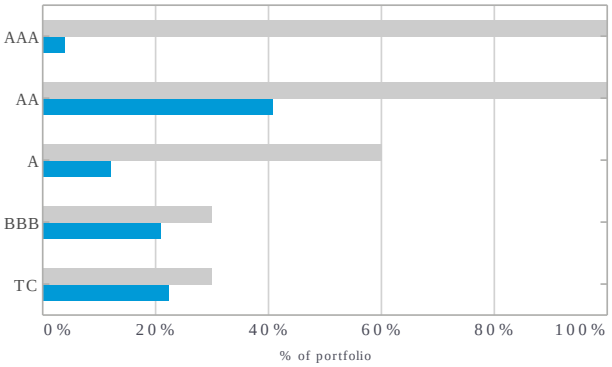
Singleton Council
Investment Performance Report - January 2025



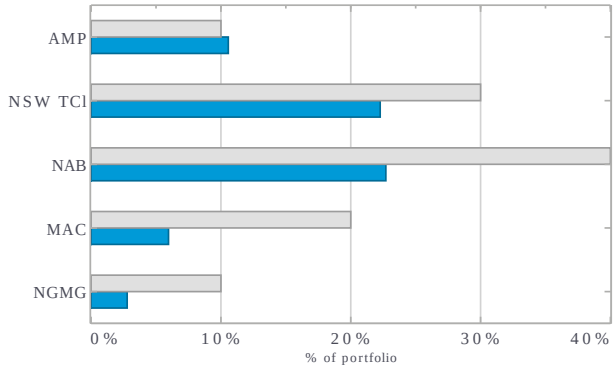
Historical Performance Summary (% actual)			
	Portfolio	Annualised BB Index	Outperformance
Jan 2025	0.79%	0.38%	0.41%
Last 3 months	1.99%	1.12%	0.87%
Last 6 months	3.21%	2.25%	0.96%
Financial Year to Date	4.03%	2.63%	1.40%
Last 12 months	5.97%	4.48%	1.49%

Singleton Council
Investment Policy Compliance Report - January 2025

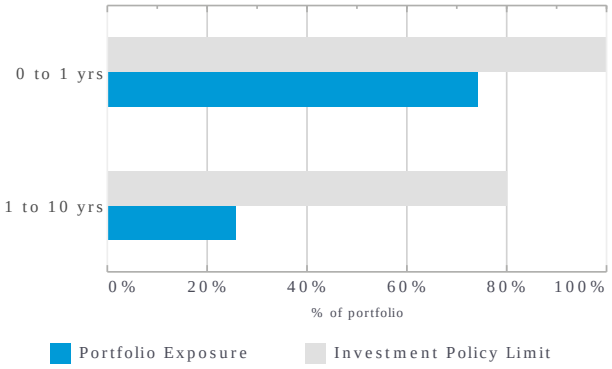
Total Credit Exposure



Individual Institutional Exposures



Term to Maturities



Credit Rating Group	Face Value ($)		Policy Max	
AAA	5,000,000	4%	100%	a
AA	51,400,000	41%	100%	a
A	15,111,178	12%	60%	a
BBB	26,411,493	21%	30%	a
TC	28,050,274	22%	30%	a
	125,972,945			

Institution	% of portfolio	Investment Policy Limit	
AMP Bank (BBB+)	11%	10%	r
NSW T-Corp (TCl)	22%	30%	a
National Australia Bank (AA-)	23%	40%	a
Macquarie Bank (A+)	6%	20%	a
Newcastle Greater Mutual Group (BBB+)	3%	10%	a
MyState Bank (Baa2)	2%	10%	a
Rabobank Australia (A)	5%	20%	a
Suncorp Bank (AA-)	9%	40%	a
Bank Australia (BBB+)	2%	10%	a
Heritage and People's Choice (BBB+)	1%	10%	a
Suncorp Bank Covered (AAA)	4%	40%	a
Great Southern Bank (BBB+)	1%	10%	a
Auswide Bank (Baa2)	1%	10%	a

	Face Value ($)		Policy Max	
Between 0 and 1 years	93,472,945	74%	100%	a
Between 1 and 10 years	32,500,000	26%	80%	a
	125,972,945			

Specific Sub Limits				
Between 3 and 10 years	*2,000,000*	*2%*	*50%*	a
Between 5 and 10 years	*0*	*0%*	*25%*	a

Credit Rating	Current Longest Maturity (years)	Policy Max	
BBB+	*2.61*	*3.00*	a
BBB	*2.61*	*3.00*	a

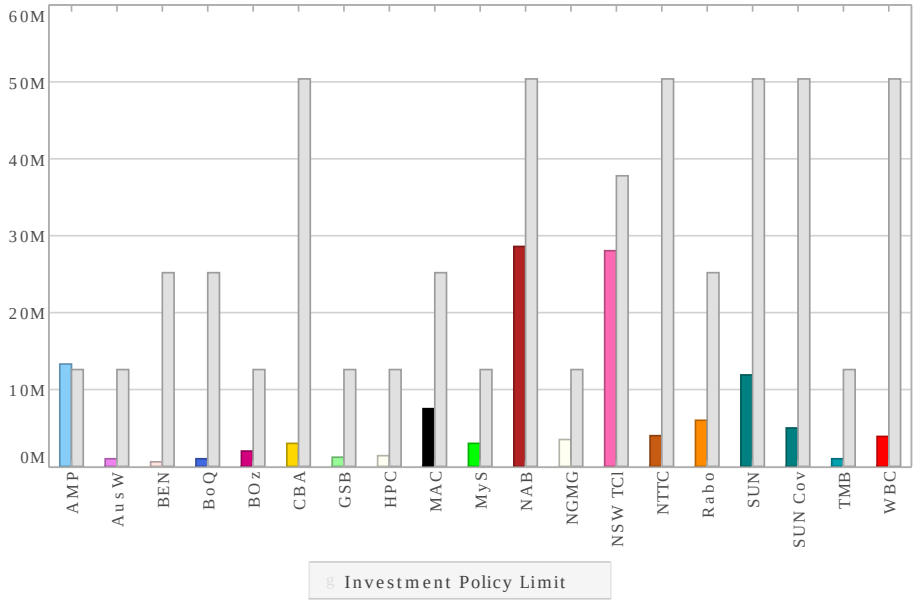
a = compliant
r = non-compliant

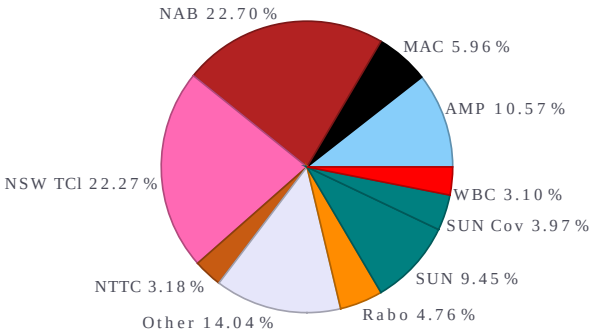
Singleton Council
Individual Institutional Exposures Report - January 2025

Individual Institutional Exposures

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	13,311,493	11%	12,597,294	10%	-714,199
Auswide Bank (Baa2)	1,000,000	1%	12,597,294	10%	11,597,294
Bank Australia (BBB+)	2,000,000	2%	12,597,294	10%	10,597,294
Bank of Queensland (A-)	1,000,000	1%	25,194,589	20%	24,194,589
Bendigo and Adelaide Bank (A-)	600,000	0%	25,194,589	20%	24,594,589
Commonwealth Bank of Australia (AA-)	3,000,000	2%	50,389,178	40%	47,389,178
Great Southern Bank (BBB+)	1,200,000	1%	12,597,294	10%	11,397,294
Heritage and People's Choice (BBB+)	1,400,000	1%	12,597,294	10%	11,197,294
Macquarie Bank (A+)	7,511,178	6%	25,194,589	20%	17,683,411
MyState Bank (Baa2)	3,000,000	2%	12,597,294	10%	9,597,294
National Australia Bank (AA-)	28,600,000	23%	50,389,178	40%	21,789,178
Newcastle Greater Mutual Group (BBB+)	3,500,000	3%	12,597,294	10%	9,097,294
NSW T-Corp (TCl)	28,050,274	22%	37,791,883	30%	9,741,609
NT T-Corp (Aa3)	4,000,000	3%	50,389,178	40%	46,389,178
Rabobank Australia (A)	6,000,000	5%	25,194,589	20%	19,194,589
Suncorp Bank (AA-)	11,900,000	9%	50,389,178	40%	38,489,178
Suncorp Bank Covered (AAA)	5,000,000	4%	50,389,178	40%	45,389,178
Teachers Mutual Bank (BBB+)	1,000,000	1%	12,597,294	10%	11,597,294
Westpac Group (AA-)	3,900,000	3%	50,389,178	40%	46,489,178
	125,972,945				

Individual Institutional Exposure Charts





DOCC6/25. Minutes - Singleton Community and Economic Development Fund Joint Management Board Meeting - 17/12/2024 **FILE:** 25/00151/002

Author: Executive Assistant - Directors

Executive Summary

The Singleton Community and Economic Development Fund – Joint Management Board held its ordinary meeting on 17 December 2024. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1⇩ Minutes CEDF JMB 17122024

MINUTES
COMMUNITY ECONOMIC DEVELOPMENT FUND JOINT MANAGEMENT BOARD
2:00PM - 4:00PM TUESDAY 17 DECEMBER 2024

Present	Cr Sue Moore, Mayor – Singleton Council Cr Sue George, Deputy Mayor (Chair Elect) – Singleton Council Cr Godfrey Adamthwaite, Councillor – Singleton Council Ashley McLeod – Glencore Geoff Moore, Bloomfield Group Justin Fitzpatrick-Barr, General Manager – Singleton Council (Ex-Officio)
In Attendance	Vicki Brereton, Director Organisation & Community Capacity – Singleton Council Nicole Rindal – Manager Organisation Excellence + Strategy & Engagement Melinda Curtis, Executive Manager – Singleton Council Damien Butler, Bloomfield Group *Virtual* Kirsten Torrance, Executive Assistant – Singleton Council
Meeting Location	Committee Room & virtual via Microsoft Teams

Mayor Sue Moore opened and chaired the meeting to agenda item 5.2, to facilitate the election of the new chair for the Singleton Community and Economic Development Fund – Joint Management Board.

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Nick Slater

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Community Economic Development Fund Joint Management Board meeting held on Wednesday 19 June 2024, were confirmed.

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

4 Matters arising from the Minutes

- It was noted that Ashley McLeod moved the minutes of 19/06/2024.

5 Agenda Items

5.1 Community Economic Development Fund Joint Management Board - Election of Chairperson

The purpose of this report is to formalise the election of Cr Sue George as the Chairperson for the Singleton Community Economic Development Fund Joint Management Board (CEDF-JMB).

As required under the Deed with commencement of a new term of Council the position of Chairperson is to be confirmed and is to be held by one of the Council nominated positions. An expression of interest for the position of Chair was undertaken prior to the meeting, with Cr Sue George nominating for the position. Cr Sue George's nomination was supported by Mayor Sue Moore and Cr Godfrey Adamthwaite.

The CEDF-JMB all supported the nomination of Cr Sue George and duly elected Cr Sue George to the position of CEDF-JMB Chair.

Recommendation:

That the Singleton Community and Economic Development Fund, Joint Management Board confirm the election of Cr Sue George as Chairperson.

Carried unanimously.

Councillor George chaired the meeting from item 5.2 onwards.

5.2 Singleton Community and Economic Development Fund Reconciliation 30 November 2024.

The Singleton Community Economic Development Fund Joint Management Board was provided with a financial reconciliation of the CEDF as at November 2024 and the status of all grants.

CEDF members sought clarification around improving investment returns. Council management confirmed Local Government Legislation restricts where and how Local Councils are able to invest funds, advising government standards are applied to the funds.

Council will seek advice regarding investment options available in consideration of the local government requirements in relation to the CEDF Deed and advise the CEDF-JMB at the next meeting. The CEDF-JMB requested that legal advice also be sought for clarity.

Council's Finance Team was requested to present at the next CEDF-JMB meeting regarding current investment of CEDF funds and options to improve the return on funds.

5.3 Business Singleton - Round Three Grant Application Variation Request

Vicki Brereton, Director Organisation and Community Capacity, provided a summary of Business Singleton's request to vary the scope for the original approved Round Three Grant. The report provided in the agenda was taken as read.

CEDF members' discussion centred around the project viability and Business Singleton's ability to manage the plan. Board members agreed with the project in principle, however, shared concerns regarding significant changes to the scope of the project and recruiting issues. CEDF JMB members were also concerned about recent major changes experienced by the Business Singleton Board, which may prevent the appropriate structure to support and manage the project.

It was agreed that Business Singleton will be invited to the next CEDF-JMB meeting to present the following:

- Explain the value and rationale of reducing the program from 3 years to 2 years
- Present refreshed proposal with a cost benefit analysis and what they wish to achieve
- Council to be included in the development of the Position Description and the recruitment process.
- The CEDF-JMB noted that if it does not support the change in scope, the applicant will be invited to apply in the next round of CEDF funding.

Recommendation:

That the Community Economic Development Fund Joint Management Board invite Business Singleton to present and explain the proposed variation to the project scope for the original approved Round Three Grant at the next CEDF JMB meeting in early 2025.

Moved: Cr Godfrey Adamthwaite **Seconded:** Geoff Moore
All in favour
CARRIED

5.4 Singleton Community Economic Development Fund - Community Application Assessment Round 4 - 2024/2025

Vicki Brereton, Director Organisation and Community Capacity, presented a summary of the Community Economic Development Fund Joint Management Team's (CEDF-JMT) assessment of applications received for Round Four of the Singleton Community and Economic Development Fund. The CEDF-JMB was provided with a summary of all applications received in the agenda and the report was taken as read.

There were four information sessions held, attracting 35 attendees overall. Unsuccessful applicants will be provided with the details of where to apply for further grants e.g. Grant Guru, Community Building Partnerships, etc. Council held two grant writing workshops in September 2024, with excellent attendance.

Nine (9) applications were received, with one being from a 'for profit' business. One (1) application did not meet the mandatory assessment criterion as the applicant did not attend an information session and the application submitted did not contain the level of information required. A further two applications from the 'not for profit' sector did not meet the minimum scoring threshold and were not shortlisted.

Members of the CEDF-JMT assessed each application individually and then collectively with the outcomes as reported and presented.

The CEDF JMB discussed the applications as recommended by the CEDF-JMT with the following outcomes:

Carries Place - $250,000

The grant application is for the establishment of a social venture to combat the impact of family domestic violence through expanding community awareness and providing training and skills development opportunities for Carries Place vulnerable clients.

The CEDF-JMB agreed the intent of the program has merit, however, the applicant does not prove how this service will benefit the Singleton LGA or that it will only be used in the Singleton LGA. Further to this, the viability of a coffee van in Singleton is questionable as it may create market competition between a NFP and already locally established businesses.

While the application met the threshold of scoring, the CEDF-JMB agreed that it did not support funding the submission as it did not align with the intent of the Deed with respect to securing a positive future for the communities of the Singleton Local Government Area.

Cooinda Retirement Home - $88,100

The grant application is for the construction of an outdoor all weather accessible space for residents to walk, exercise and enjoy. The application demonstrates strong alignment to Council's Community Strategic Plan and Community Development Strategy. It was noted that the immediate benefit is to a small cohort within the community and the overall positive impact of the upgrades will have a positive impact on residents' families, visitors and future residents.

The CEDF-JMB were in favour of supporting the application to the value of $88,100.

Novaskill - $76,550

The grant application is for a construction skills and qualification program for 30 participants over a twelve-month period, including school leavers, job seekers, indigenous, women and transitioning miners. The applicant's co-contribution will fund an additional 30 participants, taking the total number of training spaces available to 60 participants.

The application was very well constructed with clear evidence of the project's benefits to the individual, community and diversification of the economy.

The CEDF-JMB were in favour of supporting the application to the value of $76,550.

Top Blokes Foundation - $131,000

The grant application is for the expansion of the Top Blokes mentoring program to the Singleton Local Government Area LGA) , to support local young men's mental health and wellbeing over a three-year period. The application demonstrated strong alignment to Council's Community Strategic Plan particularly the "Our People" pillar. The applicant has been in contact with local organisations and schools, seeking to employ locally. This program has a strong link to education and prevention of domestic violence.

The CEDF-JMB were in favour of supporting the application to the value of $131,000.

Bulga Broke Landcare - $141,141

The grant application is for the establishment of a regenerative tourism program and research project in the Singleton LGA that will cultivate connection among people and places. This is a 2-pronged application, addressing visitor economy and Landcare work.

The application demonstrated alignment to Councils Community Strategic Plan, particularly visitor economy diversification, creating new employment opportunities, environmental sustainability and health and wellbeing.

CEDF-JMB members shared concerns around the amount of preliminary work to be done for this program to begin and the lack of evidence demonstrating the benefits of the project. The applicant has not identified the land where the program would take place and the CEDF-JMB believe this to be a high-risk application with the CEDF as a seed investor.

While the application met the threshold of scoring, the CEDF-JMB agreed that it did not support funding the submission as it is a high-risk application and required evidence to substantiate claims of benefit to the community and increased tourism.

The applicant should be encouraged to apply in the next round with a more developed application, which should include location of the land for the project, permissions required to run the project, relevant completed market surveys and access to the land for an inspection by the CEDF-JMB.

Healthy Vibes - $88,060

The grant application is the establishment of a project 'nourishing future generations' which is an immersive outdoor education program for children and families to improve understanding and respect for the natural environment. The program is to encourage health eating and teach the basic principles and understanding of food sources.

The application demonstrated alignment to Councils Community Strategic Plan, particularly environmental sustainability, along with creating employment opportunities.

CEDF-JMB members discussed several pints of concern: - the applicant has not reached out to local schools and there has been no testing of the market; improvements and upgrades made to the property from CEDF grant funding will occur on a private property; the fee quoted for community members to attend the program is very high and may discourage patronage.

While the application met the threshold of scoring, the CEDF-JMB agreed that it did not support funding the submission as it is a high-risk application and does not prove the program has the feasibility to support an ongoing venture.

The applicant should be encouraged to apply in future rounds, once all infrastructure upgrades have been completed and the program commenced. The applicant also needs to demonstrate that it has researched required planning requirements and that the proposal is permissible on the property.

Recommendation

That the Singleton Community Economic Development Fund Joint Management Board endorse Cooinda Retirement Home, Novaskill and Top Blokes Foundation applications (total amount of funding approved $295,650) being recommended to Council for funding, from Round Four of the Singleton Community Economic Development Fund.

Moved: Cr Godfrey Adamthwaite **Seconded:** Geoff Moore
CARRIED

6 Other Business

- Ashley McLeod noted that since inception the program has received a large number of applications related to mental health and wellbeing. These are important issues for our community and our funding related to this particular NFP sector may benefit from a review of criteria, term and how projects of this nature interact with each other.

- Vicki confirmed that Council has commenced work on a Power BI dashboard and that the tool can include an analysis of the focus of applications. A presentation will be provided to the next meeting to help inform a strategic discussion of the CEDF-JMB.

- Geoff will be retiring in the near future and Thomas Holz will then sit on the CEDF-JMB following his retirement. Cr Sue George thanked Geoff for his contribution and efforts on the Board and wished him well.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
CEDF24-03	17/12/2024	Invite Finance Team to attend next meeting to provide an analysis of the funds and investments.	K Torrance	25/02/2025
CEDF24-04	17/12/2024	Seek advice around available investment options pertaining to the style of the Deed.	D Graham	25/02/2025
CEDF24-05	17/12/2024	Write to Singleton Business Chamber & invite them to the next CEDF JMB meeting regarding their Round 3 application.	V Brereton	25/02/2025
CEDF24-06	17/12/2024	Present data on applications for Rounds 1 – 4 at the next CEDF-JMB meeting.	V Brereton	25/02/2025

8 Next Meeting

Tuesday 25 February 2025 – to be confirmed

The Chair closed the meeting and thanked all for their participation and efforts and wished everyone the compliments of the season.

The meeting closed at 3:44pm.

Cr Sue George, Deputy Mayor
Chair

DOCC7/25. Minutes - Audit Risk and Improvement Committee - 20/11/2024 **FILE:** 25/00177/001

Author: Executive Assistant - Directors

Executive Summary

The Audit Risk and Improvement Committee held its ordinary meeting on 20 November 2024. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1⇩ Minutes ARIC 20 November 2024

MINUTES
AUDIT RISK AND IMPROVEMENT COMMITTEE
2:00PM - 4:00PM WEDNESDAY 20 NOVEMBER 2024

Present	Paul Quealey – Chair *Virtual* Tony Harb – Independent *Virtual* Meredith Caelli – Independent *Virtual* Cr Godfrey Adamthwaite, Councillor – Singleton Council
In Attendance	Cr Sue Moore, Mayor – Singleton Council *Virtual* Justin Fitzpatrick-Barr, General Manager – Singleton Council *Virtual* Vicki Brereton, Director Organisation & Community Capacity – Singleton Council Dwight Graham, Director Corporate & Commercial Services – Singleton Council Mary-Anne Crawford, Acting Director Infrastructure & Planning Services – Singleton Council Melinda Curtis, Executive Manager – Singleton Council *Virtual* Deb McDonald, Manager Integrated Risk – Singleton Council Kelly McGowan, Chief Financial Officer – Singleton Council Mark Wiblen, Manager Corporate Services – Singleton Council *Virtual* Katie Hardy, Manager Water & Sewer – Singleton Council Phil Swaffield, Internal Auditor – National Audits Group Stephen Prowse, Internal – National Audits Group Kirsten Torrance, Executive Assistant – Singleton Council
Meeting Location	Committee Room & virtual via Microsoft Teams

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies – Luke Malone, Cassie Malone, Alex Hardy (External Auditors)

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Audit Risk and Improvement Committee meeting held on Wednesday 16 October 2024, were confirmed.
  Cr Adamthwaite

Moved: Tony Harb **Seconded:** Meredith Caelli
CARRIED

4 Matters arising from the Minutes

- Pulse action ARIC 24-13 “Investigate insurance implications regarding dire data breach”. A verbal update on the findings into this investigation was

provided to the Committee. It is difficult to quantify direct costs unless a breach occurs and is dependent on the quantum of the breach. Effects of a breach may include excess on insurance policy, loss of data, consequential losses, insurance payout, increase to premiums and loss of reputation.

- Pulse action ARIC 24/07 “Address the difficulty in locating the Draft Pesticide Notification Plan”. Please note the second comment “It is going to be on my works program” was written by the Parks Management Officer and not the Executive Manager, as it appears on the report.
- Pulse action 23/18 “Develop documentation around IT patch management & provide to the Committee”. The Committee is happy to take management’s assertions that the policy has been developed and endorsed through Council’s Leadership Team.
- Cr Adamthwaite to be recorded on Committee papers as a non-voting member.

Updates to the minutes were noted by the Committee.

5 Agenda Items

5.1 Internal Audit Report - Developer Bonds and Contributions

The final Internal Audit report for the Developer Bonds and Contributions was provided for the information of the Committee and taken as read.

Stephen Prowse presented the audit results, advising the Committee that the overall outcome of Council’s controls around Developer Bonds and Contributions is ineffective. Whilst the result is not positive, Council is currently working towards improvements, with impacts now sitting between medium to low. Council has recruited a Development Contributions Officer who is working closely with the Development Contributions Advisory Group (DCAG).

ARIC members sought clarification around how an ineffective outcome eventuated. In particular the question of had improvement work commenced prior to this audit or only post audit. Council explained that it did not have a designated person allocated to manage contributions and they were maintained ad-hoc throughout the organisation. As Council works through the new process, they will rescind old work plans, register new ones and present them to Council for endorsement. New work plans will sit within the compliance register and be reviewed annually. The governance of developer bonds and contributions is also considered by the Development Contributions Officer. It was confirmed that repealed funds are incorporated into the works plan and identified as a risk.

ARIC recommended that the risk register and risk treaments for this area need to be reviewed.

Recommendation:

That the Audit Risk & Improvement Committee receive and note the Internal Audit Report – Developer Bonds and Contributions.

Moved: Merdith Caelli **Seconded:** Tony Harb

CARRIED

5.2 September 2024 Quarterly Budget Review

The September 2024 Quarterly Budget Review Statement (QBRS) was presented to the Committee for their review and comment with the statement taken as read.

Following this review, Council's Net Operating Result before capital items for the year is a projected deficit of $0.853m compared to Council's original budget of $0.177m deficit. Capital expenditure is projected to be $65.655m compared to the original budget of $54.705m. Loan funding is projected to decrease to $5.659m compared to original budget of $7.759m.

Additional waste charges at the Waste management Facility and the capital program have grown, and Council continues to work with capital budget owners. The Loan Borrowing Program has been revised, mainly due to the deferral of the Gym and Swim Dome Replacement Project.

ARIC members sought clarification around an increase in expenses. Council clarified that last year's figures didn't align to the labour model and casual staff did not appear in the figures and have been brought in this year. Further, Council's Finance team was working at reduced capacity last year. Incorrect and missing items have now been brought into the ledger resulting in an increase to forecast expenses. The increase is the revision to an underbudget item and not an increase in expenditure.

Recommendation:

That the Audit Risk & Improvement Committee receive and note the September 2024 Quarterly Budget Review Statement and the revised Loan Borrowing Program.

Moved: Tony Harb **Seconded:** Meredith Caelli

CARRIED

5.3 Development and Regulatory Services - Audit Report

A report on the potential scope of work for an audit of Development Assessment and Regulatory Compliance was presented to the Committee.

At the ARIC meeting of May 2022 there was discussion to add an audit for the Development and Regulatory Services Unit.

In response to this request, Council sought requests for quotes for the audit. Quotes received were outside the approved budget for internal audits and did not include specialists in planning and regulatory services.

Since sending out the tender for an external audit, Council has sought to make the following continuing improvements:

- Completion of a Service Delivery Review 2020/2021
- Development of Microsoft Power BI data metrics and dashboard
- Establishment of a Concierge Process, coordinating pre-DA meetings to support early assessment requirements
- Development of Stakeholder Engagement Plan

In July 2024 the Minister for Planning and Public Spaces amended the Environmental Planning and Assessment (Statement of Expectations) Order 2024 advising expectations for Councils in relation to performance on a range of planning and development functions. Council is meeting the benchmark and is well within the expectation. Bushfire biodiversity issues are still being address.

ARIC members commented that this is a reasonable and future-focused approach and look forward to a future maturity assessment report.

Recommendation:

That the Audit Risk & Improvement Committee receive and note the Development and Regulatory Services – Audit Report.

Moved: Meredith Caelli **Seconded:** Tony Harb

CARRIED

5.4 Internal Environmental Audit Recommendations

An internal audit was completed on Council's Environmental Management during Q4 2023 and subsequently finalised in February 2024. The report identified 10 recommendations, and the ARIC have endorsed actions 1 through 4 as completed.

The report provided for this meeting outlines the remaining recommendations – 5 through 10 – and seeks endorsement from the Committee for the actions assigned to address the remaining 6 recommendations.

Council advised that the newly appointed Environmental Risk Management Specialist works closely with the Project Control Group (PCG), and the PCG is chaired by Council's General Manager.

Recommendation:

That the Audit Risk & Improvement Committee receive and note recommendations 5 through to 10 and the assigned actions for Internal Audit – Environmental Management 1 April 2022 to 31 March 2023.

Moved: Meredith Caelli **Seconded:** Tony Harb

CARRIED

5.5 Annual Risk Management Report - Development & Environmental Services

The Development and Environmental Services business unit operational Risk Management Report for 2023 was provided for the information of the Committee.

ARIC members sought clarification around Council's MOU with NSW Police. Council explained that Rangers may work alone or in an unfriendly environment and identified the need for an MOU with the NSW Police.

Discussion around the risk appetite for this report and the need for connection between risk rating and risk appetite. ARIC members asked Council to consider what happens when an event is outside the risk appetite and whether the risk appetite statement assists Council in making sound decisions and improving outcomes.

Discussion took place around acceptable high risks and how they relate to innovation, the need to give context as to why some risks are outside the risk appetite and utilising the Risk Appetite Statement to benefit decision making.

Recommendation:

That the Audit Risk & Improvement Committee receive and note the Annual Risk Management Report - Development & Environmental Services.

Moved: Meredith Caelli **Seconded:** Tony Harb

CARRIED

5.6 Risk Management Maturity Self-Assessment

The Committee was advised that Council's annual risk management maturity self-assessment will be reported to the Audit, Risk and Improvement Committee in 2025.

Council will be completing the self-assessment through an enterprise risk management workbook provided by Statewide Mutual, as part of their existing Continuous Improvement Pathways (CIP) Program. This program allows Council to benchmark against other Councils and, importantly, will facilitate attestation required under the Guidelines Risk Management and Internal Audit for local councils in NSW.

Council confirmed that the management workbook is similar to the NSW Treasury model and specific to Local Government.

Recommendation:

That the Audit Risk & Improvement Committee receive and note the Risk Management Maturity Self-Assessment Report.

Moved: Meredith Caelli **Seconded:** Tony Harb

CARRIED

5.7 Business Continuity Plan Testing

The Committee was advised that Council's Business Continuity Plan will be tested in February 2025 and the report presented to the March 2025 meeting of the Audit, Risk and Improvement Committee.

Marsh will be conducting the Business Continuity Plan exercise with Council in early 2025. Deb will check with ELT and Marsh if an independent ARIC member can attend and in what capacity. The test focuses on Council's initial response to an event. ARIC members suggested to investigate business continuity at the second and third stage from a desktop perspective. Desktop scenarios may extract data more broadly to validate recovery timeframes, work arounds, and focus on continuity of service.

ARIC looks forward to the receiving the results of the test in the New Year.

Recommendation:

That the Audit Risk & Improvement Committee receive and note the Business Continuity Plan Testing report.

Moved: Tony Harb **Seconded:** Meredith Caelli

CARRIED

5.8 ICT Strategy Actions Update

An update on the progress of actions detailed in the Cyber Security & ICT Foundations Roadmaps was presented to the Committee.

Key achievements in the past 6 months include the migration from Skype for Business to Microsoft Teams Calling solutions and the implementation of a password hygiene solution.

ARIC members congratulated the team on a job well done and thanked Council for the continued updates.

Recommendation

That the Audit Risk & Improvement Committee receive and note the ICT Strategy

Actions Update Report.

Moved: Tony Harb **Seconded**: Meredith Caelli

CARRIED

5.9 Online Timesheet Review

A report outlining a review of the Online Timesheet application was provided for the information of the Committee. The review focussed on mitigating the risk of timesheet fraud and the system's ability to improve Council's time and attendance reporting.

The review outcome found that online timesheets may not mitigate timesheet fraud and recommends post-pay cycle reporting for managers to review and sign off and an internal audit on overtime and callout fees.

Management confirmed that integrity around timesheets will be listed as a cultural piece with the Combined Leadership Team.

There was general discussion around Council's different types of timesheets and varying work patterns. Staff are typically set up in a cost centre and not spilt across projects. Management confirmed that 60% of timesheets attribute to indoor staff on scheduled work patterns pre-set in the system and 40% are paper timesheets. Council's current pay system does not allow for pre-pay checking at management level.

Plant utilisation is coded into the timesheet and would need to be considered into online timesheets.

Council will conduct an internal audit of the timesheet process in Business Units.

Recommendation:

That the Audit Risk & Improvement Committee receive and note the Online Timesheet Review.

Moved: Meredith Caelli **Seconded:** Tony Harb

CARRIED

5.10 Approval Audit Risk and Improvement Committee - Four-year Strategic Work Plan

The Committee was advised the ARIC Strategic Four-Year Work Plan was approved by Council at its meeting on 22 October 2024. The Committee was also provided with

the ARIC Key Performance Indicators.

A clean copy of the ARIC Four-Year Work Plan and ARIC KPIs were provided for the information of the Committee.

ARIC members commented that some items may move forward in the schedule to future meetings.

The annual attestation of the work plan by the General Manager will be incorporated into the review plan and reflected in the risk management program.

Recommendation:

That the Audit Risk & Improvement Committee receive and note and receive the Approved Audit Risk and Improvement Committee Four-Year Work Plan and Committee Key Performance Indicators.

Moved: Meredith Caelli **Seconded:** Tony Harb

CARRIED

5.11 Revised Risk Appetite Statement

The revised Risk Appetite Statement was provided to the Committee for their feedback and comments.

The Risk Appetite Statement was presented to the ARIC in March 2024 with the Committee providing feedback in May 2024. Council is seeking feedback on the revised statement as provided to the Committee.

The Committee advised that there needs to be a connection between the risk appetite and the adopted risk ratings. For example, the risk appetite could be described as “manage risks to low” rather than “averse”. Annual business unit risk reports could demonstrate the residual risk ranking and the risk appetite for each risk and provide context if the risk ranking is outside the risk appetite. The Committee also suggested the application of a traffic light system for key risk indicators with measures at green, amber and red.

ARIC members congratulated Council on a very good document.

Recommendation:

That the Audit Risk & Improvement Committee receive and note the revised Risk Appetite Statement.

Moved: Tony Harb **Seconded:** Meredith Caelli

CARRIED

Tony Harb left the meeting at 3:58pm.

5.12 Management Letter - 2022/23 Overhead Reallocation Charges to Water and Sewer Business Activities

The Audit Management Letter for the 2022/23 Overhead Reallocation Charges to Water and Sewer Business Activities was provided for the information of the Committee.

The management letter methodology was discussed regarding cost drivers, etc. and the National Audits Group confirming there were no issues regarding the management letter.

ARIC members sought clarification around reporting obligations for this audit.

Council confirmed the audit is conducted if Council pays a dividend on Water and Sewer profits. The dividend is paid in arrears and calculated in 2 parts as per the Regulatory Assurance Framework. A dividend is paid at Council's discretion and is made from the Water and Sewer reserves.

Recommendation:

That the Audit Risk & Improvement Committee receive and note the Management Letter - 2022/23 Overhead Reallocation Charges to Water and Sewer Business Activities

Moved: Paul Quealey **Seconded:** Meredith Caelli

CARRIED

5.13 People at Work Survey (PAWS) Results

An overview of the People at Work Survey (PAWS) Results was provided for the information of the Committee.

Council implemented the People at Work Survey to help identify psychosocial hazards in the workplace and to develop an action plan, addressing any issues specific to the data collated from the survey.

ARIC members discussed the results and opportunities for enhancement. The redevelopment of the People Strategy will be incorporated into the CSP review promoting an equitable workplace.

Recommendation:

That the Audit Risk & Improvement Committee receive and note the People at Work

Survey (PAWS) Results and Action Plan.

Moved: Paul Quealey **Seconded:** Meredith Caelli

CARRIED

Mayor Moore left the meeting at 4:17pm.

Dwight Graham left the meeting at 4:17pm

5.14 Singleton Council Annual Report 2023/2024 and State of LGA Report 2022-2026

A copy of the State of the LGA report on the Create Singleton 2032 - Singleton Community Strategic Plan 2022-2032, and the 2023/2024 Annual Report was provided for the information of the Committee.

ARIC members requested to see an update on Council's position on Modern Slavery. Council confirmed a report will be presented at a future ARIC meeting.

ARIC members sought clarification around Council's intentions to increase its Indigenous workforce. Council confirmed it is reviewing its people strategy and increased participation of our Indigenous workforce is being incorporated.

ARIC members sought clarification and extra content regarding "Rates and Charges Written Off" in the Draft Annual Report.

Recommendation:

That the Audit Risk & Improvement Committee receive and note the Singleton Council Annual Report 2023/2024 and State of LGA Report 2022-2026.

Moved: Merdeith Caelli **Seconded:** Paul Quealey

CARRIED

5.15 ARIC Pulse Action Status Report - August 2024 to October 2024

The Audit Risk and Improvement Committee was provided the Pulse Actions Status Report for August 2024 to October 2024.

There was discussion around Pulse action status terminology, noting the timing of the report and the date of the meeting agenda.

Recommendation:

That the Audit Risk & Improvement Committee receive and note the Pulse Action Status Report – August 2024 to October 2024 and approve request to changes to due

dates.

Moved: Paul Quealey **Seconded:** Meredith Caelli

CARRIED

5.16 Annual Chairperson Report

ARIC Chair to circulate draft Chairperson report to the Committee for inclusion in the February 2025 Council meeting agenda.

NOTED

6 Other Business

- Nil

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
ARIC24-19	20/11/2024	Provide an update to the ARIC on Council's position on Modern Slavery in 2025.	Director Corporate & Commercial Services	19/03/2025
ARIC24-20	20/11/2024	Provide an update to the ARIC on Council's Aboriginal workforce and EEO program	P&C Manager	19/03/2025
ARIC24-21	20/11/2024	Provide clarification & further content regarding Rates & Charges Written Off in the Draft Annual Report.	IP&R Specialist	19/03/2025
ARIC24-22	20/11/2024	Determine whether Dr Caelli can attend the BCP test exercise as an observer.	Manager Integrated Risk	20/12/2024
N/A	20/11/2024	Draft & circulate Chair's Annual Report to committee members.	ARIC Chair	17/01/2025

8 Next Meeting

- Wednesday 19 March 2025, 2pm – 4pm

The Chair closed the meeting and thanked all for their participation and wished everyone the compliments of the season.

The meeting closed at 4:25pm.

Paul Quealey
Chair

DI&P6/25. Minutes - Singleton Sports Council Committee - 12/12/2024 **FILE:** 23/00693

Author: Executive Assistant - Directors

Executive Summary

The Singleton Sports Council Committee held its ordinary meeting on 12 December 2024. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1⇩ Minutes - Singleton Sports Council Committee - 12 December 2024

MINUTES
SINGLETON SPORTS COUNCIL
7:00PM THURSDAY 12 DECEMBER 2024

Present	Cr Danny Thompson – Singleton Council Cr Mel McLachlan – Singleton Council (Acting Chair) Howe Park Tennis Club – Mark Rix Singleton AFL – Mal Draper Singleton Golf Club – Greg Bateman Singleton Junior Rugby Union – Eric Blaikie Singleton Junior Rugby League – Dan Trees Singleton Junior Touch Football – Monique Buckley Singleton Mountain Biking Club – Alan Fletcher Singleton Netball – Kerril Hoswell Singleton Strikers Football Club (Community) – Mark Austin Singleton Strikers Football Club (Premier) – Julia Weir
In Attendance	Damian Morris – Manager Infrastructure Services, Singleton Council Amanda McMahon – Coordinator Recreation & Facilities, Singleton Council Julia Weir – Grants Management Specialist, Singleton Council Kellie Doherty – Minute Taker, Singleton Council
Meeting Location	Library Meeting Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
    - Mary-Anne Crawford – Singleton Council
    - Ian O'Brien – Singleton Triathlon Club
    - Carol Burgmann – Singleton Parkrun
    - Hilary Kennedy – Singleton Track & Field

2 Disclosure of Interests

- Cr McLachlan declared a non-significant non pecuniary interest due to involvement on Singleton Junior Touch Football's Committee however remained in the meeting.

3 Confirmation of Minutes

- The minutes of the Singleton Sports Council meeting held on Thursday 20 June 2024, were confirmed.

Moved Greg Bateman **Seconded** Cr McLachlan

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Review of Singleton Sports Council Committee Terms of Reference (ToR) FILE:23/00693

The Committee was asked to review the ToR and provide any feedback by Monday 13 January 2025 for collation.

Feedback and proposed changes received will be reported to the next Singleton Sports Council Committee meeting for consideration and endorsement.

Noted

5.2 Singleton Sports Council Committee Membership FILE:23/00693

The Sports Council Committee is:

- Cr Danny Thompson (Chair)
- Cr Mel McLachlan
- One representative of each sporting association located within the Singleton Local Government Area as nominated by their sporting association
- No community representative nomination was received

The Committee is supported by the following Council officers:

- Mary-Anne Crawford – Acting Director Infrastructure & Planning Services
- Damian Morris – Manager Infrastructure Services
- Amanda McMahon – Coordinator Recreation & Facilities
- Kellie Doherty – Infrastructure Services & Emergency Support Officer (Minute Taker)

Cr McLachlan asked if clubs are aware of anyone who would be interested in the role of community representative, to please advise Council officers.

Noted

5.3 Singleton Sports Council Committee Meeting Dates and Times FILE:23/00693

Damian advised the ToR state Sports Council is to meet bi-monthly or quarterly at a minimum.

Cr McLachlan noted bi-monthly works well and any important correspondence that needs to be provided to the Committee is done via email.

Alan Fletcher and Mark Rix agreed bi-monthly is suitable, however Mark suggested the removal of the December meeting. Cr McLachlan advised at the October meeting

feedback could be sought to determine if the December meeting is required or not.

The Committee agreed on the below dates for 2025:

Date	Time	Location
Thursday 13 February 2025	7:00pm	Library Meeting Room
Thursday 17 April 2025	7:00pm	Library Meeting Room
Thursday 19 June 2025	7:00pm	Library Meeting Room
Thursday 21 August 2025	7:00pm	Library Meeting Room
Thursday 16 October 2025	7:00pm	Library Meeting Room
Thursday 18 December 2025	7:00pm	Library Meeting Room

Recommendation:

That the Singleton Sports Council approve the proposed meeting dates and times for the Singleton Sports Council Committee for 2025.

Endorsed

5.4 Council Committee, Code of Conduct Policies and Conflict of Interest Procedure FILE:23/00693

Damian advised that Sports Council members have been provided with the following documents:

- Council Committees Policy
- Code of Conduct Policy
- Conflicts of Interest Procedure

Members must abide by these policies and procedures and requested everyone reads the documents.

Noted

5.5 GrantGuru - Singleton Grant Finder FILE:23/00693

Councils Grants Management Specialist, Julia Weir attended and advised Singleton Council has partnered with GrantGuru to launch the Singleton Grant Finder – an online portal that provides instant access to Australia's most comprehensive compilation of funding opportunities.

Users can register online for free and select what type of funding they're searching for, as well as receive email alerts when relevant grants become available, ensuring they can take full advantage of every funding opportunity that's available.

Julia recommended locating the guidelines prior to applying for grants as the guidelines will provide key information for eligibility requirements.

Singleton Grant Finder can be accessed via Singleton Grant Finder (grantguru.com)

and Julia can be contacted via grants@singleton.nsw.gov.au

Noted

5.6 Financial Report **FILE:23/00693**

The Singleton Sports Council – Financial report for November 2024 was reviewed by the Committee.

Mark Rix queried why some grants are committed and haven't been paid – Amanda advised that clubs haven't requested the funds as yet. Amanda also advised that Council do chase the clubs however clubs also can't apply for new funding if the previous acquittal hasn't been provided within 12 months.

Noted

5.7 Strategic Planning Update **FILE:23/00693**

Amanda provided an update on Strategic Planning:

Gowrie Park and Heuston Lookout Masterplan

- Michael White Landscape Architecture has been engaged to prepare masterplans for Gowrie Park and Heuston Lookout. The inception meeting is scheduled for 17 December with Community Consultation expected to be undertaken through January/February

Noted

5.8 Capital Works Planning **FILE:23/00693**

Damian provided an overview of the draft Capital Works Program for 2025/26:

Gym & Swim

- Council will be replacing the Dome at the Gym & Swim over the Summer period
- Council will be replacing the kids wading pool with a splash pad

Heights Sports Centre

- Council will be replacing the flooring

Allan Bull Reserve

- Funds have been allocated for installation of tiered spectator seating

Cook Park

- Renovation of some cricket wickets

Combo Lane Bridge

- Construction of bridge over Hunter River from Combo Lane to Col Fisher Reserve

Noted

5.9 Capital Works Delivery FILE:23/00693

Damian provided an update on the progression of the Capital Works delivery.

Athletics Amenities at Cook Park ($1,603,037)

- Final electrical commissioning work was completed on the 4 December
- The project is now complete

Cook #4 Amenities Extension ($2.2M)

- Under construction by RTC and due for completion in late April

Howe Park court refurbishment ($1,000,000)

- The project was completed in November

Replacement of Cook Park #3 Cricket Wicket ($60,000)

- Commencement of works has been delayed and are now due to start on 13 January 2025

Pioneer Road Mountain Bike Trails

- Under construction by Angry Goat Trails and due for completion in February

Alroy Oval and Amenities Upgrade

- Construction is being undertaken by Glascott Landscape and Civil and is due for completion in July 2025

Gym and Swim Indoor 25m Pool Dome

- Project has been delayed – awaiting Construction Certificate

- Will be constructed during the summer season of 25/26

Broke Recreation Ground Renewal ($601,150)

- Works have been completed

Sports Field Improvements ($200,000)

- Ongoing maintenance to sports fields (refer to maintenance activities below)

Noted

5.10 Maintenance Activities FILE:23/00693

There was 1 CRM received in October – November:

Date	Customer	Request	Outcome
18 October 2024	Howe Park Tennis	The Greenkeepers shed has no power. The sub board for the greenkeepers shed is located in the irrigation pump enclosure. This has a council lock to access. The power comes from the meter boxes adjacent to the Clubhouse but are currently controlled by Court Craft as part of the court upgrade project. So if access is required it will have to be arranged with Marco Cortesi.	The problem was rectified without any action required.

- Primo has been applied to all fields week commencing 9 December
- Fertiliser will be spread in February

Noted

5.11 Additional Summer Season Sportsground Applications FILE:23/00693

An additional application was received from Singleton Strikers – Premier League:

Sportsground	Club	Days & Times
Albion Park	Singleton District Cricket Association	Friday: 4pm – 7pm Saturday: 11am – 7pm Sunday: 9am – 6pm
Albion Park	Singleton Strikers – Premier League	13/12/2024 – 31/03/2025 Monday – Thursday 5.00pm – 8:00pm
Civic Park	Singleton District Cricket Association	Friday: 4pm – 7pm Saturday: 11am – 7pm Sunday: 9am – 6pm

Civic Park	Singleton Touch Football – Juniors	Monday – Sunday: 3.30pm – 9.00pm
Cook Park 1	Singleton District Cricket Association	Monday (Cook 4 only): 4pm – 7pm Friday : 4pm – 7pm Saturday: 11am – 7pm Sunday: 9.30am - 6pm
Cook Park 2	Singleton District Cricket Association	
Cook Park 3	Singleton District Cricket Association	
Cook Park 4	Singleton District Cricket Association	
Cook Park 5	Singleton District Cricket Association	
Cook Park 5	Singleton Track and Field Club	Monday, Tuesday, Thursday 4pm-9pm
Howe Park Sportsground	Singleton District Cricket Association	Friday: 4pm – 7pm Saturday: 11am – 7pm Sunday: 9am – 6pm
Howe Park Sportsground	Singleton Strikers Football Club	Monday: 3.30pm -6.30pm Thursday: 3.30pm – 6.30pm
Howe Park Tennis	Howe Park Tennis Club	Monday – Sunday: 7am-10pm
Victoria Square	Singleton Strikers – Premier League	13/12/2024 – 31/03/2025 Monday – Thursday 5.00pm – 8:00pm

Amanda advised the days and times at Albion Park fit in with Cricket and Strikers have also liaised with Cricket already.

Endorsed

5.12 Grant Programs FILE:23/00693

Amanda provided an update on the open Sports Grant funding opportunities:

Current Grant Applications

- Nil

Successful Grant Applications

- Nil

Singleton Council Sports Grant Program Round 2 2023/2024

- Council approved the below applications for funding, totalling $14,774 under Round 1 of the Singleton Sports Grant Program 2024/2025 at its meeting on the 26 November 2024
- There is $103,436 of remaining funds in the 2024/2025 Singleton Sports Grant Program.

Applicant	Project	Project Cost	Grant Amount
Singleton Rugby Club	Increase number of Solar Panels	$10,436.80	$5,200
Singleton PCYC	Singleton PCYC Amateur Boxing Competition Event	$11,147.50	$5,574.00
Singleton District Cricket Association	Replacing Old Pitch Mowers for Cook Park	$8,499.00	$4,000.00
	Total	**$30,083.30**	**$14,774.00**

Play Our Way Program

- Funding of up to $191.8M over three years from 2024-25
- Aims to address the barriers women and girls face when participating in sport and physical activity by delivering quality facilities and sport participation experiences where the need is greatest, and in a manner that is safe, equitable, accessible, inclusive, sustainable and enduring
- Facilities – applications between $50,000 and $1.5M
- Participation and equipment – applications between $50,000 and $1M
- Projects must be completed by 30 June 2027
- Round 1 closed 29 April 2024

	2024-2025	2025-2026	2026-2027	Total
Stream 1 : Facilities	$60M	$54M	$22M	$136M
Stream 2 : Participation and Equipment	$30M	$16M	$9.8M	$55.8M

Noted

5.13 Action List **FILE:23/00693**

Nil.

Noted

5.14 Sports Club Updates **FILE:23/00693**

Mark Rix – Howe Park Tennis Club

- Grand re-opening was on 30 November, Councillors and Politician Emily Saville attended
- Christmas party and presentation being held 13 December
- Competition and coaching finishing week commencing 16 December

Greg Bateman – Singleton Golf Club

- New pump shed has been finished with pump unit to be installed shortly pending approvals
- New kitchen is also finished and is open for lunch/dinner 7 days a week

Dan Trees – Singleton Junior Rugby League

- AGM has been held
- In the process of opening registrations
- Season to commence 5 April 2025

Alan Fletcher – Singleton Mountain Biking Club

- 2 new tracks at Maison Dieu have been finished along with the new carpark
- Major works being undertaken at Pioneer, the first stage is almost finished

Mark Austin – Singleton Strikers Football Club (Community)

- AGM has been held
- Looking to open registrations in the early new year
- Shipping containers at Rose Point have made a huge difference to operating safely

Eric Blaikie – Singleton Junior Rugby Union

- New Committee with several new people
- Development Program in February/March on Tuesday's/Thursday's for 8-18yrs
- Season to commence early April
- Registrations open around 18 December 2024

Monique Buckley – Singleton Junior Touch Football

- Whole new Committee
- Season commenced 9 weeks ago with approx. 890 registered players
- U7's through to Opens
- Struggling with the volume of players compared to available amenities, ineligible to host major carnivals due to this. Monique queried if Council had a temporary solution – Damian advised there are cost constraints but recommended submitting a CRM for Council to investigate options

Kerril Hoswell – Singleton Netball

- Twilight competition has wrapped up
- Good winter season with both social club and senior competition
- There is currently a big push with men's netball and are trying to increase male participation

- Male development carnival being held in the Hunter next year

Mal Draper – Singleton AFL

- AGM has been held with the new Committee a mix of old and new
- Currently in the off season

Julia Weir – Singleton Strikers Football Club (Premier)

- AGM held a few weeks ago, all roles filled except President
- Funding received for concept designs and are in consultation with Cricket for Howe Park
- Registrations are open and the season commences February

Noted

6 Other Business

- Mark Rix queried talk of Sports Council being changed from a 355 Committee to an Advisory Committee – Damian advised 355 Committees collect/allocate money which has not been done for several years, need to speak with Council's General Manager and will discuss at the next meeting.

- Greg Bateman asked what Council's process is for property damage after a recent incident where a golf ball smashed a vehicle – Damian advised all documentation/evidence is submitted to our insurer to determine however on this occasion believes this is a Civil matter between the golf player and car owner.

7 Action List

Meeting Date	Action	Responsible Officer	Due Date
12 December 2024	Committee members to review the ToR and provide feedback to Council	All Clubs	13 January 2025

8 Next Meeting

- Thursday 13 February 2025 at 7:00pm.

The meeting closed at 7:54pm

Cr Mel McLachlan
Chair

DI&P7/25. Minutes - Weeds Advisory Committee - 04/12/2024 **FILE:**
Author: Executive Assistant - Directors 19/00046/006

Executive Summary

The Weeds Advisory Committee held its ordinary meeting on 4 December 2024. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1⇩ Minutes - Weeds Advisory Committee - 04/12/2024

MINUTES
WEEDS ADVISORY COMMITTEE
1:30PM WEDNESDAY 4 DECEMBER 2024

Present	Cr Sue George, Deputy Mayor (Chair) Doug Campbell (UHWA) Martin Fallding Matt Kennedy (LLS) Wendy Lawson - Community Member Brian Atfield – Community Member Chiala Hernandez Silva - Coordinator Environmental Services, Singleton Council Bonnie Wilson - Sustainability Projects Officer, Singleton Council
In Attendance	Mary-Anne Crawford - Acting Director Infrastructure & Planning Services, Singleton Council Damian Morris - Manager Infrastructure Services, Singleton Council Vivian Waugh - Coordinator Development and Environmental Support Services, Singleton Council
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies
    - Ross Fleming – UHWA
    - Stuart Fredrick – Glencore
    - Meg Drinan – Landcare
    - Andrew Henry – Singleton Council

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

- The minutes of the Weeds Advisory Committee meeting held on Wednesday 5 June 2024, were confirmed.

4 Matters arising from the Minutes

- Action 16 - Explore restricting slashing beyond Dawson Hill Bridge

DISCUSSION

DM – New tender with slashing/hygiene management process as part of tender

- Action 18 - Investigate inclusion of weeds leaflet in rates mail out

MAC discussed with Rates team; a weeds brochure will be sent with the 2025/2026 rates notice.

5 Agenda Items

5.1 Singleton Weeds Advisory Committee MembershipFILE:19/00046/006

Executive Summary

The purpose of this report is to provide the Singleton Weeds Advisory Committee with confirmation of membership for the new four-year term of Council until September 2028.

FOR INFORMATION

Council recently sought expressions of interest from community members to participate on a range of Council Committees for the new four-year term of Council, which included the Singleton Weeds Advisory Committee.

Further, at the first meeting of the newly elected Council, confirmation of elected Councillor representation occurred.

As a result, the membership of the Singleton Weeds Advisory Committee is:

Cr Sue George – Deputy Mayor (Chair)
Brian Attfield – Community member
Doug Campbell – Upper Hunter Weeds Authority
Matt Kennedy – Local Land Services
Martin Fallding – Community member
Meg Drinan - Landcare
Stuart Frederick – Bulga Coal
Wendy Lawson – Broke Bulga Landcare
Andrew Henry, Acting Manager Development and Environmental Services
Chiala Hernandez Silva – Coordinator Environmental Services

The committee is supported by the following council officers:

Mary-Anne Crawford, Acting Director Infrastructure and Planning Services
Damian Morris, Manager Infrastructure Services
Vivian Waugh, Coordinator Development and Environmental Support

NOTED

5.2 Council Committee, Code of Conduct Policies and Conflict of Interest Procedure FILE:19/00046/006

Executive Summary

The purpose of this report is to provide the Singleton Weeds Advisory Committee with information regarding Council's Committee, Code of Conduct and Conflict of Interest policies and procedures.

The Singleton Weeds Advisory Committee is classified as an Advisory Committee of Council. As such, the committee has the capacity to advise or refer matters to Council for a decision. It does not have any executive, financial or delegated powers.

Advisory Committees have the authority to make recommendations but not to make decisions. Advisory committees are established to provide strategic advice and feedback in relation to a particular focus area as outlined in the committee's Terms of Reference.

Attached for the information of members of the committee are three key Council policies/procedures that guide the operation of Council Committees that are established to assist Council with the delivery of its strategic priorities.

The polices/procedures are:

- **Council Committees Policy POL/1026**
  This policy outlines the broad governance requirements of Council Committees.

- **Code of Conduct Policy POL/1011**
  This policy sets out the standards for Council officials. Section 3 – General Conduct obligations is relevant to all committees of Council.

- **Council Conflicts of Interest Procedure**
  This procedure is to set standards and provide guidance on how to manage conflicts of interest in an ethical manner.

NOTED

5.3 Review of Singleton Weeds Advisory Committee Terms of Reference FILE:19/00046/006

Executive Summary

The purpose of this report is to advise the Singleton Weeds Advisory Committee that a review of the Committee Terms of Reference is required.

FOR INFORMATION

The current Terms of Reference **(Attachment 1)** were adopted in September 2020. Local Government elections were held in September 2024 and new members for the committee were appointed in October 2024.

In accordance with Council process, the Terms of Reference (ToR) for all Committees are to be reviewed by the Committee and then adopted by Council at the beginning of each new Council term.

The Committee is asked to review the ToR and provide any feedback by Tuesday 28 January 2025 for collation. Feedback and proposed changes received will be reported to the next Singleton Weeds Advisory Committee meeting for consideration and endorsement.

DISCUSSION
MAC – Committee members to review the TOR and provide comments/feedback to Melissa Cope (mcope@singleton.nsw.gov.au) by 28/01/2024
Mel Cope will send a copy of the TOR with the minutes.

NOTED

5.4 Singleton Weeds Advisory Committee Meeting Dates and Times FILE:19/00046/006

Purpose:

The purpose of this report is to provide the committee with the proposed meeting dates and times for the Singleton Weeds Advisory Committee for 2025.

Date	Time	Location
Wednesday, 5 March 2025	1:30pm	Committee Room
Wednesday, 4 June 2025	1:30pm	Committee Room
Wednesday, 3 September 2025	1:30pm	Committee Room
Wednesday, 3 December 2025	1:30pm	Committee Room

Recommendation:

That the Singleton Weeds Advisory Committee approve the proposed meeting dates and times for the Singleton Weeds Advisory Committee for 2025.

NOTED

5.5 Agency Report - Singleton Council Update FILE:19/00046/006

Executive Summary

This report is to provide an update of Council's Infrastructure Services weed management activities.

DISCUSSION
MK – Treatment of African Olive in road reserve

Request for e-mail from DM regarding ownership of road reserve Eagles Hill – Action

DM & MK to liaise on treatment of African Olive on Transport for NSW land

NOTED

5.6 Agency Report - Upper Hunter Weeds Authority Update **FILE:19/00046/006**

An agency report will be provided by Upper Hunter Weeds Authority at the meeting.

FOR INFORMATION

DISCUSSION

DC – Treating sticky nightshade
DM – Is there any re-course for TFNSW not having weed hygiene process in place?
DC – Upper Hunter Weeds send a letter to local member about TFNSW need for weeds hygiene programme
Council to write a letter in support of upper Hunter Weeds - Action

NOTED

5.7 Agency Report - Hunter Local Land Services UpdateFILE:19/00046/00

An agency report will be provided by Hunter Local Land Services at the meeting.

FOR INFORMATION

DISCUSSION

MK – 3 Grant applications from Singleton LGA
Proposed monthly weed walks around town
Regional Weeds Committee meeting March 2025
Offer of Weed Hygiene Training - Offer
Increase in St Johns Wort
MAC – How does Council find out about training?
MK – Add MAC, BW,CH & DM to Regional Weeds Committee – Action

NOTED

5.8 Community Engagement **FILE:19/00046/006**

The purpose this report is facilitate regular discussion amongst the Committee around the topic of Community Engagement.

DISCUSSION

MF – Need to discuss how Weeds Committee approach Community Engagement – Part of TOR Review
Community Weeds Walk – Amount of weeds in town area
MAC – Council needs direction from Committee around what sort of action Council can take
BW – Council HUB has a Local Land Services content page, a page could be created

for Weeds Committee to promote events
SM – How does Sustainability Strategy fit into Weeds Committee space?
MAC – Discussion with Home in Place regarding plants being planted on properties – Action
DM – Any plants in road reserve that are weeds, submit a CRM
WL – Weed decks need to be updated
There needs to be a place on website for weed decks
Link to Weed Wise
MK – There are new versions of weed decks
Proposal to update weeds manual
WL – Has the weeds calendar been released?
MK – 2025 Weeds Calendar has been released
WL – Are there other options to eradicate weeds that are not chemical?
MK – Machinery or dig weeds out
No research currently being conducted
Research in BioControl
CH – Support for small scale landowners, show how to transition to native plants to replace garden
Support will be available on Sustainability Hub
BW – Currently asking Singleton Community – What does sustainable Singleton look like?
Submissions will be show cased at Community Arts Centre – closes end of January
CH - Strategy review of goals, special focus on weeds

NOTED

6 Other Business

- DC - Council introduced new weeds condition in DA consents – would have appreciated consultation
- MAC – Will discuss with Planners – Action
- MK - Singleton Beef and Land Management – Red lantana
- DM – Works approval needed to carry out work on TFNSW land
- Not all the weeds are on road reserve
- Upper Hunter Weeds to contact other landowners
- MF – New Local Government NSW Weeds Network – Council Involvement

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
20	04/12/24	E-mail a copy of TOR with Minutes	MC	20/12/2024
21	04/12/24	Committee to provide comments on TOR	Committee members	28/01/2025
22	04/12/24	How has distribution of weeds on road reserve changed?	DM	Next meeting
23	04/12/24	Request for e-mail from DM regarding ownership of road	DM	Next meeting

MINUTES
WEEDS ADVISORY COMMITTEE
1:30PM WEDNESDAY 4 DECEMBER 2024

		reserve Eagles Hill		
24	04/12/24	Raise profile of African Olive in road reserve	DM & MK	Next meeting
25	04/12/24	Liaise with Local Land Services – TFNSW hygiene on road reserve. Council to write a letter in support of Upper Hunter Weeds	DM	Next meeting
26	04/12/24	St Johns wort to be added to Sustainability Hub – Impact on Livestock	CH	Next Meeting
27	04/12/24	Add Council staff to Regional Weeds Committee	MK	Next Meeting
28	04/12/24	Advise ELT that LLS have offered meeting with Council to discuss Council role in Weed Management and Hygiene Training for Council staff	SG	Next Meeting
29	04/12/24	Letter to TFNSW in support of UHWA – Bypass Clearing of Weeds	MAC	Next Meeting
30	04/12/24	Liaise with UHWA – Weeds Hygiene Condition Added to DA Consents	MAC	Next Meeting
31	04/12/24	Review of TOR – Consider what Community wants Council to do regarding weeds management	Committee	28/01/2025
32	04/12/24	Meet with Home in Place to discuss weeds on rental premises	MAC	Next meeting
33	04/12/24	Invite committee to Opening of Singleton Sustainability Display February 2025	CH	Next meeting
34	04/12/24	Council to approach Men's Shed re growing suitable shade trees to sell so landowners can replace African Olive		

8 Next Meeting

- Wednesday 5 March 2025 at 1:30pm in the Committee Room.

The meeting closed at 2.41pm.

Cr Sue George, Deputy Mayor (Chair)
Chair

DI&P8/25. Minutes - Sustainability Advisory Committee - 12/12/2024 **FILE:** 19/00046/003

Author: Executive Assistant - Directors

Executive Summary

The Sustainability Advisory Committee held its ordinary meeting on 12 December 2024. The minutes of the meeting are shown as **Attachment 1** for Council's information.

FOR INFORMATION

Attachments

AT-1⇩ Minutes - Sustainability Advisory Committee - 12/12/2024

MINUTES
SINGLETON SUSTAINABILITY ADVISORY COMMITTEE
9.30AM THURSDAY 12 DECEMBER 2024

Present	Cr Godfrey Adamthwaite – Singleton Council (Chair) Cr Anne McGowan – Singleton Council Wendy Lawson - Community Member Sophie Nichols - Community Member Irene Perez Lopez – Academic Representative Henrietta Mooney for Meg Drinan - Local Landcare Coordinator Allison Warry - Local Land Services Agency Chiala Hernandez Silva - Coordinator Environmental Services, Singleton Council
In Attendance	Chris Knight – Bloomfield Group Mary-Anne Crawford - Acting Director Infrastructure & Planning Services, Singleton Council Bonnie Wilson - Sustainability Projects Officer, Singleton Council Vivian Waugh - Coordinator Development and Environmental Support Services, Singleton Council
Meeting Location	Committee Room

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies - Jonathan Wood Department of Planning & Environment

2 Disclosure of Interests

- Allison Warry – Community representative but also an employee of Local Land Services Agency

3 Confirmation of Minutes

MOVED Mrs Lawson **SECONDED** Member Nichols

- The minutes of the Singleton Sustainability Advisory Committee meeting held on Thursday 13 June 2024, were confirmed.

4 Matters arising from the Minutes

- Nil

MINUTES
SINGLETON SUSTAINABILITY ADVISORY COMMITTEE
9.30AM THURSDAY 12 DECEMBER 2024

5 Agenda Items

5.1 Election of Chairperson FILE:19/00046/003

Purpose:

The purpose of this report is for the Singleton Sustainability Advisory Committee to elect a Chairperson for the period 12 December 2024 to the commencement of caretaker period prior to the next Local Government election.

Discussion
Councillor McGowan withdrew her nomination for Chair, no election required.

Resolution
Appoint Councillor Adamthwaite as Chair for the period of 12 December 2024 to the commencement of caretaker period prior to the next Local Government election.

Moved Mrs Lawson **Seconded** Member Nichols

That the Singleton Sustainability Advisory Committee:

1. Determine whether the election of chairperson will be via open voting or secret ballot
2. Proceed to conduct the election of chairperson.
3. Elect a chairperson for the period 12 December 2024 until the commencement of caretaker period prior to the next Local Government Election.

5.2 Review of Singleton Sustainability Advisory Committee Terms of Reference FILE:19/00046/003

Executive Summary

The purpose of this report is to advise the Singleton Sustainability Advisory Committee that a review of the Committee Terms of Reference is required.

FOR INFORMATION

The current Terms of Reference **(Attachment 1)** were adopted in June 2022. Local Government elections were held in September 2024 and new members for the committee were appointed in October 2024.

In accordance with Council process, the Terms of Reference (ToR) for all Committees are to be reviewed by the Committee and then adopted by Council at the beginning of each new Council term.

The Committee is asked to review the ToR and provide any feedback by Monday 13 January 2025 for collation. Feedback and proposed changes received will be reported to the next Singleton Sustainability Advisory Committee meeting for consideration and

endorsement.

Discussion

- Committee to review TOR, particularly section 3 – functions of committee
- E-mail comments to Melissa Cope - mcope@singleton.nsw.gov.au by 28/01/2025
- Copy of TOR will be sent out with Minutes.

NOTED

5.3 Singleton Sustainability Advisory Committee Membership FILE:19/00046/003

Executive Summary

The purpose of this report is to provide the Singleton Sustainability Advisory Committee with confirmation of membership for the new four-year term of Council until September 2028.

FOR INFORMATION

Council recently sought expressions of interest from community members to participate on a range of Council Committees for the new four-year term of Council, which included the Singleton Sustainability Advisory Committee.

Further, at the first meeting of the newly elected Council, confirmation of elected Councillor representation occurred.

As a result, the membership of the Singleton Sustainability Advisory Committee is:

Cr Godfrey Adamthwaite
Cr Anne McGowan
Jonathan Wood, NSW Government Representative
Irene Perez Lopez, Academic Member
Wendy Lawson, Community Member
Sophie Nichols, Community Member
Allison Warry, Indigenous Representative
Meg Drinan, Local Landcare Coordinator

The committee is supported by the following council officers:

Mary-Anne Crawford, Acting Director Infrastructure and Planning Services
Andrew Henry, Acting Manager Development and Environmental Services
Chiala Hernandez Silva, Coordinator Environmental Services
Bonnie Wilson, Sustainability Projects Officer
Vivian Waugh, Coordinator Development and Environmental Support

NOTED

5.4 Singleton Sustainability Advisory Committee Meeting Dates and Times FILE:19/00046/003

Purpose:

The purpose of this report is to provide the committee with the proposed meeting dates and times for the Singleton Sustainability Advisory Committee for 2025.

DISCUSSION

- SN – Asked about timeframe for community members submitting reports
- MAC – Confirmation will be provided on timeframe.

That the Singleton Sustainability Advisory Committee approve the proposed meeting dates and times for the Singleton Sustainability Advisory Committee for 2025.

Moved Member A McGowan **Seconded** Member Nichols

5.5 Council Committee, Code of Conduct Policies and Conflict of Interest Procedure FILE:19/00046/003

Executive Summary

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- **Code of Conduct Policy POL/1011**
  This policy sets out the standards for Council officials. Section 3 – General Conduct obligations is relevant to all committees of Council.

- **Council Conflicts of Interest Procedure**

This procedure is to set standards and provide guidance on how to manage conflicts of interest in an ethical manner.

NOTED

5.6 Sustainability Strategy Review FILE:19/00046/003

Executive Summary

A presentation will be given to the committee outlining the key milestones and objectives in the review of the Singleton Sustainability Strategy 2019-27

Following, the committee will have an opportunity to discuss and workshop the objectives of the current sustainability Strategy and their relevance.

DISCUSSION

- BW – Overview of Sustainability Strategy Review
- Council have endorsed Corporate Action Plan
- Internal workshop with Project Control Group (PCG)
- Community Engagement Campaign
- Entries will be showcased at the Community Arts & Cultural Centre
- Christmas on John Street – 35 entries received
- AM – Asked if there was any particular theme that stood out.
- BW – Concerns around waste consumption and impact and energy use
- CH – survey around Councils 4 main goals
- Committee to respond via QR code
- Will circulate survey questions to committee
- Will send responses to survey with minutes
- Any additional comments and feedback can be e-mailed to chernandezsilva@singleton.nsw.gov.au
- Appreciation for Committee's participation in survey

NOTED

6 Other Business

- HM – Landcare Information on Sustainability Hub needs it own web page – supported by Allison Warry.
- SN – Calls from concerned land holders regarding clearing of land at McDougalls Hill.
- HM – Landcare will have a cultural space at Singleton Community Garden.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
1	15/09/2022	Raise an agenda item for the Aboriginal Reconciliations Committee for a member/s to attend the Sustainability Committee.	MAC / TJ	Ongoing
2	12/12/2024	Appoint Chris Knight to committee as a committee member	MAC	Next meeting
3	12/12/2024	Send a copy of the ToR with minutes	MC	18/12/2024
4	12/12/2024	Confirmation of timeframe for submitting reports from community members of the committee	MAC	Next meeting
5	12/12/2024	Circulate survey questions to committee	CH	Next meeting
6	12/12/2024	Copy of survey responses to be sent with minutes	CH	18/12/2024
7	12/12/2024	Landcare to have their on page on Sustainability Hub	BW	Next meeting
8	12/12/2024	Report to committee – Investigation into clearing of land at McDougalls Hill	MAC	Next meeting

8 Next Meeting

- 13 March 2024, 9:30am, Committee Room

The meeting closed at 11:08am.

Cr Godfrey Adamthwaite
Chair

QG1/25. Questions of Which Notice Has Been Given - 10 December 2024 **FILE:** 8.2024.268/04
Author: Governance Lead

Detail

1. Cr Mel McLachlan – Development Application Update

FOR COUNCIL'S INFORMATION

1. Cr Mel McLachlan – Development Application Update

Please provide an update on the new DA submitted for the site at Minimbah where the activities of the Last Stop Donkey Programme are being undertaken.

Answer

Council has received a development application for the construction of relocatable farm buildings at 119A Minimbah Drive, Whittingham. The development application is under assessment by Council staff.

Attachments
There are no attachments for this report