

MINUTES OF MEETING OF SINGLETON COUNCIL HELD IN THE COUNCIL CHAMBERS QUEEN STREET SINGLETON ON TUESDAY 15 APRIL 2025, COMMENCING AT 6.06PM.

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; Dwight Graham, Director Corporate & Commercial Services; Damian Morris, Acting Director Infrastructure and Planning; Melinda Curtis, Executive Manager, Jake Cherrie; IT Network & Systems Engineer; Samantha Calleja, Executive Assistant, and Rebecca Bailey, Governance Lead. There were representatives of the media and members of the public present in the gallery.

CONFIRMATION OF MINUTES

- 33/25 **MOVED** Cr M McLachlan **SECONDED** Cr George, Deputy Mayor that the minutes of the Meeting of Singleton Council held on Tuesday 18 March 2025, be confirmed.

CARRIED

MATTERS ARISING FROM MINUTES

Change of business name from Smoke in Broke to Broke BBQ Festival.

DISCLOSURES AND DECLARATIONS OF INTEREST

Cr Peree Watson declared a non-significant, non-pecuniary interest regarding MM2/25 – Mayoral Minute – Increased water and sewer charges to fund new Water and Sewer Depot necessitated by Singleton Bypass as she is employed in the electorate office of Jenny Aitchison, the Member for Maitland who is the Minister for Regional Transport and Roads.

Cr Patrick Thompson declared a non-significant, non-pecuniary interest regarding DCCS6/25 – Whitmore Limited Services – Approval of Funding as he is employed by a competing organisation.

Cr Anne McGowan declared a non-significant, non-pecuniary interest regarding DCCS6/25 – Whitmore Limited Services – Approval of Funding as her husband sits on the Board of Whitmore Limited.

WITHDRAWAL OF ITEMS AND LATE ITEMS OF BUSINESS

Nil.

Cr Peree Watson left the meeting, the time being 06:12 PM

Mayoral Minutes

**MM2/25 Mayoral Minute - Increased water and sewer charges
to fund new Water and Sewer Depot necessitated by
Singleton Bypass FILE:21/00410/009**

Council's Water and Sewer Depot was acquired in 2022 by Transport for NSW, under the *Just Terms Compensation Act, 1991*, to facilitate the construction of the Singleton Bypass. However, Council has yet to see reasonable compensation to allow the construction of a new fit-for-purpose Water and Sewer Depot.

The former Waterworks Lane Depot had been in operation since the early 1900s, housing most of Council's water and sewer network maintenance team along with all associated activities including offices, amenities, storage sheds and stockpile sites.

The facility met the needs of both staff and our growing community, which without the Bypass project, would have continued to operate as the headquarters for Council's water and sewer teams responding around-the-clock to issues including main breaks and sewer overflows with no further investment from Council and its customers.

The loss of Council's Water and Sewer Depot directly resulting from the acquisition by Transport for NSW must compel a fair and reasonable funding contribution for the provision of what is a basic essential service. Council is now confronted with the unexpected costs for the construction and relocation of a new depot, which are significant and continue to rise, with latest estimates in the order of \$20 million.

Council's draft 2025/2029 Delivery Program and 2025/2026 Operational Plan includes provision for planning and detailed designs for this essential facility.

Council has taken every action possible, including current legal action, to secure sufficient funds to replace this essential facility and prevent Singleton rate payers from having to cover the costs. However, there are no available funding sources for Council to draw from without an impact on water and sewer customer's bills whilst also continuing to provide reliable and efficient water and sewer services.

With Council's water and sewer maintenance crews currently operating out of an unsuitable temporary depot, Council simply cannot wait any longer to commence design and construction works on a new depot to provide appropriate facilities to support staff in the provision of essential water and sewer services.

It is not possible to carry out the required undertakings without increasing water and sewer prices above CPI. As a result, from 1 July 2025, every single water and sewer customer will be paying extra to fund a depot that wouldn't have needed replacing if not for the Singleton Bypass.

With \$700 million invested by the Federal and State Governments to fund the Singleton Bypass, Council maintains that it's not fair for the community to bear the cost burden of

a new depot due to the forced acquisition. Council has and continues to advocate to the State Government for fair and reasonable compensation to avoid the price increase for water and sewer services.

34/25 **MOVED** Cr Moore, Mayor **SECONDED** Cr George, Deputy Mayor that Council resolves to:

1. Write to the NSW Minister for Roads, Minister for Regional Transport, The Hon. Jenny Aitchison MP, to request fair and reasonable compensation for the loss of Council's Water and Sewer Depot, resulting from the acquisition by Transport for NSW, so that Council's water and sewer customers do not have to pay more for the replacement of this essential facility.
2. Write to the Federal Member for Hunter, Dan Repacholi MP and the State Member for Upper Hunter, Dave Layzell MP seeking their support for Council's request.

CARRIED

Cr Peree Watson returned to the meeting, the time being 06:19 PM

35/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr P Watson that the following matters be brought forward for consideration:

- DOCC11/25 Request for Event Application Fee Waiver - RSL Sub-Branch Anzac Day Dawn Service & March
- NM10/25 Notice of Motion - Cr H Jenkins - Support for ANZAC Day services

CARRIED

DOCC11/25 Request for Event Application Fee Waiver - RSL

Sub-Branch Anzac Day Dawn Service & March FILE:24/00275/014

The purpose of this report was seeking Council's approval to waive the event application fee for the Singleton RSL Sub-Branch's ANZAC Day Dawn Service in Burdekin Park and subsequent ANZAC Day March through Singleton's Central Business District.

36/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr P Watson that Council waive the \$148.00 event application fee for the RSL Sub-Branch ANZAC Day events on Friday 25 April 2025.

CARRIED

NM10/25 Notice of Motion - Cr H Jenkins - Support for ANZAC Day services

FILE:25/00033

Councillor H Jenkins will move that the Council formalises the provision of in-kind and financial support for the Singleton ANZAC Day services, which will encompass the following elements:

1. Continue to provide the Traffic Management Plan (TMP): This includes State Government fees, development of the plan and the cost of a traffic control contractor to deliver the traffic control according to the plan.
2. Continue to provide transportation of the Dias from Council storage to the Police Station and return to Council storage.
3. Continue to provide marquees, seating and fencing (not transportation).
4. Continue to provide public amenities and park maintenance to the service location, for 2025, this will be Burdekin Park.
5. An annual donation of \$5,000 to the Singleton RSL Sub-branch to assist in covering expenses related to the facilitation of the event through the Community Economic Development Fund to the Singleton RSL Sub-branch, for the duration of the current term of Council.

This notice of motion is intended to establish a consistent annual commitment for the duration of the current term of Council, thereby ensuring the stability and continuity of the ANZAC Day services.

37/25 **MOVED** Cr H Jenkins **SECONDED** Cr M McLachlan that the Council formalises the provision of in-kind and financial support for the Singleton ANZAC Day services, which will encompass the following elements:

1. Continue to provide the Traffic Management Plan (TMP): This includes State Government fees, development of the plan and the cost of a traffic control contractor to deliver the traffic control according to the plan.
2. Continue to provide transportation of the Dias from Council storage to the Police Station and return to Council storage.
3. Continue to provide marquees, seating and fencing (not transportation).
4. Continue to provide public amenities and park maintenance to the service location, for 2025, this will be Burdekin Park.
5. An annual donation of \$5,000 to the Singleton RSL Sub-branch to assist in covering expenses related to the facilitation of the event through the Community Economic Development Fund to the Singleton RSL Sub-branch, for the duration of the current term of Council.

This notice of motion is intended to establish a consistent annual commitment for the duration of the current term of Council, thereby ensuring the stability and continuity of the ANZAC Day services.

MOVED Cr G Adamthwaite that the Council formalises the provision of in-kind and financial support for the Singleton ANZAC Day services, which will encompass the following elements:

1. Continue to provide the Traffic Management Plan (TMP): This includes State Government fees, development of the plan and the cost of a traffic control contractor to deliver the traffic control according to the plan.
2. Continue to provide transportation of the Dias from Council storage to the Police Station and return to Council storage.

3. Continue to provide marquees, seating and fencing (not transportation).
4. Continue to provide public amenities and park maintenance to the service location, for 2025, this will be Burdekin Park.
5. A one-off donation of up to \$5000 to the Singleton RSL Sub-Branch. The payment of this is subject to demonstrating need through receipts relating to ANZAC Day expenditure. The up to \$5000 to be accessed through the Donations Policy – Mayoral Relief Fund.

The AMENDMENT was PUT and LOST

MOVED Cr H Jenkins **SECONDED** Cr M McLachlan that the Council formalises the provision of in-kind and financial support for the Singleton ANZAC Day services, which will encompass the following elements:

1. Continue to provide the Traffic Management Plan (TMP): This includes State Government fees, development of the plan and the cost of a traffic control contractor to deliver the traffic control according to the plan.
2. Continue to provide transportation of the Dias from Council storage to the Police Station and return to Council storage.
3. Continue to provide marquees, seating and fencing (not transportation).
4. Continue to provide public amenities and park maintenance to the service location, for 2025, this will be Burdekin Park.
5. An annual donation of \$5,000 to the Singleton RSL Sub-branch to assist in covering expenses related to the facilitation of the event through the Community Economic Development Fund to the Singleton RSL Sub-branch, for the duration of the current term of Council.

This notice of motion is intended to establish a consistent annual commitment for the duration of the current term of Council, thereby ensuring the stability and continuity of the ANZAC Day services.

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

For the Motion were Crs H Jenkins, M McLachlan, A McGowan, P Thompson, D Thompson, P Watson and S Yeomans Total (7).

Against the Motion were Crs S Moore, Mayor, G Adamthwaite and S George, Deputy Mayor Total (3).

CARRIED

Notices Of Motion

NM8/25 Notice of Motion - Cr McLachlan - Review of Sporting Groups and Grounds across the LGA

FILE:25/00033

Councillor M McLachlan will move that council undertake a review of all sporting groups and grounds across the LGA to ensure that there is a consistent approach to all. Can the review include water charges and what council is providing back to the club's facility wise.

38/25 **MOVED** Cr M McLachlan **SECONDED** Cr P Watson that council undertake a review of all sporting groups and grounds across the LGA to ensure that there is a consistent approach to all. Specifically detailing the following:

- Which facility is used by which sporting group and how many users they have.
- Details of the facilities, past and future enhancements and if they were provided by grant funds or general funds
- Water charges, whether the responsibility of the club or council
- Any other in-kind support that is received by the club.

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

NM9/25 Notice of Motion - Cr Yeomans - Review of Councillors Expenses and Facilities Policy

FILE:25/00033

Councillor S Yeomans will move that Council conduct a review of the Councillor Expenses and Facilities Policy, ensuring that the following guiding principles are considered:

- Alignment with organisational cost-saving measures, including limiting travel-related reimbursements to mandatory matters.
- Restricting conference attendance to events hosted by organisations such as Local Government NSW or ALGA.
- Ensuring compliance with relevant regulations, industry standards, and best practices.
- Promoting competence, fairness, diversity, and inclusion within the policy framework.
- Clearly defining responsibilities, reporting mechanisms, and consequences for non-compliance to enhance accountability.

39/25 **MOVED** Cr S Yeomans **SECONDED** Cr G Adamthwaite that Council conduct a review of the Councillor Expenses and Facilities Policy, ensuring that the following guiding principles are considered:

- Alignment with organisational cost-saving measures, including limiting travel-related reimbursements to mandatory matters.
- Full review of conferences and their value to the community.
- Ensuring compliance with relevant regulations, industry standards, and best practices.
- Promoting competence, fairness, diversity, and inclusion within the policy framework.
- Clearly defining responsibilities, reporting mechanisms, and consequences for non-compliance to enhance accountability.

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

For the Motion were Crs S Moore, Mayor, G Adamthwaite, S George, Deputy Mayor, D Thompson and S Yeomans Total (5).

Against the Motion were Crs H Jenkins, M McLachlan, A McGowan, P Thompson and P Watson Total (5).

The Mayor exercised a casting vote for the motion and the motion was declared carried.

CARRIED

NM10/25 Notice of Motion - Cr H Jenkins - Support for ANZAC Day services

FILE:25/00033

This item was considered earlier in the meeting.

General Manager's Report (Items Requiring Decision)

GM15/25 Integrated Planning and Reporting Documents for Public Exhibition

FILE:23/00559/001

The purpose of this report was seeking Council's endorsement for the public exhibition of the suite of draft Integrated Planning and Reporting documents, in accordance with the *Local Government Act, 1993*.

40/25 **MOVED** Cr D Thompson **SECONDED** Cr G Adamthwaite that Council

1. Endorse the draft combined Delivery Program 2025-2029 and Operational Plan 2025/2026, and draft Resourcing Strategy 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 combined Delivery Program 2025-2029 and Operational Plan 2025/2026, and draft Resourcing Strategy following consideration of submissions received during the required exhibition period.

CARRIED

GM16/25 Minutes - United Wambo Voluntary Planning Agreement Community Committee 13/02/2025

FILE:25/00128/003

The United Wambo Voluntary Planning Agreement (UW VPA) Community Committee held its meeting on 13 February 2025.

41/25 **MOVED** Cr George, Deputy Mayor **SECONDED** Cr M McLachlan that Council:

1. Notes the minutes of the UW VPA Community Committee meeting held on the 13 February 2025 were provided for Council's consideration.
2. Through the General Manager, request that a contribution to footpaths in Jerrys Plains be considered as part of the Port to REZ project.

CARRIED

Cr Patrick P Thompson left the meeting, the time being 07:04 PM

Cr Anne A McGowan left the meeting, the time being 07:04 PM

*Corporate and Commercial Services Report (Items Requiring Decision)***DCCS6/25 Witmore Limited Support Services - Approval of Funding****FILE:24/00240**

The purpose of this report was obtaining Council's approval for the allocation of funding from the Singleton Community and Economic Development Fund (CEDF), Mount Thorley Warkworth Voluntary Planning Agreement, interest component. This proposed allocation of funding to Witmore Limited Support Services is for the purposes of building a survey peg sharpener, which will support ongoing employment and create training opportunities for people with disabilities. The proposal aligns with the CEDF policy.

- 42/25 **MOVED** Cr George, Deputy Mayor **SECONDED** Cr D Thompson Council approves a grant of \$ 21,271.43 (plus GST) from the Mount Thorley Warkworth Voluntary Planning Agreement interest component of the Singleton Community and Economic Development Fund to Witmore Limited Support Services, for the purpose of designing and building a Survey Peg Sharpener.

CARRIED

Cr Anne A McGowan returned to the meeting, the time being 07:04 PM
Cr Patrick P Thompson returned to the meeting, the time being 07:04 PM

*Organisation and Community Capacity Report (Items Requiring Decision)***DOCC11/25 Request for Event Application Fee Waiver - RSL****Sub-Branch Anzac Day Dawn Service & March****FILE:24/00275/014**

This item was considered earlier in the meeting.

*Infrastructure & Planning Report (Items Requiring Decision)***DI&P14/25 Response to Notice of Motion - Investigation into Electric Vehicle Charging Stations****FILE:24/00093**

A report was provided with a response to the Notice of Motion regarding the feasibility of Electric Vehicle Charging Infrastructure (EVCI) at the Singleton Visitor Information Centre (VIC) and provide councillors with an overview of the work undertaken by council staff to secure Electric Vehicle (EV) charging infrastructure across the Singleton Local Government Area (LGA).

- 43/25 **MOVED** Cr D Thompson **SECONDED** Cr George, Deputy Mayor that Council note the staff report in response to Notice of Motion NM2/2024 regarding investigation into electric vehicle charging stations at the VIC.

CARRIED

**DI&P17/25 Extraordinary Minutes - Local Traffic Committee -
28/02/2025****FILE:25/00195**

The Local Traffic Committee held an extraordinary meeting on 28 February 2025. The minutes of the meeting were provided for Council's consideration.

44/25 **MOVED** Cr George, Deputy Mayor **SECONDED** Cr G Adamthwaite that Council

1. Note the minutes of the Extraordinary Local Traffic Committee Meeting held on 28 February 2025.
2. Adopt the following recommendation made by the Local Traffic Committee:

3.1 Item 1 - Event - Putty Road Truck Memorial - Temporary Traffic Management

That Council endorses the Traffic Management Plan for the 2025 Putty Road Truck Drivers Memorial Annual On-Site Service on 17 May 2025 and approves the implementation of the temporary traffic control 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).

10. A Road Occupancy Licence (ROL) is required from TfNSW for the installation of the temporary traffic management measures on Putty Road.

CARRIED

General Manager's Report (Items for Information)

GM18/25 Minutes - Australia Day Committee - 12/03/2025 FILE:25/00203

The Australia Day Committee held its ordinary meeting on 12 March 2025. The minutes of the meeting were provided for Council’s information.

NOTED

GM20/25 Minutes - Audit Risk and Improvement Committee - 19 March 2025 FILE:25/00177/001

The Audit Risk and Improvement Committee held its ordinary meeting on 19 March 2025. The minutes of the meeting were provided for Council’s information.

NOTED

GM17/25 Minutes - Mount Thorley Warkworth Voluntary Planning Agreement (VPA) Community Committee - 20/02/2025 FILE:25/00027/006-04

The Mount Thorley Warkworth Voluntary Planning Agreement (VPA) Community Committee held its ordinary meeting on 20 February 2025. The minutes of the meeting were provided for Council’s information.

NOTED

Corporate and Commercial Services Report (Items for Information)

DCCS5/25 Investment Report - March 2025 FILE:24/00325

A report was provided advising invested funds as of March 2025.

NOTED

*Infrastructure & Planning Report (Items for Information)***DI&P18/25 Minutes - Weeds Advisory Committee - 19/03/2025 FILE:19/00046/006**

The Weeds Advisory Committee held its ordinary meeting on 19 March 2025. The minutes of the meeting were provided for Council's information.

NOTED*Questions Given***QG3/25 Questions of Which Notice Has Been Given - 18 March 2025****FILE:25/00033**

Responses were provided following Councillor questions the 18 March 2025 Council meeting:

1. Cr Hollee Jenkins – Contact HSV Heaven regarding Development Application Process
2. Cr Hollee Jenkins – Financial Reports for Projects Over \$100,000
3. Cr Hollee Jenkins – Investigate Hosting a Housing Forum
4. Cr Hollee Jenkins – Emergency Services Expo
5. Cr Hollee Jenkins – Star Club Equestrian Inc – Lease Enquiry
6. Cr Scott Yeomans – Cemetery Mowing

NOTED

The meeting closed at 7.15PM and the minutes pages 1 to 11 were confirmed on 20 May 2025 and are a full and accurate record of proceedings of the meeting held on 15 April 2025.

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Mayor/Chairperson

.....
General Manager

PUBLIC FORUMLIST
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Speakers

Speakers For the recommendation	
Name and address	Representing self/organisation
Mary-Anne Holland	Singleton RSL Sub Branch (President)

Speakers Against the recommendation	

QG3/25 – Questions of Which Notice Has Been Given – 18 March 2025
 Question 2 – Cr Hollee Jenkins – Financial Reports for Projects Over \$100,000 98

Speakers

Speakers For the recommendation	
Name and address	Representing self/organisation
Ian Hedley	Self

Speakers Against the recommendation	