

AGENDA

United Wambo Voluntary Planning Agreement Community Committee

Members	Cr Sue George, Deputy Mayor (Chair) Aislinn Farnon (United Wambo Representative) David Thelander (Community Representative) Emily Lambkin (Community Representative) Brian Atfield (Community Representative) Paul Nichols (Community Representative) Melinda Curtis (Executive Director) Jess Dunston (VPA Projects Officer) Alessandra Seidler (VPA Projects Officer) Kellie Jordan (IP+R Specialist)
Attendees	
Meeting Date and Time	20 November 2025 at 12 pm - 1 pm
Location	Jerrys Plains School of Arts

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

2 Disclosure of Interests

3 Confirmation of Minutes

Minutes of the United Wambo Voluntary Planning Agreement Community Committee meeting held on 21 August 2025 3

4 Matters arising from the Minutes

5 Agenda Items

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AGENDA**United Wambo Voluntary Planning Agreement Community Committee**

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

Cr Sue George, Deputy Mayor Chair
Chair

Present	Cr Sue George, Deputy Mayor (Chair) Aislinn Farnon (AF) (United Wambo Representative) David Thelander (DT) (Community Representative) Emily Lambkin (EL) (Community Representative) Brian Atfield (BA) (Community Representative) Kira-Lee Tyrrell (KT) (Community Representative) Shelley Mitchell (SM) (Community Representative) Paul Nichols (PN) (Alternate Community Representative) Melinda Curtis (MC) (Executive Director) Jess Dunston (JD) (VPA Projects Officer) Alessandra Seidler (AS) (VPA Projects Officer) Kellie Jordan (KJ) (IP+R Specialist)
In Attendance	Dwight Graham (DG) (Director Corporate and Community Services)
Meeting Location	Jerrys Plains School of Arts

1 Welcome and Apologies

- Welcome
- Acknowledgement of Country by Chair
- Apologies - Kira-Lee Tyrrell

2 Disclosure of Interests

- Nil

3 Confirmation of Minutes

MOVED BA **SECONDED** PN The minutes of the United Wambo Voluntary Planning Agreement Community Committee meeting held on Thursday 29 May 2025, were confirmed.

4 Matters arising from the Minutes

- Nil

5 Agenda Items

5.1 Action Update

FILE:25/00128/003-02

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

All actions from the previous meeting have been completed or are in progress.

NOTED

5.2 Project Update

FILE:25/00128/003-02

The project list was circulated with the agenda, with updates on the active/open United Wambo VPA funded projects as of 30 July 2025.

PN raised the issue of the flooding of Wambo Street and the flow into the Jerrys Plains Recreation ground visible on the day of the meeting. Discussion was had about funding upgrades to culverts outside of the UW VPA.

ACTION - Council to provide the Committee with a process for how to make a request to Council that culvert upgrades to Wambo Street be funded from Wallaby Scrub Road funds.

ACTION - VPA Staff to provide Council technical staff with photos and videos demonstrating the flooding and pooling of water at the Jerrys Plains Recreation Grounds.

NOTED

5.3 Financial Report

FILE:25/00128/003-02

The Financial Report as of 30 July 2025 was circulated with the agenda for the Committee's information.

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

PN raised concern with the wording on the Financial Report being misleading – Stages 2 and 3 Jerrys Plains Masterplan.

ACTION – VPA Staff to work with the Finance Team to update the wording of Stages 2 and 3 Jerrys Plains Masterplan on the Financial Report to Stages 2 and 3 Jerrys Plains Recreation Ground Masterplan. If this is not possible, a notation is to be added to the Financial Report to clarify this item.

NOTED

5.4 Accumulated Interest Update

FILE:25/00128/003-02

The Committee was provided with a report on the accumulated interest accrued on the UW VPA Reserve. Discussions were led by Dwight Graham, Council's Director Corporate and Community Services on Council's Investment Policy.

AF raised concerns with why interest hasn't been applied from the inception of the UW VPA as it was discussed at the first Committee Meeting. Record of these discussions has not been documented.

RECOMMENDATION:

MOVED: EL **SECONDED:** SM that the United Wambo Voluntary Planning Agreement Community Committee recommends that Council investigate the amount of interest that has not been paid from the period of the inception of the agreement until July 2023.

NOTATION:

The Committee requested that additional information and background regarding the accumulated interest be included with the Council Report to explain why the Committee has made this recommendation.

The Committee voted on the above recommendation with a total of six yes votes.

ACTION – Council staff to advise the Committee when recommendation will go to Council Meeting.

NOTED

5.5 Port to REZ Project Meeting Outcomes

FILE:25/00128/003-02

Council staff met with Paul Nichols and Shelley Mitchell, as representatives of the Jerrys Plains Community Action Group, to discuss the Port to REZ Project. Notes from the meeting outlining the discussions and actions was circulated with the agenda for the Committee's information.

NOTED

6 Other Business

MINUTES
UNITED WAMBO VOLUNTARY PLANNING AGREEMENT
COMMUNITY COMMITTEE
12 PM - 1 PM THURSDAY 21 AUGUST 2025

6.1 Shelley Mitchell resigned from her position as Community Representative on the Committee. Cr George thanked Shelley for all her contribution and dedication to the Committee.

PN will now become a Community Representative on the Committee and an EOI for an Alternate Community Representative will be distributed.

6.2 PN raised concern with homeless camper that has taken up permanent residence at the Jerrys Plains Recreation Ground and requested that Council check in on camper. Request was also made that the Chair reach out to Upper Hunter Homeless Support.

ACTION – VPA Staff to lodge CRM for Rangers to check in on homeless camper at the Jerrys Plains Recreation Ground.

ACTION – The Chair to contact Upper Hunter Homeless Support to provide support to homeless camper.

6.3 BA queried when work would commence on the upgrades to the Jerrys Plains Recreation Ground. Council Staff are currently finalising scope of works to go to tender. Updates will be provided to the Committee when available.

7 Action List

Pulse/Action No	Meeting Date	Action	Responsible Officer	Due Date
	21/08/2025	Council to provide the Committee with a process for how to make a request to Council that culvert upgrades to Wambo Street be funded from Wallaby Scrub Road funds.	VPA Projects Officer	13/11/2025
	21/08/2025	VPA Staff to provide Council technical staff with photos and videos demonstrating the flooding and pooling of water at the Jerrys Plains Recreation Grounds.	VPA Projects Officer	13/11/2025
	21/08/2025	VPA Staff to work with the Finance Team to update the wording of Stages 2 and 3 Jerrys Plains Masterplan on the Financial Report to Stages 2 and 3 Jerrys	VPA Projects Officer	13/11/2025

**MINUTES
UNITED WAMBO VOLUNTARY PLANNING AGREEMENT
COMMUNITY COMMITTEE
12 PM - 1 PM THURSDAY 21 AUGUST 2025**



		Plains Recreation Ground Masterplan. If this is not possible, a notation is to be added to the Financial Report to clarify this item.		
	21/08/2025	Council staff to advise the Committee when recommendation will go to Council Meeting.	VPA Projects Officer	13/11/2025
	21/08/2025	VPA Staff to lodge CRM for Rangers to check in on homeless camper at the Jerrys Plains Recreation Ground.	VPA Projects Officer	13/11/2025
	21/08/2025	The Chair to contact Upper Hunter Homeless Support to provide support to homeless camper.	VPA Projects Officer	13/11/2025

8 Next Meeting

- 13 November 2025 at 12pm – 1pm, Jerrys Plains School of Arts.

The meeting closed at 12.50pm.

Cr Sue George, Deputy Mayor Chair
Chair

5.1. Action Update
Author: VPA Projects Officer

FILE:
25/00128/003-01

Executive Summary

The purpose of this report is to provide Committee members with an update on actions that have arisen from UW VPA Community Committee meeting minutes.

FOR INFORMATION

Start Date	Action Name	Responsible Officer Position	Comments	Progress
21/08/2025	Council to provide the Committee with a process for how to make a request to Council that culvert upgrades to Wambo Street be funded from Wallaby Scrub Road funds.	Project Officer - Voluntary Planning Agreement	Technical staff have advised that a request for culvert upgrades would be considered through Council's regular Customer Request process. While a request for funds to stem exclusively from Wallaby Scrub Road is not possible, once a Customer Request is submitted, Council can formally assess it, determine its priority, and explore suitable funding options should the works be considered necessary.	Completed
21/08/2025	VPA Staff to provide Council technical staff with photos and videos demonstrating the flooding and pooling of water at the Jerrys Plains Recreation Grounds.	Project Officer - Voluntary Planning Agreement	VPA Staff met with Council technical staff and provided the photos and videos demonstrating the flooding at the Jerrys Plains Recreation Grounds. Technical staff have assessed the project scope to ensure the proposed works will minimise flooding.	Completed

Start Date	Action Name	Responsible Officer Position	Comments	Progress
21/08/2025	VPA Staff to work with the Finance Team to update the wording of Stages 2 and 3 Jerrys Plains Masterplan on the Financial Report to Stages 2 and 3 Jerrys Plains Recreation Ground Masterplan. If this is not possible, a notation is to be added to the Financial Report to clarify this item.	Project Officer - Voluntary Planning Agreement	Financial Report has been updated to reflect the change in wording to Jerrys Plains Recreation Ground - Masterplan Stages 2 and 3 design and engineering works.	Completed
21/08/2025	Council staff to advise the Committee when recommendation will go to Council Meeting.	Project Officer - Voluntary Planning Agreement	VPA Staff advised Committee via email sent 02/10/2025 that recommendation will be going to Council Meeting on 21 October 2025.	Completed
21/08/2025	VPA Staff to lodge CRM for Rangers to check in on homeless camper at the Jerrys Plains Recreation Ground.	Project Officer - Voluntary Planning Agreement	CRM lodged and Council Rangers have checked in with the lady and provided information and support. Committee provided with update via email sent on 28/08/2025.	Completed
21/08/2025	The Chair to contact Upper Hunter Homeless Support to provide support to homeless camper.	Project Officer - Voluntary Planning Agreement	Cr George has spoken with Upper Hunter Homeless Support, and they have been in contact with the lady and have offered support, this contact will be ongoing. Update provided to Committee via email sent 28/08/2025.	Completed

Attachments

There are no attachments for this report.

5.2. Project Update
Author: VPA Projects Officer

FILE:
25/00128/003-01

Executive Summary

For the committee's information, attached is the active project list, with updates on the open United Wambo VPA funded projects as of October 2025.

FOR INFORMATION

Approved Projects	Status	Key Updates and Next Steps
Landscaping Design Project	Ongoing	Jerrys Plains Recreation Ground Plan of Management was endorsed at the December Council meeting.
Design and engineering works for Stages 2 and 3 of the Jerrys Plains Recreation Ground Master Plan	In progress	Council endorsed the recommendation of the UW VPA Committee to allocate additional funds from the UW VPA Reserve to allow commencement of upgrade works to the Jerrys Plains Recreation Grounds. Council staff are now finalising scope of works to go to tender. Updates will be provided to the UW VPA Committee when available.
Upgrade the stormwater and drainage at Jerrys Plains Recreation Ground	In progress	Engineering plans and cost estimates as provided and tabled at a previous UW VPA Committee Meeting. Council endorsed the recommendation of the UW VPA Committee to allocate additional funds from the UW VPA Reserve to allow commencement of upgrade works to the Jerrys Plains Recreation Grounds. Council staff are now finalising scope of works to go to tender. Updates will be provided to the UW VPA Committee when available.
VPA Project Officer and Program Management	Ongoing	Updated amounts for the last 3 months are totaled on the financial report.
Committee Management Funding	Ongoing	Updated amounts for the last 3 months are totaled on the financial report.

Attachments

There are no attachments for this report.

5.3. Financial Report

Author: VPA Projects Officer

FILE:

25/00128/003-01

Executive Summary

Attached for the Committee's information is the Financial Report as of 13 October 2025.

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

FOR INFORMATION

Attachments

AT- United Wambo VPA Financial Report - 13/10/2025

1 [!\[\]\(b792654f2cef9719eabeb6c5be00811e_img.jpg\)](#)

VPA : United Wambo
 Jerrys Plains Projects
 as at 13/10/2025

	Allocated Funding	Allocated Funding Spent and Committed	Allocated Funding Remaining
INCOME			
Contribution	1,325,000.00		
Interest received to date	128,393.77		
TOTAL INCOME	1,453,393.77		
EXPENDITURE			
Current Projects			
30062 Jerrys Plains Village - Landscaping concept plan for village North & South entrance	50,000.00	31,162.00	18,838.00
30171 Jerrys Plains Recreation Ground - Playground upgrade, exercise equipment and shade shelter	180,000.00	200,399.56	(20,399.56)
30169 Jerrys Plains Village - Detailed survey of main streets and recreation ground	30,000.00	29,550.01	449.99
31136 Jerrys Plains Recreation Ground - Masterplan Stages 2 and 3 design and engineering works	30,000.00	10,447.57	19,552.43
31137 Jerrys Plains Recreation Ground - Upgrade stormwater and drainage	150,000.00	-	150,000.00
31491 Jerrys Plains Recreation Ground - Upgrade roads, parking and paths	295,045.34	113.13	294,932.21
Completed Projects	-	-	-
<i>Sub-Total</i>	<i>735,045.34</i>	<i>271,672.27</i>	<i>463,373.07</i>
Administration			
23800 & 31299 VPA Projects Officer and Program Management	79,500.00	34,649.98	44,850.02
30172 Committee Management Funding	5,000.00	3,401.71	1,598.29
<i>Sub-Total</i>	<i>84,500.00</i>	<i>38,051.69</i>	<i>46,448.31</i>
TOTAL EXPENDITURE	819,545.34	309,723.96	509,821.38
BALANCE	633,848.43		

5.4. Proposed Committee Meeting Dates - 2026

Author: VPA Projects Officer

FILE:

25/00128/003-01

Executive Summary

For the Committee's information, below is the list of meeting dates for 2026, which were previously provided to the United Wambo VPA Community Committee as part of the 14 November 2024 Agenda.

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

- 26 February 2026, 12pm – 1pm at Jerrys Plains School of Arts
- 14 May 2026, 12pm – 1pm at Jerrys Plains School of Arts
- 20 August 2026, 12pm – 1pm at Jerrys Plains School of Arts
- 12 November 2026, 12pm – 1pm at Jerrys Plains School of Arts

FOR INFORMATION

Attachments

There are no attachments for this report

**5.5. Request for Contribution Towards Jerry's Plains
Footpaths Update - EnergyCo Response**
Author: VPA Projects Officer

FILE:
25/00128/003-01

Executive Summary

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

FOR INFORMATION

Following a recommendation made by the UW VPA Community Committee, Council made a request to EnergyCo for consideration of a financial contribution for the installation of footpaths in Jerrys Plains as part of the Port to REZ Project. The letter from Council's General Manager is **Attachment 2**.

Council has received a response to this request from EnergyCo as seen in **Attachment 1**.

Attachments

- AT-1** [↓](#) Letter from EnergyCo - United Wambo VPA Community Committee - Request for Consideration of Financial Contribution Towards Jerry's Plains Footpaths
- AT-2** [↓](#) Letter to EnergyCo - United Wambo VPA Community Committee - Request for Consideration of Financial Contribution Towards Jerry's Plains Footpaths

EnergyCo



Ref: DOC25/
28 August 2025

**Justin Fitzpatrick-Barr
General Manager
Singleton Council**

Re: Request for consideration of financial contribution towards footpaths in Jerry Plains

Dear Justin

Thank you for your letter dated 10 June 2025 regarding the United Wambo Voluntary Planning Agreement (VPA) Community Committee's request for funding for footpaths and tree plantings in Jerrys Plains.

The NSW Government allocated funding to the first stage of the Port 2 REZ (P2R) program for road infrastructure upgrades from the Port of Newcastle to the Central-West Orana REZ, referred to as the Port to REZ route.

Upgrades as part of the program may include road safety improvements such as new asphalt where road condition is poor, or the creation of designated turning lanes.

We acknowledge the concerns of the Jerrys Plains community in relation to pedestrian safety, however, new footpaths and tree plantings are outside the program's budget and scope.

Adding new components to the work also presents delivery and contractual challenges as construction is underway. The Jerrys Plains design does, however, contain sufficient space to accommodate improvements such as these in the future, should Singleton Council choose to pursue them.

We value the aspirations of the Jerrys Plains community and support Council's longer-term vision for local improvements. While we are unable to fund these improvements as part of the P2R program, EnergyCo remains committed to working collaboratively with Council on project interfaces and other possible complementary initiatives.

Please feel free to contact us should you wish to discuss this further.

Sincerely,

The Energy Corporation of NSW (EnergyCo)

20 Bond Street,
Sydney NSW 2000

1800 118 894
energyco.nsw.gov.au

1

D Perdikaris

Dimitri Perdikaris
Strategic Delivery Manager – Port to REZ, Central-West Orana REZ



Council Reference: United Wambo Voluntary Planning Agreement (UW VPA)
Community Committee

10 June 2025

Mr Darren Clarke
Director Regional Coordination
Planning and Communities
Energy Corporation of NSW

Darren
Dear Mr Clarke,

**REQUEST FOR CONSIDERATION OF FINANCIAL CONTRIBUTION TOWARDS
FOOTPATHS IN JERRYS PLAINS**

One of the initial discussion items at the commencement of Council's collaboration with EnergyCo. and Transport for NSW on the Port to REZ project was with regards to the United Wambo Voluntary Planning Agreement (VPA). One of the projects identified under the VPA was streetscape improvements in Jerrys Plains, including the construction of footpaths and tree planting.

At that time, (early 2024) the VPA Committee resolved not to proceed with the streetscape project, instead prioritising the allocation of the remaining VPA funds toward other initiatives, primarily upgrades to the Jerrys Plains Recreation Ground.

While enhancements to the Recreation Ground remain the committee's primary focus, there is now also a desire to progress the installation of footpaths in the village. The current priorities identified by the VPA Committee are:

Priority 1 – Construction of a footpath along Doyle Street (between Wambo Street and Jerrys Plains Public School), and

Priority 2 – Construction of footpaths along the Golden Highway.

At the Council Meeting held on the 15 April 2025, Singleton Council endorsed the recommendation made by the United Wambo VPA Community Committee, on the 13 February 2025, that a financial contribution to footpaths in Jerrys Plains be considered as part of the Port to REZ Project

The United Wambo VPA Community Committee raised concerns on behalf of the Jerrys Plains Community on the impacts that the Port to REZ Project will have on the community. Pedestrian safety is a significant concern of the community due to the

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increase in OSOM vehicles that will be travelling through Jerrys Plains as part of the Port to REZ project. The installation of footpaths will assist with minimising these impacts and concerns.

I would like to request your consideration of a financial contribution by EnergyCo. towards footpaths in the community of Jerrys Plains as part of the Port to REZ Project.

If you have any further enquiries, please do not hesitate to contact Melinda Curtis, Executive Manager on 02 6578 7290 or email mcurtis@singleton.nsw.gov.au

I look forward to hearing from you.

Yours faithfully,



Justin Fitzpatrick-Barr
General Manager

**5.6. Expressions of Interest are now open to join the UW
VPA Community Committee**
Author: VPA Projects Officer

FILE:
25/00128/003-01

Executive Summary

Following the recent resignation of two UW VPA Community Committee Members, we are seeking expressions of interest for one (1) community representative position and one (1) alternate community representative position to join the UW VPA Community Committee.

FOR INFORMATION

New Committee Members are called for each new term of Council, which is every four (4) years. The next call for a new Committee will be September 2028. Due to two (2) recent vacancies in the UW VPA Community Committee we are calling for expressions of interest for the following positions to see out this current term of the Committee:

- One (1) community representative position
- One (1) alternate community representative position

Jerrys Plains and Warkworth community members of all ages, skills and experience, interests and personal circumstances are encouraged to apply. They are not required to be a homeowner in the area to join the Committee, however they do need to be a member of the community. This is it a great opportunity to be involved and contribute to decision making that affects the community.

A letter has been sent to all Jerrys Plains and Warkworth residents inviting them to submit an expression of interest to join the UW VPA Community Committee.

Expressions of interest opened on 4 November 2025 and will close on 2 December 2025. We encourage the UW VPA Community Committee to promote this opportunity with community members.

To apply for the community representative position or the alternate community representative position, expressions of interest can be submitted at:
www.singleton.nsw.gov.au/UnitedWamboVPAOEOI

Attachments

- AT-** United Wambo VPA Community Committee - Expression of
1 [Interest - Letter to Residents - November 2025](#)



4 November 2025

Dear Community Member,

**EXPRESSIONS OF INTEREST OPEN NOW FOR UNITED WAMBO VOLUNTARY
PLANNING AGREEMENT COMMUNITY COMMITTEE**

We are seeking expressions of interest from community members of Jerrys Plains and Warkworth to join the United Wambo (UW) Voluntary Planning Agreement (VPA) Community Committee.

The UW VPA commenced in 2020, when Singleton Council received funds for sustainable projects that benefit and support the current and future Jerrys Plains community. The UW VPA Community Committee was established to support Council to engage with the community for the implementation of the VPA.

Since the inception of the UW VPA, the UW VPA Community Committee has made some wonderful contributions to upgrade the Jerrys Plains Recreation Ground. The playground was one of the first projects completed with support from the UW VPA Community Committee, with further upgrades to the Recreation Ground scheduled to begin soon. The Recreation Ground provides a valuable place for locals and visitors to enjoy.

New committee members are called for each new term of Council, which is every four (4) years. The next call for a new Committee will be September 2028. Due to two (2) recent vacancies in the UW VPA Community Committee we are calling for expressions of interest for the following positions to see out this current term of the Committee:

- One (1) community representative position
- One (1) alternate community representative position

About the Committee

- The Committee is made up of five (5) community members and one (1) alternate community representative from the areas of Jerrys Plains and Warkworth, plus two (2) Council representatives, one (1) United Wambo representative and is chaired by a Singleton Council Councillor.
- The Committee meets up to four times per year for approximately 1 hour per meeting.

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ABN 52 877 492 396

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E council@singleton.nsw.gov.au
singleton.nsw.gov.au

- The Committee is to act as representatives of the Jerrys Plains and Warkworth community and they should engage with fellow community members to understand the collective need and priorities for community projects.
- Members must have regard for community needs and ensure proposals for VPA projects provide material public benefit.
- The alternate community representative does not have voting rights unless a community representative is absent from a meeting requiring a committee vote.

Who should apply?

Jerrys Plains and Warkworth community members of all ages, skills and experience, interests and personal circumstances are encouraged to apply. You are not required to be a homeowner in the area to join the Committee, you do however need to be a member of the community. This is a great opportunity for you to be involved and contribute to decision making that affects your community.

How to apply

To apply for the community representative position or the alternate community representative position, please complete the online form at www.singleton.nsw.gov.au/UnitedWamboVPAEOI

Expressions of interest will close on 2 December 2025.

If you have any questions, please contact the VPA Projects Officer on
T 02 6578 7290 or E vpacommunitycommittees@singleton.nsw.gov.au

Yours faithfully

Alessandra Seidler and Jess Dunston
VPA Projects Officer (job share)

5.7. Accumulated Interest Update
Author: VPA Projects Officer

FILE:
25/00128/003-01

Executive Summary

Council endorsed the recommendation from the UW VPA Community Committee to investigate the amount of interest that has not been paid from the period of the inception of the United Wambo Voluntary Planning Agreement until July 2023.

FOR INFORMATION

Council staff will now investigate and calculate what the amount of interest that has not been paid from the period of the inception of the United Wambo Voluntary Planning Agreement until July 2023 should be.

Attachments

There are no attachments for this report.