

MINUTES OF MEETING OF SINGLETON COUNCIL HELD IN THE COUNCIL CHAMBERS QUEEN STREET SINGLETON ON TUESDAY 19 AUGUST 2025, COMMENCING AT 5.30pm.

PRESENT:

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

APPLICATION TO ATTEND VIA AUDIO VISUAL LINK

Councillor Adamthwaite has submitted a request to attend the Council Meeting tonight via audio visual link.

88/25 **RECOMMENDATION:** that councillor Adamthwaite be permitted to attend the council meeting via audio visual link.

MOVED Cr M McLachlan **SECONDED** Cr S George, Deputy Mayor

CARRIED

APOLOGIES

Nil.

IN ATTENDANCE

Justin Fitzpatrick-Barr, General Manager; Dwight Graham, Director Corporate & Community Services; Melinda Curtis, Executive Director; Briony O'Hara, Coordinator Communication and Engagement; Mark Wiblen, Manager Corporate and Commercial Services; Samantha Calleja, Executive Assistant; Kellie Jordan, Integrated Planning and Reporting Specialist; 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

89/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr P Watson that the minutes of Meeting of Singleton Council held on Tuesday 15 July 2025, be confirmed.

CARRIED

MATTERS ARISING FROM MINUTES

Nil.

DISCLOSURES AND DECLARATIONS OF INTEREST

Cr Daniel Thompson declared a non-significant, non-pecuniary interest in GM43/25 – 2025 Local Government NSW (LGNSW) Annual Conference Attendance as his son is one of the people requesting attendance at the Conference.

WITHDRAWAL OF ITEMS AND LATE ITEMS OF BUSINESS

Nil.

Mayoral Minutes

MM6/25 Request for Joint Media Statement - Council's Involvement in the Singleton Bypass Project**FILE:24/00171**

Acciona, on behalf of Transport for NSW (TfNSW), is replacing Council's critical water and sewer assets in Orchard Lane, Water Works Lane and Maison Dieu to facilitate the construction of the Singleton Bypass Project (SBP).

Council has, for over 18 months, been supporting TfNSW and Acciona in the design and construction of the water and sewer assets being replaced because of the SBP. This has necessitated significant involvement and resourcing from Council Staff to ensure that the assets meet Council's requirements and will adequately service the community when handed over to Council. It has also required substantial involvement from Council in ensuring that these assets, when cutover into Council's live water and sewer network, do not adversely impact customers and the water and sewer network.

Acciona has been constructing the replacement water and sewer assets offline, with cutovers to Council's live water and sewer network occurring in stages once all quality checks have been completed. Council's live water and sewer assets need to be isolated for the duration of the cutover to ensure the safety of workers and assets and there are an estimated 37 isolations required to complete the works. It is anticipated that isolations will be completed over a period of at least 18 weeks.

Council is aware that many isolations and cutovers sit on Acciona's critical path and the ability for Council and Acciona to schedule and deliver isolations is critical to the timely delivery of the SBP. To assist Council in delivering on this large volume of work, TfNSW has agreed to fund additional water and sewer resources to support the water and sewer isolations at no cost of the community. This is in addition to the payment of Council's standard costs in completing the isolations, consistent with Council's Fees and Charges.

Council's priority is ensuring continued water and sewer supply and minimising disruption to customers and, to date, has dedicated considerable resources to isolation and contingency planning. Despite the careful planning, due to the size of the isolations and necessary change in operations, there is still a potential for damages to Council's water and/or sewer system. If they arise, these impacts will be managed in accordance with contingency plans and normal emergency response procedures.

In recognition of the potential impacts on Council's water and sewer network and its customers, Council has successfully negotiated a Works and Access Deed with TfNSW. This Deed indemnifies Council against any actual or consequential loss both to Council's infrastructure as well as TfNSW's works, arising from conducting the isolation work and during commissioning of assets. This will ensure that, if Council's water and sewer network is impacted by the isolation works, the community will not bear the cost of the repairs.

90/25

MOVED Cr S Moore, Mayor **SECONDED** Cr M McLachlan that Council:

1. Notes the direct support of the Singleton Bypass Project by Council Staff for over 18 months particularly in the design and construction of replacement water and sewer assets, to ensure the best outcomes for the community.
2. Notes the potentially substantial impact to the community and Council's water and sewer network, as a result of the water and sewer cutovers and isolations required to facilitate the construction of the Singleton Bypass Project.
3. Notes the negotiation of a Works and Access Deed between Council and Transport for NSW to provide Council and its customers indemnity against potential consequential loss associated with the water and sewer isolations and cutovers.
4. Notes the significant financial contribution Transport for NSW has made to Council by funding additional resources to support Council's delivery of water and sewer isolations associated with the Singleton Bypass Project.
5. Resolves to write to the NSW Minister for Roads, Minister for Regional Transport, The Hon. Jenny Aitchison MP, inviting her to partake in a joint media statement with the Mayor, acknowledging:
 - a. Council's direct support of the Singleton Bypass Project's design and construction of replacement water and sewer assets;
 - b. The potentially substantial impact to the community and Council's water and sewer network as a result of the water and sewer cutovers and isolations required to facilitate the construction of the Singleton Bypass Project;
 - c. The negotiation of a Works and Access Deed between Council and Transport for NSW to provide Council and its customers indemnity against potential consequential loss associated with the water and sewer isolations and cutovers; and
 - d. The significant financial contribution by Transport for NSW to Council in funding additional resources to support Council's delivery of water and sewer isolations associated with the Singleton Bypass Project.

CARRIED*Notices Of Motion***NM13/25 Notice of Motion - Cr P Thompson - Review of road standards in the Engineering Design Guidelines****FILE:25/00033**

Councillor P Thompson will move:

That Council staff provide a briefing on the current Engineering Design Guidelines, specifically:

- The process and analysis carried out to develop the current engineering design guidelines and was livability considered in the metrics used.
- To provide an overview of how the road types and definitions are fit for purpose and consistent with current living in Singleton.
- The resourcing and cost implications should the review of the current standards be reallocated from 2028 to 2025/2026.

91/25 **MOVED** Cr P Thompson **SECONDED** Cr H Jenkins that Council staff provide a briefing on the current Engineering Design Guidelines, specifically:

- The process and analysis carried out to develop the current engineering design guidelines and was livability considered in the metrics used.
- To provide an overview of how the road types and definitions are fit for purpose and consistent with current living in Singleton.
- The resourcing and cost implications should the review of the current standards be reallocated from 2028 to 2025/2026.

CARRIED*General Manager's Report (Items Requiring Decision)***GM42/25 Leave of Absence - Cr Adamthwaite - 20 August to 13****October 2025****FILE:25/00109**

The report was provided for Council to consider a request for leave of absence from Councillor Adamthwaite for the period from 20 August 2025 to 13 October 2025 inclusive due to medical reasons. Cr Adamthwaite has indicated that, subject to health, he may be able to return earlier in an online capacity.

92/25 **MOVED** Cr H Jenkins **SECONDED** Cr P Watson that Council approve leave of absence for Councillor Adamthwaite for the period from 20 August 2025 to 13 October 2025.

CARRIED

Cr D Thompson left the meeting, the time being 05:38 PM

**GM43/25 2025 - Local Government NSW (LGNSW) Annual
Conference Attendance****FILE:21/00158**

A report was provided to advise Council that the 2025 Local Government NSW (LGNSW) Annual Conference is being held at Panthers Penrith and Western Sydney Convention Centre from Sunday, 23 November to Tuesday, 25 November 2025 and to consider Councillor attendance at this conference.

93/25 **MOVED** Cr S Moore, Mayor **SECONDED** Cr H Jenkins that Council

1. Endorse Cr Sue George, Deputy Mayor, Cr Patrick Thompson and Cr Peree Watson to attend the 2025 Local Government NSW (LGNSW) Annual Conference.
2. Endorse Cr Sue George, Deputy Mayor, Cr Patrick Thompson and Cr Peree Watson as Council's voting delegates for the Conference.
3. Reimburse expenses in accordance with the Councillors Expenses and Facilities Policy.

CARRIED

Cr D Thompson returned to the meeting, the time being 05:39 PM

GM44/25 Draft Councillors Expenses and Facilities Policy FILE:19/00530

The purpose of this report as for Council to consider the revised Councillor Expenses and Facilities Policy 2025 and to confirm that the draft policy addresses the guiding principles resolved in the Notice of Motion adopted at the Ordinary Meeting of Council on 15 April 2025. The guiding principles include alignment with cost-saving measures, reviewing conference value, compliance with legislation and standards, and promoting fairness, accountability, and transparency.

- 94/25 **MOVED** Cr H Jenkins **SECONDED** Cr M McLachlan that Council:
1. Endorse the draft POL/1008.16 - Councillor Expenses and Facilities Policy as aligning with the guiding principles adopted in the Notice of Motion.
 2. Council place the draft POL/1008.16 - Councillor Expenses and Facilities Policy on public exhibition for a period of at least 28 days:
 - with the deletion of part of 6.2.7 – c) - ‘and the delegates accompanying person’.
 - with the addition of 6.3.2 - e) Council provided printer on request
 3. The draft POL/1008.16 - Councillor Expenses and Facilities Policy be adopted following the public exhibition period subject to no submissions received and POL/1008.15 Councillor Expenses and Facilities Policy be rescinded.
 4. Should any submissions be received and/or any amendments be required to the draft document, a further report be presented to Council prior to adopting draft POL/1008.16 - Councillor Expenses and Facilities Policy.

CARRIED**GM45/25 Minutes - Mount Thorley Warkworth Voluntary Planning Agreement Community Committee - 02/07/2025 FILE:25/00027/006-03**

The Mount Thorley Warkworth Voluntary Planning Agreement (MTW VPA) Community Committee held its ordinary meeting on 2 July 2025. The minutes of the meeting were provided for Council’s consideration.

- 95/25 **MOVED** Cr S Moore, Mayor **SECONDED** Cr S George, Deputy Mayor that Council:
1. Notes the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting held on the 2 July 2025.
 2. Approve \$20,000 (over 4 years) for the Bulga and Milbrodale Community Event Fund.
 3. Approve \$28,000 for Equipping Bulga Hall for Emergencies.
 4. Approve \$56,047.90 for the Bulga War Memorial Gates Refurbishment.
 5. Approve the refusal of the Resurfacing of Cricket Pitch project.

CARRIED

Corporate and Commercial Services Report (Items Requiring Decision)

DCCS24/25 Minutes - Singleton Community and Economic Development Fund Joint Management Board - 30/07/2025

FILE:25/00151/002

The Singleton Community and Economic Development Fund Joint Management Board held its ordinary meeting on 30 July 2025. The minutes of the meeting were provided for Council's consideration.

96/25 **MOVED** Cr H Jenkins **SECONDED** Cr G Adamthwaite that Council:

1. Note the minutes of the Singleton Community and Economic Development Fund Joint Management Board meeting held on 30 July 2025.
2. Adopt the amendments, as endorsed by the Singleton Community and Economic Development Fund Joint Management Board, to the following documents:
 - a) Singleton Community and Economic Development Fund Policy – POL/6017 Draft version 4.
 - b) Singleton Legacy Fund – Community Economic Development Fund – Plan of Management Draft version 2.
3. Approve Singleton Community and Economic Development Fund Round Five funding of \$275,000.

CARRIED

DCCS25/25 Renaming of the New England Highway due to the Singleton Bypass - Community Consultation

FILE:25/00317

With the opening of the Singleton bypass to be named 'New England Highway' the current section of the New England Highway stretching from the Hunter River Crossing to approximately 570 metres north of Magpie Street at McDougalls Hill, will become unnamed. This report requests Council's endorsement to seek community feedback for a proposed name for this section of road.

97/25 **MOVED** Cr D Thompson **SECONDED** Cr G Adamthwaite that Council seek submissions from the community for a proposed road name for what will become an unnamed road once the Singleton bypass opens, being the section of road between the Hunter River Crossing to approximately 570 metres north of Magpie Street at McDougalls Hill.

CARRIED

DCCS26/25 2025/2026 Capital Works Budget Update

FILE:25/00485

A report was provided with the 2024/2025 capital carry forwards (consisting of carryovers and revotes) for Councils consideration and approval.

98/25 **MOVED** Cr H Jenkins **SECONDED** Cr S George, Deputy Mayor that Council:

1. Approve the revotes from the 2024/2025 to the 2025/2026 financial year.

2. Note the carryovers from the 2024/2024 to the 2025/2026 financial year.

CARRIED

DCCS27/25 Doubtful Debt Write-off - Sundry Debtors

FILE:25/00485

A report was provided recommending that Council resolved into Closed Council under Section 10A(2) (b) of the *Local Government Act, 1993*, on the grounds that the matter will involve the discussion of the personal hardship of any resident or ratepayer.

- 99/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr D Thompson that the report on Doubtful Debt Write-off - Sundry Debtors be considered in Closed Council with the press and public excluded in accordance with Section 10A(2)(b) of the *Local Government Act, 1993* on the grounds that the matter will involve the discussion of the personal hardship of any resident or ratepayer.

CARRIED

DCCS28/25 Report - Fee Waiver Request - Singleton SDA Church

FILE:24/00275/020

A report was provided from the Singleton Seventh-day Adventist (SDA) Church to waive the \$295.00 event application fee associated with the Church in the Park event, held at Townhead Park on Saturday 21 June 2025.

- 100/25 **MOVED** Cr S George, Deputy Mayor **SECONDED** Cr M McLachlan that Council does not support the request from Singleton SDA Church to waive the \$295.00 event application fee for the Church in the Park event, in accordance with Council's adopted Fees and Charges Policy.

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, D Thompson and S Yeomans Total (8).

Against the Motion were Crs H Jenkins and P Watson Total (2).

CARRIED

An ALTERNATE MOTION was MOVED Cr H Jenkins: that Council support the request from Singleton SDA Church to waive the \$295.00 event application fee for the Church in the Park event, in accordance with Council's adopted Fees and Charges Policy.

Alternate Motion lapsed as original Motion carried.

DCCS29/25 Fee Waiver Request - Broke Village Fair 2025

FILE:24/00275/024

A report was provided from the Broke Village Fair and Vintage Car Display Committee for Council to consider waiving the 2025 event application fee and waste services fee for their annual event to be held at McNamara Park, Broke on Sunday 14 September 2025.

- 101/25 **MOVED** Cr S Moore, Mayor **SECONDED** Cr S George, Deputy Mayor that Council does not waive the event application fee and waste services fee, requiring the Broke Village Fair & Vintage Car Display Incorporated to pay the quoted fee.

CARRIED*Infrastructure & Planning Report (Items Requiring Decision)***DI&P44/25 Public Exhibition of the draft Gowrie Park Master Plan** **FILE:24/00561/00**

A report was provided for Council to consider placing the draft Gowrie Park Master Plan on public exhibition. This document will guide future strategic development of facilities at Gowrie Park.

102/25

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

1. Council delegates to the General Manager the placement of the draft Gowrie Park Master Plan on public exhibition for a minimum period of 28 days, and public notice be given of the intention to adopt the draft master plan subject to consideration of submissions received.
2. Council adopts the draft Gowrie Park Master Plan following the public exhibition period, if there are no submissions received requesting amendments or objecting to any aspect of the draft document.
3. Should objections be received or amendments be requested to the draft master plan during the public exhibition period, Council receives a further report, providing details of any submissions received and any amendments made to the documents as a response to those submissions, prior to adopting the draft Gowrie Park Master Plan.

CARRIED**DI&P45/25 Public Exhibition of the draft PA Heuston Apex
Lookout Park Master Plan****FILE:24/00562/004**

A report was provided for Council to consider placing the draft PA Heuston Apex Lookout Master Plan on public exhibition. This document will guide future strategic development of facilities at Heuston Lookout.

103/25

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

1. Council delegates to the General Manager the placement of the draft PA Heuston Apex Lookout Master Plan on public exhibition for a minimum period of 28 days, and public notice be given of the intention to adopt the draft master plan subject to consideration of submissions received.
2. Council adopts the draft PA Heuston Apex Lookout Master Plan following the public exhibition period, if there are no submissions received requesting amendments or objecting to any aspect of the draft document.
3. Should objections be received or amendments be requested to the draft master plan during the public exhibition period, Council receives a further report, providing details of any submissions received and any amendments made to the documents as a response to those submissions, prior to adopting the draft PA Heuston Apex Lookout Master Plan.

CARRIED

DI&P46/25 Minutes - Roads Advisory Committee - 19/06/2025 FILE:25/00200

The Roads Advisory Committee held its ordinary meeting on 19 June 2025. The minutes of the meeting were provided for Council's consideration.

104/25

MOVED Cr G Adamthwaite **SECONDED** Cr H Jenkins that Council:

1. Notes the minutes of the Roads Advisory Committee meeting held on 19 June 2025.
2. Adopts the following recommendations of the Roads Advisory Committee:

5.1 67 Gearys Crossing Road - Proposed Development

1. To note the development proposal and recommends no additional development conditions or road upgrades at this time.
2. That the matter of priority controls on the causeway is referred to the Local Traffic Committee for consideration of regulatory signage.
3. Contributions received from the development be utilised for a future road upgrade along with other funds needed from the repealed development contribution plan up to the value of \$150,000, with a policy amendment to be undertaken if required.

5.2 Unformed Road Closures - Sunnyside Lane & Starvation Lane

1. Consult with adjoining landowners of Council's intention to install CCTV cameras to monitor the road closures.
2. If no objections are received from landowners, install CCTV cameras to monitor the formal road closures on both Sunnyside Lane and Starvation Lane, with appropriate warning signs.

5.3 Capital Works 2025 - Resheet and Reseal Program Status

1. Carry Over the unspent budgets of \$739,310 into the 2025/26 budget for the Road Renewal Program.

CARRIED

General Manager's Report (Items for Information)

**GM46/25 Minutes - Singleton Legacy Fund Governance Panel
and Fund Progress Report - March 2025 FILE:22/00153/001**

The Singleton Legacy Fund Governance Panel held a meeting on Thursday 3 July 2025. The minutes of the meeting were provided for Council's information.

NOTED**GM47/25 Minutes - Combined Rural Halls - 17 July 2025 - Hall Reports July 2025****FILE:01/0301**

The Combined Rural Halls Committee held its ordinary meeting and its Annual General Meeting on 17 July, 2025. The minutes of the meeting were provided for Council's information.

NOTED with amendments to the AGM Meeting Minutes to update the year from 2027 to 2025

GM48/25 Conference Report - Councillor Danny Thompson - 2025 National Sports and Physical Activity Convention**FILE:24/00441/0**

A report was provided regarding Councillor Danny Thompson attendance at the 2025 National Sports and Physical Activity Convention in Melbourne from 25 to 26 June 2025. A copy of his report on the event is shown was provided for Council's information.

NOTED**GM49/25 Councillor Expenses & Facilities - 01/01/2025 to 30/06/2025****FILE:21/00162**

A report was provided that detailed the expenditure in accordance with the Councillors Expenses & Facilities Policy for the six months from 1 January 2025 to 30 June 2025

NOTED*Corporate and Commercial Services Report (Items for Information)***DCCS30/25 Investment Report - July 2025****FILE:25/00405**

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

NOTED*Infrastructure & Planning Report (Items for Information)***DI&P47/25 Post Mining Land Use Framework - Council's Approach and Advocacy Response****FILE:23/00186/002**

The purpose of this report is to inform Council of the actions taken to progress the Singleton Council Post Mining Land Use Framework (**Framework**), which underpins actions within the adopted Local Strategic Planning Statement, Council's Advocacy Agenda and Council's Operational Plans. The Framework was developed to support the delivery of a Place Strategy approach to post mining land within the Singleton local government area, with a focus on understanding the impacts and benefits of the transition to both net zero and a post mining land use future.

This report further outlines actions undertaken by council in developing and delivering the post mining land use framework. The framework is used to support Council's advocacy agenda, to seek funding and to further actions within the 2025/2026 Operational Plan.

NOTED

105/25

MOVED Cr H Jenkins **SECONDED** Cr G Adamthwaite that Council **MOVE** to Closed Council (Confidential Section of Ordinary Meeting – Closed to the Public) at **6.11PM**

CARRIED**OPEN COUNCIL RESUMED AT 6.16PM.***Closed Council***CC4/25 Doubtful Debt Write-off - Sundry Debtors****FILE:25/00485**

The Committee RECOMMENDED to Council that:

1. Approve the write off of the following debts against the provision of doubtful debts, in accordance with Clauses 213(5) (c) of the *Local Government (General) Regulation, 2021*, as Council believes on reasonable grounds that further attempts to recover the debt would not be cost effective:

Amount	Reason for Write Off
\$11,512.01	Uneconomical to pursue

2. Note the amount written off under financial delegation

106/25

MOVED Cr S George, Deputy Mayor **SECONDED** Cr G Adamthwaite that the recommendations of Closed Council be adopted.

CARRIED

The meeting closed at 6.18PM and the minutes pages 1 to 11 were confirmed on 26 August 2025 and are a full and accurate record of proceedings of the meeting held on 19 August 2025.

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Mayor/Chairperson

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General Manager