

MINUTES OF MEETING OF SINGLETON COUNCIL HELD IN THE COUNCIL CHAMBERS QUEEN STREET SINGLETON ON TUESDAY 18 FEBRUARY 2025, COMMENCING AT 5.30pm.

PRESENT:

Crs S Moore (Mayor and Chairperson), G Adamthwaite, S George, P Thompson, H Jenkins, A McGowan, M McLachlan, P Watson, S Yeomans and D Thompson.

APOLOGIES

Nil.

IN ATTENDANCE

Justin Fitzpatrick-Barr, General Manager; Vicki Brereton, Director Organisation & Community Capacity; Dwight Graham, Director Corporate & Commercial Services; Aaron Malloy, Acting Director Infrastructure & Planning Services; Melinda Curtis, Executive Manager, Mary-Anne Crawford, Manager Development and Environmental Services, Kellie Jordan IP&R Specialist, Briony O'Hara, Coordinator Communications and Engagement, Mark Wiblen, Manager Corporate Services, Jake Cherry, IT Network & Systems Engineer, Kelly McGowan, Chief Financial Officer, Erika Wagstaff, Governance Lead, and Rebecca Bailey, Governance Lead. There were representatives of the media and members of the public present in the gallery.

CONFIRMATION OF MINUTES

1/25 **MOVED** Cr M McLachlan **SECONDED** Cr G Adamthwaite that the minutes of Meeting of Singleton Council held on Tuesday 10 December 2024, be confirmed.

CARRIED

DISCLOSURES AND DECLARATIONS OF INTEREST

Nil.

WITHDRAWAL OF ITEMS AND LATE ITEMS OF BUSINESS

Nil.

2/25 **MOVED** Cr P Watson **SECONDED** Cr P Thompson that the following items be brought forward for consideration:

NM3/25 – Notice of Motion – Flying Fox and
DI&P62/24 - Draft Public Gates and Bypasses (Cattle Grids) Policy

CARRIED

NM3/25 Notice of Motion - Flying Fox**FILE:25/00006**

Councillor Hollee 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.

3/25 **MOVED** Cr H Jenkins **SECONDED** Cr M McLachlan That:

1. 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 when moving from their traditional roosting place at Burdekin Park into neighbouring streets impacting residences, businesses and childcare centres, which is causing alarm and distress.
2. That Council seek urgent approval and make arrangements with the State Government to trim the effected trees to remove the immediate safety risks without change to the impacted residents.
3. That any fees for to those impacted be waived in the interim for allowing the disposal of green waste.

CARRIED**DI&P62/24 Draft Public Gates and Bypasses (Cattle Grids) Policy FILE:20/00034**

A report was provided 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.

4/25 **MOVED** Cr H Jenkins **SECONDED** Cr M McLachlan That Council:

1. Not place the Policy on Public exhibition.
2. Identify and aim to make contact with the affected land owners.
3. Hold further public consultation to address specific concerns particularly pertaining to the transparency of fees, ownership and use.
4. Report back to Council with an updated document for exhibition, including unclaimed gates by owners.

CARRIED

Notices Of Motion

NM1/25 Notice of Motion - Councillor Remuneration FILE:25/00033

5/25 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.

MOVED Cr S Yeomans **SECONDED** Cr P Watson

The MOTION was PUT and LOST

6/25 **MOVED** Cr P Watson **SECONDED** Cr H Jenkins That a report is presented to Council as soon as resources allow but by the 20 May meeting. That this report itemises the budget versus year to date actuals for the following:

1. Councillor and Mayoral Fees
2. Staffing costs (Full time, part time and casual)
3. Contractor costs

That the report includes additional details where costs are over budget so that council can make an informed decision on what changes may be passed by council to address the root cause of the budget forecast change.

CARRIED

NM2/25 Notice of Motion - Redirect Savings FILE:25/00033

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.

The MOTION was PUT and LAPSED as no Seconder

NM3/25 Notice of Motion - Flying Fox

FILE:25/00006

This item was considered earlier in the meeting.

General Manager's Report (Items Requiring Decision)

**GM1/25 Request for Leave of Absence - Cr Daniel Thompson -
19 February 2025 to 14 March 2025**

FILE:21/00157

A report was provided for Council to consider a request for leave of absence from Councillor Daniel Thompson for the period of 19 February 2025 to 14 March 2025 inclusive. The reason for leave is for travel.

7/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr George, Deputy Mayor that Council approve leave of absence from Councillor Daniel Thompson for the period from 19 February 2025 to 14 March 2025.

CARRIED

**GM2/25 Minutes - Singleton Australia Day Committee -
18/12/2024**

FILE:24/00049/001

The Singleton Australia Day Committee held its meeting on 18 December 2024 and the minutes were provided for Council's information. The Australia Day Committee also reviewed its Terms of Reference and the Terms of Reference were provided for Council's approval.

8/25 **MOVED** Cr D Thompson **SECONDED** Cr G Adamthwaite 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.

CARRIED

GM3/25 Community Engagement Strategy Review

FILE:24/00398

A report was provided The purpose of this report is seeking Council's approval to adopt the Create Singleton – Community Engagement Strategy.

9/25 **MOVED** Cr H Jenkins **SECONDED** Cr D Thompson that Council adopt the reviewed Create Singleton - Community Engagement Strategy with consideration of the submissions received during the public exhibition period.

CARRIED

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

A report was provided to inform the Council of proposed changes by the Office of Local Government to the Model Code of Meeting Practice.

- 10/25 **MOVED** Cr P Watson **SECONDED** Cr H Jenkins that Council endorses a submission to the Office of Local Government in response to the proposed changes including an additional Point 5 - Council attendance at meetings online. To keep Audio Visual access to meeting for councillors to be approved by a vote at the council meeting on a case by case basis.

CARRIED*Corporate and Commercial Services Report (Items Requiring Decision)***DCCS1/25 December 2024 Quarterly Budget Review Statement FILE:24/00319**

A report was provided seeking Council's approval for the December 2024 Quarterly Budget Review Statement (QBRs).

- 11/25 **MOVED** Cr George, Deputy Mayor **SECONDED** Cr M McLachlan that Council adopt the recommended budgetary changes presented in the December 2024 Quarterly Budget Review Statement.

CARRIED*Organisation and Community Capacity Report (Items Requiring Decision)***DOCC1/25 Singleton Aboriginal Reconciliation Committee - Updated Terms of Reference****FILE:24/00361**

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 were provided for Council's approval.

- 12/25 **MOVED** Cr M McLachlan **SECONDED** Cr P Thompson that Council approve the updated Terms of Reference for the Singleton Aboriginal Reconciliation Committee.

CARRIED**DOCC2/25 Minutes - Singleton Arts & Culture Advisory Group Meeting 26/11/2024****FILE:25/00032**

The Singleton Arts & Culture Advisory Group held its ordinary meeting on 26 November 2024. The minutes of the meeting were provided for Council's consideration. The Singleton Arts & Culture Advisory Group also reviewed its Terms of Reference, and these are provided for Council's approval.

- 13/25 **MOVED** Cr D Thompson **SECONDED** Cr H Jenkins 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.

CARRIED

**DOCC3/25 Singleton Community Economic Development Fund -
Approval of Round Four Applications**

FILE:25/00151/001

A report was provided seeking Council's approval of Round Four funding applications recommended by the Singleton Community and Economic Development Fund – Joint Management Board (CEDF-JMB).

- 14/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr George, Deputy Mayor 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

CARRIED

**DOCC4/25 Singleton and District Disability Advisory Committee -
Revised Terms of Reference**

FILE:22/00156

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 were provided for Council's approval.

- 15/25 **MOVED** Cr George, Deputy Mayor **SECONDED** Cr M McLachlan that Council approve the updated Terms of Reference for the Singleton and District Disability Advisory Committee.

CARRIED

DOCC5/25 Draft Public Art Policy

FILE:22/00156

A report was provided to consider placing the new draft Public Art Policy on public exhibition for a period of 28 days.

- 16/25 **MOVED** Cr D Thompson **SECONDED** Cr H Jenkins 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.

CARRIED

Infrastructure & Planning Report (Items Requiring Decision)

DI&P2/25 Minutes - Local Traffic Committee - 28/11/2024

FILE:23/00696

The Local Traffic Committee held its ordinary meeting on 28 November 2024. The minutes of the meeting were provided for Council's consideration.

17/25 **MOVED** Cr M McLachlan **SECONDED** Cr George, Deputy Mayor 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'.

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'

CARRIED

DI&P4/25 Minutes - Roads Advisory Committee - 05/12/2024 FILE:20/00034

The Roads Advisory held its ordinary meeting on 5 December 2024. The minutes of the meeting were provided for Council's consideration.

18/25 **MOVED** Cr M McLachlan **SECONDED** Cr George, Deputy Mayor 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.

CARRIED**DI&P1/25 Draft Traffic and Transportation Strategy****FILE:23/00567/001**

A report was provided to consider placing the draft Traffic and Transportation Strategy

on public exhibition for a period of 28 days.

19/25 **MOVED** Cr George, Deputy Mayor **SECONDED** Cr D Thompson 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.

CARRIED

DI&P62/24 Draft Public Gates and Bypasses (Cattle Grids) Policy FILE:20/00034

This item was considered earlier in the meeting.

DI&P3/25 Amendment to the Singleton LEP - Radford Park Extension

FILE:60.2023.1/08

A report was provided seeking Council endorsement to place the draft planning proposal 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)*.

20/25 **MOVED** Cr H Jenkins **SECONDED** Cr P Watson that Council:

1. Endorse the draft Radford Park Extension Planning Proposal 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.

Upon being put to the meeting, the motion was declared carried.
For the Motion were Crs S Moore, Mayor, G G Adamthwaite, H H Jenkins, S George, Deputy Mayor, M M McLachlan, A A McGowan, P P Thompson, D D Thompson, P P Watson and S S Yeomans Total (10).
Against the Motion was Nil Total (0).

CARRIED

DI&P5/25 Food and Garden Organics (FOGO) Introduction FILE:25/00089/017

The purpose of this report was 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.

21/25 **MOVED** Cr M McLachlan **SECONDED** Cr P Watson that Council considered the four options provided for the collection frequency of the red bin during the implementation of the kerbside Food and Garden Organics (FOGO) service and determined to proceed with Option 4 below:

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

CARRIED

General Manager's Report (Items for Information)

**GM5/25 Conference Report - Councillor Hollee Jenkins - 2024
National Local Roads Transport and Infrastructure
Congress**

FILE:25/00006

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 was provided for Council's information.

NOTED

**GM6/25 Minutes - Upper Hunter County Council - 27 November
2024**

FILE:24/00008

The Upper Hunter County Council held its meeting on Wednesday, 27 November 2024. The minutes of the meeting were provided for Council's information.

NOTED

GM7/25 Conference Report - Councillor George - LGNSW 2024 Annual Conference **FILE:24/00008**

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 was provided for Council's information.

NOTED

GM8/25 Minutes - Singleton Legacy Fund Governance Panel and Fund Progress Report - September 2024 **FILE:22/00153/001**

The Singleton Legacy Fund Governance Panel held a meeting on Thursday 19 December 2024. The minutes and the December 2024 Progress Report was provided for Council's information.

NOTED

GM9/25 Minutes - Arts Upper Hunter Board - 5 September 2024 **FILE:17/00618**

Arts Upper Hunter held their ordinary meeting on 5 September 2024. The minutes of the meeting were provided for Council's information.

NOTED

GM10/25 Conference Report - Mayor Sue Moore - LGNSW 2024 Annual Conference **FILE:25/00006**

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 was provided for Council's information.

NOTED

GM11/25 Conference Report - Councillor McGowan - LGNSW 2024 Annual Conference **FILE:25/00006**

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 was provided for Council's information.

NOTED

Corporate and Commercial Services Report (Items for Information)

DCCS2/25 Investment Report - December 2024**FILE:24/00325**

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.

NOTED**DCCS3/25 Investment Report - January 2025****FILE:24/00325**

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.

NOTED*Organisation and Community Capacity Report (Items for Information)***DOCC6/25 Minutes - Singleton Community and Economic
Development Fund Joint Management Board Meeting -
17/12/2024****FILE:25/00151/002**

The Singleton Community and Economic Development Fund – Joint Management Board held its ordinary meeting on 17 December 2024. The minutes of the meeting were provided for Council's information.

NOTED**DOCC7/25 Minutes - Audit Risk and Improvement Committee -
20/11/2024****FILE:25/00177/001**

The Audit Risk and Improvement Committee held its ordinary meeting on 20 November 2024. The minutes of the meeting were provided for Council's information.

NOTED*Infrastructure & Planning Report (Items for Information)***DI&P6/25 Minutes - Singleton Sports Council Committee -
12/12/2024****FILE:23/00693**

The Singleton Sports Council Committee held its ordinary meeting on 12 December 2024. The minutes of the meeting were provided for Council's information.

NOTED**DI&P7/25 Minutes - Weeds Advisory Committee - 04/12/2024** **FILE:19/00046/006**

The Weeds Advisory Committee held its ordinary meeting on 4 December 2024. The

minutes of the meeting were provided for Council’s information.

NOTED

**DI&P8/25 Minutes - Sustainability Advisory Committee -
12/12/2024**

FILE:19/00046/003

The Sustainability Advisory Committee held its ordinary meeting on 12 December 2024. The minutes of the meeting were provided for Council’s information.

NOTED

Questions Given

**QG1/25 Questions of Which Notice Has Been Given - 10
December 2024**

FILE:8.2024.268/04

Responses were provided following Councillor questions at the 10 December Council meeting:

- 1. **Cr Mel McLachlan – Development Application Update**

NOTED

The meeting closed at 7.11pm and the minutes pages 1 to 14 were confirmed on 18 March 2025 and are a full and accurate record of proceedings of the meeting held on 18 February 2025.

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Mayor/Chairperson

.....
General Manager

**PUBLIC FORUM LIST
COUNCIL MEETING – 18 February 2025
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Item Details
NM3/25 – Notice of Motion – Flying Fox

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Speakers

Speakers For the recommendation	
Name and address	Representing self/organisation
Tim Gore	Self + Neighbours
Stephanie Howlett	Little Kindy Singleton

Speakers Against the recommendation	

Item Details
DI&P62/24 Draft Public Gates and Bypasses (Cattle Grid) Policy

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Speakers

Speakers For the recommendation	
Name and address	Representing self/organisation
Ed Binnie	Self

Speakers Against the recommendation	
Leonie Ball	self