

MINUTES OF MEETING OF SINGLETON COUNCIL HELD IN THE COUNCIL CHAMBERS QUEEN STREET SINGLETON ON TUESDAY 9 DECEMBER 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.

APOLOGIES

Nil.

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; Mary-Anne Crawford, Manager Community Growth and Evolution; Emily Riley, Coordinator Strategic Planning; and Rebecca Bailey, Governance Lead.

CONFIRMATION OF MINUTES

164/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr P Thompson that the minutes of Meeting of Singleton Council held on Tuesday 18 November 2025, be confirmed.

CARRIED

MATTERS ARISING FROM MINUTES

Nil.

DISCLOSURES AND DECLARATIONS OF INTEREST

Nil.

LATE ITEMS OF BUSINESS

GM82/25 - Appointment of Acting General Manager During Periods of Absence

*Notices Of Motion***NM19/25 Notice of Motion - Councillor Yeomans - Community Engagement****FILE:25/00593**

Councillor S Yeomans will move:

That Council ensure that surveys & consultations are designed to capture the trade-offs residents are willing to accept, in all future proposed community & stakeholder consultations on projects and services as it relates to the Integrated Planning & Reporting documents, providing a deeper balanced approach to information gathering, managing community expectations, and their willingness to support or request new projects with the below points in mind:

1. Inclusion of the respondent's willingness to pay & service prioritisation assessments
2. Greater effort to get responses & metrics from the silent & busy majority, either directly or via proxies
3. To ameliorate the notion that operations are costless or costs are to be imposed on others

A report to be provided on the initiatives that have been implemented to achieve this.

Rationale:

1. Service Prioritisation Questions enable the council to gauge resident preferences for new projects relative to existing services, ensuring that decisions reflect genuine community priorities and acceptable trade-offs (e.g., reducing funding for one service to support a new project).
2. Willingness to Pay Questions provide critical insights into the financial support residents are prepared to offer through taxes, fees, or other contributions, ensuring fiscal sustainability and alignment with community values.
3. Incorporating both types of questions will enhance the council's ability to make wholesome, informed, transparent, and community-driven decisions about proposed projects, while fostering greater public engagement and trust.
4. to better understand community preferences, trade-offs, and financial support for such initiatives.
5. To help balance community expectations, to ameliorate the notion that operations are costless or imposed on others, help decision makers reach better conclusions
6. Reaching or attempting to reach a more representative group directly or via proxies will provide a more representative response rather than getting feedback from a small & narrow group

165/25 **MOVED** Cr S Yeomans That Council ensure that surveys & consultations are designed to capture the trade-offs residents are willing to accept, in all future proposed community & stakeholder consultations on projects and services as it relates to the

Integrated Planning & Reporting documents, providing a deeper balanced approach to information gathering, managing community expectations, and their willingness to support or request new projects with the below points in mind:

1. inclusion of the respondent's willingness to pay & service prioritisation assessments
2. Greater effort to get responses & metrics from the silent & busy majority, either directly or via proxies
3. To ameliorate the notion that operations are costless or costs to be imposed on others

A report to be provided on the initiatives that have been implemented to achieve this.

Motion lapsed due to no seconder.

NM22/25 Notice of Motion - Councillor Watson - Amendment to Ordinary Council Meeting Commencement Time FILE:25/00593

Councillor Watson will move:

That Council amend the commencement time of Ordinary Council Meetings to 6.00pm, to commence 30 minutes after the commencement of the Public Forum, effective from the next scheduled meeting

Background:

The current commencement time is 5.30pm.

Under the new code of meeting practice council are required to publicly state the commencement time for public forums and also the exact commencement times for meetings.

If the current meeting times don't change, public forums would be 30 minutes before this time, meaning it would commence at 5.00pm. This may limit public attendance and participation, particularly for community members, working individuals, and stakeholders who may find it difficult to arrive by that time.

By changing meeting times to 6.00pm this would mean that public forums would commence at 5.30pm which is currently the case.

Adjusting the meeting start time to 6.00pm will provide greater accessibility, accommodate community engagement and support the principles of transparency, participation, and good governance.

166/25 **MOVED** Cr P Watson **SECONDED** Cr M McLachlan That Council amend the commencement time of Ordinary Council Meetings to 6.00pm, to commence 30 minutes after the commencement of the Public Forum, effective from the next scheduled meeting.

CARRIED

*General Manager's Report (Items Requiring Decision)***GM75/25 Draft Singleton Affordable Housing Action Plan FILE:23/00549**

The purpose of this report was to seek Council endorsement to place the Draft Singleton Affordable Housing Action Plan (draft Action Plan) on public exhibition in accordance with Council's adopted Community Engagement Strategy.

167/25 **MOVED** Cr P Watson **SECONDED** Cr D Thompson that:

1. Endorse the Draft Singleton Affordable Housing Action Plan to be placed on Public Exhibition for a period of 42 days (to accommodate the Christmas and New Year period) as per Council's adopted Community Engagement Strategy with the following amendments:
 - Council role: Partnerships and facilitation be re-prioritised as priority 1
 - Action 16 be "short" rather than medium term
2. Receive a further report should objections or feedback be received during the public exhibition period.
3. If no submissions are received, adopt the draft Singleton Affordable Housing Action Plan following the public exhibition period.
4. That Council write to local CHP Home in Place, our local Aboriginal Community Housing Provider, Homes NSW and other relevant agencies and request they attend a meeting that all Councillors are invited to, to discuss opportunities and strategy for rapid delivery of additional affordable housing stock.

CARRIED

GM77/25 Minutes - United Wambo Voluntary Planning Agreement Committee - 20 November 2025 FILE:25/00128/003-01

The United Wambo Voluntary Planning Agreement (UW VPA) Community Committee held its ordinary meeting on 20 November 2025. The minutes of the meeting are were provided for Council's consideration. The Committee Meeting, the UW VPA Community Committee made the following recommendation for consideration and endorsement by Council.

168/25 **MOVED** Cr S George, Deputy Mayor **SECONDED** Cr G Adamthwaite that Council:

1. Notes the minutes of the UW VPA Community Committee meeting held on the 20 November 2025.
2. Endorses the UW VPA Community Committee recommendation that Council allocate the accumulated interest of \$48,692.97 to the UW VPA which reflects the total of interest that was not allocated between the commencement of the UW VPA and 1 July 2023.
3. Endorses the payment of unallocated interest to all VPAs, totalling \$184,435.03.
4. Requests the General Manager ensures interest continues to be paid on all VPAs going forward.

CARRIED

**GM74/25 Minutes - Mount Thorley Warkworth Voluntary
Planning Agreement Community Committee - 30
October 2025**

FILE:25/00027/006-01

The Mount Thorley Warkworth Voluntary Planning Agreement (MTW VPA) Community Committee held its ordinary meeting on 30 October 2025. The minutes of the meeting are were provided for Council's consideration. Council is also requested to endorse the funding of one project.

169/25 **MOVED** Cr P Watson **SECONDED** Cr H Jenkins that Council:

1. Notes the minutes of the Mount Thorley Warkworth Voluntary Planning Agreement Community Committee meeting held on the 30 October 2025.
2. Approve a total of \$31,200 for the Resurfacing of the Cricket Pitch at the Bulga Recreation Ground, including the condition in the funding agreement that the surface is removed first and assessment of works to be undertaken before the continuation of the project, with these funds being allocated from the MTW VPA Reserve in the existing allocated 2025/2026 budget.

CARRIED

GM76/25 Public Forum Policy

FILE:19/00530

The purpose of this report was to advise Council of the outcomes for the consultation undertaken on the draft Public Forum Policy and to note the proposed response to submissions and adopts the Public Forum Policy.

170/25 **MOVED** Cr P Watson **SECONDED** Cr S George, Deputy Mayor that:

1. Receive and note the submissions received during the public exhibition of the draft POL/40018 Public Forum Policy; and
2. Adopt the draft POL/40018 Public Forum Policy.

CARRIED

GM82/25 Appointment of Acting General Manager During Periods of Absence**FILE:25/00033**

The purpose of this report is for Council to consider the appointment of an Acting General Manager for the period 1 January to 31 December of each calendar year to ensure continuity of Council's functions during periods of absence by the General Manager.

171/25 **MOVED** Cr H Jenkins **SECONDED** Cr D Thompson that Council endorse the appointment of an Acting General Manager for the period 1 January to 31 December of each calendar year for the current Council Term as detailed.

1. For the period 1 January to 30 April:
 - a. That the person holding the position of Director Corporate & Community Services as a substantive position be appointed to act as General Manager if the General Manager is sick or otherwise absent from work for any reason. Such appointment is to cease upon the return to work of the General Manager or other resolution of the Council.
 - b. If the persons specified in point a. above is unable or unwilling to act as General Manager at any time during the specified period, the person holding the position of Executive Director as a substantive position be appointed to act as General Manager if the General Manager is sick or otherwise absent from work for any reason. Such appointment to cease upon the return to work of the General Manager or other resolution of the Council.
 - c. If the persons specified in points a. and b. above are unable or unwilling to act as General Manager at any time during the specified period, the person holding the position of Director Infrastructure & Planning as a substantive position be appointed to act as General Manager if the General Manager is sick or otherwise absent from work for any reason. Such appointment to cease upon the return to work of the General Manager or other resolution of the Council.
2. For the period 1 May to 31 August:
 - a. That the person holding the position of Executive Director as a substantive position be appointed to act as General Manager if the General Manager is sick or otherwise absent from work for any reason. Such appointment is to cease upon the return to work of the General Manager or other resolution of the Council.
 - b. If the person specified in point a. above is unable or unwilling to act as General Manager at any time during the specified period, the person holding the position of Director Infrastructure & Planning as a substantive position be appointed to act as General Manager if the General Manager is sick or otherwise absent from work for any reason.

Such appointment to cease upon the return to work of the General Manager or other resolution of the Council.

- c. If the persons specified in points a. and b. above are unable or unwilling to act as General Manager at any time during the specified period, the person holding the position of Director Corporate & Community Services as a substantive position be appointed to act as General Manager if the General Manager is sick or otherwise absent from work for any reason. Such appointment to cease upon the return to work of the General Manager or other resolution of the Council.

3. For the period 1 September to 31 December:

- a. That the person holding the position of Director Infrastructure & Planning as a substantive position be appointed to act as General Manager if the General Manager is sick or otherwise absent from work for any reason. Such appointment is to cease upon the return to work of the General Manager or other resolution of the Council.
- b. If the person specified in point a. above is unable or unwilling to act as General Manager at any time during the specified period, the person holding the position of Director Corporate & Community Services as a substantive position be appointed to act as General Manager if the General Manager is sick or otherwise absent from work for any reason. Such appointment to cease upon the return to work of the General Manager or other resolution of the Council.
- c. If the persons specified in points a. and b. above are unable or unwilling to act as General Manager at any time during the specified period, the person holding the position of Executive Director as a substantive position be appointed to act as General Manager if the General Manager is sick or otherwise absent from work for any reason. Such appointment to cease upon the return to work of the General Manager or other resolution of the Council.

4. Any person acting as General Manager pursuant to this resolution has all the functions, delegations and sub-delegations given to the General Manager by the Council.

CARRIED

*Corporate and Community Services - Report (Items Requiring Decision)***DCCS54/25 Draft Investment Policy****FILE:25/00405**

The purpose of this report was for Council to adopt the revised draft Investment Policy

172/25 **MOVED** Cr D Thompson **SECONDED** Cr H Jenkins that Council:

1. Adopt draft POL/6004.11 - Investment Policy.
2. Rescind POL/6004.10 - Investment Policy.

CARRIED**DCCS49/25 Road Naming - Renaming of part of the New England Highway****FILE:24/00362/001**

The purpose of this report was for Council to consider the naming of the section of the New England Highway stretching from the Hunter River Crossing to approximately 570 metres north of Magpie Street at McDougalls Hill. This section will become unnamed when the name New England Highway will move to the Singleton Bypass.

173/25 **MOVED** Cr D Thompson **SECONDED** Cr P Thompson that:

1. Council endorse the road name Hilltop Road and call for public submissions on the proposed name for a period of 42 days, ending on 29 January 2026.
2. Council formally adopts the name Hilltop Road 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.
4. When the road name is official to write to the original nominators to advise that their nomination was successful.

CARRIED

**DCCS55/25 Minutes - Singleton Community and Economic
Development Fund Joint Management Board Meeting -
3 December 2025 FILE:25/00546/002**

The Singleton Community and Economic Development Fund Joint Management Board (CEDF-JMB) held an extra-ordinary meeting on 3 December 2025. The minutes of the meeting are were provided for Council's consideration. Council is also requested to endorse the funding of one project.

174/25 **MOVED** Cr G Adamthwaite **SECONDED** Cr A McGowan that Council:

1. Notes the minutes of the Singleton Community and Economic Development Fund Joint Management Board meeting held on the 3 December 2025.
2. Approve an allocation from the Singleton Community and Economic Development Fund of \$287,400.40 for the continuation of the Singleton Skills and Employment Program.

CARRIED

Infrastructure & Planning Report (Items Requiring Decision)

**DI&P71/25 Mount Thorley Warkworth Historic Heritage
Conservation Fund - Heritage Advisory Committee - 15
August 2025 FILE:25/00199**

The Singleton Heritage Advisory Committee (SHAC) held its ordinary meeting on 15 August 2025. The minutes of the meeting are were provided for Council's consideration. Council is also requested to endorse the funding of one project.

175/25 **MOVED** Cr S George, Deputy Mayor **SECONDED** Cr A McGowan that Council

1. Note the minutes of the Heritage Advisory Committee Meeting held on 15 August 2025.
2. Adopt the following recommendation made by the Heritage Advisory Committee:

**5.2 Mount Thorley Warkworth Grant Application Request - 42 - 44 George Street
Singleton**

That Council draws on the Mount Thorley Warkworth Historic Heritage Conservation Fund to support the following applications for Major Works (being the restoration of the building facade) for: 42 – 44 George Street, Singleton in the amount of \$30,000.00.

CARRIED

*General Manager's Report (Items for Information)***GM72/25 Minutes - Audit Risk and Improvement Committee - 18 November 2025** **FILE:25/00177/004**

The Audit Risk and Improvement Committee held its ordinary meeting on 18 November 2025. The minutes of the meeting were provided for Council's information.

NOTED**GM73/25 Minutes - Wambo Coal Singleton Hall of Fame Committee - 23 October 2025** **FILE:25/00117**

The Wambo Coal Singleton Hall of Fame Committee held its meeting on 23 October 2025. The minutes of the meeting were provided for Council's information.

NOTED**GM78/25 Anambah to Branxton Regionally Significant Growth Investigation Area (RSGA)** **FILE:23/00274**

The purpose of this report was to provide an update of the strategic planning process that has commenced for the Anambah to Branxton (A2B) Regionally Significant Growth Area (RSGA), which is identified in the Hunter Regional Plan 2041.

NOTED**GM79/25 Conference Report - Mayor Moore - 2025 ALGA National Local Roads & Transport Congress** **FILE:24/00441/010**

Mayor Sue Moore attended the 2025 ALGA National Local Roads & Transport Congress in Bendigo from 11 – 12 November 2025. A copy of her report on the event was provided for Council's information.

NOTED**GM81/25 Conference Report - Mayor Moore - 2025 LGNSW Annual Conference** **FILE:24/00441/013**

Mayor Sue Moore attended the 2025 Local Government NSW Conference in Penrith from 23 to 25 November 2025. A copy of her report on the event was provided for Council's information.

NOTED

**GM80/25 Conference Report - Councillor Watson - 2025
Australian Local Government Women's Association
(ALGWA) NSW Conference FILE:24/00441/006**

Councillor Peree Watson attended the Australian Local Government Women's Association (ALGWA) NSW Conference in Griffith from 4 to 6 September 2025. A copy of her report on the event was provided for Council's information.

NOTED

Executive Director's Report (Items for Information)

**ED6/25 Conference Report - Councillor Watson - 2025 LGNSW
Annual Conference FILE:24/00441/013**

Councillor Peree Watson attended the 2025 Local Government NSW Conference in Penrith from 23 to 25 November 2025. A copy of her report on the event was provided for Council's information.

NOTED

**ED5/25 Integrated Planning and Reporting documentation
requirements and timeline - Combined Delivery
Program + Operational Plan and Long Term Financial
Plan FILE:25/00033**

The purpose of this report was to provide Councillors with an overview of the processes required by the Office of Local Government Integrated Planning and Reporting (IP&R) Framework for the review, update and adoption of the combined Delivery Program 2025 – 2029 and Operational Plan 2026/2027 and Long Term Financial Plan.

NOTED

Corporate and Community Services - Report (Items for Information)

DCCS56/25 Investment Report - November 2025 FILE:25/00405
A report was provided advising funds invested under section 625 of the *Local Government Act, 1993* as at 30 November 2025.

NOTED

*Infrastructure & Planning Report (Items for Information)***DI&P72/25 Minutes - Heritage Advisory Committee - 21 November 2025****FILE:25/00199**

The Heritage Advisory Committee held its ordinary meeting on 21 November 2025. The minutes of the meeting were provided for Council's information.

NOTED

The meeting closed at 6.45pm and the minutes pages 1 to 12 were confirmed on 17 February 2026 and are a full and accurate record of proceedings of the meeting held on 9 December 2025.

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Mayor/Chairperson

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General Manager