

**MINUTES OF MEETING OF SINGLETON COUNCIL HELD IN THE COUNCIL CHAMBERS QUEEN STREET SINGLETON ON TUESDAY 17 JUNE 2025, COMMENCING AT 5.51pm.**

**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.

- 56/25 **APPLICATION TO ATTEND VIA AUDIO VISUAL LINK**  
Councillor McLachlan has submitted a request to attend the Council Meeting tonight via audio visual link.

**RECOMMENDATION:** that Councillor McLachlan be permitted to attend the Council Meeting via audio visual link.

**MOVED** Cr H Jenkins **SECONDED** Cr S George, Deputy Mayor

**CARRIED**

**APOLOGIES**

Nil.

**IN ATTENDANCE**

Justin Fitzpatrick-Barr, General Manager; Dwight Graham, Director Corporate & Commercial Services; Melinda Curtis, Executive Manager; Rebecca Bailey, Governance Lead; Samantha Calleja, Executive Assistant; Kellie Jordan, IP&R Specialist; Briony O'Hara, Coordinator Communication and Engagement; Emily Riley, Principal Development Contributions Officer; Jake Cherrie, IT Network & Systems Engineer. There were representatives of the media and members of the public present in the gallery.

**CONFIRMATION OF MINUTES**

- 57/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr P Thompson that the minutes of Meeting of Singleton Council held on Tuesday 20 May 2025, be confirmed.

**CARRIED**

**DISCLOSURES AND DECLARATIONS OF INTEREST**

Cr Godfrey Adamthwaite declared a non-significant, non-pecuniary interest in DCCS13/25 - Minutes – Singleton Arts and Culture Advisory Group 27/05/2025 as his granddaughter is performing as part of the SATS.

Cr Sue George declared a non-significant, non-pecuniary interest in DI&P26/25 Sports Grants Funding Round 2 - 2024-2025 as her husband has applied for funding.

**WITHDRAWAL OF ITEMS AND LATE ITEMS OF BUSINESS**

Nil.

*Mayoral Minutes***MM4/25     Tribute to Former Mayor, long-serving Councillor and  
Freeman of the Shire, John Martin OAM     FILE:25/00006**

It is with deep sadness that we pause to reflect on the passing of John Martin OAM, who gave more than 60 years of service to the Singleton community through the NSW State Emergency Service (SES), local government and numerous local organisations.

Most notably, Mr Martin was Singleton's first popularly elected Mayor and Freeman of the Shire.

He passed away on Thursday 5 June aged 90.

Many of the current-serving Councillors were privileged to be elected alongside Mr Martin, and anyone in community service would have worked with or been aware of Mr Martin's unwavering commitment to acting with the best interests of the community at heart. There was a great respect for his leadership and the vast knowledge, expertise and experience that he brought to the Chamber.

His love for Singleton and his service to its people and the community is unparalleled, and unlikely ever to be repeated.

Mr Martin was first elected to Singleton Municipal Council in 1965 and served more than 50 years as a local government representative, including as Mayor of Singleton Council from 1999-2000 and the first popularly elected Mayor in 2012.

He concluded his local government career in 2021.

Mr Martin became just the fifth person to receive the highest civic honour Singleton can bestow when he was awarded Freeman of the Shire in 2020 in recognition of his outstanding and exemplary contribution to the Singleton local government area stretching more than 60 years, including life membership of the State Emergency Service (SES), 50 years as a Councillor and as the area's first popularly elected mayor.

He was made an Order of Australia in 1994.

In addition to his long-standing role with the SES, Mr Martin has also been recognised for his service to Our Care services, Meals on Wheels, Singleton Apex Club, Albion Park Tennis Club, Singleton Hospital community trust, and Singleton Tidy Towns.

Mr Martin was a humble man, and was a servant of the community alongside his wife Jan. Together, they were inducted to the Wambo Coal Singleton Hall of Fame and leave a huge legacy that will be felt for decades to come.

Mr Martin was steadfastly loyal to the people of Singleton right up until his passing and while our community, and indeed the wider Hunter Region is all the poorer for his loss, we have certainly been enriched by his contribution.

Vale, John Martin OAM

A tribute to Former Mayor, long-serving Councillor and Freeman of the Shire, John Martin OAM and a minute's silence was held in his honour, reflecting the community's deep respect and gratitude for his extraordinary contribution.

58/25 **MOVED** Cr D Thompson **SECONDED** Cr P Watson that the following matters be brought forward for consideration:

- DCCS13/25 - Minutes – Singleton Arts and Cultural Group - 27/05/2025
- GM 26/25 - Adoption of Singleton Integrated Planning and Reporting Documents (Community Strategic Plan 2025-2035, Delivery Program, Operational Plan, Resourcing Strategy) and 2025/2026 Budget.
- DI&P 27/25 - Singleton Weeds Advisory Committee - Recommendation to Dissolve the Committee
- DI&P 34/25 - Minutes - Weeds Advisory Committee - 04/06/2025

**CARRIED**

Cr G Adamthwaite left the meeting, the time being 06:07 PM

**DCCS13/25 Minutes - Singleton Arts and Culture Advisory Group - 27/05/2025**

**FILE:22/00156**

The Singleton Arts and Culture Advisory Group held its ordinary meeting on 27 May 2025. The minutes of the meeting were provided for Council's consideration.

59/25 **RECOMMENDATION:** that Council:

1. Note the minutes of the Singleton Arts and Culture Advisory Group meeting held on 27 May 2025.
2. Adopt the following recommendations made by the Singleton Arts and Culture Advisory Group.

Item 1 Recommendation:

- That Council engage with Transport for NSW regarding any future consultations around Aboriginal cultural and heritage matters, requesting they liaise with Singleton Council, the Wanaruah/Wonnarua community and the Singleton Aboriginal Reconciliation Committee.

Item 2 Recommendation

- That Council waive the after-hours component (approx. \$7,500) of the hire fee quoted to Singleton Theatrical Society for the use of the Singleton Civic Centre for their 2025/2026 production of *The Little Mermaid*.
- That Council work with Singleton Theatrical Society on a

Memorandum of Understanding that allows mutually agreed terms and conditions for hire and use of the Singleton Civic Centre.

3. Explore putting in place a Framework and Protocols for communicating and collaborating with the Wanaruah/Wonnarua community.
4. Explore with TfNSW and the Wanaruah/Wonnarua community ways of co-designing and funding cultural artworks on pylons or surfaces underneath the Singleton Bypass.

**MOVED** Cr D Thompson **SECONDED** Cr P Thompson

**CARRIED**

Cr G Adamthwaite returned to the meeting, the time being 06:18 PM

**GM26/25 Adoption of Singleton Integrated Planning and Reporting Documents (Community Strategic Plan 2025-2035, Delivery Program, Operational Plan, Resourcing Strategy) and 2025/2026 Budget**

**FILE:23/00559**

The report was provided seeking the adoption the following documents in accordance with Sections 402 to 405 of the *Local Government Act, 1993*:

- Draft Community Strategic Plan – Create Singleton 2035
- Draft Resourcing Strategy which includes:
  - Long Term Financial Plan 2026-2035
  - Workforce Plan/Our People Strategy 2025-2029
  - Draft Asset Management Strategy 2025-2035 and Draft Asset Management Plans
- Draft Delivery Program 2025-2029 and Operational Plan 2025-2026.

60/25

**MOVED** Cr George, Deputy Mayor **SECONDED** Cr A McGowan that Council:

1. In accordance with section 402 of the *Local Government Act, 1993*, adopts the draft Community Strategic Plan– Create Singleton 2035.
2. In accordance with section 403 of the *Local Government Act, 1993*, adopts the draft Resourcing Strategy including the draft Long Term Financial Plan 2026-2035, draft Workforce Plan/Our People Strategy 2025-2029 and draft Asset Management Strategy 2025-2035 and Draft Asset Management Plans.
3. In accordance with section 404 of the *Local Government Act, 1993*, adopts the draft Delivery Program 2025-2029.
4. In accordance with section 404 and 405 of the *Local Government Act, 1993*, adopts the draft 2025/2026 Operational Plan and Budget.
5. Makes the following General Rates for the 2025/2026 year:

Rate Type	Category	Sub-Category	Ad Valorem	Base Amount		Rate Yield
			Cents in \$	\$	% of Total Rate	\$'000
Ordinary	Residential	Singleton	0.3843	266.00	19.70	7,735
Ordinary	Residential	Rural Residential	0.2671	266.00	14.17	2,104
Ordinary	Residential	Village	0.2037	266.00	30.00	289
Ordinary	Residential	Ordinary	0.1153	266.00	19.62	3,411
Ordinary	Business	Singleton	0.8864	266.00	7.39	1,922
Ordinary	Business	Mount Thorley	0.8687	266.00	5.50	401
Ordinary	Business	Village	0.5038	266.00	17.53	42
Ordinary	Business	Ordinary	0.1463	266.00	15.52	511
Ordinary	Farmland	Ordinary	0.1288	266.00	9.43	1,884
Ordinary	Mining	Coal	0.3533			9,700
<b>Total Yield</b>						<b>28,000</b>

6. Makes the following Domestic Waste Management Services Charges for the 2025/2026 year:

<b>Urban</b>	<b>2025/2026</b>
Weekly food and garden organics waste (240L), fortnightly general waste (240L), fortnightly recycling (240L or 360L)	\$675.00
Weekly food and garden organics waste (240L), weekly general waste (240L), fortnightly recycling (240L or 360L)	\$860.00
Additional weekly general waste service (240L)	\$325.00
Additional fortnightly general waste service (240L)	\$200.00
Additional fortnightly recycling service (240L)	\$175.00
Additional fortnightly recycling service (360L)	\$200.00
Additional weekly food and garden organics service (240L)	\$200.00
Swap of 240L recycling bin for a 360L recycling bin	\$75.00
Minimum domestic waste service charge	\$40.00
<b>Rural</b>	<b>2025/2026</b>
Weekly food and garden organics waste (240L), fortnightly general waste (240L), fortnightly recycling (240L)	\$675.00
Additional fortnightly general waste service (240L)	\$200.00

Additional fortnightly recycling service (240L)	\$175.00
Additional fortnightly recycling service (360L)	\$200.00
Additional weekly food and garden organics service (240L)	\$200.00
Swap of 240L recycling bin for a 360L recycling bin	\$75.00
Minimum domestic waste service charge	\$40.00

<b>Commercial Urban</b>	<b>2025/2026</b>
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Weekly general waste (240L), fortnightly recycling (240L or 360)	\$585.00
Additional weekly general waste service (240L)	\$325.00
Additional fortnightly general waste service (240L)	\$200.00
Additional fortnightly recycling service (240L)	\$175.00
Additional fortnightly recycling service (360L)	\$200.00
Additional weekly food and garden organics service (240L)	\$200.00

<b>Commercial Rural</b>	<b>2025/2026</b>
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Fortnightly general waste (240L), fortnightly recycling (240L or 360L)	\$585
Additional fortnightly general waste service (240L)	\$200.00
Additional weekly food and garden organics service (240L)	\$200.00
Additional fortnightly recycling service (240L)	\$175.00
Additional fortnightly recycling service (360L)	\$200.00

7. Makes the following Stormwater Management Service Charges for the 2025/2026 year:

For land categorised as residential: \$25.00

For residential strata lots: \$12.50

For land categorised as business: \$25.00, plus an additional \$25.00 for each 350 square metres or part of 350 square metres by which the area of the parcel of land exceeds 350 square metres up to a maximum charge of \$100.00.

8. Makes the following Singleton Water Supply Charges for the 2025/2026 year:

Water Supply Area	Charge Type	Service Availability Charge (\$/annum)	Usage Charge (\$ per kilolitre)
Singleton	Access Charge	223.80	2.74
	Obanvale	44.76	
	20 mm	223.80	
	25 mm	349.69	
	32 mm	572.93	
	40 mm	895.20	
	50 mm	1,398.75	
	65 mm	2,363.89	
	80 mm	3,580.80	
	100 mm	5,595.00	
	150 mm	12,588.75	

9. Makes the following Mount Thorley Water Supply Charges for the 2025/2026 year:

Water Supply Area	Charge Type	Service Availability Charge (\$/annum)	Usage Charge (\$ per kilolitre)
Mount Thorley	Access Charge	223.80	2.74
	20 mm	223.80	
	25 mm	349.69	
	32 mm	572.93	
	40 mm	895.20	
	50 mm	1,398.75	
	65 mm	2,363.89	
	80 mm	3,580.80	
	100 mm	5,595.00	
	150 mm	12,588.75	

10. Makes the following Jerrys Plains Water Supply Charges for the 2025/2026 year:

Water Supply Area	Charge Type	Service Availability Charge (\$/annum)	Usage Charge (\$ per kilolitre)
Jerrys Plains	Access Charge	111.90	2.74
	20 mm	223.80	
	25 mm	349.69	
	32 mm	572.93	
	40 mm	895.20	
	50 mm	1,398.75	
	65 mm	2,363.89	

	80 mm	3,580.80	
	100 mm	5,595.00	
	150 mm	12,588.75	

11. Makes the following Broke Water Supply Charges for the 2025/2026 year:

Water Supply Area	Charge Type	Service Availability Charge (\$/annum)	Usage Charge (\$ per kilolitre)
Broke	Access	223.80	2.74
	20 mm	223.80	
	25 mm	349.69	
	32 mm	572.93	
	40 mm	895.20	
	50 mm	1,398.75	
	65 mm	2,363.89	
	80 mm	3,580.80	
	100 mm	5,595.00	
	150 mm	12,588.75	

12. Makes the following Singleton Sewerage Scheme Charges for the 2025/2026 year:

Type	Category	Amount
Residential Customers	Annual charge	\$943.98
Non-Residential Customers	Annual Service Availability Charge	\$903.09
	Sewer Usage Charge	\$2.71 per kL
Liquid Trade Waste	Annual Liquid Trade Waste Charge	\$129.72
	Liquid Trade Waste Usage Charge	\$2.13 per kL
Pressure Sewer Systems	Simplex Pump Maintenance Fee	\$315.00
	Duplex Pump Maintenance Fee	\$630.00
	Triplex Pump Maintenance Fee	\$945.00

13. Makes the following On Site Sewage Management Charge (OSSM) for the 2025/2026 year:

Type	Category	Amount
OSSM	Annual Charge	\$136.09

14. In accordance with Part 4 Clause 36 of the *Local Land Services Regulation 2014*, is authorised, empowered and required to levy the Catchment contribution rate in respect of the lands within the Singleton Local Government Area.
15. In accordance with section 566 of the *Local Government Act 1993*, that if rates and charges are unpaid at the due date, the amount shall be increased by a sum calculated at ten and a half per cent (10.5%) per annum, simple interest, calculated daily for the year commencing 1 July 2025.



16. Adopts the 2025/2026 Fees and Charges as attached to the report.
17. Consider the expenditure for the financial year commencing 1 July 2025 as detailed in the 2025/2026 Operational Plan and that funds voted to meet expenditure be approved in accordance with clause 211 of the *Local Government (General) Regulation 2021* as attached to the report.
18. Advise the Office of Local Government of the adoption of the Community Strategic Plan– Create Singleton 2035 and Delivery Program 2025-2029 and Operational Plan 2025-2026 within 28 days of adoption by Council.
19. Council publish a copy of its Community Strategic Plan– Create Singleton 2035, Delivery Program 2025-2029 and Operational Plan 2025-2026 and Resourcing Strategy on its website within 28 days of adoption.

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

**For the Motion were Crs S Moore, Mayor, G Adamthwaite, S George, Deputy Mayor, M McLachlan, A McGowan and D Thompson Total (6).**

**Against the Motion were Crs H Jenkins, P Thompson, P Watson and S Yeomans Total (4).**

**CARRIED**

**DI&P27/25 Singleton Weeds Advisory Committee -**

**Recommendation to Dissolve the Committee**

**FILE:19/00046/006**

A report was provided to recommending that the Weeds Advisory Committee be dissolved and weed management responsibilities be integrated and incorporated into the broader and more strategic work within the Singleton Sustainability Strategy.

61/25

**MOVED** Cr S George, Deputy Mayor **SECONDED** Cr P Thompson that Council:

1. Dissolves the Weeds Advisory Committee, effective immediately and writes to each Committee member thanking them for their service.
2. Requests the Sustainability Advisory Committee at its next available meeting consider a report to expand membership, if required and noting there is existing membership duplication, to include community representation with an interest in weed management.
3. Note that staff continue to hold regular meetings with the Upper Hunter Weeds Authority on operational weed management activities in the Singleton LGA.
4. Note that staff continue to engage regularly with Local Land Services through the Regional Weeds Committee.
5. Review the Weed Management Strategy and include weed management under a broader biodiversity objective in the revised Singleton Sustainability Strategy (currently in development).

**CARRIED**

**DI&P34/25 Minutes - Weeds Advisory Committee - 04/06/2025 FILE:19/00046/006**

The Weeds Advisory Committee held its ordinary meeting on 4 June 2025. The minutes of the meeting were provided for Council's information.

**NOTED***Notices Of Motion***NM11/25 Notice of Motion - Cr Yeomans - Compliance and Enforcement Policy****FILE:25/00033**

Councillor S Yeomans will move:

That Council provide a Councillor briefing on the Enforcement and Compliance policy prior to the draft being presented at a Council meeting.

62/25 **MOVED** Cr S Yeomans **SECONDED** Cr P Thompson That Council provide a Councillor briefing on the Enforcement and Compliance policy prior to the draft being presented at a Council meeting.

**CARRIED***General Manager's Report (Items Requiring Decision)*

Item - GM26/25. Adoption of Singleton Integrated Planning and Reporting Documents (Community Strategic Plan 2025-2035, Delivery Program, Operational Plan, Resourcing Strategy) and 2025/2026 Budget – was considered earlier in the meeting.

**GM27/25 2025 Determination - Local Government Remuneration Tribunal****FILE:21/00162**

The report was provided advising Council that the Local Government Remuneration Tribunal has concluded its review for the year 2025/2026 in which enables Council to set the annual fees payable to the Mayor and Councillors for the 2025/2026 financial year.

63/25 **MOVED** Cr George, Deputy Mayor **SECONDED** Cr G Adamthwaite that the Mayoral fee be increased to \$50,680 and the Councillor fees be increased to \$23,220 in accordance with the maximum fee amount in the Local Government Remuneration Tribunal's decision for the financial year commencing 1 July 2025.

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

**For the Motion were Crs S Moore, Mayor, G Adamthwaite, S George, Deputy Mayor, M McLachlan, A McGowan, P Thompson and D Thompson Total (7).**

**Against the Motion were Crs H Jenkins, P Watson and S Yeomans Total (3).**

**CARRIED****GM28/25 Internal Audit Plan 2025 - 2029 Executive Summary****FILE:24/00389**

The report was provided seeking Council's adoption of the draft Internal Audit Plan 2025 – 2029.

64/25 **MOVED** Cr George, Deputy Mayor **SECONDED** Cr G Adamthwaite that Council adopt

the draft Internal Audit Plan 2025 – 2029.

**CARRIED**

**GM29/25 Draft Risk Appetite Statement**

**FILE:15/0640**

The report was provided seeking Council's adoption of the draft risk appetite statement.

65/25 **MOVED** Cr H Jenkins **SECONDED** Cr D Thompson that Council adopt the draft risk appetite statement.

**CARRIED**

**GM32/25 Delegation of Authority to General Manager**

**FILE:25/00171/004**

The report was provided to consider and adopt delegations for the General Manager in accordance with Section 377 of the *Local Government Act 1993* (the Act). Section 380 of the Act requires that a review of delegations be carried out during the first 12 months of each new Council.

66/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr D Thompson that Council:

1. All previous delegations of Functions to the General Manager be revoked.
2. The person who from time to time holds the position of General Manager of Council (General Manager) be delegated authority under section 377 of the *Local Government Act, 1993*, to exercise and/or perform on behalf of Council the Council's Functions under all Legislation in force and as amended from time to time as per the Delegation of Authority – General Manager.

**CARRIED**

*Corporate and Commercial Services Report (Items Requiring Decision)*

**DCCS11/25 Dividend Payment from Water and Sewerage Businesses**

**FILE:19/00223**

The report was provided for Council to consider payment of a dividend from its water and sewerage business to the general fund as per the provisions under Section 409(5) of the *Local Government Act, 1993*.

67/25 **MOVED** Cr D Thompson **SECONDED** Cr S George, Deputy Mayor that Council confirm it has complied with the requirements of Section 4.2 and 4.3 of the Guidelines, which are set out in the *Regulatory and assurance framework for local water utilities* and that it intends to apply to the Department of Planning and Environment to pay a dividend from its water and sewerage businesses for the 2023/24 financial year. Specifically, that Council confirms it has:

1. Calculated the dividend payment in accordance with the methodology in the *Regulatory and assurance framework for local water utilities*;
2. Demonstrated there is a surplus;
3. Demonstrated full cost-recovery pricing and developer charges;

4. In place effective, evidence-based strategic planning in accordance with the Regulatory and assurance framework for local water utilities;
5. Demonstrated that its financial reports are a true and accurate reflection of the business; and
6. Demonstrated that the overhead reallocation charge is a fair and reasonable cost.

The value of the total dividend payable will be equal to the maximum amount payable under the Guidelines, being \$219,330 from its water business (comprising of a tax-equivalent dividend of \$21,933 and a dividend from surplus of \$197,397) and \$185,850 from its sewerage business (comprising of a tax-equivalent dividend of \$18,585 and a dividend from surplus of \$167,265).

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

**For the Motion were Crs S Moore, Mayor, G Adamthwaite, S George, Deputy Mayor, M McLachlan, A McGowan and D Thompson Total (6).**

**Against the Motion were Crs H Jenkins, P Thompson, P Watson and S Yeomans Total (4).**

**CARRIED**

**DCCS12/25 Exemption to Tender - Bridgman Ridge  
Development Sewer Works**

**FILE:21/00439**

A report was provided recommending that the Council resolve into Closed Council with the press and public excluded to allow consideration of the item as the commercial information is of a confidential nature that would, and if disclosed, prejudice the commercial position of the person who supplied it.

- 68/25 **MOVED** Cr S George, Deputy Mayor **SECONDED** Cr H Jenkins that the report on Exemption to Tender – Bridgman Ridge Development Sewer Works be considered in Closed Council with the press and public excluded in accordance with Section 10A(2)(d)(i) of the *Local Government Act, 1993* of the *Local Government Act, 1993* on the grounds that it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it..

**CARRIED**

Item - DCCS13/25.Minutes - Singleton Arts and Culture Advisory Group - 27/05/2025  
This item was considered earlier in the meeting.

**DCCS14/25 Loan Borrowings - Community Building Renewal  
Program**

**FILE:24/00380**

The report was provided to obtain Council approval to draw down loan funds for the Community Building Renewal Program.

- 69/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr S George, Deputy Mayor that Council

authorise the Mayor and General Manager to execute under Council Seal documentation associated with a \$5,659,000 loan borrowing for works undertaken under the Community Building renewal program, for a period of ten (10) years.

**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**

*Infrastructure & Planning Report (Items Requiring Decision)*

**DI&P25/25 Draft Singleton Local Infrastructure Contributions Plan FILE:24/00269/0**

A report was provided to advise Council of the outcomes of the consultation undertaken on the draft Singleton Local Infrastructure Contributions Plan (SLIC Plan), and to note the proposed response to submissions provided and approve the Singleton Local Infrastructure Contributions Plan as amended.

- 70/25 **MOVED** Cr D Thompson **SECONDED** Cr P Thompson that Council:
1. Receive and note the submissions received during the public exhibition of the draft Singleton Local Infrastructure Contributions Plan.
  2. Approve the Singleton Local Infrastructure Contributions Plan as amended, to commence on 1 July 2025, and repeal the Singleton Development Contributions Plan 2008, and any previous contributions plan.
  3. Provide public notice that the Singleton Local Infrastructure Contributions Plan has been approved in accordance with the *Environmental Planning and Assessment Regulation, 2021*.
  4. Note it's 18 March 2025 resolution 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.

**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 S Yeomans Total (1).**

**CARRIED**

**DI&P20/25 Draft Voluntary Planning Agreement with Hunterview Developments PTY LTD**

**FILE:25/00308**

A report was provided recommending that the Council resolve into Closed Council with the press and public excluded to allow consideration of the item as the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial

advantage on a competitor of the council; or (iii) reveal a trade secret.

- 71/25 **MOVED** Cr H Jenkins **SECONDED** Cr S George, Deputy Mayor that the report on Draft Voluntary Planning Agreement – Huntview Developments PTY LTD be considered in Closed Council with the press and public excluded in accordance with Section 10A(2) (d) of the *Local Government Act, 1993* on the grounds that the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.

**CARRIED**

Cr S George, Deputy Mayor left the meeting, the time being 07:06 PM

**DI&P26/25 Sports Grant Program Funding Allocations Round 2 - 2024/2025**

**FILE:25/00185**

A report was provided seeking approval to fund ten (10) grant applications under Round 2 of the Singleton Council Sports Grant Program 2024/2025.

- 72/25 **MOVED** Cr D Thompson **SECONDED** Cr M McLachlan that:

1. Council approves the following applications totalling \$121,785 under Round 2 of Council's Sports Grant Program 2024/2025:

Applicant	Project	Project Cost	Grant Amount Recommended for approval
Howe Park Tennis Club	Clubhouse upgrade and expansion detail design	\$42,639	\$42,639
Howe Park Tennis Club	Grass Court Maintenance Equipment Replacement	\$9,257	\$4,628
Howe Park Tennis Club	Synthetic Grass Court Grooming Equipment	\$1,960	\$980
Singleton Clay Target Club	Wireless Electronic Control Systems	\$7,805	\$3,902
Singleton Junior Rugby League	First Aid Supplies	\$1,364	\$682
Singleton Strikers Football Club	Field Marking Maintenance	\$8,240	\$1,290
Singleton Track and Field	Cook 5 Security and Enhancement	\$31,225	\$31,225
Singleton United Rugby League Football	Sustainable Water	\$14,878	\$7,439

Club			
Singleton Golf Club	Renovation of Practice Putting Green	\$48,630	\$24,000
Wonnarua Wayila	Wonnarua NAIDOC Gala Day	\$15,000	\$5,000
<b>Total</b>		<b>\$180,998</b>	<b>\$121,785</b>

2. Council approves the carryover of \$33,720 of remaining funds in the 2024/2025 Singleton Sports Grant Program to the corresponding program in 2025/2026.

**CARRIED**

Cr S George, Deputy Mayor returned to the meeting, the time being 07:07 PM

Item - DI&P27/25.Singleton Weeds Advisory Committee - Recommendation to Dissolve the Committee - This item was considered earlier in the meeting.

**DI&P30/25 Draft Singleton Rural Lands Strategy**

**FILE:23/00186**

The purpose of this report was seeking Council endorsement to place the Draft Singleton Rural Lands Strategy (draft Strategy) on public exhibition in accordance with the *Environmental Planning and Assessment Act, 1979*.

73/25

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

1. Endorse the Draft Rural Lands Strategy to be placed on Public Exhibition for a minimum of 28 days as per Council's adopted Community Engagement Strategy and in accordance with the *Environmental Planning and Assessment Act, 1979*.
2. Adopt the draft Rural Lands Strategy following the public exhibition period subject to submissions received and provided that there are no alterations required to the draft Strategy as a result of the objections or feedback.
3. Receive a further report should objections or feedback be received during the public exhibition period, that result in amendments to the draft Rural Lands Strategy prior to adopting the Strategy.

**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&P32/25 Minutes - Roads Advisory Committee - 08/05/2025**

**FILE:25/00200**

The Roads Advisory Committee held its ordinary meeting on 8 May 2025. The minutes

of the meeting and the draft Roads Capital Works Program 2025/2026 were provided for Councils consideration.

74/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr H Jenkins that Council:

1. Notes the minutes of the Roads Advisory Committee meeting held on 8 May 2025.
2. Adopts the following recommendations of the Roads Advisory Committee:

**6.1 Ausgrid Kiosk - Bourke's Arcade - 126 John Street, Lot 200 DP 617633**

That Council write to the Minister of Local Government, Minister for Climate Change, Minister for Energy, Minister for the Environment and Minister for Heritage and the Member for Upper Hunter expressing Council's disappointment with Ausgrid disregarding Council's objection to improve community outcomes.

**6.4 Draft Capital Works 2025/2026 – Update**

Support the proposed draft Roads Capital Works Program 2025/2026.

**CARRIED**

**DI&P33/25 Minutes - Local Traffic Committee - 22/05/2025** **FILE:25/00195**

The Local Traffic Committee held its ordinary meeting on 22 May 2025. The minutes of the meeting were provided for Council's consideration.

75/25 **MOVED** Cr S George, Deputy Mayor **SECONDED** Cr M McLachlan that Council

1. Note the minutes of the Local Traffic Committee Meeting held on 22 May 2025.
2. Adopt the following recommendations made by the Local Traffic Committee:

**Item 1 - Event - Lake St Clair Bike Ride - Temporary Traffic Management**

That Council endorses the Traffic Management Plan for the Lake St Clair Bike Ride, as submitted by the Rotary Club of Singleton, and approve the event in accordance with this plan subject to the following conditions:

1. As per the Work Health and Safety Act 2011, 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.



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).

### **Item 2 - Event - Society of Saint Pius X Procession - Temporary Traffic Management**

That Council endorses TGS number WTTC-TCP-11007 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).

### **Item 3 - Event - Milbrodale Mountain Classic 2025 - Temporary Traffic Management**

That Council endorses the Traffic Management Plan for the '2025 Hedweld Milbrodale Mountain Classic' 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. Compliance with Traffic Guidance Schemes (TGS) must take precedence over any operational or competitive expedience encountered in the conduct of the race.
2. 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.
3. 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 a race commences.
4. 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).
5. Traffic Controllers must hold current traffic controller certification – 'Traffic Controller' (previously blue card)
6. Traffic Controllers can only operate in accordance with a TGS that has been authorised by the relevant Roads Authority, under *Roads Regulation, 2018*.
7. Traffic controllers must display their authorisation when controlling traffic.
8. 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.
9. The implementation of TGS's must be undertaken by a person that holds current certification – 'Implement Traffic Control Plans' (previously yellow card)
10. Any changes or modifications to the TGS can only be made by a person that holds appropriate current certification – 'Prepare a Work Zone Traffic Management Plan' (previously red card).
11. The event organiser must undertake letterbox drops to all affected businesses and residents in the areas at least 7 days prior to the events taking place to advise of the upcoming event.

#### **Item 4 - Event - Pokolbin Farmers Sunday Market**

That Council endorses the Traffic Management Plan for the Pokolbin Farmers Sunday Market at 691 Hermitage Road, Pokolbin 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 any TGS's are properly and fully implemented at an appropriate time before the event begins.
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 the Roads Regulations 2018
6. Traffic controllers must display their authorisation when controlling traffic
7. 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.
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 5 - Intersection of Dangar Road and Boonal Street**

That Council:

1. Agrees that the existing GIVE WAY signs remain in place at the intersection of Boonal Street and Dangar Road, as the sight distance exceeds 30 metres and does not meet the warrant for STOP sign installation under Clause 2.5.1(d) of the Australian Standards;
2. Approves the installation of "GIVE WAY SIGN AHEAD (SYMBOLIC)" signs on both approaches of Boonal Street to enhance driver awareness of the intersection; and
3. Continues to monitor the intersection, with a view to securing grant funding for

an alternate intersection treatment should future conditions warrant further intervention.

#### **Item 6 - Singleton Council Local Parking Enforcement Policy**

That Council supports the investigation of a Parking Enforcement Policy, with a report back to the Local Traffic Committee on the draft Policy and outcomes of consultation.

#### **Item 7 - Brunners Bridge Replacement - Speed limit review**

That Council:

- Notes that works are currently underway to replace Brunners Bridge on Gresford Road, approximately 600 metres west of Elderslie Road.
- Acknowledges that the replacement bridge will be designed to support unrestricted access for all vehicle types, including heavy vehicles, thereby eliminating the need for speed or load restrictions.
- Approves the removal of the 60 km/h speed limit for trucks and buses and the restriction of one heavy vehicle at a time on Brunners Bridge, upon completion of the bridge replacement works.
- Approves the removal of all associated signage shown on Drawing 'PS17-047 – Gresford Road – Heavy Vehicle Signage', following the completion and commissioning of the new bridge.

#### **Item 8 - Line Marking - 133 Pioneer Road Development**

That Council approves the installation of the regulatory signage and line marking associated with subdivision 51.2022.300.7 – 133 Pioneer Road Huntview – Signage and Line Marking as per drawing '133 Pioneer Road – Huntview – Signage and Line Marking Plan'.

**CARRIED**

#### *General Manager's Report (Items for Information)*

##### **GM30/25 Arts Upper Hunter**

**FILE:17/00618**

Arts Upper Hunter Board held its ordinary meeting on 20 November 2024. The minutes, a letter to the General Manager providing an update and the Arts Upper Hunter Strategic Plan were provided for Council's information.

**NOTED**

##### **GM33/25 Minutes - Audit Risk and Improvement Committee - 21 May 2025**

**FILE:25/00177/002**

The Audit Risk and Improvement Committee held its ordinary meeting on 21 May 2025. The minutes of the meeting were provided for Council's information.

**NOTED**

*Corporate and Commercial Services Report (Items for Information)***DCCS15/25 Investment Report - May 2025****FILE:24/00325**

A report was provided advising the funds that were in are invested under section 625 of the *Local Government Act, 1993* as at 31 May 2025.

**NOTED****DCCS16/25 Minutes - Singleton Aboriginal Reconciliation Committee - 06/05/2025****FILE:24/00361**

The Singleton Aboriginal Reconciliation Committee held its ordinary meeting on 6 May 2025. The minutes of the meeting were provided for Council's information.

**NOTED****DCCS17/25 Minutes - Compliments, Complaints & Customer Experience Review Committee - 29/04/2025****FILE:23/00151**

The Compliments, Complaints & Customer Experience Review Committee held its ordinary meeting on 29 April 2025. The minutes of the meeting were provided for Council's information.

**NOTED****DCCS18/25 Minutes - Singleton Property Advisory Panel - 14/05/2025****FILE:20/00126/002**

The Singleton Property Advisory Panel held its ordinary meeting on 14 May 2025. The minutes of the meeting were provided for Council's information.

**NOTED****DCCS19/25 Councillor Question on Feasibility of Hosting a Housing Forum in Singleton LGA****FILE:25/00134**

A response was provided to Councillor question regarding on the feasibility of hosting a housing forum in Singleton LGA

**NOTED***Infrastructure & Planning Report (Items for Information)*

Item - DI&P34/25.Minutes - Weeds Advisory Committee - 04/06/2025 - This item was considered earlier in the meeting.

*Questions Given***QG4/25 Questions of Which Notice Has Been Given - 20 May 2025****FILE:25/00033****1. Mayor Moore – ANZAC Day Memorandum of Understanding****NOTED**

76/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr George, Deputy Mayor that Council

**MOVE** to Closed Council (Confidential Section of Ordinary Meeting – Closed to the Public) at **7.12PM**

**CARRIED**

**OPEN COUNCIL RESUMED AT 7.19PM**

*Closed Council*

**CC2/25 Draft Voluntary Planning Agreement - Hunterview Developments PTY LTD**

**FILE:25/00308**

The Committee RECOMMENDED to Council the endorsement of the draft Voluntary Planning Agreement between Council and Hunterview Developments PTY LTD, together with the accompanying explanatory note for public exhibition for a period of 28 days in accordance with the Environmental Planning and Assessment Act, 1979 and the Environmental Planning and Assessment Regulations 2021, and should no submissions be received that require an amendment to the agreement, approve the VPA and explanatory note as exhibited for execution.

**CC3/25 Exemption to Tender - Bridgman Ridge Development Sewer Works**

**FILE:21/00439**

The Committee RECOMMENDED to Council to:

In relation to a sewer pump station, rising main and associated infrastructure for its Bridgman Ridge development:

1. Approve an exemption to tendering due to extenuating circumstances and enter into a Deed of Agreement with REW21 Property Pty Ltd as trustee for the Harkness Unit Trust to deliver the sewer works.
2. Authorise the General Manager or his delegate to sign the Deed of Agreement with REW21 Property Pty Ltd as trustee for the Harkness Unit Trust, to share the costs.
3. Authorise the General Manager or his delegate to enter contracts in accordance with the Deed of Agreement.
4. Once the project has been completed a report back to Council with the financials of the project including on time and on budget and variations.

77/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr H Jenkins that the recommendations of Closed Council be adopted.

**CARRIED**

**The meeting closed at 7.21PM and the minutes pages 1 to 24 were confirmed on 15 July 2025 and are a full and accurate record of proceedings of the meeting held on 17 June 2025.**

.....  
Mayor/Chairperson

.....  
General Manager

**PUBLIC FORUMLIST**  
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DCCS13/25 Minutes - Singleton Arts and Culture Advisory Group - 27/05/2025 ..... 51

**Speakers**

Speakers <b>For</b> the recommendation	
Name and address	Representing self/organisation
Jono Vickers (Item 2 Recommendation)	Singleton Theatrical Society
Jan Fallding (Item 1 Recommendation)	Self

Speakers <b>Against</b> the recommendation	

GM 26/25 - Adoption of Singleton Integrated Planning and Reporting Documents  
 (Community Strategic Plan 2025-2035, Delivery Program, Operational Plan,  
 Resourcing Strategy) and 2025/2026 Budget .....9

**Speakers**

Speakers <b>did not disclose for or against</b> the recommendation	
Name and address	Representing self/organisation
Martin Fallding	Self (Martin unavailable to attend in person – Mel Curtis to read representation on his behalf)

DI&P 27/25 - Singleton Weeds Advisory Committee - Recommendation to Dissolve  
 the Committee.....77

**Speakers**

Speakers <b>did not disclose for or against</b> the recommendation	
Name and address	Representing self/organisation
Martin Fallding	Self (Martin unavailable to attend in person – Mel Curtis to read representation on his behalf)

DI&P 34/25 - Minutes - Weeds Advisory Committee - 04/06/2025.....194

**Speakers**

Speakers <b>did not disclose for or against</b> the recommendation	
Name and address	Representing self/organisation
Martin Fallding	Self (Martin unavailable to attend in person – Mel Curtis to read representation on his behalf)