

**MINUTES OF MEETING OF SINGLETON COUNCIL HELD IN THE COUNCIL CHAMBERS QUEEN STREET SINGLETON ON TUESDAY 18 NOVEMBER 2025, COMMENCING AT 5.40pm.**

**PRESENT:**

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

**APOLOGIES**

Nil.

Cr H Jenkins and Cr M McLachlan – approved leave of absence

**IN ATTENDANCE**

Justin Fitzpatrick-Barr, General Manager; Dwight Graham, Director Corporate & Community Services; Melinda Curtis, Executive Director, Mike Duff, Director Infrastructure & Planning; Mark Wiblen, Manager Corporate & Commercial Services; Briony O'Hara, Coordinator Communication and Engagement; Kellie Jordan, Integrated Planning and Reporting Specialist; Kelly McGowan, Chief Financial Officer; Nicole Rindal, Manager Community Experience and Events; Katie Hardy, Manager Water and Sewer; Mary-Anne Crawford, Manager Community Growth and Evolution; Kristy Murphy, Senior Community Development Specialist and Rebecca Bailey, Governance Lead.

**CONFIRMATION OF MINUTES**

152/25 **MOVED** Cr Adamthwaite **SECONDED** Cr P Watson that the minutes of Meeting of Singleton Council held on Tuesday 21 October 2025, be confirmed.

**CARRIED**

**MATTERS ARISING FROM MINUTES**

Nil.

**DISCLOSURES AND DECLARATIONS OF INTEREST**

Cr Watson declared a non-significant, non-pecuniary interest in DI&P65/25. Sports Grant Program Funding Allocations Round 1 2025/2026 as she is a elected board member for Hunter Valley Football Association.

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

Nil.

*Notices Of Motion***NM17/25 Notice of Motion - Cr D Thompson - Unlock Tourism Opportunity****FILE:25/00033**

Councillor D Thompson will move:

That Council prepare a report outlining the financial and time resources required to develop a strategy on the development of infrastructure needed to unlock tourism opportunities in the Singleton LGA

153/25 **MOVED** Cr D Thompson **SECONDED** Cr A McGowan That Council prepare a report outlining the financial and time resources required to develop a strategy on the development of infrastructure needed to unlock tourism opportunities in the Singleton LGA.

**CARRIED****NM20/25 Notice of Motion - Cr P Thompson - Engineering Design Guidelines review****FILE:25/00033**

Councillor P Thompson will move:

That with the intention to bring forward the review of the Engineering Design Guidelines from 2028 to commence in 2025/2026 financial year, a report to be provided to Council, by the February 2026 Council Meeting, which details:

- What capital works and strategies will need to be deferred if the review is brought forward?
- How long will the items in point 1 be deferred for?
- The impacts (potential or actual) on the Asset Management Plans and Development Control Plan?
- What is the resourcing impact if the Asset Management Plans and Development Control Plan needs to be amended?

154/25 **MOVED** Cr P Thompson **SECONDED** Cr D Thompson That with the intention to bring forward the review of the Engineering Design Guidelines from 2028 to commence in 2025/2026 financial year, a report to be provided to Council, by the February 2026 Council Meeting, which details:

- What capital works and strategies will need to be deferred if the review is brought forward?
- How long will the items in point 1 be deferred for?
- The impacts (potential or actual) on the Asset Management Plans and Development Control Plan?
- What is the resourcing impact if the Asset Management Plans and Development Control Plan needs to be amended?

**CARRIED**

**NM21/25 Notice of Motion - Cr P Watson - Fuel Tax Credit****FILE:25/00033**

Councillor P Watson will move:

That Council prepare a report which includes the following:

1. A timeline on the discovery and subsequent claiming for 4 years of underclaimed fuel tax credits in the 2024/5 Budget;
2. An analysis of how the underclaim occurred;
3. An opinion on how far back the underclaims go based on BAS statement analysis;
4. A checklist of what actions will be taken to ensure all available tax credits are claimed for Singleton Council in future years.

Background:

The 2024/5 budget result saw Singleton Council claim \$254,000 in Fuel Tax Credit which had been underclaimed over the previous 4 year period. This 4 year period is unfortunately the most that can be back claimed but the inability to claim should not mean that Singleton Council does not analyse what went wrong in order to be assured that such a significant financial error does not occur again in future budgets.

**MOVED** Cr P Watson **SECONDED** Cr P Thompson that Council prepare a report which includes the following:

1. A timeline on the discovery and subsequent claiming for 4 years of underclaimed fuel tax credits in the 2024/5 Budget;
2. An analysis of how the underclaim occurred;
3. An opinion on how far back the underclaims go based on BAS statement analysis;
4. A checklist of what actions will be taken to ensure all available tax credits are claimed for Singleton Council in future years.

**The MOTION was PUT and LOST**

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

**Against the Motion was Crs S Moore, Mayor, A McGowan, S George, G Adamthwaite. P Thompson Total (5).**

A MOTION was **MOVED** Cr S Moore, Mayor **SECONDED** by Cr S George that: Council prepare a report which provides an understanding of the risk management that has been put in place to ensure fuel tax credits are correctly claimed in the future.

**CARRIED**

*Executive Director's Report (Items Requiring Decision)***ED2/25 Adoption of the Annual Report 2024/2025****FILE:25/00323**

The purpose of this report was for Council to adopt the Singleton Council Annual Report (Annual Report) 2024/2025 in accordance with Section 428 of the *Local Government Act, 1993*.

155/25 **MOVED** Cr George, Deputy Mayor **SECONDED** Cr Adamthwaite that Council:

1. Endorse the Annual Report 2024/2025 with the incorporation of the audited Financial Statements and Internal Audit and Risk Management Attestation
2. Publish the Annual Report 2024/2025 on Council's website
3. Provide a copy of the Annual Report 2024/2025 to the Office of Local Government.

**CARRIED***Corporate and Community Services - Report (Items Requiring Decision)***DCCS44/25 Road Naming - Echidna Close LAMBS VALLEY****FILE:24/00362**

The purpose of this report was for Council to consider the naming of an unnamed road off Blue Bonnet Road, Lambs Valley.

156/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr P Watson that:

1. Council endorse the road name Echidna Close and call for public submissions on the proposed name for a period of at least 28 days.
2. Council formally adopts the name Echidna Close and publishes a notice of the new name in the NSW Government Gazette should no submissions or objections be received that require consideration of the proposed name.
3. Should any submissions requiring consideration of the proposed name be received, a further report be considered by Council prior to adoption of the name.

**CARRIED**

**DCCS45/25 Report - Draft Council Run Events - Incoming Sponsorship Policy****FILE:25/00226**

The purpose of this report was seeking Council's endorsement to place the draft *Council Run Events – Incoming Sponsorship Policy* on public exhibition for a period of 28 days to allow community feedback prior to adoption.

157/25 **MOVED** Cr D Thompson **SECONDED** Cr S George, Deputy Mayor that Council:

1. Place the draft *Council Run Events – Incoming Sponsorship Policy* on public exhibition for a period of at least 28 days and provide public notice of its intention to adopt the draft document subject to consideration of submissions received.
2. The draft *Council Run Events – Incoming Sponsorship Policy* 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.
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 the draft *Council Run Events – Incoming Sponsorship Policy*.

**CARRIED****DCCS46/25 September 2025 Quarterly Budget Review Statement****FILE:25/00401**

The purpose of this report was seeking Council's approval for the September 2025 Quarterly Budget Review Statement (QBRs).

158/25 **MOVED** Cr S George, Deputy Mayor **SECONDED** Cr D Thompson that Council adopt the recommended budgetary changes presented in the September 2025 Quarterly Budget Review Statement. A copy of the Statement was provided as part of the report

**CARRIED****DCCS51/25 Fee Waiver Request for Singleton CBD Businesses - Christmas on John Street 2025****FILE:25/00226-05**

The purpose of this report was seeking Council's consideration of a waiver of fees of stallholder fees for Singleton CBD businesses to participate in Christmas on John Street 2025.

159/25 **MOVED** Cr P Watson **SECONDED** Cr S George, Deputy Mayor that Council supports the waiver of fees for Singleton CBD businesses to attend Christmas on John Street 2025.

**Upon being put to the meeting, the motion was declared carried.**  
**Against the Motion was Cr S Yeomans Total (1).**

**CARRIED**

**DCCS52/25 Singleton Homelessness Policy****FILE:25/00134**

The purpose of this report was seeking Council's endorsement to place the draft Singleton Homelessness Policy on public exhibition for a period of 28 days to allow community feedback prior to adoption.

160/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr P Thompson that:

1. Council place the draft Singleton Homelessness Policy on public exhibition for a period of at least 28 days and provide public notice of its intention to adopt the reviewed policy subject to consideration of submissions received.
2. The draft Singleton Homelessness Policy 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 Singleton Homelessness Policy 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 the draft Singleton Homelessness Policy.

**CARRIED**

*Cr Peree P Watson left the meeting, the time being 06:10 PM*

*Infrastructure & Planning Report (Items Requiring Decision)*

**DI&P65/25 Sports Grant Program Funding Allocations Round 1  
2025/2026**

**FILE:24/00383**

The purpose of this report was to present to Council a recommendation to fund three (3) grant applications under Round 1 of the Singleton Council Sports Grant Program 2025/2026.

161/25 **MOVED** Cr D Thompson **SECONDED** Cr G Adamthwaite that Council approves the following applications for funding totaling \$17,687.00 under Round 1 of the Singleton Council Sports Grant Program 2025/2026:

<b>Applicant</b>	<b>Project</b>	<b>Project Cost (ex GST)</b>	<b>Grant Requested (ex GST)</b>
Singleton MTB Club	Adaptive mountain bike loop upgrade	\$19,905	\$9,952
PCYC	Singleton PCYC Amateur Boxing Competition Event	\$15,471	\$7,735
<b>Total</b>		<b>\$35,376</b>	<b>\$17,687</b>

**CARRIED**

Cr Peree P Watson returned to the meeting, the time being 06:11 PM

**DI&P60/25 Revolving Energy Fund Policy**

**FILE:22/00428**

The purpose of this report was for Council to consider the draft Revolving Energy Fund Policy and supporting Plan of Management. This policy provides guiding principles on the establishment, operation and management of a Revolving Energy Fund to support the delivery of actions identified in the adopted Emissions Reduction Action Plan, including actions to achieve Council's adopted emissions reduction targets.

162/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr D Thompson that Council:

1. Resolve to adopt POL/40017 Revolving Energy Fund Policy.
2. Amend the Singleton Sustainability Advisory Committee Terms of Reference to include consideration of the Revolving Energy Fund.
3. Approve the Plan of Management for the Revolving Energy Fund.

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

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

**CARRIED**

**DI&P66/25 Minutes - Local Traffic Committee - 23/10/2025**

**FILE:25/00195**

The Local Traffic Committee held its ordinary meeting on 23 October 2025. The minutes of the meeting and the draft Singleton Local Transport Forum – Terms of Reference was provided for Council's consideration.

163/25 **MOVED** Cr S George, Deputy Mayor **SECONDED** Cr G Adamthwaite that Council

1. Note the minutes of the Local Traffic Committee Meeting held on 23 October 2025.
2. Adopt the following recommendations made by the Local Traffic Committee:

**5.1 Item 1 - Establishment of the Singleton Local Transport Forum and Adoption of the Terms of Reference (ToR)**

That Council:

1. Dissolve the Singleton Local Traffic Committee;
2. Establish the Singleton Local Transport Forum; and
3. Adopt the amended Draft Singleton Local Traffic Forum - Terms of Reference.

**5.2 Item 2 - Public Electric Vehicle Infrastructure - Power Pole Chargers**

That Council approves the installation of electric vehicle charging bays on John Street, Cambridge Street, Howe Street, Townhead Crescent and York Street as per drawing 'PS25-001 - Electric Vehicle Charging Infrastructure - Power Pole Chargers' subject to public consultation.

**CARRIED**

*Executive Director's Report (Items for Information)***ED1/25      Annual Code of Conduct Complaint Statistics - 1  
September 2024 to 31 August 2025****FILE:25/00192**

Clause 11.1 of Council's Procedures for the Administration of the Code of Conduct Policy (the Procedures) requires the Complaints Coordinator to report statistics relating to complaints made about Councillors and the General Manager to Council within three months of the end of September each year. This report covers the period from 1 September 2024 to 31 August 2025.

**NOTED****ED3/25      Minutes - Combined Rural Halls - 16 October 2025 -  
Hall Reports October 2025****FILE:01/0301**

The Combined Rural Halls Committee held its ordinary meeting on 16 October, 2025. The minutes of the meeting were provided for Councils information.

**NOTED***Corporate and Community Services - Report (Items for Information)***DCCS47/25    Investment Report - October 2025****FILE:25/00405**

IA report was provided advising funds invested under section 625 of the *Local Government Act, 1993* as at 31 October 2025.

**NOTED****DCCS53/25    Finalisation of Singleton Council and Singleton RSL  
Sub-Branch Memorandum of Understanding (MoU)FILE:24/00275/014**

The purpose of this report was to provide an update that a Memorandum of Understanding (MoU) between Singleton Council and the Singleton RSL Sub-Branch has been finalised in relation to the delivery of ANZAC Day Services.

**NOTED**



*Infrastructure & Planning Report (Items for Information)***DI&P67/25 Hunter Strategic Regional Integrated Transport Plan FILE:23/00695**

The purpose of this report was to provide an update on the implications and benefits for the Singleton LGA in the recently finalised Hunter Strategic Regional Integrated Transport Plan (SRITP) along with what was incorporated, partially incorporated, or not incorporated into the Plan based on Council's submission to the draft Plan.

**NOTED****DI&P68/25 Submission on NSW Parliament Select Committee on Rural Housing and Second Dwellings Reform FILE:23/00186/009**

The report provided an overview of the submission prepared in response to that resolution. The submission draws on Council's adopted strategic planning frameworks, including the recently adopted Singleton Rural Lands Strategy (2025) and Local Housing Strategy, and supports the intent of the State's reform process while emphasising the need for flexibility, local responsiveness, and balancing the protection of productive rural land with support for Innovation and Economic Diversification

**NOTED****DI&P69/25 Minutes - Singleton Sports Advisory Committee - 16/10/2025 FILE:25/00185**

The Singleton Sports Advisory Committee held its ordinary meeting on 16 October 2025. The minutes of the meeting were provided for Council's information.

**NOTED**

*Questions Given*

**QG6/25 Questions of Which Has Been Given Report**

**FILE:25/00140**

A response was provided following Councillor questions from the 21 October 2025 Council meeting.

**1. Cr Watson – Request for Briefing on Singleton Saleyards.**

**NOTED**

The meeting closed at 6.21PM and the minutes pages 1 to 10 were confirmed on 9 December 2025 and are a full and accurate record of proceedings of the meeting held on 18 November 2025.

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Mayor/Chairperson

.....  
General Manager

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**Item Details****Page No's**

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**Speakers**

Speakers <b>For</b> the recommendation	
Name and address	Representing self/organisation
Uncle Warren Taggart	Self

Speakers <b>Against</b> the recommendation	
Name and address	Representing self/organisation