

MINUTES OF MEETING OF SINGLETON COUNCIL HELD IN THE COUNCIL CHAMBERS QUEEN STREET SINGLETON ON TUESDAY 15 JULY 2025, COMMENCING AT 5.30pm.

PRESENT:

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

APOLOGIES

Nil.

It was noted that Cr McLachlan had applied for a leave of absence which was considered later in the meeting.

IN ATTENDANCE

Justin Fitzpatrick-Barr, General Manager; Dwight Graham, Director Corporate & Commercial Services (Virtual); Melinda Curtis, Executive Manager; Samantha Calleja, Executive Assistant; Mark Wiblen, Manager Information Services; Erika Wagstaff, Governance Lead; Kellie Jordan, IP&R Specialist; Briony O'Hara, Coordinator Communication and Engagement; Emily Riley, Acting Manager Development and Environmental Services; Sarah Boyton, Coordinator Planning and Development Services; Nicole Rindal, Manager Org Excellence; Kelly McGowan, Chief Financial Officer; Paul Smith, Executive Liaison Officer; Rebecca Bailey, Governance Lead. There were representatives of the media and members of the public present in the gallery.

CONFIRMATION OF MINUTES

78/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr P Thompson that the minutes of Meeting of Singleton Council held on Tuesday 17 June 2025, be confirmed.

CARRIED

DISCLOSURES AND DECLARATIONS OF INTEREST

Cr George declared a non-significant, non-pecuniary interest in DI&P37/25. Council Determination - 8.2013.127.3 - s4.55(2) - Modification to Subdivision Layout - 3 Maison Dieu Road, Gowrie - Lot 20 DP 1282153 as her husband is the president of Singleton Golf Club.

WITHDRAWAL OF ITEMS AND LATE ITEMS OF BUSINESS

Nil

Mayoral Minutes

MM5/25 One Off Waste Disposal - Rural Residents**FILE:25/00286**

With the recent transition to the Food Organics and Garden Organics (FOGO) collection service there was a change to the residential bin collection schedule for all properties within the Singleton Local Government Area (LGA).

The introduction of the FOGO bin involved the green bin changing to a weekly service and the red bin changing to a fortnightly service for urban residents. The information provided to all residents was that the change involved the red bin being collected on the opposite week as the yellow bin within a fortnight period as this was appropriate for both urban and rural residents.

For urban residents this was a change that involved the red and green bins switching spots within their bin collection schedule. For rural residents who have always had a fortnightly red and yellow bin collected on the same week within the fortnight and only around 10% had a green bin collected on the alternative week within the fortnight it involved their red bin switching weeks within the fortnight period.

Given the limited interest most rural residents have in FOGO as they already take care of food and garden organics on their property, a large portion have not taken note of the advice and did not put their red bin out last week when their collection was due, which is the opposite week to their yellow bin.

This has resulted in these rural residents now having to wait 3 weeks between red bin collections and there have been a number of residents contact council requesting an urgent pick up as their bins are full and they cannot wait 3 weeks.

Due to collection schedules and resourcing for trucks and drivers to complete daily runs, an additional collection to rural properties cannot be provided outside of our usual collections leaving self-haul to the waste management facility the only option for assistance to these residents.

79/25

MOVED Cr Moore, Mayor **SECONDED** Cr D Thompson That Council notes:

1. Rural residents disposing of up to 240L of domestic waste contained within their red bin that has been generated from their domestic household activities up until Friday 18 July 2025 at the waste management facility.
2. That the rural residents must show proof of residential address to be eligible.
3. That Council notifies affected residents in Singleton LGA advising them of the opportunity to dispose of eligible waste at no cost.

CARRIED

*General Manager's Report (Items Requiring Decision)***GM41/25 Leave of Absence - Cr McLachlan - 9 to 16 July 2025 FILE:25/00008**

The report was provided for Council to consider a request for leave of absence from Councillor McLachlan for the period from 9 July 2025 to 16 July 2025 inclusive. The reason for the leave is for travel.

80/25 **MOVED** Cr H Jenkins **SECONDED** Cr G Adamthwaite that Council approve leave of absence for Councillor McLachlan for the period from 9 July 2025 to 16 July 2025.

CARRIED

GM35/25 Code of Meeting Practice**FILE:POL/1014**

The report was seeking Councils endorsement to adopt the draft Code of Meeting Practice following a period of public exhibition.

RECOMMENDED that:

1. Council place the draft POL/1014/11 – Code of Meeting Practice on public exhibition for a period of at least 28 days and provide public notice of its intention to adopt the reviewed strategy subject to consideration of submissions received
2. The draft POL/1014/11 – Code of Meeting Practice be adopted following the public exhibition period subject to submissions received, provided that no submissions or objections are received or that no alterations are required to the draft document and POL/1014/10 – Code of Meeting Practice be rescinded.
3. Should any objections or submissions be received or any alterations be required to the draft document, a further report be presented to Council prior to adopting draft POL/1014/11 – Code of Meeting Practice.

MOVED Cr P Watson **SECONDED** Cr H Jenkins that:

- 81/25
1. Council place the draft POL/1014/11 – Code of Meeting Practice on public exhibition for a period of at least 28 days and provide public notice of its intention to adopt the reviewed strategy subject to consideration of submissions received, with the following changes to Clause 4.1, 4.4 and 8.1 :
 - 4.1: The council hold a public forum at each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held at each extraordinary council meetings and meetings of committees of the council. That Public Forums be added as a numbered agenda item and be included in the live streaming of Councils Meetings
 - 4.4: - To speak at a public forum a person must first make an application to the council in the approved form and associated waiver. Applications to speak at the public forum must be received by 4.00pm the day before the public forum is to be held and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against'

the item.

8.1 The general order of business for an ordinary meeting of the council shall be:

- 01 Opening meeting
- 02 Acknowledgement of country
- 03 Apologies and applications for a leave of absence or attendance by audiovisual link by councillors
- 04 Confirmation of minutes and Matters Arising from Minutes
- 05 Disclosures of interests
- 06 Mayoral minute(s)
- 07 Public Forum and Presentations
- 08 Notices of Motion
- 09 Reports to council
- 10 Questions with notice
- 11 Confidential matters (Closed Council)
- 12 Conclusion of the meeting

2. The draft POL/1014/11 – Code of Meeting Practice be adopted following the public exhibition period subject to submissions received, provided that no submissions or objections are received or that no alterations are required to the draft document and POL/1014/10 – Code of Meeting Practice be rescinded.
3. Should any objections or submissions be received or any alterations be required to the draft document, a further report be presented to Council prior to adopting draft POL/1014/11 – Code of Meeting Practice.

CARRIED

GM34/25 Minutes - United Wambo Voluntary Planning Agreement Community Committee - 29/05/2025 FILE:25/00128/003-03

The United Wambo Voluntary Planning Agreement (UW VPA) Community Committee held its ordinary meeting on 29 May 2025. The minutes of the meeting were provided for Council's consideration.

The UW VPA Community Committee made recommendations for consideration and endorsement by Council.

- 82/25 **MOVED** Cr George, Deputy Mayor **SECONDED** Cr G Adamthwaite that Council:
1. Notes the minutes of the UW VPA Community Committee meeting held on the 29 May 2025.
 2. Endorses the recommendation from the UW VPA Community Committee to allocate additional funds required totalling **\$295,045.34** from the UW VPA internally restricted reserve to allow commencement of upgrade works to the Jerrys Plains Recreation Grounds.
 3. Endorses the recommendation from the UW Community Committee to return the unspent funds allocated for design and engineering totalling **\$70,000.00** to the UW VPA internally restricted reserve and revote the remaining **\$19,552.43** to the 2025/2026 budget for future items as per the committee.

CARRIED

*Corporate and Commercial Services Report (Items Requiring Decision)***DCCS20/25 Draft Singleton Arts & Culture Centre Strategy 2025
- 2029****FILE:POL/40011**

The report was provided for Council's consideration to place the draft Singleton Arts & Cultural Centre Strategy 2025–2029 on public exhibition for a period of 28 days.

83/25

MOVED Cr D Thompson **SECONDED** Cr H Jenkins that Council

1. Place the draft Singleton Arts & Cultural Centre Strategy 2025–2029 on public exhibition for a period of 28 days and public notice be given of Council's intention to adopt the draft document subject to consideration of submissions received.
2. Adopt the Singleton Arts & Cultural Centre Strategy 2025–2029 following the public exhibition period subject to submissions received and provided that there are no alterations required to the draft document as a result of objections or feedback.
3. Receive a further report should objections or feedback be received during the public exhibition period, prior to adopting the Singleton Arts & Cultural Centre Strategy 2025–2029.

CARRIED*Infrastructure & Planning Report (Items Requiring Decision)***DI&P28/25 Public Exhibition of the Draft Generic Plan of
Management for Certain General Community Use
Lands****FILE:22/00231**

A report was provided seeking Council's endorsement to send the draft Generic Plan of Management for Certain General Community Use Lands to the NSW Department of Planning, Housing and Infrastructure for Ministerial Consent to exhibit it in accordance with the requirements of the *Crown Land Management Act, 2016* and the *Local Government Act, 1993*.

84/25

MOVED Cr George, Deputy Mayor **SECONDED** Cr H Jenkins that Council:

1. Delegates to the General Manager to send the draft Generic Plan of Management for Certain General Community Use Lands to the NSW Department of Planning, Housing and Infrastructure for Ministerial Consent under the Crown Land Management Act, 2016.
2. Upon receipt of concurrence from NSW Department of Planning, Housing and Infrastructure, the draft Generic Plan of Management for Certain General Community Use Lands be publicly exhibited for a period of not less than 42 days
3. Subsequent to the public exhibition period, a further report be presented to Council to consider submissions received during the exhibition period.

CARRIED

DI&P36/25 Adoption of Draft Singleton Walking and Cycling Plan FILE:23/00290

The report was seeking Councils endorsement to adopt the Singleton Walking and Cycling Plan, as amended following the public exhibition period.

- 85/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr George, Deputy Mayor that Council adopt the Singleton Walking and Cycling Plan, as amended following the public exhibition that took place from 3 February 2025 to 24 March 2025.

CARRIED

DI&P38/25 Adoption of Draft Singleton Traffic and Transportation Strategy

FILE:23/00567/001

The report was seeking Councils endorsement to adopt the Singleton Traffic and Transportation Strategy, as amended following the public exhibition period.

- 86/25 **MOVED** Cr D Thompson **SECONDED** Cr G Adamthwaite that Council adopt the Singleton Traffic and Transportation Strategy, as amended following the public exhibition period that took place for a period of 28 days from 24 February 2025 to 24 March 2025.

CARRIED

Cr Sue George, Deputy Mayor left the meeting, the time being 05:56 PM

DI&P37/25 Council Determination - 8.2013.127.3 - s4.55(2) - Modification to Subdivision Layout - 3 Maison Dieu Road, Gowrie - Lot 20 DP 1282153

FILE:8.2013.127/10

The proposed development comprises a Section 4.55(2) modification application seeking approval for amendments to the previously approved subdivision layout.

The revised layout has been designed in response to the changes resulting from the construction of the Singleton Bypass.

The amended layout has been designed to remain consistent with the relevant planning controls and strategic objectives, while also addressing, site constraints, and opportunities created by the broader road network improvements.

RECOMMENDED Council approve the proposed modification application 8.2013.127.3 subject to conditions that were provided with the report.

- 87/25 **MOVED** Cr P Watson **SECONDED** Cr P Thompson that:
Council defer the decision related to the proposed modification and obtain legal advice related to lots 204 to 212 and the need for any sound barrier and if liability related to the sound barrier sits with Council.

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

For the Motion were Crs S Moore, Mayor, G Adamthwaite, H Jenkins, A

McGowan, P Thompson, D Thompson, P Watson and S Yeomans Total (8).

Against the Motion was Nil Total (0).

CARRIED

Cr Sue George, Deputy Mayor returned to the meeting, the time being 06:04 PM

*General Manager's Report (Items for Information)***GM31/25 Conference Report - Councillor Hollee Jenkins - 2025
Waste Conference FILE:25/00006**

Councillor Hollee Jenkins attended the 2025 Waste Conference in Coffs Harbour from 13 to 15 May 2025. A copy of the conference summary report on the event was provided for Council's information.

NOTED**GM39/25 Conference Report - Councillor Anne McGowan - 2025
Destination and Visitor Economy Conference FILE:25/00006**

Councillor Anne McGowan attended the 2025 Destination and Visitor Economy Conference in Kingscliff from 26 to 28 May 2025. A copy of the conference summary report on the event was provided for Council's information.

NOTED**GM36/25 Minutes - Combined Rural Halls - 29 May 2025 - Hall
Reports May 2025 FILE:01/0301**

The Combined Rural Halls Committee held its ordinary meeting on 29 May 2025. The minutes of the meeting were provided for Council's information.

NOTED**GM38/25 Minutes - Australia Day Committee - 11/06/2025 FILE:25/00203**

The Australia Day Committee held its ordinary meeting on 11 June 2025. The minutes of the meeting were provided for Council's information.

NOTED**GM37/25 Minutes - Wambo Coal Singleton Hall of Fame
Committee - 5/6/2025 FILE:25/00117**

The Wambo Coal Singleton Hall of Fame Committee held its meeting on 5 June 2025. The minutes of the meeting were provided for Council's information.

NOTED*Corporate and Commercial Services Report (Items for Information)***DCCS21/25 Investment Report - June 2025 FILE:24/00325**

A report was provided advising the funds that were invested under section 625 of the *Local Government Act, 1993* as at 30 June 2025.

NOTED

DCCS22/25 Minutes - Singleton and District Disability Advisory Committee - 03/06/2025**FILE:25/00032**

The Singleton and District Disability Advisory Committee held its ordinary meeting on 3 June 2025. The minutes of the meeting were provided for Council's information.

NOTED**DCCS23/25 Minutes - Singleton Interagency Network Committee - 11/06/2025****FILE:23/00194/001**

The Singleton Interagency Network Committee held its ordinary meeting on 11 June 2025. The minutes of the meeting were provided for Council's information.

NOTED*Infrastructure & Planning Report (Items for Information)***DI&P39/25 Minutes - Heritage Advisory Committee - 30/05/2025 FILE:25/00199**

The Heritage Advisory Committee held its ordinary meeting on 30 May 2025. The minutes of the meeting were provided for Council's information.

NOTED**DI&P40/25 Minutes - Sustainability Advisory Committee - 12/06/2025****FILE:19/00046/003**

The Sustainability Advisory Committee held its ordinary meeting on 12 June 2025. The minutes of the meeting were provided for Council's information.

NOTED**DI&P41/25 Minutes - Singleton Sports Council Committee - 19/06/2025****FILE:25/00185**

The Singleton Sports Council Committee held its ordinary meeting on 19 June 2025. The minutes of the meeting were provided for Council's information.

NOTED

The meeting closed at 6.10PM and the minutes pages 1 to 8 were confirmed on 19 July 2025 and are a full and accurate record of proceedings of the meeting held on 15 July 2025.

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Mayor/Chairperson.....
General Manager