

# AGENDA

## Mount Thorley Warkworth Voluntary Planning Agreement

### Community Committee

<b>Members</b>	Sue Moore, Mayor (Chair) Gary Mulhearn (Yancoal Representative) Ian Hedley (Community Representative) Pauline Rayner (Community Representative) Neale McCallum (Community Representative) Stirling Keayes (Community Representative) Sarah Purser (Community Representative) Melinda Curtis (Executive Director) Kellie Jordan (IP+R Specialist) Jess Dunston (VPA Projects Officer) Alessandra Seidler (VPA Projects Officer)
<b>Attendees</b>	
<b>Meeting Date and Time</b>	30 October 2025 at 1pm - 2pm
<b>Location</b>	Committee Room

#### 1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair

*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:
  - Judith Leslie (Alternate Community Representative)

#### 2 Disclosure of Interests

#### 3 Confirmation of Minutes

Minutes of the Mount Thorley Warkworth Voluntary Planning Agreement  
 Community Committee meeting held on 11 September 2025..... 3

#### 4 Matters arising from the Minutes

#### 5 Agenda Items

5.1 Submission Workshop - Round 2 2025 ..... 11

**AGENDA**  
**Mount Thorley Warkworth Voluntary Planning Agreement**  
**Community Committee**

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**6 Next Meeting**

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

**Sue Moore, Mayor**  
Chair

**MINUTES  
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING  
AGREEMENT COMMUNITY COMMITTEE  
1PM - 3PM THURSDAY 11 SEPTEMBER 2025**

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<b>Present</b>	Sue Moore, Mayor (Chair) Gary Mulhearn (Yancoal Representative) Pauline Rayner (Community Representative) Neale McCallum (Community Representative) Stirling Keayes (Community Representative) Melinda Curtis (Executive Director) Jess Dunston (VPA Projects Officer - job share) Alessandra Seidler (VPA Projects Officer - job share)
<b>In Attendance</b>	Kellie Jordan IP+R Specialist
<b>Meeting Location</b>	Council Committee Room

**1 Welcome and Apologies**

- Welcome
- Acknowledgement of Country by Chair
- Apologies:
  - Ian Hedley (Community Representative)
  - Sarah Purser (Community Representative)
  - Judith Leslie (Alternate Community Representative)

**2 Disclosure of Interests**

- Nil

**3 Confirmation of Minutes**

- **MOVED** SK **SECONDED** GM that the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting held on Wednesday 2 July 2025, were confirmed.

**4 Matters arising from the Minutes**

- Nil.

**5 Agenda Items**

**5.1 Action Update**

**FILE:25/00027/006-02**

The Committee were provided with an update on actions that have arisen from MTW VPA minutes.

**NOTED**

**5.2 Financial Report**

**FILE:25/00027/006-02**

The Financial Report as of the 14 August 2025 was circulated with the agenda for the Committee's information.

The Acquittal Process for completed projects will be completed at the March 2026 Committee meeting.

**NOTED**

**5.3 Project Update**

**FILE:25/00027/006-02**

The project update was circulated with the agenda, with updates on all VPA funded projects as at 26 August 2025.

Project manager for Old Bulga School House project has submitted all documentation to Crown Lands for Land Owner's Consent. Outcome of Land Owner's Consent Application will be provided in writing. Land owner's consent is required before any works can commence.

**NOTED**

**5.4 Bulga Stock Reserve Restoration and Weed  
Management  
Project Update**

**FILE:25/00027/006-02**

The Bulga Stock Reserve Restoration and Weed Management Project report was provided to the Committee.

Works completed since April 2025 when the project commenced were outlined in the report. Further discussion around the breakdown of project costings and what further information can be provided within procurement policy.

**ACTION** - VPA Staff to liaise with Bulga Stock Reserve Project Manager and determine whether community members can visit the Stock Reserve.

**ACTION** - VPA Staff to meet with Council technical staff and identify what details of the itemised milestone costings for the Bulga Stock Reserve Restoration and Weed Management tender can be provided to the Committee.

**NOTED**

**5.5 Submission Workshop - Round 1 2025 - Deferred  
Project Assessment** **FILE:25/00027/006-02**

The Mount Thorley Warkworth VPA Community Committee assessed and voted on the project proposals deferred from the Submission Workshop on 2 July 2025.

The following projects were assessed by the Committee. A full breakdown of voting and feedback provided by the Committee is included with recommendations for each project.

**1. Enhanced Community Yoga & Connection Program**

Total of:

- 4 refusal votes
- 1 recommended vote

**Recommendation: Refusal of application**

Committee Votes and Feedback:

- **Pauline – No**

Service is already being offered through alternate funding.

- **Stirling – No**

Existing alternate funding.

- **Neale – No**

Business is already funded through Bulga Coal.

- **Mayor – Yes**

Community feedback was positive so would like to see it go ahead.

- **Gary – No**

Existing program already receives alternate funding. Happy to re-visit if other funding comes to an end.

**MOVED SK SECONDED NM**

**2. Bulga Tennis Court Refurbishment Projects**

As per Committee recommendation following the Submissions Workshop on 2 July 2025, the following two project were considered together:

- **Bulga Tennis Court Refurbishment – Additional Funding**
- **Tennis and Soccer Practice Wall**

Following the Committee's deferral for clarification recommendation, the Committee were provided with two options for the Bulga Tennis Court Refurbishment – Additional Funding Project. Both options incorporated the Tennis and Soccer Practice Wall and were presented as follows:

- **Option 1** – Inclusion of Tennis and Soccer Practice Wall application and NO lighting upgrades
- **Option 2** - Inclusion of Tennis and Soccer Practice Wall application and lighting and pole upgrades.

Total of 5 recommended votes for Option 2.

**Recommendation: Recommended approval**

Committee Votes and Feedback:

- **Pauline – Yes. Option 2**
- **Stirling – Yes. Option 2**
- **Neale – Yes. Option 2**
- **Mayor – Yes. Option 2**
- **Gary – Yes. Option 2**

**ACTION** - Liaise with Bulga Tennis Court Refurbishments Project Manager to identify the possibility of adding an acknowledgment sign to project scope to inform community that the Bulga Tennis Court Refurbishment Project was funded through the MTW VPA.

**MOVED** NM **SECONDED** PR

**RECOMMENDATION:**

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That the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee recommends to Council that:

1. The following applications be **recommended for funding**:

- Bulga Tennis Court Refurbishment – Additional Funding at a value of \$115,504.476
- Tennis and Soccer Practice Wall at a value of \$60,500

2. The following application be **refused**:

- Enhanced Community Yoga & Connection Program

**Summary of Project Outcomes:**

<b>Project Assessed</b>	<b>Amount</b>	<b>Committee Recommendation</b>
Bulga Tennis Court Refurbishment – Additional Funds	\$115,505	Recommended for funding
Tennis and Soccer Practice Wall	\$60,500	Recommended for funding
Enhanced Community Yoga & Connection Program	\$32,300	Refused

**NOTED**

**6 Other Business**

- Committee were advised by Executive Director that in future, Singleton Council will only Project Manage or apply for new projects through the MTW VPA when explicitly requested by the community and Mount

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Thorley Warkworth Community Committee, and subsequently endorsed by Council.

- Pauline Rayner – discussed the option of acquisition of land between to Council Water and Sewer Depot land and the Bulga Stock Reserve.
- Stirling Keayes – can the Resurfacing of Cricket Pitch project application be re-submitted to the Committee with further community feedback for re-assessment.
- Neale McCallum- enquired on the possibility of Council establishing another Village Masterplan. Mayor advised not currently in any plans.

**ACTION** - Provide the Committee with information regarding the history of the proposed acquisition of private land next to Bulga Stock Reserve.

**ACTION** – Provide Committee with an overview of Liability Insurance information on Council owned property and facilities such as sporting fields and parks.

**ACTION** - VPA staff to contact applicant for the Resurfacing of Cricket Pitch Project to request application for project is resubmitted with further community feedback, including support from the local Primary School.

**ACTION** - VPA staff to re-distribute Bulga Stock Reserve Masterplan and Design Plan information with Committee.

## 7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
	11 September 2025	VPA Staff to liaise with Bulga Stock Reserve Project Manager and determine whether community members can visit the Stock Reserve.	VPA Projects Officer	October Meeting
	11 September 2025	VPA Staff to meet with Council technical staff and identify what details of the itemised milestone costings for the Bulga Stock Reserve Restoration and Weed	VPA Projects Officer	October Meeting

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		Management tender can be provided to the Committee.		
	11 September 2025	Liaise with Bulga Tennis Court Refurbishments Project Manager to identify the possibility of adding an acknowledgment sign to project scope to inform community that the Bulga Tennis Court Refurbishment Project was funded through the MTW VPA.	VPA Projects Officer	October Meeting
	11 September 2025	Provide the Committee with information regarding the history of the proposed acquisition of private land next to Bulga Stock Reserve.	VPA Projects Officer	October Meeting
	11 September 2025	Provide Committee with an overview of Liability Insurance information on Council owned property and facilities such as sporting fields and parks.	VPA Projects Officer	October Meeting
	11 September 2025	VPA staff to contact applicant for the Resurfacing of Cricket Pitch Project to request application for project is resubmitted with further community feedback, including support from the local Primary School.	VPA Projects Officer	October Meeting
	11 September 2025	VPA staff to re-distribute Bulga Stock Reserve Masterplan and Design Plan information with Committee.	VPA Projects Officer	October Meeting

**MINUTES  
MOUNT THORLEY WARKWORTH VOLUNTARY PLANNING  
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**8 Next Meeting**

- Thursday 30 October 2025, 1pm – 4pm, Singleton Council Committee Room

The meeting closed at 2.57pm.

**Sue Moore, Mayor**  
Chair

**5.1. Submission Workshop - Round 2 2025**

**Author:** VPA Projects Officer

**FILE:**

25/00027/006-01

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**Executive Summary**

The Mount Thorley Warkworth VPA Community Committee will be assessing and voting on the project proposal submitted during Round 2 of the Mount Thorley Warkworth VPA Funding Program.

**FOR INFORMATION**

The structure of the submission workshop will be as follows:

- Open with an overview of the process followed for Round 2 of the Mount Thorley Warkworth VPA Funding Program.
- Overview of project proposal received:
  - Resurfacing of Cricket Pitch
- A report on the community feedback submitted during the community engagement (informal exhibition) period for the application received.
- The Committee will vote on the project proposal received during Round 2 of the Mount Thorley Warkworth VPA Funding Program.
- OPTIONAL: Committee members will be given the opportunity to discuss their reasons for their recommendation for each project (2 minutes).

**Attachments**

- AT-1** [↓](#) Overview of Assessment Criteria and Scoring Sheet for submission workshop - Mount Thorley Warkworth MTW
- AT-2** [↓](#) Voting Assessment and Criteria Score Sheet - Mount Thorley Warkworth MTW Voluntary Planning Agreement VPA



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## OVERVIEW OF ASSESSMENT CRITERIA AND SCORING SHEET

### MEMBER STRUCTURE

According to the Planning Agreement - Warkworth and Mount Thorley Continuation Projects:

#### 6. Governance Committee

- (a) the contributions to the Bulga Community Project Fund will be used (in whole or in part) proposals that are identified and recommended by the Governance Committee. Although final approval of proposals will rest with Council at its absolute discretion);*
- (b) in considering whether to recommend such proposals, the Governance Committee is to have regard to community needs and ensure that the proposals will provide a material public benefit;*
- (c) the Council and the Proponents may identify and recommend proposals to the Governance Committee for consideration;*
- (d) the governance committee will comprise two (2) representatives from Council, one (1) representative from the Proponents as well as five (5) Bulga and surrounds Community Representatives. The committee will be chaired by the Mayor, and in the absence of the mayor, by the general manager of Council;*
- (e) the representatives on the Governance Committee must act in good faith and seek to identify and recommend proposals by unanimous consensus; and*
- (f) if unanimous consensus cannot be achieved, the representatives on the Governance Committee may resolve to recommend proposals to Council, proposals by a majority vote.*

According to the Mount Thorley Warkworth (MTW) VPA terms of reference:

#### 5. Membership and length of term

Membership of the Committee shall consist of:

- *The Mayor of Singleton as Chairperson of the committee, or the General Manager of Singleton Council, Executive Manager or their delegate in the Mayor's absence*
- *One (1) Yancoal representative*
- *Five (5) Bulga and surrounds Community Representatives plus an alternate who will attend meetings in a non-voting capacity unless a Community Representative is absent.*

*The following staff will attend in an advisory capacity only:*



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- *Two (2) Singleton Council staff members, one of whom will be the General Manager, Executive Manager or delegate.*

#### **6. Operation**

- *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.*

#### **7. 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.*

### **WHO CAN VOTE**

Voting members are detailed in the Terms of Reference, including:

- The Mayor of Singleton as Chairperson of the committee, or the General Manager of Singleton Council, Executive Manager or their delegate in the Mayor's absence
- One (1) Yancoal representative
- Five (5) Bulga and surrounds Community Representatives.

Any observers, visitors or alternative members cannot vote. An alternative member can only vote when they are required to step into a member's role. The two (2) Council staff members will attend in an advisory capacity only and will not vote, as with any other Council staff or minute taker who attend in support of the meeting.

If voting members are unable to attend a submission workshop they may submit their feedback/comments via email to the VPA Projects Officer or Executive Manager prior to the submission workshop date. However, this will not count as a vote.



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## HOW TO VOTE

### Pre-Submission Workshop

Committee members will receive the full application package to review prior to the submission workshop. It is important that committee members read through the application packages prior to attending the submission workshop as there will not be sufficient time to go through the applications one by one on the day.

Committee members will need to review:

- Application
- Expenditure Table
- Stakeholder Consultation Table
- Any further supporting documentation.

### During Submission Workshop

Council will present any feedback received during the informal public exhibition period to the committee prior to voting. Council will also report any necessary project information collected and/or received after submission but prior to the workshop.

The committee will use the Voting Assessment and Criteria Score Sheet to assess each project against the agreed principles. The committee will score each principle as follows:

Score	Recommendation	Further Definition
3	Recommended yes	If the applicant/ application has addressed this principle.
2	Recommended with changes	The applicant /application has not adequately addressed this principle and I would like to see some improvements.
0	Refused	The applicant/application has not addressed the principle.

The principles for the prioritisation of projects have been established to ensure robust processes and consistency with the allocations of funds from the MTW VPA.



## MOUNT THORLEY WARKWORTH VPA FUNDING

All principles are addressed throughout the application process and further explained below.

<b>Eligibility Criteria</b> Consistency with meeting the public purpose under the EPA ACT and MTW VPA.	<b>Robust Budget and Detailed Costing</b> Applicants will need to complete a detailed expenditure table which details appropriate breakdown of costs and quotes.
<b>Sustainability - Operational and Maintenance Costs</b> Have you considered / calculated ongoing cost to Council and community for life cycle of the project? And design life (how long is the lifespan), replacement costs (subject to specific case studies, and whether the expectation to replace is there). We will have the appropriate Council staff to review this section of your application, upon request.	<b>Sustainability – Social - Community Support + Community engagement and stakeholder consultation</b> Has the community been consulted on the proposal? Are there any stakeholders engaged with the project? A summary of applications will be available for an informal public feedback period. Public exhibition may be required for larger projects.
<b>Strategic alignment</b> Does the project align with the purpose of the MTW VPA and Council strategic plans? Eg: Bulga/Milbrodale Village Masterplan as part of the Singleton Village Master Plan.	<b>Conflict of Interest</b> Does your project only benefit the applicant and / or close relations? Committee members with a conflict of interest with a project may be excused from scoring.
<b>Sustainability – Environmental</b> As it relates to a specific project. Have you considered the environmental impacts of your project?	<b>Capacity to Deliver</b> Who will be managing the project, are they suitable, do they have the correct resources and skills to undertake such a project.
<b>Governance and procurement</b> Are there processes and systems to ensure good governance for the project?	<b>Need and Evidence</b> Is there an essential need for this in the community with clear evidence supporting.
<b>Community Benefit</b> Does your project add value to the community, draw more people to the area, increase quality of life for community members?)	<b>Funding availability</b> It is highly recommended that applicants consider whether there are alternative sources for funding



## MOUNT THORLEY WARKWORTH VPA FUNDING

	or co funding opportunities available when applying for MTW VPA funding.
<b>Personal Monetary Gain</b> As the applicant, if you or a related party receive a monetary gain from this project, you will not be eligible for funding.	<b>Risk assessment</b> Consider the risks associated with the project (reputational and operational).

Once the committee has scored every principle that will add up their final score.

Score total	Recommendation
28 - 42	Recommended yes – meaning the Committee agrees with the project and would like to see it recommended for Council endorsement.
17 - 27	Recommended with changes – meaning the Committee agrees with some of the project but recommends some changes be made to the application. For example: An application for a new tennis court fence is submitted. The Committee agree with the need for the new fence but recommend the applicant consider a different style of gate. The applicant can provide information and costings relating to the different style of gate, and the Committee can review the information and make a further recommendation.
0 - 16	Refused – meaning the Committee does not agree that the project meets the requirements of the VPA. The applicant will be provided feedback from the committee which they can use to make changes to their application and submit the update at another time.

Once the score is totalled, the committee will also have an opportunity to present their final assessment, final recommendation and overview of reasons for recommendation (long response).

It is the final recommendation that is counted as the vote for each member. "All decisions and recommendations to Council shall be agreed by the Committee, preferably by consensus, or by majority vote of voting members present." (*Terms of Reference*)

Final recommendations and voting sheets will be submitted to the VPA Project Officer at conclusion of the submission workshop for record keeping.



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### **Post-Submission Workshop**

The VPA Project Officer will count the final recommendations presented by each voting member.

Whether consensus or majority, the committee will be notified within 3 business days post submission workshop on the determined recommendation. “Although final approval of proposals will rest with Council at its absolute discretion”. (*Planning Agreement*)

Final recommendations will be reported at the next suitable Council meeting and the committee will be advised of the decision by Council within 3 business days of that meeting.

Project:



## Voting Assessment and Criteria Score Sheet

Principles for prioritisation of projects	Score		Score tally
<b>Eligibility Criteria</b> Does this application show evidence of meeting the public purpose under the EPA Act and MTW VPA Terms of Reference?	0	No	
	2	Partially	
	3	Yes	
<b>Need and Evidence</b> Is there essential need for this in the community, displayed with clear evidence support?	0	No	
	2	Partially	
	3	Yes	
<b>Community Benefit for Bulga and Surrounds</b> Does this project add value to the community, without impacting the quality of life and community amenity?	0	No	
	2	Potentially	
	3	Yes	
<b>Community Support + Community engagement and stakeholder consultation</b> Has this applicant consulted with the community and taken the feedback on board when planning this project?	0	No	
	2	Partially	
	3	Yes	
<b>Strategic Alignment</b> Does the project align with Council's strategic plans?	0	No	
	2	Partially	
	3	Yes	
<b>Conflict of Interest</b> Is there a conflict of interest present?	0	Yes	
	3	No	
<b>Sustainability – Environmental</b> Does this project give consideration to the environment?	0	No	
	2	Partially	
	3	Yes	

<b>Capacity to Deliver</b> Is the applicant, or their sourced Project Manager, suitable for this project and do they have the correct resources to do a good job?	0	No	
	2	Potentially	
	3	Yes	
<b>Governance and procurement</b> Does the Project Manager have evident processes and systems in place to ensure good governance for the project?	0	No	
	2	Potentially	
	3	Yes	
<b>Sustainability - Operational and Maintenance Costs</b> Has the applicant provided an outline of realistic operational and maintenance costs, with guidelines and expectations of the project lifecycle?	0	No	
	2	Partially	
	3	Yes	
<b>Robust Budget and Detailed Costing</b> Has the applicant provided detailed quotes to support their application and breakdown of the costs involved?	0	No	
	2	Partially	
	3	Yes	
<b>Funding availability</b> Is there funding available for this project from an alternative source, or potential for co funding?	0	Yes	
	2	Potentially	
	3	No	
<b>Personal Monetary gain</b> Will the applicant or related parties receive a monetary gain from this project?	0	Yes	
	3	No	
<b>Risk assessment</b> Has the applicant considered the risks associated with the project (including reputational and operational)?	0	No	
	2	Partially	
	3	Yes	
<b>Score Total:</b>			

Refused = 0 – 16

Recommended with changes = 17 – 27

Recommended yes = 28 – 42

For Committee member final assessment

Final Recommendations	Recommended yes	
	Recommended with changes	
	Refused	
Overview of reasons for Recommendations		