

MINUTES OF MEETING OF SINGLETON COUNCIL HELD IN THE COUNCIL CHAMBERS QUEEN STREET SINGLETON ON TUESDAY 18 MARCH 2025, COMMENCING AT 6.02pm.

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; Mary-Anne Crawford, Acting Director Infrastructure and Planning; Melinda Curtis, Executive Manager, Briony O'Hara, Coordinator Communication and Engagement, Mark Wiblen, Manager Corporate Services, Samantha Calleja, Executive Assistant, 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

22/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr M McLachlan that the minutes of Meeting of Singleton Council held on Tuesday 18 February 2025, be confirmed.

CARRIED

DISCLOSURES AND DECLARATIONS OF INTEREST

Nil.

WITHDRAWAL OF ITEMS AND LATE ITEMS OF BUSINESS

Nil.

Mayoral Minutes

MM1/25 Proposed Motions - 2025 Australian Local Government Association Conference

FILE:21/00177

The report was to consider the motions Council wishes to submit to the 2025 Australian Local Government Conference which will be held from 24-27 June 2025.

23/25 **MOVED** Cr Moore, Mayor **SECONDED** Cr G Adamthwaite that Council endorses the following regional motions for submission to the 2025 Australian Local Government Conference:

That the National General Assembly of Local Government (NGA) calls on the Australian Government to:

1. Jobs and Skills

Directly support the acceleration of local government actions that address imminent and substantial job losses arising from large scale industry closures in regional economies rapidly transforming to net zero by:

1. Clearly identifying and establishing a single Federal Government Minister and Agency with responsibility for delivering funding and coordinating the provision of broader agency resources directly to Council led initiatives
2. Directly investing in Council led, place-based initiatives that:
 - Pilot the reactivation and repurposing of current and former mining lands and infrastructure to create urgently needed new employment lands
 - De-risk industry investment and strategically inform and accelerate industry attraction, skills development and job creation

2. Housing and Homelessness

Substantially increase direct Australian Government investment to councils for the construction of local enabling transport and community infrastructure and utilities critical to supporting national housing targets by unlocking and accelerating the delivery of housing on existing development-ready land.

3. Financial Sustainability

Lead systems reform across all three levels of government to:

- Build consistency in the governance frameworks, systems and documentation required across various funding programs and governing agencies to reduce the administrative burden on local government.
- Improve the delivery of grant funding to councils across Australia to ensure equity, certainty and sustainability for effective strategic planning.
- Ensure equitable delivery of grant funding for rural and regional councils by upholding the principles of the Local Government (Financial Assistance) Act 1995, ensuring horizontal fiscal equalisation of funding.

CARRIED

24/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr D Thompson that the following matters be brought forward for consideration:

- NM5/25 – Notice of Motion - Proposed Quarry Development,
- DOCC8/25 – Request for Event Application Fee Waiver – Slow Food Singleton,
- DI&P11/25 – Minutes – Local Traffic Committee.

CARRIED

NM5/25 Notice of Motion - Proposed Quarry Development FILE:25/00033

Councillor P Watson has given notice of her intention to move the following motion:

That Council:

1. That the General Manager request a meeting with Cessnock City Council to begin immediate discussion regarding the proposed state significant Pittman Quarry at Elderslie due to the many impacts of the proposal impacting residents across both LGA's.
2. Request the proponent host a public community meeting to facilitate transparency, forum for expression of concerns and provision of information which can be attended by interested Councillors.
3. Update the existing website page on State Significant Projects to include general information relating to State Significant Developments to educate residents on the process and direct interested residents to [Major Projects | Planning Portal - Department of Planning and Environment](#) for information on applications currently under assessment within the Singleton Local Government Area.
4. Notes that a development such as the proposed quarry at Elderslie is a State Significant Development in accordance with the State Environmental Planning Policy (Planning Systems) 2021 Schedule 1.

25/25 **MOVED** Cr P Watson **SECONDED** Cr G Adamthwaite

That Council:

1. That the General Manager request a meeting with Cessnock City Council to begin immediate discussion regarding the proposed state significant Pittman Quarry at Elderslie due to the many impacts of the proposal impacting residents across both LGA's and report back to Council the outcome of the meeting.
2. Write to request the proponent host a public community meeting to facilitate transparency, forum for expression of concerns and provision of information which can be attended by interested Councillors.
3. Update the existing website page on State Significant Projects to include general information relating to State Significant Developments to educate residents on the process and direct interested residents to [Major Projects | Planning Portal - Department of Planning and Environment](#) for information on applications currently under assessment within the Singleton Local Government Area.
4. Notes that a development such as the proposed quarry at Elderslie is a State Significant Development in accordance with the State Environmental Planning Policy (Planning Systems) 2021 Schedule 1.

CARRIED

DOCC8/25 Request for Event Application Fee Wavier - Slow Food Singleton

FILE:22/00403

The purpose of this report was seeking Councils approval to wavier the event application fee for Slow Food Singleton's Edible Garden Trail event.

26/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr H Jenkins that Council waive the \$300 fee

for Slow Food Singleton's Edible Garden Trail being held 30 March 2025.

CARRIED

DI&P11/25 Minutes - Local Traffic Committee - 27/02/2025

FILE:25/00195

The Local Traffic Committee held its ordinary meeting on 27 February 2025. The minutes of the meeting were provided for Council's consideration.

27/25 **MOVED** Cr M McLachlan **SECONDED** Cr George, Deputy Mayor that Council

1. Note the minutes of the Local Traffic Committee Meeting held on 27 February 2025.
2. Adopt the following recommendations made by the Local Traffic Committee:

Item 1 - Event - ANZAC Day 2025 - Temporary Traffic Management

That Council approves the implementation of the temporary traffic control measures for the ANZAC Day parade on 25 April 2025 as per the ANZAC Day 2025 Traffic Management Plan and 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 Traffic Guidance Scheme (TGS) are properly and fully implemented.
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. Traffic Controllers 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, under Roads Regulation 2018
6. Traffic controllers must display their authorisation at all times 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)
 10. The event organiser must undertake letterbox drops to all affected businesses and residents in the area at least 7 days prior to the event taking place to advise of the upcoming event.

Item 2 - Event - Smoke in Broke 2025 - Temporary Traffic Management

That Council endorse the 'Smoke in Broke 2025 – Traffic Management Plan' and approves the implementation of the temporary traffic management measures required to run this event in accordance with this plan subject to 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 begins.
3. Traffic Controllers must hold current traffic controller certification – 'Traffic Controller' (previously blue card).
4. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority, under the *Roads Regulations 2018*
5. Traffic controllers must display their authorisation when controlling traffic
6. Traffic controllers shall be relieved after 2 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.
7. 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).
8. The implementation of TGS's must be undertaken by a person that hold 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 3 - Castlereagh Street - No Stopping

That the Council approves the installation of the NO STOPPING signs on the intersection of Castlereagh Street and George Street as per drawing ‘MB25-003 – Castlereagh Street and George Street – NO STOPPING’ (**Attachment 2**)

Item 4 – Boonal Street and Howe Street – Mini Roundabout

That Council approves the installation of the mini-roundabout and associated NO STOPPING restrictions and ROUNDABOUT GIVE WAY signage and line marking as per drawing ‘PS24-022 – Boonal Street-Howe Street – Mini-roundabout – Detailed Design’

Informal Agenda Item 3 – Ryan Avenue – HSV Heaven Concerns Follow Up

That the Council:

1. Notes that investigations have been conducted into the traffic and safety concerns raised by the business, and have determined that the existing measures in place are adequate, with no further traffic engineering improvements deemed achievable, and;
2. Requests that the business that is operating from the commercial garage located at the rear of 162 John Street submit a DA for alternate use of the premises.

CARRIED

Notices Of Motion

NM5/25 Notice of Motion - Proposed Quarry Development FILE:25/00033

This matter was considered earlier in the meeting.

General Manager's Report (Items Requiring Decision)

**GM12/25 Draft Community Strategic Plan - Create Singleton
2035 for Public Exhibition FILE:23/00559/004**

The purpose of this report was seeking Council’s endorsement for the public exhibition of the draft Community Strategic Plan (CSP) – Create Singleton 2035 (Attachment 2) in accordance with the *Local Government Act, 1993*.

28/25 **MOVED** Cr D Thompson **SECONDED** Cr George, Deputy Mayor that Council

1. Endorse the draft Community Strategic Plan – Create Singleton 2035 for public exhibition for a minimum period of 28 days to ensure compliance with the *Local Government Act, 1993* and *Local Government (General) Regulation, 2021*.
2. A report be presented to Council by June 2025 for the adoption of the draft Community Strategic Plan – Create Singleton 2035 following consideration of submissions received during the required exhibition period.

CARRIED

**GM13/25 Change of Delegate - Annual Conference Attendance
by Councillors - 2025 National Sports & Physical
Activity Convention**

FILE:25/00006

The purpose of this report was requesting a change in the delegate for the 2025 National Sports & Physical Activity Convention in Melbourne, originally assigned to Cr McLachlan. Due to work commitments, Cr McLachlan is no longer able to attend. It is recommended that Cr D Thompson, Chair of the Singleton Sports Council, be appointed as the new delegate.

29/25 **MOVED** Cr George, Deputy Mayor **SECONDED** Cr M McLachlan that Council change the delegate for the 2025 National Sports & Physical Activity Convention in Melbourne from Cr McLachlan to Cr D Thompson.

CARRIED

Organisation and Community Capacity Report (Items Requiring Decision)

**DOCC8/25 Request for Event Application Fee Wavier - Slow Food
Singleton**

FILE:22/00403

This matter was considered earlier in the meeting.

Infrastructure & Planning Report (Items Requiring Decision)

DI&P9/25 Draft Singleton Local Infrastructure Contributions Plan

FILE:24/00269/0

The purpose of this report was seeking Council's endorsement to publicly exhibit the draft Singleton Local Infrastructure Contributions Plan (the draft Plan) (**Attachment 1**) for a minimum period of 28 days in accordance with the *Environmental Planning and Assessment Act 1979 (NSW)* and *Environmental Planning and Assessment Regulation, 2021 (NSW)*.

MOVED Cr S Yeomans

RECOMMENDED that Council:

1. Endorse the draft Singleton Local Infrastructure Contributions Plan.
2. Exhibit the draft Singleton Local Infrastructure Contributions Plan for a minimum period of 28 days in accordance with the *Environmental Planning and Assessment Act 1979* and *Environmental Planning and Assessment Regulations 2021*.
3. Endorse the approach to allocate all repealed funds collected as at 30 June 2025 to the Infrastructure Management Fund, under the terms set out in the

- adopted Legacy Fund Policy.
4. Receive a report following public exhibition that summarises any submissions received during the exhibition period, repeals the current and historical plans and seeks Council approval to finalise the draft Plan.

Motion lapsed due to no seconder

30/25 **MOVED** Cr H Jenkins **SECONDED** Cr M McLachlan

RECOMMENDED that Council:

1. Endorse the draft Singleton Local Infrastructure Contributions Plan.
2. Exhibit the draft Singleton Local Infrastructure Contributions Plan for a minimum period of 28 days in accordance with the *Environmental Planning and Assessment Act 1979* and *Environmental Planning and Assessment Regulations 2021*.
3. Endorse the approach to repealed funds to:
 - a. Allocate \$1 million toward Plan Management to be held in an externally restricted reserve and to be used for the purpose of maintaining and administering the Local Contributions Plan; and
 - b. Allocate the remaining funds collected as at 30 June 2025 to the Infrastructure Management Fund, under the terms set out in the adopted Legacy Fund Policy.
4. Receive a report following public exhibition that summarises any submissions received during the exhibition period, repeals the current and historical plans and seeks Council approval to finalise the draft Plan.

Upon being put to the meeting, the motion was declared carried.

For the Motion were Crs S Moore, Mayor, G Adamthwaite, H Jenkins, S George, Deputy Mayor, M McLachlan, A McGowan, P Thompson, D Thompson and P Watson Total (9).

Against the Motion was Cr S Yeomans Total (1).

CARRIED

**DI&P10/25 Offer to enter into a Voluntary Planning Agreement -
Verdant Earth Technologies Ltd.**

FILE:145.2024.2/04-02

The purpose of this report was seeking in principle endorsement of an offer to enter into a Voluntary Planning Agreement (VPA) with Verdant Earth Technologies Ltd (the Developer) in relation to State Significant Development (SSD) application SSD-56284960 at 112 Long Point Road West, Warkworth (Lot 450 DP 1119428). The offer has been made in accordance with clause 7.4 of the *Environmental Planning and Assessment Act, 1979* (the Act) which sets out the terms for entering into a Voluntary Planning Agreement, including that funds must be used for or applied to a public purpose.

The report was also seeking Council to authorise the General Manager or his delegate to continue to negotiate and prepare a draft planning agreement and explanatory note should the application be approved by the Independent Planning Commission (IPC).

31/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr George, Deputy Mayor that Council:

1. Accepts, in principle, the offer to enter into a Voluntary Planning Agreement with Verdant Earth Technologies Ltd (the Developer) in relation to State Significant Development (SSD) application SSD-56284960 at 112 Long Point Road West, Warkworth (Lot 450 DP 1119428) with an amount of \$1,060,000 (subject to CPI) to be directed towards meeting actions identified in the Community Strategic Plan under the 'Our Environment' pillar.
2. Should the application be approved by the Independent Planning Commission, authorise the General Manager or his delegate to continue to negotiate and prepare a draft planning agreement and explanatory note.

Upon being put to the meeting, the motion was declared carried.

For the Motion were Crs S Moore, Mayor, G Adamthwaite, H Jenkins, S George, Deputy Mayor, M McLachlan, A McGowan, P Thompson, D Thompson, P Watson and S Yeomans Total (10).

Against the Motion was Nil Total (0).

CARRIED

DI&P11/25 Minutes - Local Traffic Committee - 27/02/2025

FILE:25/00195

This matter was considered earlier in the meeting.

DI&P13/25 Planning issues relating to the Bayswater and Liddell Power Station sites and an opportunity to enter into a Memorandum of Understanding between Singleton and Muswellbrook Councils on the development of a masterplan for these sites.

FILE:25/00006

The purpose of this report was seeking Council's support for the development of a Memorandum of Understanding between Singleton Council and Muswellbrook Shire Council on the development of a Masterplan for the Bayswater and Liddell Power Station sites, where there is overlap between the two local government areas.

32/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr P Thompson that Council delegate to the General Manager authority to develop a draft Memorandum of Understanding between Singleton Council and Muswellbrook Shire Council on the development of a Masterplan for the Bayswater and Liddell Power Station sites, where there is overlap between the two local government areas, and a further report be presented to Council for endorsement of the final draft once an in principal agreement to the Memorandum of Understanding has been reached.

Upon being put to the meeting, the motion was declared carried.

For the Motion were Crs S Moore, Mayor, G Adamthwaite, H Jenkins, S George, Deputy Mayor, M McLachlan, A McGowan, P Thompson, D Thompson, P Watson and S Yeomans Total (10).

Against the Motion was Nil Total (0).

CARRIED

General Manager's Report (Items for Information)

GM14/25 Minutes - Combined Rural Halls - 20 February 2025 -

Hall Reports February 2025**FILE:01/0301**

The Combined Rural Halls Committee held its ordinary meeting on 20 February 2025. The Minutes of the Ordinary Meeting and the Hall Reports – February 2025 were provided for Councils information.

NOTED*Corporate and Commercial Services Report (Items for Information)***DCCS4/25 Investment Report - February 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 28 February 2025.

NOTED*Organisation and Community Capacity Report (Items for Information)***DOCC9/25 Minutes - Singleton Aboriginal Reconciliation Committee - 04/02/2025****FILE:24/00361**

The Singleton Aboriginal Reconciliation Committee held its ordinary meeting on 4 February 2025. The minutes of the meeting were provided for Council's information.

NOTED**DOCC10/25 Minutes - Singleton and District Disability Advisory Committee - 04/02/2025****FILE:24/00036**

The Singleton and District Disability Advisory Committee held its ordinary meeting on 4 February 2025. The minutes of the meeting were provided for Council's information.

NOTED*Infrastructure & Planning Report (Items for Information)***DI&P12/25 Minutes - Singleton Sports Council Committee - 13/02/2025****FILE:25/00185**

The Singleton Sports Council Committee held its ordinary meeting on 13 February 2025. The minutes of the meeting were provided for Council's information.

NOTED*Questions Given*

**QG2/25 Questions of Which Notice Has Been Given - 18
February 2025**

FILE:25/00033

- 1. Mayor Moore – Budget Allocation for Councillor Conference Attendance**
- 2. Mayor Moore – Councillor Conference Spend to Date**
- 3. Mayor Moore – Councillor Conference Attendance Projected Spend**
- 4. Mayor Moore – Conference Attendance Relevance**
- 5. Mayor Moore – Staff Member Attendance at Conferences**
- 6. Cr Hollee Jenkins – Star Club Equestrian Program Inc – Land Enquiry**
- 7. Cr Hollee Jenkins – Star Club Equestrian Program Inc – Funding**
- 8. Cr Hollee Jenkins – Star Club Equestrian Program Inc – Lease Enquiry**

NOTED

The meeting closed at 6.49 and the minutes pages 1 to 11 were confirmed on 15 April 2025 and are a full and accurate record of proceedings of the meeting held on 18 March 2025.

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Mayor/Chairperson

.....
General Manager

PUBLIC FORUMLIST
COUNCIL MEETING – 18 March 2025
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Item Details

NM5/25 – Notice of Motion - Proposed Quarry Development

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Speakers

Speakers For the recommendation	
Name and address	Representing self/organisation

Speakers Against the recommendation	
Mr Adam Blundell	Organisation

Item Details

DOCC8/25 – Request for Event Application Fee Waiver – Slow Food Singleton

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Speakers

Speakers For the recommendation	
Name and address	Representing self/organisation
Mr Simon Brooker	Organisation

Speakers Against the recommendation	

Item Details

DI&P11/25 – Minutes – Local Traffic Committee

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Speakers

Speakers For the recommendation	
Name and address	Representing self/organisation
Trevor Stewart	

Speakers Against the recommendation	

Item Details

QG2/25 - Questions of Which Notice Has Been Given - 18 February 2025

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Speakers

Speakers For the recommendation	
Name and address	Representing self/organisation

Speakers Against the recommendation	
Sharon Bassett	Organisation