

MINUTES OF MEETING OF SINGLETON COUNCIL HELD IN THE COUNCIL CHAMBERS QUEEN STREET SINGLETON ON TUESDAY 19 MARCH 2024, COMMENCING AT 5.30PM.

PRESENT:

Crs S Moore (Mayor and Chairperson), S George, T Jarrett, H Jenkins, S Johnstone, M McLachlan, T McNamara, V Scott and D Thompson.

APOLOGIES

- 20/24 **MOVED** Cr McNamara **SECONDED** Cr McLachlan that the apology from G Adamthwaite for non-attendance at the meeting be accepted.

CARRIED

IN ATTENDANCE

Jason Linnane, General Manager; Vicki Brereton, Director Organisation & Community Capacity; Dwight Graham, Director Corporate & Commercial Services; Justin Fitzpatrick-Barr, Director Infrastructure and Planning; Melinda Curtis, Executive Manager and Rebecca Bailey, Governance Lead. There were representatives of the media and members of the public present in the gallery.

CONFIRMATION OF MINUTES

- 21/24 **MOVED** Cr McNamara **SECONDED** Cr McLachlan that the minutes of Meeting of Singleton Council held on Tuesday 20 February 2024, be confirmed.

CARRIED

DISCLOSURES AND DECLARATIONS OF INTEREST

Nil.

WITHDRAWAL OF ITEMS AND LATE ITEMS OF BUSINESS

Nil.

- 22/24 **MOVED** Cr H Jenkins **SECONDED** Cr M McLachlan that the following matter be brought forward for consideration -

CARRIED

DI&P11/24 Singleton Vineyards and Rural Tourism Strategy FILE:23/00154

Public Forum was held on this item prior to the commencement of the Council meeting. A list of speakers is included at the end of the minutes.

The purpose of this report was to seek Council endorsement for the adoption of the Singleton Vineyards and Rural Tourism Strategy (The Strategy) that was exhibited during the last quarter of 2023.

23/24 **MOVED** Cr Thompson **SECONDED** Cr McLachlan that Council adopts the Singleton Vineyards and Rural Tourism Strategy.

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

For the Motion were Crs S Moore, T McNamara, V Scott, D Thompson, H Jenkins, S George, T Jarrett, M McLachlan and S Johnstone Total (9).

Against the Motion was Nil Total (0).

CARRIED

General Manager's Report (Items Requiring Decision)

**GM8/24 Integrated Planning and Reporting - Delivery Program
and Operational Plan 2024/2025 for Public Exhibition FILE:23/00582**

The purpose of this report was to seek Council's approval for the public exhibition of the suite of draft Integrated Planning and Reporting documents in accordance with the *Local Government Act, 1993* (the Act).

24/24 **MOVED** Cr McNamara **SECONDED** Cr George that

1. Council approve the draft combined Delivery Program 2022-2024 and Operational Plan 2024/2025, including Revenue Policy and Budget for public exhibition for a minimum period of 28 days to ensure compliance with the *Local Government Act, 1993* and *Local Government (General) Regulation, 2021*.
2. A report be presented to Council before June 2024 for the adoption of the draft combined Delivery Program 2022-2026 and Operational Plan 2024/2025, including Revenue Policy and Budget following consideration of submissions received during the required exhibition period.

CARRIED

*Corporate and Commercial Services Report (Items Requiring Decision)***DCCS7/24 Draft Corporate Credit Card Policy****FILE:13/0633**

The purpose of the report was to consider the draft POL/6019.1 Corporate Credit Card Policy

25/24 **MOVED** Cr Jenkins **SECONDED** Cr Thompson that Council:

1. Adopt the draft POL/6019.1 Corporate Credit Card Policy.
2. Rescind POL/6019 Corporate Credit Card Policy.

CARRIED*Organisation and Community Capacity Report (Items Requiring Decision)***DOCC5/24 Draft Internal Audit Policy****FILE:POL/1019**

The report was to consider and adopt an updated Internal Audit policy.

26/24 **MOVED** Cr George **SECONDED** Cr Scott that Council:

1. Adopt draft POL/1019.9 Internal Audit Policy.
2. Rescind POL/1019.8 Internal Audit Policy.

CARRIED**DOCC6/24 Child Safe Policy****FILE:21/00729/001**

The report was to endorse placing on public exhibition a new draft Child Safe Policy to ensure compliance with the *Children Guardians Act, 2019 (NSW)*.

27/24 **MOVED** Cr Johnstone **SECONDED** Cr George that Council:

1. Places the draft Child Safe Policy on public exhibition for a period of 28 days and provide public notice of its intention to adopt the draft Policy subject to consideration of submissions received.
2. The draft Child Safe Policy be adopted following the public exhibition period subject to submissions received and if there are no objections.
3. Should objections be received a further report be presented to Council for the adoption of the draft Child Safe Policy with consideration of the submissions received during the public exhibition period.

CARRIED

DOCC7/24 Singletons Strategic Storytelling Project - Phase 5**Approval****FILE:23/00127/001**

The report was to obtain approval for the allocation of funding from the Singleton Community and Economic Development Fund, Mount Thorley Warkworth Voluntary Planning Agreement component to complete Phase 5 of the Singleton Strategic Storytelling Project.

28/24 **MOVED** Cr Thompson **SECONDED** Cr Jenkins that Council approves the allocation of \$100,000 from the Mount Thorley Warkworth Voluntary Planning Agreement component from the Singleton Community Economic Development for Phase 5 of the Singleton Strategic Storytelling project.

CARRIED*Infrastructure & Planning Report (Items Requiring Decision)***DI&P10/24 After Hours Support Services - Animal Management****Facility****FILE:24/00142**

The report was to provide a management response to Council resolution NM1/23, being:

1. That Council management investigates and develops a plan that would facilitate the acceptance of stray animals into the Animal Management Facility after hours, on weekends and holiday periods.
2. That Council management put together a table of costs for resourcing the service as a recurring spend from general funds keeping within budgetary constraints.
3. That a report be brought to the February 2024 council meeting for determination.

An interim report was presented to Council at the February 2024 meeting. This report presents the final assessment of options investigated in response to the Notice of Motion, as well as management's recommendation.

29/24 **MOVED** Cr Jenkins **SECONDED** Cr McLachlan that Council:

1. Notes the estimated costs associated with providing additional Animal Management Facility services after hours, on weekends and during holiday periods; and
2. Considers this matter as part of the 2024/25 budget deliberations, noting that there is currently an underlying deficit in the draft 2024/25 Operational Budget.

CARRIED

DI&P11/24 Singleton Vineyards and Rural Tourism Strategy**FILE:23/00154**

This matter was considered earlier in the meeting.

DI&P16/24 Singleton Council v Transport for NSW - Class 3 proceedings**FILE:23/00708**

The report was provided advising that a report has been prepared for Council's consideration in Closed Council as the report contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

- 30/24 **MOVED** Cr Jenkins **SECONDED** Cr George that the report on Singleton Council v Transport for NSW – Class 3 proceedings be considered in Closed Council with the press and public excluded in accordance with Section 10A(2) of the *Local Government Act, 1993* on the grounds that the report contains advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

CARRIED**DI&P17/24 Alroy Oval Sports Precinct Redevelopment 2024/25 Budget Adoption****FILE:23/00443/007**

The purpose of this report was for Council to consider and approve advanced budget allocations for the 2024/25 and 2025/26 Financial Years for the Alroy Oval Sports Precinct Redevelopment project, to allow for efficient project tendering to help ensure the project is delivered within grant funding and community expectation timeframes.

- 31/24 **MOVED** Cr Thompson **SECONDED** Cr McLachlan that:

Council approves advanced budget allocations for the Alroy Oval Sports Precinct Redevelopment, being \$3,000,000 in the 2024/25 Financial Year and \$3,500,000 in the 2025/26 Financial Year, to allow for timely and efficient tendering in the last quarter of the current Financial Year, noting that the funding comprises \$3,000,000 in grant funds from the Australian Government's - Investing in Our Communities Program and \$3,500,000 from Council Borrowings.

CARRIED**DI&P12/24 Minutes - Singleton Heritage Advisory Committee - 16/02/2024****FILE:20/00035**

The Singleton Heritage Advisory Committee (SHAC) held its ordinary meeting on 16 February 2024. The minutes of the meeting were circulated with the report for Council's consideration.

- 32/24 **MOVED** Cr Thompson **SECONDED** Cr Johnstone that Council:

1. Notes the minutes of the Singleton Heritage Advisory Committee meeting held

on 16 February 2024.

2. Notes that the Singleton Heritage Advisory Committee resolved at the meeting on 16 February 2024 to amend Item 5.3 of the Minutes from the meeting on the 17 November 2023.
3. Adopts the following recommendations of the Singleton Heritage Advisory Committee meeting held on the 16 February 2024:
 - a. That elements of the Waterworks Lane Former Pump Station remain in situ.
 - b. That Council authorises the General Manger to negotiate with Transport for NSW on the measures proposed to promote, secure, and maintain the heritage elements proposed to be retained on site.
 - c. Subject to further consultation with Transport for NSW, and reporting to the Singleton Heritage Advisory Committee, bring a subsequent recommendation to Council relating to the measures proposed to promote, secure, and maintain the subject heritage items.

CARRIED

**DI&P13/24 Minutes - Singleton Local Traffic Committee -
22/02/2024**

FILE:23/00696

The Singleton Local Traffic Committee held its ordinary meeting on 22 February 2024. The minutes of the meeting were circulated with the report for Council's consideration.

33/24 **MOVED** Cr Jenkins **SECONDED** Cr George that Council:

1. Note the minutes of the Local Traffic Committee Meeting held on 22 February 2024.
2. Adopt the following recommendations made by the Local Traffic Committee:

Item 1 - Event - ANZAC Day 2024 - Temporary Traffic Management

Approve the Traffic Management Plan for the ANZAC Day parade on 25 April 2024 and approve the event in accordance with this plan and 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.
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 Roads Regulation 2018.
 6. Traffic controllers must display their authorisation at all times when controlling traffic.
 7. 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.
 8. The implementation of TGS's must be undertaken by a person that holds 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).
 10. The event organiser must undertake letterbox drops to all affected businesses and residents in the area at least 7 days prior to the event taking place to advise of the upcoming event.

Item 2 - Event - Mailrun Charity Bike Ride 2024

Approve the Mailrun Charity Bike Ride under Section 144 of the *Roads Act, 1993*.

Item 3 - DA 8.2017.232.3 - 188 Wollombi Road, Broke - Line Marking and Signage

Approve the installation of the regulatory signage and line marking associated with subdivision 8.2017.232.3 – 188 Wollombi Road as per drawing '2220060.220579 - 188 WOLLOMBI ROAD, BROKE SUBDIVISION WORKS CERTIFICATE PLANS - D.A. 8.2017.232.2 ROAD, DRAINAGE & ASSOCIATED WORKS - STAGE 1'.

Item 4 - Event - Firelight 2024 - Temporary Traffic Management

Approve the Traffic Management Plan for Firelight 2024 and approve the event in accordance with this plan and 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.
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 Roads Regulation 2018.
6. Traffic controllers must display their authorisation at all times when controlling traffic.
7. 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.
8. The implementation of TGS's must be undertaken by a person that holds 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).
10. The event organiser must undertake letterbox drops to all affected businesses and residents in the area at least 7 days prior to the event taking place to advise of the upcoming event.

Item 5 - Starvation Lane and Sunnyside Lane - ROAD CLOSED signage

Approve the installation of the ROAD CLOSED signs at the existing road closure points on Starvation Lane and Sunnyside Lane.

Item 6 - Wilcox Avenue - Pedestrian Refuge and NO STOPPING restrictions

Approve the installation of the pedestrian refuge and associated NO STOPPING restriction as part of the wider footpath project on Wilcox Avenue as per drawing 'PS23-071 - Wilcox Avenue - Footpath - Detailed Design' subject to public consultation.

Item 7 - Event - Putty Road Truck Memorial - Temporary Traffic Management

Approve the Traffic Management Plan for the 2024 Putty Road Truck Drivers Memorial Annual On-Site Service and approve 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).
10. A Road Occupancy Licence (ROL) is required from TfNSW for the installation of the temporary traffic management measures on Putty Road.

Item 8 - Event – Smoke in Broke 2024 – Temporary Traffic Management

Approve the Traffic Management Plan for Smoke in Broke 2024 and approve 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 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).

CARRIED**DI&P14/24 Upper Hunter Employment Land Strategy****FILE:23/00186/006**

The purpose of this report was to seek Council endorsement of the Upper Hunter Region Employment Land Strategy. The Strategy was developed in collaboration with Dungog Shire Council, Muswellbrook Shire Council and Upper Hunter Shire Council and included support from Regional NSW, the Department of Planning, Housing and Infrastructure and NSW Mining as co-contributors to the Project.

The Strategy identifies 16 actions for further investigation to ensure the long-term viability of employment land in the Singleton Local Government Area, as a key gateway to the Upper Hunter Region.

34/24 **MOVED** Cr Thompson **SECONDED** Cr McLachlan that Council adopt the Upper Hunter Region Employment Land Strategy.

CARRIED

*General Manager's Report (Items for Information)***GM9/24 IP+R - Operational Plan 2023/2024 - Six Month Update FILE:23/00427**

The report was to provide Council and the community with a six-monthly status report on the 2023/2024 Operational Plan for the period 1 July 2023 to 31 December 2023

NOTED**GM10/24 Minutes - United Wambo Voluntary Planning Agreement Committee - 15/02/2024****FILE:24/00070/003**

The United Wambo Voluntary Planning Agreement Committee held its ordinary meeting on 15 February 2024. The minutes of the meeting were circulated with the report for Council's consideration.

NOTED**GM11/24 Minutes - Upper Hunter County Council - 15 February 2024****FILE:24/00008**

The Upper Hunter County Council held its meeting on Thursday, 15 February 2024. The minutes of the meeting were circulated with the report for Council's consideration.

NOTED**GM12/24 Combined Rural Hall Committee - Minutes - 15 February 2024****FILE:01/0301**

The Combined Rural Hall Committee held its ordinary meeting on 15 February 2024. The minutes of the meeting were circulated with the report for Council's consideration.

NOTED**GM13/24 Minutes - Compliments, Complaints and Customer Experience Committee - 27 February 2024****FILE:23/00151**

The Compliments, Complaints and Customer Experience Committee held its ordinary meeting on 27 February 2024. The minutes of the meeting were circulated with the report for Council's consideration.

NOTED

*Corporate and Commercial Services Report (Items for Information)***DCCS8/24 Investment Report - February 2024****FILE:23/00420**

In accordance with clause 212 of the *Local Government (General) Regulation, 2021* the following funds are invested under section 625 of the *Local Government Act, 1993* as at 30 November 2023.

NOTED**DCCS9/24 Minutes - Singleton and District Disability Advisory Committee - 06/02/2024****FILE:24/00036**

The Singleton and District Disability Advisory Committee held its ordinary meeting on 6 February 2024. The minutes of the meeting were circulated with the report for Council's consideration.

NOTED*Organisation and Community Capacity Report (Items for Information)***DOCC8/24 Meeting - Singleton Aboriginal Reconciliation Committee - 06/02/2024****FILE:23/00383**

The Aboriginal Reconciliation Committee was scheduled to hold its ordinary meeting on 6 February 2024 however, quorum was not reached.

NOTED*Infrastructure & Planning Report (Items for Information)***DI&P15/24 Minutes - Singleton Sports Council Committee - 15/02/2024****FILE:23/00693**

The Singleton Sports Council Committee held its ordinary meeting on 15 February 2024. The minutes of the meeting were circulated with the report for Council's consideration.

NOTED

*Questions Given***QG2/24 Questions of Which Notice Has Been Given****FILE:24/00008**

Responses have been provided to the following Councillor questions from the 20 February 2024 Council Meeting:

1. Cr Mel McLachlan - Liaise with Upper Hunter and Muswellbrook Councils to obtain information pertaining to their agreements with Upper Hunter Homeless Support.

NOTED

- 35/24 **MOVED** Cr Jenkins **SECONDED** Cr Scott that Council **MOVE** to Closed Council (Confidential Section of Ordinary Meeting – Closed to the Public) at **5.54pm**.

CARRIED**OPEN COUNCIL RESUMED AT 6.19PM.***Closed Council***CC4/24 Singleton Council v Transport for NSW - Class 3 proceedings****FILE:23/00708**

The Committee RECOMMENDED to Council that:

1. Council endorses the acceptable compensation range detailed under Option 2 (page 3 of the Closed Council report) relating to the land acquisition of Council's Waterworks Lane Depot by TfNSW for the purpose of the Singleton Bypass Project; and
2. Council provides delegation to the General Manager or his delegate to accept an offer from TfNSW at the Conciliation for the Singleton Council v TfNSW Class 3, Land & Environment Court Proceedings, providing the amount offered is equal to or greater than the compensation range noted as Option 2 (page 3 of the Closed Council report).

- 36/24 **MOVED** Cr Johnstone **SECONDED** Cr George that the recommendations of Closed Council be adopted.

CARRIED

The meeting closed at 6.26pm and the minutes pages 1 to 15 were confirmed on 16 April 2024 and are a full and accurate record of proceedings of the meeting held on 19 March 2024.

.....
Mayor/Chairperson

.....
General Manager

PUBLIC FORUM LIST

Item Details

DI&P11/24 Singleton Vineyards and Rural Tourism Strategy

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Speakers

Speakers Against the recommendation	

Speakers For the recommendation	
Ian Napier	Hunter Valley Wine Tourism Board