



8 July 2025

To All Councillors

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993, that the next Ordinary Meeting of Council will be held in the Council Chambers, on Wednesday, 16 July 2025 at 6.30pm, for the purposes of transacting the undermentioned business.

AGENDA:

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- (1) ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS**
- (2) OPENING PRAYER**
- (3) RECEIPT OF APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE , OR ATTENDANCE BY AUDIO-VISUAL LINK**
- (4) CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
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- (5) DISCLOSURES OF INTEREST**
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- (6) PETITIONS**
- (7) PUBLIC ADDRESS**
- (8) CONSIDERATION AND ADOPTION OF ALL REPORTS BY ENGLOBO**
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- (11) PLANNING AND ENVIRONMENT**
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‡ - Denotes that Report is for notation only.



Principles for Local Government

Exercise of functions generally

The following general principles apply to the exercise of functions by Councils:

- a) Councils should provide strong and effective representation, leadership, planning and decision-making.
- b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
- c) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- d) Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- e) Councils should work co-operatively with other Councils and the State government to achieve desired outcomes for the local community.
- f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
- g) Councils should work with others to secure appropriate services for local community needs.
- h) Councils should act fairly, ethically and without bias in the interests of the local community.
- i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.

Council's Values

- Integrity
- Accountability
- Respect
- Excellence
- Teamwork

Our Community's Vision

Cessnock will be a cohesive and welcoming community living in an attractive and sustainable rural environment with a diversity of business and employment opportunities supported by accessible infrastructure and services which effectively meet community need.

Cessnock – thriving, attractive and welcoming.

Our Community's Desired Outcomes

- A connected, safe and creative community.
- A sustainable and prosperous economy.
- A sustainable and healthy environment.
- Accessible infrastructure, facilities and services.
- Civic Leadership and effective governance.



Council Code of Conduct

Council adopted its current Code of Conduct on 23 October 2024. This Code provides details of statutory requirements and gives guidance in respect of the way in which pecuniary and conflict of interest issues must be disclosed. Councillors took an oath or affirmation at the commencement of their term of office under section 233A of the *Local Government Act 1993* (NSW) and are therefore obligated under Council's Code of Conduct to disclose and appropriately manage their conflicts of interest.

Generally, the Code outlines the following issues:

1. Councillors are under an obligation at law to disclose any interest they may have in any matter before the Council as soon as practicable and to refrain from being involved in any consideration or to vote on any such matter where required and out outlined in the Code of Conduct.
2. Councillors must disclose any interest in any matter noted in the business paper prior to or at the opening of the meeting.
3. The nature of the interest shall be included in the disclosure.
4. Councillors shall immediately and during the meeting disclose any interest in respect of any matter arising during the meeting which is not referred to in the business paper.
5. All disclosures of interest shall be recorded in the minutes of the meeting.
6. All disclosures of interest shall as far as is practicable be given in writing.
7. Any member having a pecuniary or non-pecuniary significant conflict of interest shall leave the meeting and remain absent while the subject of the interest is being considered by Council.
8. The meeting shall not discuss any matter in which a Councillor has a pecuniary or non-pecuniary significant conflict of interest while the Councillor is present at the meeting.



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**MINUTES OF ORDINARY COUNCIL MEETING OF THE CESSNOCK CITY COUNCIL
HELD IN COUNCIL CHAMBERS ON WEDNESDAY, 18 JUNE 2025, COMMENCING AT
6.30PM**

PRESENT: His Worship the Mayor, Councillor D Watton (in the Chair) and Councillors Dixon, Harrington, Jurd, King, Lea, Madden (via AV Link), Mason, Palmowski and Pascoe.

IN ATTENDANCE: Acting General Manager (Director of Planning and Environment)
Director Corporate and Community Services
Director Works and Infrastructure
Chief Financial Officer
Development Services Manager
Communications & Engagement Manager
Help Desk Support Officer
Council Services Team Leader
Senior Business Support Officer Council Services

**ATTENDANCE BY
AV LINK /
APOLOGIES:**

MOTION

Moved: Councillor Lea
Seconded: Councillor Palmowski

162

RESOLVED that Council permit Councillor Madden to attend the 18 June 2025 Ordinary Council meeting by audio-visual link due to work commitments.

FOR

AGAINST

Councillor Dixon
Councillor Harrington
Councillor Jurd
Councillor King
Councillor Lea
Councillor Madden
Councillor Mason
Councillor Palmowski
Councillor Pascoe
Councillor Watton

Total (10)

Total (0)

CARRIED UNANIMOUSLY

MOTION **Moved:** Councillor Pascoe
 Seconded: Councillor Palmowski
163

RESOLVED that the apologies tendered on behalf of Councillors Grine and Hill, for unavoidable absence, be accepted.

FOR	AGAINST
Councillor Dixon	
Councillor Harrington	
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (10)	Total (0)

CARRIED UNANIMOUSLY

MINUTES:

MOTION **Moved:** Councillor Lea
 Seconded: Councillor Harrington
164

RESOLVED that the Minutes of the Ordinary Meeting of Council held on 21 May 2025, as circulated, be taken as read and confirmed as a correct record.

FOR	AGAINST
Councillor Dixon	
Councillor Harrington	
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (10)	Total (0)

CARRIED UNANIMOUSLY

DISCLOSURES OF INTEREST

DISCLOSURES OF INTEREST NO. DI5/2025

SUBJECT: DISCLOSURES OF INTEREST

That Councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

PE14/2025 - DA 8/2023/753/1 for a staged Development comprising the Demolition of an Existing Dwelling, Swimming Pool and Shed and the Construction of Tourist and Visitor Accommodation, a Function Room, Swimming Pool, Studio/Workshop for Guest Activities, Managers Residence Ancillary Parking and Landscaping - Councillor Jurd declared a Non Pecuniary Significant Conflict for the reason that she put in a submission as a resident against the application. Councillor Jurd advised that she would leave the Chamber and take no part in discussion and voting.

PETITIONS

Nil

ADDRESS BY INVITED SPEAKERS

The Mayor advised that there were no speakers for tonight's meeting and the matter would be addressed later in the meeting.

CONSIDERATION AND ADOPTION OF ALL REPORTS BY ENGLOBO OR INDIVIDUALLY WITH NOMINATED EXCEPTIONS

MOTION **Moved:** Councillor Lea **Seconded:** Councillor Mason
165

RESOLVED

That having read and considered the reports in the agenda related to items

OFFICERS REPORTS

CC28/2025	Minutes of Grants Advisory Committee Meeting held 21 May 2025	43
CC31/2025	Draft Disability Inclusion Action Plan 2025-2029	59
CC34/2025	Investment Policy	68
‡ CC37/2025	Resolutions Tracking Report	80
‡ CC38/2025	Investment Report - May 2025	81

Council adopt the recommendations as printed in the business papers for those items.

FOR	AGAINST
Councillor Dixon	
Councillor Harrington	
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (10)	Total (0)

CARRIED UNANIMOUSLY

MAYORAL MINUTES

MAYORAL MINUTES NO. MM3/2025

SUBJECT: VACANCY IN CIVIC OFFICE: RESIGNATION OF COUNCILLOR JAY SUVAAL

MOTION **Moved:** Councillor Watton

166

RESOLVED

That Council note the vacancy in civic office and that the NSW Electoral Commission is currently conducting a countback process to fill the casual vacancy in Ward A.

FOR	AGAINST
Councillor Dixon	
Councillor Harrington	
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (10)	Total (0)

CARRIED UNANIMOUSLY

NOTICE OF INTENTION TO DEAL WITH MATTERS IN CONFIDENTIAL SESSION

NOTICE OF INTENTION NO. NI2/2025

SUBJECT: **NOTICE OF INTENTION TO DEAL WITH MATTERS IN
CONFIDENTIAL SESSION -
REPORT CC39/2025 - TENDER T2025-05 EXPRESSION OF
INTEREST - FORMER RICHMOND MAIN COLLIERY SITE - STAGE 2**

MOTION **Moved:** Councillor Pascoe **Seconded:** Councillor Jurd
167
RESOLVED

That Council considers in Confidential Session the following matters in accordance with Sections 10A (2) (a) (c) (di) of the *Local Government Act 1993*:

Report CC39/2025 – Tender T2025-05 Former Richmond Main Colliery Site – Stage 2 as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

Report MM4/2025 – Personnel Matter relating to the General Manager’s contract of employment as it deals with personnel matters concerning particular individuals.

FOR	AGAINST
Councillor Dixon	
Councillor Harrington	
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (10)	Total (0)

CARRIED UNANIMOUSLY

MOTIONS OF URGENCY NO. MOU5/2025

SUBJECT: MOTIONS OF URGENCY

Nil

PLANNING AND ENVIRONMENT NO. PE14/2025

SUBJECT: DA 8/2023/753/1 FOR A STAGED DEVELOPMENT COMPRISING THE DEMOLITION OF AN EXISTING DWELLING, SWIMMING POOL AND SHED AND THE CONSTRUCTION OF TOURIST AND VISITOR ACCOMMODATION, A FUNCTION ROOM, SWIMMING POOL, STUDIO/WORKSHOP FOR GUEST ACTIVITIES, MANAGERS RESIDENCE ANCILLARY PARKING AND LANDSCAPING

Councillor Jurd declared a Non Pecuniary Significant Conflict for the reason that she put in a submission as a resident against the application. Councillor Jurd left the Chamber and took no part in discussion and voting.

Councillor Jurd left the meeting, the time being 6.43pm

MOTION **Moved:** Councillor King **Seconded:** Councillor Lea
168
RESOLVED

That the report be deferred to the next meeting of Council.

FOR	AGAINST
Councillor Dixon	
Councillor Harrington	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (9)	Total (0)

CARRIED UNANIMOUSLY

MOTIONS OF URGENCY

Nil

PLANNING AND ENVIRONMENT

PLANNING AND ENVIRONMENT NO. PE15/2025

SUBJECT: EXHIBITION OF DRAFT HOUSING THEME REVIEW DISCUSSION PAPER

Councillor Jurd returned to the meeting, the time being 6.46pm

MOTION **Moved:** Councillor Lea **Seconded:** Councillor Palmowski
169
RESOLVED

1. That Council place the Draft Housing Theme Review Discussion Paper on public exhibition for a period of 28 days.
2. That Council receive a further report following public exhibition of the Draft Housing Theme Review Discussion Paper.
3. That a workshop be held with Councillors after the feedback from the exhibition period.

FOR	AGAINST
Councillor Dixon	
Councillor Harrington	
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (10)	Total (0)

CARRIED UNANIMOUSLY

PLANNING AND ENVIRONMENT NO. PE16/2025

SUBJECT: DRAFT AMENDMENTS TO CESSNOCK DEVELOPMENT CONTROL PLAN CHAPTER - D8, EVENTS

MOTION **Moved:** Councillor Lea **Seconded:** Councillor Pascoe
170

RESOLVED

1. That Council places the draft “D8 – Events” on public exhibition for a period of 28 days, as required by Council’s Community Participation Plan.
2. That Council receive a further report following public exhibition of the draft Development Control Plan chapter if unresolved submissions are received or significant amendments are proposed post-exhibition. Where there are no unresolved objections, the draft Development Control Plan chapter be adopted by Council pursuant to the Environmental Planning and Assessment Regulation 2021.
3. That Council repeal the current Cessnock Development Control Plan Chapter D8 - Temporary Events, in the event that the amended Draft chapter D8 – Events is adopted.

FOR

AGAINST

Councillor Dixon
Councillor Harrington
Councillor Jurd
Councillor King
Councillor Lea
Councillor Madden
Councillor Mason
Councillor Palmowski
Councillor Pascoe
Councillor Watton
Total (10)

Total (0)

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY

CORPORATE AND COMMUNITY NO. CC28/2025

SUBJECT: MINUTES OF GRANTS ADVISORY COMMITTEE MEETING HELD 21 MAY 2025

MOTION **Moved:** Councillor Lea **Seconded:** Councillor Mason
171
RESOLVED

1. That the Minutes of the Grants Advisory Committee Meeting held 21 May 2025 be adopted as a resolution of the Ordinary Council.
2. That Council approve funding in accordance with the Schools Environment Grants Program for the following projects:
 - Hunter Mobile Preschool - Kitchener Venue in the amount of \$149
 - Lower Hunter Children's Activity Van Association Incorporated in the amount of \$197
 - Weston Community Preschool in the amount of \$200
 - Little Treasures Childcare in the amount of \$200
 - Holy Spirit Primary School in the amount of \$500
 - Nulkaba Public School in the amount of \$500
 - Cessnock East Public School in the amount of \$500
 - Cessnock High School in the amount of \$1000
 - St Philip's Christian College, Cessnock - Senior School in the amount of \$1000
 - Kurri Kurri High School in the amount of \$1000
 - Kurri Kurri & District Preschool Kindergarten Inc. in the amount of \$175
3. That Council adopts the amended Community, Sporting and Environment Grant Guidelines.

FOR	AGAINST
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Councillor Dixon	
Councillor Harrington	
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	

Total (10)

Total (0)

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY NO. CC29/2025

**SUBJECT: MINUTES OF THE ABORIGINAL AND TORRES STRAIT ISLANDER
ADVISORY COMMITTEE MEETING HELD ON 2 MAY 2025**

MOTION **Moved:** Councillor Palmowski **Seconded:** Councillor Pascoe
172

RESOLVED

That the Minutes of the Aboriginal and Torres Strait Islander Advisory Committee meeting held on 2 May 2025 be adopted as a resolution of the Ordinary Council.

FOR	AGAINST
Councillor Harrington	Councillor Dixon
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (9)	Total (1)

CARRIED

CORPORATE AND COMMUNITY NO. CC30/2025

**SUBJECT: ADOPTION OF THE ABORIGINAL AND TORRES STRAIT ISLANDER
COMMUNITY ACTION PLAN 2025-2029**

MOTION **Moved:** Councillor Pascoe **Seconded:** Councillor Palmowski
173

RESOLVED

That Council adopts the Aboriginal and Torres Strait Islander Community Action Plan 2025-2029.

FOR	AGAINST
Councillor Harrington	Councillor Dixon
Councillor Lea	Councillor Jurd
Councillor Madden	Councillor King
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (7)	Total (3)

CARRIED

CORPORATE AND COMMUNITY NO. CC31/2025

SUBJECT: DRAFT DISABILITY INCLUSION ACTION PLAN 2025-2029

MOTION

Moved: Councillor Lea

Seconded: Councillor Mason

174

RESOLVED

That Council place the draft Disability Inclusion Action Plan 2025-2029 on public exhibition for a period of 28 days.

FOR

AGAINST

Councillor Dixon
Councillor Harrington
Councillor Jurd
Councillor King
Councillor Lea
Councillor Madden
Councillor Mason
Councillor Palmowski
Councillor Pascoe
Councillor Watton

Total (10)

Total (0)

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY NO. CC32/2025

**SUBJECT: CLASSIFICATION OF LAND - LOT 900 DP 1278224, 46
WILDFLOWER CIRCUIT BELLBIRD**

MOTION **Moved:** Councillor Harrington **Seconded:** Councillor Jurd
175

RESOLVED

That Council classify Lot 900 DP1278224 46 Wildflower Circuit Bellbird, primarily used as a drainage reserve, as operational land.

FOR	AGAINST
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Councillor Dixon	
Councillor Harrington	
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	

Total (10)

Total (0)

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY NO. CC33/2025

SUBJECT: LOCAL GOVERNMENT REMUNERATION TRIBUNAL - ANNUAL FEES PAYABLE TO MAYOR AND COUNCILLORS 1 JULY 2025 TO 30 JUNE 2026

MOTION **Moved:** Councillor Lea **Seconded:** Councillor Harrington
176
RESOLVED

1. That Council acknowledges the 2025 determination of the Local Government Remuneration Tribunal for the Regional Rural category, which permits an increase to Councillor and Mayoral fees for the 2025–26 financial year.
2. That Council declines to adopt the maximum permissible increase and instead resolves to retain Councillor and Mayoral fees at the 2024–25 levels, being:
 - Mayor: \$66,800 per annum
 - Councillors: \$27,050 per annum
 - Deputy Mayor's additional fee: \$1,200 (deducted from the Mayoral allowance)
3. That Council notes that this decision reflects Council's commitment to fiscal restraint in light of ongoing cost-of-living pressures affecting the Cessnock community.

FOR

AGAINST

Councillor Dixon
Councillor Harrington
Councillor Jurd
Councillor King
Councillor Lea
Councillor Madden
Councillor Mason
Councillor Palmowski
Councillor Pascoe
Councillor Watton

Total (10)

Total (0)

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY NO. CC34/2025

SUBJECT: INVESTMENT POLICY

MOTION **Moved:** Councillor Lea **Seconded:** Councillor Mason
177
RESOLVED

That the Council adopts the revised Investment Policy.

FOR	AGAINST
Councillor Dixon	
Councillor Harrington	
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (10)	Total (0)

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY NO. CC35/2025

**SUBJECT: ADOPTION OF THE IPR FRAMEWORK SUITE OF DOCUMENTS
COMPRISING OF:**

- **COMMUNITY STRATEGIC PLAN: TOGETHER CESSNOCK 2040**
- **2025-29 DELIVERY PROGRAM INCORPORATING THE 2025-26 OPERATIONAL PLAN, BUDGET AND REVENUE POLICY**
- **RESOURCING STRATEGY INCORPORATING THE LONG TERM FINANCIAL PLAN, WORKFORCE MANAGEMENT PLAN AND ASSET MANAGEMENT STRATEGY**
- **2025-26 FEES & CHARGES**

MOTION **Moved:** Councillor Lea **Seconded:** Councillor Palmowski
178
RESOLVED

That Council having considered all submissions received from the community following public exhibition of the draft documents adopts the:

- **Community Strategic Plan: Together Cessnock 2040 with the addition of the following objectiveS under ‘Outcome 2 - Thrive’:**
 - **2.3.3 Explore opportunities for the construction of the Richmond Vale Rail Trail and additional Shiraz to Shore connections (Hunter Regional Plan 2041)**
 - **Explore opportunities for the construction of the Bellbird North Bypass from Mount View Road to Wine Country Drive.**
- **2025-29 Delivery Program 2025-2029 incorporating the**
 - **2025-26 Operational Plan**
 - **Budget and Revenue Policy**
- **Resourcing Strategy incorporating the**
 - **Long Term Financial Plan**
 - **Workforce Management Strategy**
 - **Asset Management Strategy**
- **2025-26 Fees and Charges**

FOR	AGAINST
Councillor Harrington	Councillor Dixon
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (9)	Total (1)

CARRIED

CORPORATE AND COMMUNITY NO. CC36/2025

SUBJECT: MAKING THE RATE 2025-26

MOTION **Moved:** Councillor Lea **Seconded:** Councillor Pascoe
179
RESOLVED

That Council make the following rates and charges for the year commencing 1 July 2025 to 30 June 2026:

1. Ordinary Rates

The following Ordinary Rates now be made for the year commencing 1 July 2025.

Category	Sub Category	Ad-valorem Amount Cents in \$	Base Amount \$	Base Yield % of Total Rate
Residential		0.260060	430.00	30.09%
Residential	Rural	0.192352	430.00	18.01%
Farmland		0.150931	430.00	13.82%
Farmland	Mixed Use	0.402952	535.00	5.69%
Farmland	Business Rural	0.392005	535.00	8.09%
Business		1.182532	535.00	10.40%
Mining		4.717039	1,500.00	0.45%

2. Waste Charges

Council do hereby prescribe and order under Section 496 of the *Local Government Act 1993* for rateable land categorised for rating purposes as residential or farmland and situated within the area in which a Domestic Waste Management Service is able to be provided, that the following waste charges be now made for the year commencing 1 July 2025.

Domestic Waste Management Service Charge

Domestic Waste Management Availability Charge ¹	\$88.00
Domestic Waste Management Service Charge ²	\$767.00
Additional Domestic Waste Management Service Charge ³	\$767.00
Additional Domestic Waste Management Service Charge – Recycling	\$98.00
Additional Domestic Waste Management Service Charge – Organics	\$196.00

1. Charge applies to vacant rateable land situated within the area in which a Domestic Waste Management Service is able to be provided.
2. Each premise is entitled to one approved mobile waste bin mixed waste service per week, one fortnightly collection of recyclable material and one weekly collection of organic material for each Domestic Waste Management Service Charge.
3. Each premise is entitled to one approved mobile waste bin mixed waste service per week for each Additional Domestic Waste Management Service Charge.

Council do hereby prescribe and order under Section 501 of the *Local Government Act 1993*, for land not categorised for rating purposes as residential or farmland and situated within the area in which a Waste Management Service is able to be provided, that the following waste charges be now made for the year commencing 1 July 2025.

Waste Management Service Charge

Commercial Waste Management Service Charge ¹	\$909.00
Additional Waste Management Service Charge ²	\$909.00
Additional Waste Management Service Charge - Recycling	\$98.00
Additional Waste Management Service Charge - Organics	\$196.00

1. Each premise is entitled to one approved mobile waste bin mixed waste service per week and one fortnightly collection of recyclable material for each Waste Management Service Charge. Each premise is also entitled to one weekly collection of organic material for each Waste Management Service Charge upon request and justification of needs.
2. Each premise is entitled to one approved mobile waste bin mixed waste service per week for each Additional Waste Management Service Charge.

3. Stormwater Management Services Charges

Council do hereby prescribe and order under Section 496A of the *Local Government Act 1993*, for land situated within the designated stormwater area, that the following stormwater charges be now made for the year commencing 1 July 2025.

Stormwater Management Service Charge - Residential	\$25.00
Stormwater Management Service Charge - Residential Strata	\$12.50
Stormwater Management Service Charge - Business	\$25.00 per 350m ² (or part thereof) to a maximum \$500

4. Interest on Overdue rates and Charges

Council do hereby determine and order, in accordance with Section 566 of the *Local Government Act 1993*, that if rates and charges are unpaid at the due date, the amount shall be increased by a sum calculated at:

- Ten and a half per cent (10.5%) per annum, simple interest, calculated daily for the period 1 July 2025 to 30 June 2026.

5. Hunter Local Land Services

Council, in accordance with Clauses 36 and 40, Part 4, of the *Local Land Services Regulation 2014*, prescribes that the rate for the year commencing 1 July 2025 shall be the rate gazetted by the Minister for the Hunter Catchment Contribution for the period 1 July 2025 to 30 June 2026. The Minister has determined the rate for 2025/2026 is 0.00657 of a cent in the dollar (land value) (Government Gazette No 210 – 30 May 2025).

FOR

Councillor Dixon
Councillor Harrington
Councillor King
Councillor Lea
Councillor Madden
Councillor Mason
Councillor Palmowski
Councillor Pascoe
Councillor Watton

Total (9)**AGAINST**

Councillor Jurd

Total (1)***CARRIED***

CORPORATE AND COMMUNITY NO. CC37/2025

SUBJECT: RESOLUTIONS TRACKING REPORT

MOTION **Moved:** Councillor Lea **Seconded:** Councillor Mason
180
RESOLVED

That Council receives the report and notes the information in the Resolutions Tracking Report.

FOR	AGAINST
Councillor Dixon	
Councillor Harrington	
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (10)	Total (0)

CARRIED UNANIMOUSLY

CORPORATE AND COMMUNITY NO. CC38/2025

SUBJECT: INVESTMENT REPORT - MAY 2025

MOTION **Moved:** Councillor Lea **Seconded:** Councillor Mason
181
RESOLVED

That Council receives the Investment Report for May 2025 and notes that:

- **Investments are held in accordance with Council's Investment Policy, which is in accordance with the Ministerial Investment Order.**
- **Council's month end cash and investments balance was \$85,166,828.**

FOR	AGAINST
Councillor Dixon	
Councillor Harrington	
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (10)	Total (0)

CARRIED UNANIMOUSLY

WORKS AND INFRASTRUCTURE

WORKS AND INFRASTRUCTURE NO. WI7/2025

**SUBJECT: LOCAL TRAFFIC COMMITTEE MEETING HELD 17 MARCH 2025 -
ITEMS REQUIRING A COUNCIL DECISION**

MOTION **Moved:** Councillor Harrington **Seconded:** Councillor Jurd
182
RESOLVED

That the following item from the Cessnock Local Traffic Committee Meeting of 17 March 2025 be adopted as a resolution of Council.

- **TC3/2025 That Council authorises the installation of regulatory controls on Wollombi Road - Bellbird to Cessnock, in accordance with the Wollombi Road Upgrade Project – Signage and Line Marking Plan Package – Stage 1 Revision D.**

FOR	AGAINST
Councillor Harrington	Councillor Dixon
Councillor King	Councillor Jurd
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (8)	Total (2)

CARRIED

COUNCILLOR REPORTS

Councillor Madden

June Blackhill Quarry Report

On Friday 23rd May the Black Hill Quarry Community Liaison Group met. The meeting was to be held in Kurri as per the normal meeting practice but due to the significant rain that we experienced during this time it was instead held online. There was no subsequent site visit associated with this meeting.

Just briefly, some of the agenda items included (complete minutes have been sent through to CCC):

- There was an error in the 2020/2021 data and in the 2022/2023 data which has been resolved.
- The tonnage calculation for 2023/2024 was incorrect due to two figures being reported incorrectly, 129K to CCC V's 116K in the annual report. Woodbury Civil advised that the coal extraction was not included in the annual report, this has now been amended.
- Most of the material is for the M1 Heatherbrae/Black Hill Road project. Material is also being supplied to the Belmont Desalination project.
- The quarry is due for closure in June 2026.
- Residents asked for a plan of how rehabilitation will proceed once the waste facility starts operating.

MAYORAL SUMMARY – 22 May 2025 to 18 June 2025

WEATHER EVENT - 18 May

23 May – 2CHR Interview – Post Ordinary Meeting

23 May - Mount View High School Yarning Circle - Official Opening

24 May – Greta Rural Fire Brigade 60th Anniversary

27 May – 100yrs of Service morning tea - Cessnock Salvation Army Store - 5 of wonderful Volunteers celebrated reaching 20 years of Service, Volunteering at our local Cessnock Salvos Store. Such an amazing accomplishment giving their time and commitment to serving our community.

Celebrating the amazing combined 100 years of service with a lovely morning tea.

27 May - Cessnock Business Chamber Networking Event

28 May - Reconciliation Week Event “Bridging Now to Next”

30 May – Hunter Region Business Awards - Award presentation - Celebrate the achievements of our local businesses and was honoured to present the Professional Services awards to 1st - Heart HR, 2nd - Dynamize Chartered Accountants and 3rd The Marketing GP

31 May - Cessnock Community Garden Official Opening

31 May - SES Hunter Award Presentation- Maitland Town Hall

3 June - BH Signage project launch (Cessnock Tidy Towns) Cessnock Tidy Towns, with support from CCC, have installed diverse flora within Bridges Hill Park. With support from Councils' Aboriginal and Torres Strait Islander Advisory Committee and the Wonnarua Language Reference group, the Wonnarua names and traditional uses of the plants were sourced and incorporated in the signage.

4 June - Hunter Valley Wine & Tourism Alliance Meeting

10 June - Cessnock Day Night Pharmacy Artwork Unveiling

Official unveiling of a meaningful artwork created by local elder, Lesley Salem.

11 June - Cessnock Correction Centre Visit –

Governor Wayne Bywater has arranged a visit to the Hunter Correctional Centre to see the unique and successful way they manage inmates in dormitory style accommodation whilst addressing recidivism by providing innovating programs, education and employment opportunities.

12 June – Hunter JO Board meeting day (Muswellbrook) The day included a presentation by our General Manager, and a Hunter JO Strategic Plan update, workshop regarding shared regional advocacy priorities and activities. We also received updates on Newcastle Airport, High speed rail and the Hunter global Tourism and NSW visitor economy strategy.

12 June - Cessnock Rotary Club - 88th Changeover Dinner Celebrating the achievements of President Helen and warmly welcoming President Elect Vicki at our annual Changeover Dinner

13 June - Motion of Urgency - Homelessness TAFE Park Cessnock meeting _ Dan Repacholi MP & Clayton Barr MP

13 June – Hall of Fame This year, Ellena Morris OAM will be inducted into the City of Cessnock Hall of Fame for contribution to Sport.

16 June - Greta Tidy Towns Seniors morning tea - visit our newly re-established monthly Seniors Morning Tea

16 June - Media Event - 3 Council Mayors – Fogo

17 June - Media /Photo Event - Weston Bears Park (start of construction)

17 June - Quarterly Meeting - Policing Cessnock LGA - As an outcome of the meeting held 14 March 2025, at Cessnock Police Station regarding staffing and crime the scheduling of a quarterly meetings was to be arranged. This is the second meeting.

17 June - Cessnock High School Interact Dinner

7.38PM

Confidential reports (closed session)

MOTION **Moved:** Councillor Pascoe **Seconded:** Councillor Jurd
183

RESOLVED that the meeting move into closed session in order to consider confidential items.

FOR	AGAINST
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Councillor Dixon	
Councillor Harrington	
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	

Total (10)

Total (0)

CARRIED UNANIMOUSLY

8:26PM

Open Session

That the meeting moved back into open session and the Mayor and Director Corporate & Community Services reported on the outcomes.

CORPORATE AND COMMUNITY NO. CC39/2025

SUBJECT: TENDER T2025-05 EXPRESSION OF INTEREST FORMER RICHMOND MAIN COLLIERY SITE - STAGE 2

This matter is considered to be confidential under Section 10A(2) (c) (di) of the Local Government Act, as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business; AND commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.

MOTION

184

Moved: Councillor Jurd

Seconded: Councillor Harrington

RESOLVED

1. That Council endorses direct sale of Lot 31 DP 594396 and Lot 2 DP 716009 to Australian International Motor Museum or nominee for the tendered offer amount.
2. That Council authorises the General Manager or delegated officer to execute all relevant documentation to affect the transaction.
3. That Council notes that confidentiality is to remain on this item until after the sale contract has been settled.
4. That Council organise a briefing for Councillors on the proposed plans for the site.

FOR

AGAINST

Councillor Dixon
Councillor Harrington
Councillor Jurd
Councillor King
Councillor Lea
Councillor Madden
Councillor Mason
Councillor Palmowski
Councillor Pascoe
Councillor Watton

Total (10)

Total (0)

CARRIED UNANIMOUSLY

MAYORAL MINUTES NO. MM4/2025

SUBJECT: PERSONNEL MATTER RELATING TO THE GENERAL MANAGER'S CONTRACT OF EMPLOYMENT.

This matter is considered to be confidential under Section 10A(2) (a) of the Local Government Act, as it deals with personnel matters concerning particular individuals.

MOTION **Moved:** Councillor Watton

185

RESOLVED

1. That Council notes the confidential correspondence from Ken Liddell (General Manager) to Councillor Watton (Mayor) dated 17 June 2025 and accepts their resignation as General Manager of Cessnock City Council with effect on and from 17 July 2025.
2. That Council conveys its sincere thanks to Ken Liddell, for their leadership and achievements during his tenure with Cessnock City Council.
3. That Council pursuant to sections 336 and 351 of the *Local Government Act 1993*, appoints Mr Peter Chrystal to be the Council's Acting General Manager when Ken Liddell is on leave and for such person to remain the Council's Acting General Manager until the commencement of a new General Manager (for a maximum period of up to 12 months) or until further resolution of the Council, whichever occurs first. Provided that if Peter Chrystal is on leave prior to Council appointing a new General Manager or appointing a different Acting General Manager, the Mayor, following consultation with the Deputy Mayor, may temporarily appoint one of Council's Directors as Interim General Manager for the period of such leave.
4. That Council authorise the Mayor, following consultation with the Deputy Mayor:
 - a. to invite Local Government NSW and other suitably experienced external recruitment consultants to submit proposals to assist the Council with the recruitment process to recruit a new General Manager for the Council, and
 - b. to appoint a suitably experienced external recruitment consultant to assist the Council with the recruitment process to recruit a new General Manager for the Council in accordance with the requirements of the *Local Government Act 1993* and consistent with the Office of Local Government's [Guidelines for the appointment and oversight of general managers](#) ("Guidelines").
5. That Council, in furtherance of the above, and consistent with page 7 of the Guidelines, the Council delegates to the Mayor the task of ensuring:
 - the selection panel is established,
 - the general manager's position description is current and evaluated in terms of salary to reflect the responsibilities of the position,

- the proposed salary range reflects the responsibilities and duties of the position,
- the position is advertised according to the requirements of the Act,
- information packages are prepared, and
- applicants selected for interview are notified.

6. That Council have the selection panel (referred to above) prepare a selection panel report addressing the matters referred to on page 8 of the Guidelines, which is to be presented to a future meeting of the Council for consideration.

FOR	AGAINST
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Councillor Dixon	
Councillor Harrington	
Councillor Jurd	
Councillor King	
Councillor Lea	
Councillor Madden	
Councillor Mason	
Councillor Palmowski	
Councillor Pascoe	
Councillor Watton	
Total (10)	Total (0)

CARRIED UNANIMOUSLY

The Meeting Was Declared Closed at 8.31pm

CONFIRMED AND SIGNED at the meeting held on 16 July 2025

.....CHAIRPERSON

.....GENERAL MANAGER

Disclosures Of Interest

Report No. DI7/2025

Corporate and Community Services



SUBJECT: DISCLOSURES OF INTEREST

RESPONSIBLE OFFICER: Corporate Governance Manager

RECOMMENDATION

That Councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.

SUMMARY

The provisions of Chapter 14 of the Local Government Act, 1993 regulate the way in which Councillors and nominated staff of council conduct themselves to ensure that there is no conflict between their private interests and their public trust.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussions, voting on that matter, and require that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

ENCLOSURES

There are no enclosures for this report.

Mayoral Minute

Report No. MM5/2025

General Manager's Unit



MAYORAL MINUTE No. MM5/2025

SUBJECT: ***HOSTING OF GOVERNOR-GENERAL OF THE COMMONWEALTH OF AUSTRALIA IN CESSNOCK LOCAL GOVERNMENT AREA***

RECOMMENDATION

1. That Council writes to Her Excellency the Honourable Sam Mostyn AC, Governor-General of the Commonwealth of Australia, extending a formal invitation to visit the Cessnock Local Government Area;
2. That Council authorises the Mayor's Office to coordinate with the Governor-General's office to explore suitable dates and event opportunities as part of the proposed visit.

REPORT/PROPOSAL PURPOSE

To formally write to Her Excellency the Honourable Sam Mostyn AC, Governor-General of the Commonwealth of Australia, inviting her to visit the Cessnock Local Government Area (LGA), with the aim of highlighting the unique strengths, needs, and opportunities of our region—while also promoting civic engagement among young people.

BACKGROUND

At the recent Australian Local Government Association (ALGA) National General Assembly, I had the privilege of hearing directly from Her Excellency the Governor-General, who shared her strong enthusiasm for visiting communities across Australia. She expressed her deep interest in understanding the distinct characteristics, challenges, and strengths of each local government area.

Importantly, the Governor-General also spoke passionately about the importance of engaging with young people, and encouraged local councils to play an active role in fostering civic education. She specifically highlighted the need to help young Australians understand the role of local government and how it connects to the broader system of government in Australia, including the three levels of governance - local, state, and federal.

Mayoral Minute

Report No. MM5/2025

General Manager's Unit



A visit from the Governor-General would offer an invaluable opportunity to:

- Showcase Cessnock's vibrant communities, local industries, and unique regional character;
- Highlight our infrastructure needs and future opportunities;
- Provide young people with firsthand experience of civic leadership and the workings of government;
- Reinforce Council's commitment to community engagement, inclusion, and education.

Such a visit would not only elevate the visibility of our LGA but also inspire local pride, particularly among students and young leaders who may be encouraged to participate more actively in civic life.

ENCLOSURES

There are no enclosures for this report

Motions of Urgency

Report No. MOU7/2025

Corporate and Community Services



SUBJECT: *MOTIONS OF URGENCY*

RESPONSIBLE OFFICER: *Corporate Governance Manager*

RECOMMENDATION

That Councillors now indicate if there are any matters of urgency which they believe should be conducted at this meeting of Council.

SUMMARY

Under Clause 9.3 of Council's Code of Meeting Practice, business may be transacted at a meeting of Council even though due notice of the business has not been given to the Councillors. This can only happen if a motion is passed to have the business transacted at the meeting, the Mayor rules that the business is of great urgency and the business notified in the agenda for the meeting has been disposed of.

Only the mover of such a motion can speak to the motion before it is put.

ENCLOSURES

There are no enclosures for this report.

Planning and Environment

Report No. PE20/2025

Planning and Environment



SUBJECT: ***DA 8/2023/753/1 FOR A STAGED DEVELOPMENT COMPRISING THE DEMOLITION OF AN EXISTING DWELLING, SWIMMING POOL AND SHED AND THE CONSTRUCTION OF TOURIST AND VISITOR ACCOMMODATION, A FUNCTION ROOM, SWIMMING POOL, STUDIO/WORKSHOP FOR GUEST ACTIVITIES, MANAGERS RESIDENCE ANCILLARY PARKING AND LANDSCAPING***

437 TALGA ROAD LOVEDALE NSW 2325

RESPONSIBLE OFFICER: ***Acting Development Services Manager***

APPLICATION NUMBER:	8/2023/753/1
PROPOSAL:	Staged Development comprising the demolition of an existing dwelling, swimming pool and shed and the construction of tourist and visitor accommodation, a function room, swimming pool, studio/workshop for guest activities, managers residence, ancillary parking and landscaping
PROPERTY DESCRIPTION:	Lot 280 DP 830846
PROPERTY ADDRESS:	437 Talga Road Lovedale
ZONE:	RU4 Primary Production Small Lots
OWNER:	Ms S J Phillips
APPLICANT:	Wilson Planning

RECOMMENDATION

1. That:

- (i) Development Application No. 8/2023/753/1 for a staged development comprising the demolition of an existing dwelling, swimming pool and shed and the construction of tourist and visitor accommodation, a function room, swimming pool, studio/workshop for guest activities, managers residence, ancillary parking and landscaping on Lot 280 DP 830846, No. 437 Talga Road Lovedale, be approved pursuant to Sections 4.16 and 4.17 of the *Environmental Planning and Assessment Act 1979*, subject to the conditions contained in Enclosure 2.

- (ii) The reasons for the decision (having regard to any statutory requirements applying to the decision) and consideration of community views are as follows:
- The proposed development, subject to the recommended conditions, is consistent with the objectives of the *Cessnock Local Environmental Plan 2011 (CLEP 2011)*.
 - The proposed development is, subject to the recommended conditions, consistent with the objectives of the *Cessnock Development Control Plan 2010 (DCP 2010)*; any variations to prescribed standards within this Plan have been adequately addressed.
 - The proposed development is considered to be of an appropriate scale and form for the site.
 - The proposed development, subject to the recommended conditions, will not result in unacceptable adverse impacts upon the natural or built environments.
 - Any issues raised in submissions have been taken into account in the assessment report and where appropriate, conditions of consent have been imposed to reasonably mitigate potential impacts. Council has given due consideration to community views when making the decision to determine the application.
- (iii) The details contained above be publicly notified pursuant to Section 2.22 and Clause 20(2) of Schedule 1 of the *Environmental Planning and Assessment Act 1979*
2. That Council notify in writing the persons who made a submission with regard to the proposed development, of Council's decision

REASON FOR REPORT

Development Application No. 8/2023/753/1 is being referred to Council for determination as objections were received in response to the public exhibition period that are considered to constitute 'significant objection' in accordance with the provisions of 'Development Practice Note – Operation of the Development Assessment Unit (DAU) and Determination of Applications under Delegated Authority'.

Council at its Ordinary meeting held on 18 June 2025 considered report number PE14/2025 – Development Application No. 8/2025/753/1 and resolved that the report be deferred until the next Council meeting.

EXECUTIVE SUMMARY

Council is in receipt of Development Application No. 8/2023/753/1, seeking approval for a staged development on Lot 280 DP 830846, No. 437 Talga Road Lovedale. Specifically, the application comprises the following:

- Stage 1
 - Construction of a two (2) storey accommodation building containing two (2) bedrooms and one (1) bathroom, attached carport, turning area and gravel driveway identified as the 'Beekeepers Inn' on the architectural plans.
 - Solar panels associated with the 'Beekeepers Inn' tourist accommodation.
 - On-site waste water management system.
 - Landscaping.

- Stage 2
 - Demolition of the existing dwelling, swimming pool, shed and vegetation removal.
 - Construction of a two (2) storey building containing:
 - Ground floor function room with commercial kitchen and amenities, accommodating a maximum of 110 guests.
 - Ground floor private garage for the site owners and store room.
 - Ground floor laundry.
 - First floor manager's residence containing two (2) bedrooms and a bathroom.
 - Construction of single storey communal guest activities building identified as the "Glasshouse" on the architectural plans.
 - Construction of driveways providing access to the garages, carports, reception and open car parking.
 - Installation of 1 x 150,000 litre underground rainwater tanks as well as several above ground rainwater tanks in various locations.
 - Installation of drainage and on-site waste water management system.
 - Entry gate and front fencing.
 - Landscaping.

Planning and Environment

Report No. PE20/2025

Planning and Environment



- Stage 3
 - Construction of a two (2) storey building containing four (4) accommodation units as follows:
 - 'Sorbetto' - containing three (3) bedrooms, two (2) bathrooms, and open plan kitchen, living and dining area.
 - 'Como' - containing three (3) bedrooms, two (2) bathrooms, and open plan kitchen, living and dining area.
 - 'Gigi' - containing two (2) bedrooms, one (1) bathroom, and open plan kitchen, living and dining area.
 - 'Bergamo' – ground floor containing a commercial kitchen and pantry, dining room, living room, storage, and accessible bedroom and ensuite. The first floor will contain four (4) bedrooms, three (3) bathrooms, living room, and storage.
 - Shared laundry, storage, accessible WC, WC, plant rooms, reception/concierge desk, and communal area on ground floor.
 - Swimming pool and associated pool amenities.
 - Landscaping.

The Development Application has been assessed against the *Environmental Planning and Assessment Act 1979* and relevant Environmental Planning Instruments.

The development is consistent with the objectives of the RU4 Primary Production Small Lots zone under the *Cessnock Local Environmental Plan 2011 (CLEP 2011)* and the scale and density of the proposed development is considered appropriate within the context of the rural setting.

While the development does not comply with the prescribed numerical boundary setbacks established under Council's DCP 2010 (Chapter E3 – Vineyards District), the underlying aims and objectives of these setbacks are considered to have been met in relation to impacts on surrounding established vineyards and land use conflict with other land-uses adjoining the site.

The application was publicly notified on three (3) separate occasions as a result of amended plans and additional information being provided by the Applicant in response to Council's assessment. During the notification periods, a total of thirteen (13) submissions were received from thirteen (13) households objecting to the proposal.

The majority of submissions (9) were received from residents within a 1km radius of the subject site. The remaining submissions (4) were received from residents residing more than 3km from the site.

The issues of concern raised by the public to the proposed development relate to amenity impacts associated with noise and traffic generation, non-compliance of the development with boundary setbacks and the objectives of the zone, visual appeal of the proposal, inadequate parking and impacts on views and privacy.

The concerns raised have been considered as part of the assessment of the application. The design of the development has been amended on several occasions to address issues raised by the public and it is considered that the proposal will not result in any significant adverse impacts on the surrounding natural or built environment providing the development is managed in accordance with the recommended conditions of consent.

Planning and Environment

Report No. PE20/2025

Planning and Environment



A detailed assessment of the Development Application has been undertaken and is attached to this report as Enclosure 1.

Based on the assessment, it is recommended that the Development Application be approved, subject to the conditions of consent contained in Enclosure 2.

ENCLOSURES

- 1 ➡ Architectural Plans
 - 2 ➡ Conditions of Consent
 - 3 ➡ Record of Assessment
- .

Planning and Environment

Report No. PE21/2025

Planning and Environment



SUBJECT: ***DRAFT VILLAGES STRATEGY - OUTCOMES OF COMMUNITY CONSULTATION***

RESPONSIBLE OFFICER: ***Strategic Planning Manager***

SUMMARY

The purpose of this report is to advise Council of the outcomes of the consultation and exhibition of the draft Villages Strategy. This report seeks Council's adoption of the Strategy, as revised to reflect submissions.

RECOMMENDATION

That Council adopt the Villages Strategy.

BACKGROUND

At its meeting of 16 April 2025, Council resolved to exhibit the Draft Villages Strategy for a minimum period of 28 days.

The Villages Strategy seeks to establish local character statements for five villages - Greta, Kearsley, Mulbring, North Rothbury and Wollombi / Laguna - in terms of their current character, and a desired future character. Additionally, a range of actions are identified within the draft strategy to embed and support the character statements, create a sense of community, and enhance the environmental, social and economic prosperity of the villages.

REPORT/PROPOSAL

The draft Villages Strategy was publicly exhibited between 5 May and 16 June 2025 (43 days). Seven (7) submissions were received in response to the draft Strategy, a summary of which is provided at **Enclosure 1**.

The draft Strategy has been amended to address these submissions, where appropriate. The final draft Strategy for Council's consideration for adoption is provided at **Enclosure 2**.

CONSULTATION

The draft Villages Strategy was exhibited between 5 May 2025 and 16 June 2025.

The draft Strategy was available electronically from Council's website, with hardcopies available at Cessnock Council Administration Building, and Cessnock and Kurri Kurri Libraries.

Notice of the exhibition of the draft Strategy was provided to those who had previously made submissions to the discussion papers exhibited previously.

Planning and Environment

Report No. PE21/2025

Planning and Environment



The exhibition period was supported by a range of engagement activities, including social media posts, and face-to-face pop-up sessions with staff held at the following localities:

- North Rothbury on Monday 2 June 2025;
- Kearsley on Thursday 5 June 2025;
- Greta on Friday 13 June 2025;
- Wollombi on Friday 13 June 2025; and
- Mulbring on Saturday 14 June 2025, following the Koala Workshop.

The pop-up session in North Rothbury was attended by members of the local Tidy Town Committee. No attendees presented to the Kearsley pop-up session. The Greta, Wollombi and Mulbring sessions included a few participants each.

Enquiries during these sessions identified a number of matters for consideration in the draft strategy, replicated in submissions, but also included commentary or requests for information beyond the scope of the project. These were noted and responded to separately.

Seven submissions were received in response to the draft Strategy, a summary of which is provided at **Enclosure 1**.

The submissions related to the following matters:

- Support for nominated actions within the strategy;
- Recognition of the setting and context of certain villages, considering their location within / proximity to major growth areas;
- Recognition of additional local features that contribute to character;
- Identification of opportunities within private and National Park estate (such as walking / mountain bike trails);
- Upgrades to existing infrastructure including roads, drainage, and open space; and
- Provision of new services or infrastructure.

The draft Strategy has been updated to address these submissions, where appropriate. Amendments proposed are highlighted within the revised Strategy (**Enclosure 2**).

The mapping within the draft Strategy has also been revised to provide greater clarity and references to enable easier interpretation.

It is important to note that whilst specific infrastructure items or upgrades may have been identified in submissions, the consideration for provision of such items is captured by broader or umbrella actions. For example, recommendations for reductions in speed limit etc., are captured by actions such as: *“Investigate the viability of a range of local area traffic management options to enhance road safety and amenity throughout the village.”* This enables a wider scope for application of the strategy and when applying for funding grants from external parties.

Planning and Environment

Report No. PE21/2025

Planning and Environment



STRATEGIC LINKS

a. Delivery Program

The project is relevant to the following objectives of Council's Community Strategic Plan (CSP) and 2025-2026 Operational Plan:

- Objective 1.1: Encourage social connections and wellbeing
- Objective 1.2: Strengthen community culture
- Objective 2.3: Increase tourism and visitation opportunities
- Objective 3.1: Balance our natural environment and the rural character to the area
- Objective 3.2: Effectively utilise our open spaces for both passive and active recreation options
- Objective 4.1: Progress our transport links
- Objective 4.2: Improve our road network
- Objective 5.2: Encourage community participation in decision making

b. Other Plans

The project is an identified project in Council's LSPS. Action 13 of the LSPS requires the preparation of a villages strategy that identifies key features of each village, and identifies opportunities for facilities / embellishments to the public domain in each village.

Additionally, Council's Centres and Villages Activation Plan (2020) proposes the preparation of local character statements to inform place activation.

IMPLICATIONS

a. Policy and Procedural Implications

Guidance for the project has been taken from the Local Character and Place Guidelines (2019, Department of Planning, Industry and Environment). This process relies on an evidenced based approach and community consultation to inform local character.

Exhibition of the draft Strategy is informed by Council's Community Participation Plan.

b. Financial Implications

The actions identified can be incorporated within existing or future works programs of the delivery partner units.

c. Legislative Implications

Opportunities to embed local character within the planning framework are somewhat limited.

The Department of Planning, Housing and Infrastructure (DPHI) are not supportive of including Local Character Overlays within Local Environmental Plans (LEPs) as there is no endorsed framework to support this. Such overlays would (potentially) "turn-off" opportunities for alternate development approval pathways, such as exempt and complying development.

Further, "back-zoning" land to lower density zones (such as the RU5 Village Zone) or increasing minimum lot size requirements are inconsistent with the Strategies and Actions of the Hunter Regional Plan 2041 (HRP 2041).

Planning and Environment

Report No. PE21/2025

Planning and Environment



Given the above, consideration of local character through the planning process is limited to provisions within Development Control Plans (DCPs). Such provisions are relevant when a Development Application (DA) is being assessed.

However, DCP provisions are not considered when a development is undertaken as Exempt or Complying Development under the *State Environmental Planning Policy (Exempt and Complying Development) Codes 2008* (Codes SEPP). As many villages within the LGA are afforded alternative approval pathways for development (i.e., exempt or complying development), the provisions seeking to embed local character and its consideration through the DCP would be ad-hoc in application.

d. Risk Implications

Nil

e. Environmental Implications

The consideration of the local environment, particularly landscape setting, built form and heritage (built and cultural) is a key consideration for the development of local character statements. These features have been taken into consideration as part of the preparation of the local character statements for each of the priority villages.

f. Other Implications

Nil

CONCLUSION

The draft Villages Strategy was publicly exhibited between 5 May and 16 June 2025. Seven submissions were received. The matters raised in the submission have been assessed and amendments made to the Strategy where appropriate. It is recommended Council adopt the Villages Strategy.

ENCLOSURES

- 1 ➡ Draft Villages Strategy

Planning and Environment

Report No. PE22/2025

Planning and Environment



SUBJECT: ***PLANNING PROPOSAL 18/2025/1/1 - EXPANSION OF ADDITIONAL PERMITTED USE AREA: RESIDENTIAL FLAT BUILDINGS AT THE VINTAGE, POKOLBIN***

RESPONSIBLE OFFICER: ***Strategic Planning Manager***

SUMMARY

The purpose of this report is to advise Council of the outcome of the public exhibition of the Planning Proposal seeking to amend the Cessnock Local Environmental Plan (LEP): 18/2025/1/1 - Expansion of Additional Permitted Use Area, Residential Flat Buildings – The Vintage, Wine Country Drive / McDonalds Drive, Pokolbin. This report also seeks Council's endorsement to forward the Planning Proposal to the Department of Planning, Housing and Infrastructure (DPHI) with a recommendation to make (finalise) the LEP.

APPLICATION NUMBER:	18/2025/1/1
PROPOSAL:	Expansion of Additional Permitted Use Area, Residential Flat Buildings.
PROPERTY DESCRIPTION:	The Vintage, Wine Country Drive / McDonalds Drive, Pokolbin. LOT: 0 SP: 107240, LOT: 1016 DP: 1298409 & Part LOT: 2801 DP: 1306576
PROPONENT:	Stevens Holdings Pty Ltd

RECOMMENDATION

1. That Council notes the outcome of the community consultation for the Planning Proposal 18/2025/1/1 - Expansion of Additional Permitted Use Area, Residential Flat Buildings at the Vintage, Wine Country Drive / McDonalds Drive, Pokolbin.
2. That Council forwards the Planning Proposal 18/2025/1/1 to the Minister for Planning and Public Spaces with a recommendation that the plan be made pursuant to Section 3.36 of the Environmental Planning and Assessment Act 1979.

BACKGROUND

The subject land is within the Vintage integrated tourist development, a 395-hectare master planned development zoned SP3 Tourist, originally approved and developed since the mid-1990s. The Vintage is located within the Vineyards District RU4 zone and has a 250 metre frontage to Wine Country Drive, a main thoroughfare through the vineyards district.

The Vintage development currently has the benefit of an Additional Local Provision under Part 7 of the Cessnock LEP which permits up to 1,022 dwellings on the land with consent. The current planning proposal will operate within the parameters of this Provision and is not proposing additional residential dwellings beyond what is already permissible on the site. Other uses permissible at the Vintage include serviced apartments, hotel and motel accommodation and multi dwelling housing.

Planning and Environment

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Planning and Environment



In 2021, a planning proposal to amend Cessnock LEP, to facilitate the permissibility of residential flat buildings (apartments) within a defined area at the village centre within the Vintage was finalised. The Planning Proposal was supported on the basis that the proposed additional permitted use, residential flat buildings, would have no greater impact on amenity than the existing permitted residential and tourist accommodation land uses. A height limit of 14 metres for residential flat buildings was included in this LEP amendment.

Since the finalisation of the 2021 LEP amendment, a DA approval was issued that facilitated the construction of two apartment buildings within the Vintage that were completed in 2023. The owner of the site and proponent of the current planning proposal has reported anecdotally that the apartments were well received by the market and demand was strong.

In September 2024, Stevens Group lodged a scoping proposal (pre-planning proposal) with Council, seeking to expand the existing area where residential flat buildings may be permitted within the Vintage village centre, adjacent to the two existing apartment buildings. Concept Plans provided by Stevens Group indicate that three additional residential flat buildings may be accommodated on the site by the proposal.

This proposal was processed in accordance with the Department of Planning, Housing and Infrastructure (DPHI) 'Local Environment Plan Making Guide'. Council officer's assessment of the scoping proposal, along with feedback received during consultation with stakeholders was supportive of receiving a planning proposal.

Stevens Group lodged a planning proposal for the land that was accepted for preliminary assessment in February 2025. The proposal reflected the earlier scoping proposal received in September 2024 and included the following supporting information; a draft amended Site Masterplan; Strategic Utilities Services Report; Traffic and Parking Assessment; Visual Impact Assessment and Architectural Concept Plans and Renderings (**Enclosure 2**).

A planning proposal (**Enclosure 1**) was submitted to the DPHI for a Gateway assessment in February 2025, in accordance with Council's Planning Proposal Policy. A Gateway determination (**Enclosure 3**) was issued by the DPHI in March 2025. This required the commencement of public and agency consultation. The planning proposal, along with a draft Development Control Plan (DCP) – *E2 The Vintage* to reflect the proposed LEP amendment were placed on public exhibition between Friday May 2nd and Wednesday June 11th 2025. The outcome of the public exhibition in relation to the draft Planning Proposal is detailed in the Consultation section, below

Council at its meeting of 16 April 2025 resolved:

1. ***That Council places the draft 'The Vintage' Development Control Plan on public exhibition for a period of 28 days, as required by Council's Community Participation Plan.***
2. ***That Council receive a further report following public exhibition of the Draft Development Control Plan chapters if unresolved objections are received or significant amendment to the Draft Development Control Plan Chapter are made post exhibition. Where there are no unresolved objections nor significant amendments proposed post exhibition, the Draft Development Control Plan Chapters be adopted by Council pursuant to the Environmental Planning and Assessment Regulation 2001.***

Planning and Environment

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Planning and Environment



As no submissions were received to the public exhibition of the draft DCP, finalisation of the Draft DCP will be managed administratively.

REPORT/PROPOSAL

This report is seeking Council endorsement to submit planning proposal 18/2025/1/1 - *Expansion of Additional Permitted Use Area, Residential Flat Buildings* to the DPHI for finalisation. If finalised, the planning proposal will make residential flat buildings (apartments) a permissible use within a defined area (see figure 1) at the Vintage integrated tourist facility. If this occurs, a DA may then be lodged for residential flat buildings of up to 14 metres height on the subject land for assessment by Council.



Figure 1: subject area within the Vintage.

Visual impacts

The Visual Impact Assessment report prepared by Terras Landscape Architects to support the planning proposal indicates that the visual impact of the proposal when viewed from Wine Country Drive immediately adjacent to the site is High, however this is reassessed as a Moderate visual impact when travelling north along Wine Country Drive, with the establishment of planting buffers. The current Vintage Masterplan specifies a vegetation screening buffer with 20m average width along the eastern site boundary fronting Wine Country Drive. Immature plantings are in place along the eastern boundary of the Vintage fronting Wine Country Drive. The Visual Impact Assessment also notes that future residential stages of The Vintage between Wine Country Drive and the proposal, as currently permissible under the LEP, would screen the proposed apartments from all views along Wine Country Drive should the dwellings be built to the 8.5m height limit. The Visual Assessment notes this would give the proposed apartments NIL visual impact when viewed from Wine Country Drive.

Planning and Environment

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Planning and Environment



Utilities

The Strategic Utilities Services Report prepared by ADW Johnson indicates that based upon the proximity of existing services to the subject site, from an infrastructure servicing connection perspective, there is no constraint to the proposed development.

Traffic

The Traffic and Parking Assessment prepared by Intersect Traffic found that the proposal would not adversely impact on the local and state road network with the current access arrangements off McDonald's Road only remaining in place.

Council's Development Engineering team reviewed the scoping proposal and traffic and access arrangements detailed within the supporting Traffic and Parking Assessment Report which were considered satisfactory.

As was the case with the previous amendment that allowed residential flat buildings as a permitted use within The Vintage, it is considered that the current proposal will have no greater impact on the amenity of the area than the existing permitted residential and tourist accommodation land-uses (listed above).

OPTIONS

1. Proceed with the finalisation of the Planning Proposal (Enclosure 1). This is the recommended option.
2. Not proceed with the Planning Proposal for the following reasons:

(To be provided by Council).

CONSULTATION

Public Exhibition

In the lead up to the exhibition, letters were mailed to 35 adjoining and nearby residents to advise them of the details of the exhibition of the draft planning proposal (and DCP). The letters directed interested parties to exhibition material on display at Cessnock and Kurri Kurri libraries, Council's Administration Building and Council's website, including a QR code for direct link to the exhibition web page. The responsible Council officer's phone number and email address was included in the letter for any queries.

The public exhibition consisted of a project page on Council's website, hard copy materials and a project exhibition page on the NSW government Planning Portal. Notification of the public exhibition was also placed on the Cessnock City Council Facebook page during the exhibition. No public submissions were received during the exhibition. There were 97 visits to the exhibition project page on Council's website.

Planning and Environment

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Planning and Environment



Agency Consultation

In accordance with the DPHI Gateway determination, agency consultation occurred with the NSW Rural Fire Service, Hunter Water Corporation and the operator/manager of Cessnock Airport, for a period of 30 working days.

During this consultation, feedback was received from Hunter Water Corporation and the Airport Operations Coordinator.

Hunter Water raised no objections to the proposal.

The Cessnock Airport Operations Coordinator advised that Cessnock Airport currently operates with two published instrument approach paths which traverse airspace near or over the land adjoining The Vintage Estate.

Officer response: Cessnock Airport is located approximately 4km south of the subject land. The land is not affected by Australian Noise Exposure Forecast (ANEF) maps, which are used to assess and communicate the expected levels of aircraft noise exposure around airports for planning purposes. It is noted that Instrument Approach charts/maps that are used to guide pilots during limited visibility conditions such as cloud or fog when landing at Cessnock Airport, direct planes over the subject land.

While no feedback was received from the NSW Rural Fire Service during the exhibition of the planning proposal, feedback received from this agency on the scoping proposal based on the same material included in the current planning proposal was supportive of the proposal, subject to a requirement that future subdivision/development of the land complies with Planning for Bush Fire Protection (PBP) 2019.

STRATEGIC LINKS

a. Delivery Program

The draft planning proposal generally align with the themes and objectives of the Cessnock Community Strategic Plan (CSP).

b. Other Plans

Hunter Regional Plan 2041

The Hunter Regional Plan 2041 (HRP) provides the overarching strategic framework to guide development, investment and planning within the Hunter Region to 2041. The draft planning proposal is consistent with the objectives of the HRP in that they will deliver greater housing choice within a specialised area of the LGA that already permits higher density land-uses.

Planning and Environment

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Planning and Environment



Cessnock Local Strategic Planning Statement 2036

The Cessnock Local Strategic Planning Statement 2036 (LSPS) sets out the 20-year vision for land use in the local area. It establishes the special character and values of the LGA that are to be preserved and how change will be managed into the future.

The draft planning proposal are generally consistent with the provisions of the LSPS. The Planning Priorities of the LSPS that are relevant to the proposal type and location are:

- Planning Priority 7: Urban development is encouraged in areas with existing infrastructure.
 - Planning Principles:
 1. Infill development is encouraged in established urban areas.
 2. Our urban areas are compact and well serviced.

Whilst The Vintage is not zoned residential, The Vintage has been developed in accordance with an approval issued in the mid-1990's and subsequent amendments to the LEP 2011 which introduced the SP3 Tourist zone, Clause 7.11A (sub clause 2(a) permits residential development not exceeding 1,022 dwellings within the integrated tourist facility) and APUs 9 and 12 have established the area with an urban character specific to The Vintage site.

- Planning Priority 23: The scenic and rural landscape of our Vineyards District is preserved.
 - Planning Principles:
 3. Visually significant views and tree-lined local road corridors will be preserved.

The height limit included in the DCP chapter was negotiated to ensure that the visual impact of any proposed *residential flat building* is not greater than the impact of existing or permissible residential development within The Vintage. Particularly, that it is not greater than the existing dwellings located along the western side of Wine Country Drive.

IMPLICATIONS

a. Policy and Procedural Implications

The status of the Planning Proposal is identified in the following process flow chart.

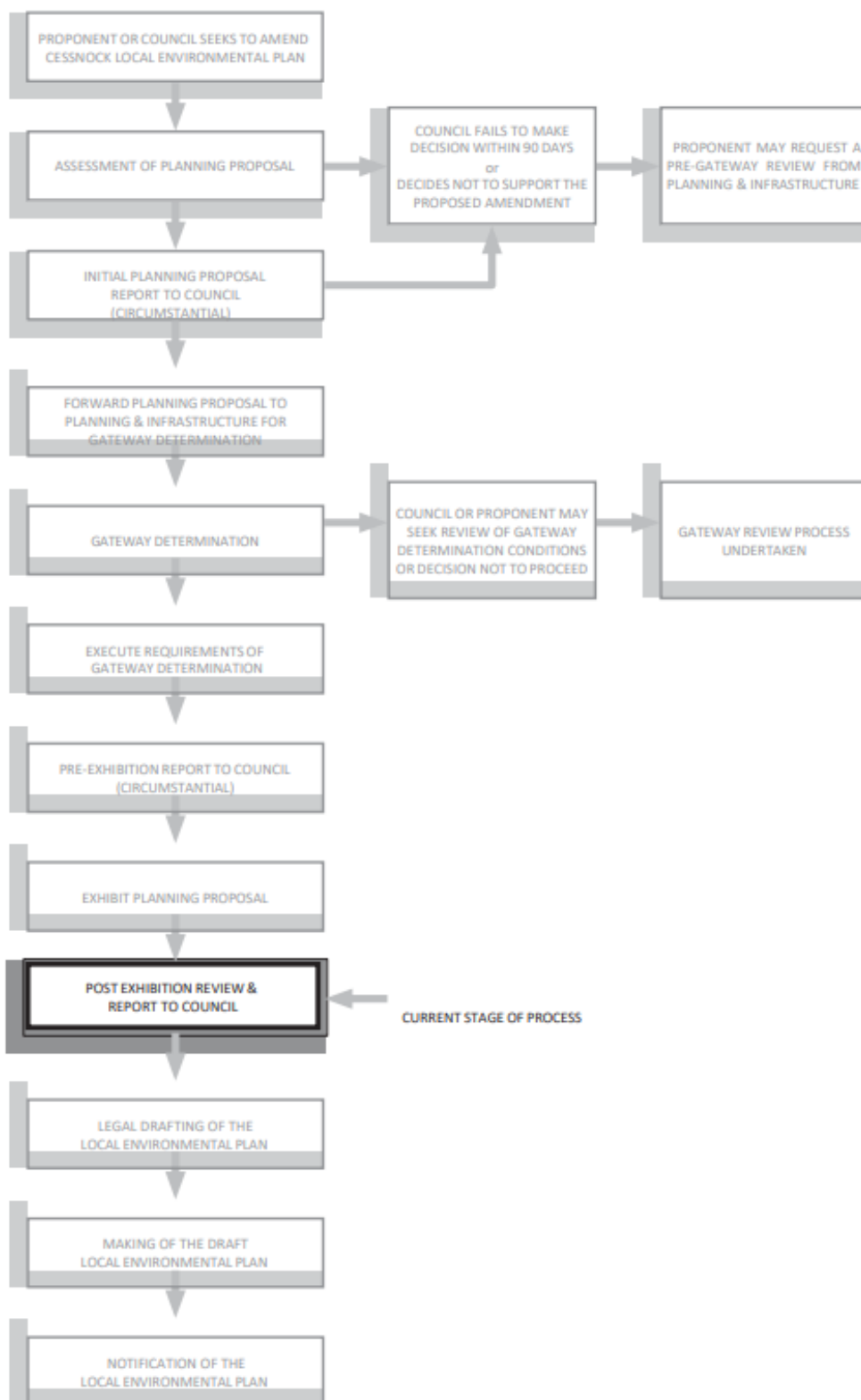
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PLAN MAKING PROCESS - LOCAL ENVIRONMENTAL PLAN



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b. Financial Implications

The preparation of this Planning Proposal is funded by fees paid by the Proponent, in accordance with Council's adopted Fees and Charges.

c. Legislative Implications

The planning proposal was undertaken in accordance with the *Environmental Planning and Assessment Act, 1979*, and *Local Government Act 1993*, in addition to the DPHI Local Environmental Plan Making Guideline and Council's Community Participation Plan.

d. Risk Implications

The proposed expansion of this Additional Permitted Use area towards Wine Country Drive presents a risk that a higher density form of residential development weakens the surrounding rural character through visual impact on WCD. However, the Visual Impact Assessment report prepared by Terras Landscape Architects to support the planning proposal indicates that while the visual impact of the proposal when viewed from Wine Country Drive immediately adjacent to the site is High, this is reassessed as a Moderate visual impact when travelling north along Wine Country Drive, with the establishment of planting buffers. Further to this, the Visual Impact Assessment also notes that future residential stages of The Vintage between Wine Country Drive and the proposal, as currently permissible under the LEP, would screen the proposed apartments from all views along Wine Country Drive should the dwellings be built to the 8.5m height limit. The Visual Assessment notes this would give the proposed apartments NIL visual impact when viewed from Wine Country Drive.

e. Environmental Implications

Nil.

f. Other Implications

Nil.

CONCLUSION

If finalised, the proposal will provide increased housing choice for residents and visitors to the Vintage. As was the case with the previous amendment that allowed residential flat buildings as a permitted use within The Vintage, it is considered that the current proposal will have no greater impact on the amenity of the area than the existing permitted residential and tourist accommodation land-use. It is recommended that the planning proposal 18/2025/1/1 be forwarded to the DPHI to be finalised.

ENCLOSURES

- 1 ➡ Planning Proposal - Vintage Additional Permitted Use Expansion
- 2 ➡ Architectural Concept Plans and Renderings
- 3 ➡ Gateway determination

Corporate and Community

Report No. CC44/2025

Corporate and Community Services



SUBJECT: *LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2025
- REQUEST FOR ATTENDANCE AND MOTIONS*

RESPONSIBLE OFFICER: *Corporate Governance Manager*

SUMMARY

The Local Government NSW (LGNSW) Annual Conference 2025 is scheduled to be held in Penrith from Sunday 23 November to Tuesday 25 November 2025. The purpose of this report is to provide the opportunity for Councillors to make an application to attend, and to request motions to be considered for submitting to the Conference.

RECOMMENDATION

1. That Councillors wishing to attend the Local Government NSW Annual Conference 2025 make an application to attend the conference to the General Manager by 1 August 2025 so that Council can determine attendees at the meeting of 20 August 2025.
2. That Councillors consider possible motions for the conference and that they be provided to the General Manager by 1 August 2025 for consideration/endorsement by Council at the meeting of 20 August 2025.

BACKGROUND

Council needs to determine attendees and voting delegates to the LGNSW Annual Conference 2025. Councillors wishing to attend need to make application to attend with applications to be determined at a later Council meeting.

Registration opens 1 July 2025, with early bird rates until September, after which standard registration will apply. Nominations for the LGNSW Board election close 21 October 2025. LGNSW has also requested that motions for the conference be submitted by 30 September 2025.

REPORT/PROPOSAL

LGNSW have provided information on the Conference hosted by Penrith City Council to be held 23-25 November 2025, to set advocacy priorities for the year ahead and to conduct Board elections.

Details about the conference are available at <https://lgnswconference.org.au/>.

Corporate and Community

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Corporate and Community Services



Request to Attend

In accordance with Council Policy, Councillors wishing to attend the conference are requested to make application to the General Manager by the specified date so that Council could determine the attendees and voting delegates at a subsequent Council meeting. The request to attend conference application form is available on the HUB and should be used by Councillors wishing to attend.

Early bird registration opens from 1 July 2025 and a number of places will be tentatively booked to take advantage of the discount available, with delegate details to be updated once Council determines attendees. Accommodation has already been tentatively booked due to accommodation constraints near the venue. Registration fees have now been published: standard registration \$1,485, early bird registration \$1,150 and Conference Dinner ticket (optional) \$230, plus accommodation costs.

Motions

LGNSW has also sought to have motions for consideration at the Conference submitted by 30 September 2025. Councillors are requested to notify the General Manager of any suggested motions by 1 August 2023 so that Council could determine the motions to be referred to the Association at the meeting of 20 August 2025.

The LGNSW Board is seeking ways to ensure that the motions debate at the Conference centres on advancing section wide policy agenda. This means proposed motions should seek to be strategic, affect members state-wide and introduce new or emerging policy issues and actions.

An online portal is available for submission of motions. Those motions only will be included in the conference business paper where they:

1. are consistent with the objects of the Association;
2. relate to Local Government in NSW and/or across Australia;
3. concern or are likely to concern Local Government as a sector;
4. seek to advance Local Government policy agenda of the Association and/or improve governance of the Association;
5. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
6. are clearly worded and unambiguous in nature; and
7. do not express preference for one or several members over one or several other members.

Board Elections

Councillors wishing to be involved in setting strategic direction and Policy position of LGNSW can nominate for a position on the LGNSW Board. Nominations open 1 July 2025 and close 21 October 2025. Information is available on the LGNSW website.

CONSULTATION

Acting General Manager
Director Corporate & Community Services

Corporate and Community

Report No. CC44/2025

Corporate and Community Services



STRATEGIC LINKS

a. Delivery Program

This report is linked to the Community's Desired Outcome Objective 5 "Civic Leadership and Effective Governance".

IMPLICATIONS

a. Policy and Procedural Implications

Application for attendance at the Local Government NSW Annual Conference is in accordance with Council policy.

b. Financial Implications

Funding is available for attendance in the Councillors conference budget. Final costs will be available for the August meeting to assist Councillors in determining numbers to attend.

c. Legislative Implications

N/A

d. Risk Implications

N/A

e. Other Implications

N/A

CONCLUSION

This report provides information on the upcoming LG NSW Annual Conference and provides Council with the opportunity to consider any motions to be submitted to the conference and for Councillors to apply to attend.

ENCLOSURES

There are no enclosures for this report.

Corporate and Community

Report No. CC45/2025

Corporate and Community Services



SUBJECT: ***DOUBTFUL DEBT WRITE-OFFS - SUNDRY DEBTORS - LOST LIBRARY ITEMS***

RESPONSIBLE OFFICER: ***Chief Finance Officer***

SUMMARY

This report seeks a Council resolution to write off a total of **\$23,063.82** in debts deemed unrecoverable or uneconomical to pursue. The total quantum exceeds the General Manager's delegated authority and therefore requires a council resolution. A doubtful debt provision has already been made in past financial periods which reflects the probability that these accounts would not be recovered.

RECOMMENDATION

1. That Council resolve to write off \$23,063.82 as listed in Enclosure 1 as bad debts against the provision for doubtful debts, in accordance with Clauses 213(5) (a) and (c) of the Local Government (General) Regulation 2021 as the debts are not lawfully recoverable or the Council believes on reasonable grounds that an attempt to recover the debt would not be cost effective.
2. That these write-offs will be included in the Financial Statements for 2024-25.

BACKGROUND

Between 2019 and 2024, Council's Library Services established a process to generate and send an invoice to customers for any library items that were not returned to the Council. Once the items were returned, the invoice was cancelled/reversed, and no payment was required from the customer. This was further streamlined in 2024 and managed by the Library Services solely, with the updated process being:

- Reminders are sent at 7 and 14 days overdue to the customer's mobile number and email address.
- A letter is sent after 30 days overdue with fees added as per Council's Fees and Charges. The fee includes the cost of replacement and any other applicable fees. A hold is placed on the customer's library account, if no response is received.
- In accordance with the *Limitations Act 1969*, Library officers would remove the overdue notice from the customer's account after a 6-year period, reallowing ability to borrow.

REPORT/PROPOSAL

A review of Council's Sundry Debtors has identified debts related to lost library items which are not financially viable to pursue recovery. Clause 213 of the *Local Government (General) Regulation 2021* provides the framework for Council to write off such debts.

Corporate and Community

Report No. CC45/2025

Corporate and Community Services



The current billing and recovery process for accounts receivable is outlined below:

- Request received to raise an invoice.
- An invoice is issued to the debtor who then has 30 days from the date of invoice to pay the amount due.
- If payment is not received by the end of the month, a statement is produced and mailed to the debtor. Monthly statements were sent until it is paid in full.
- If payment is still not received or a negotiated payment arrangement is not made, the account is considered for further recovery action, which can include skip tracing (eg white pages, ABN look up, Google, etc), demand letters and, where the amount is financially viable for legal action and recovery prospects are reasonable, the account is handed to Council's debt recovery agents for legal action.

This report seeks to formally write off the amounts detailed in **Enclosure 1** from Council's financial system with 337 individual debts totalling \$23,063.82 outstanding at 12 June 2025. A provision has already been made for the write off in Council's financial accounts over a period of time, which reflected the likelihood that these accounts would not be recovered.

While individual accounts are well below the General Manager's delegation limit of \$10,000, the total combined value exceeds this threshold justifying referral to Council. It is also prudent for Council to be aware of this as a cost of delivering library services. All reasonable avenues for recovery have been exhausted. Pursuing these debts further would not be a prudent use of Council resources.

OPTIONS

Option 1:

Approve the write-off of \$23,063.82 as bad debts.

Option 2:

Retain the debts within the financial systems; however, it is highly unlikely that the items will be returned or the amounts are recoverable economically. This option is not recommended as pursuing these debts further would not be a prudent use of Council resources.

CONSULTATION

Finance Team Leader
Finance Coordinator
Community & Cultural Development Manager
Chief Financial Officer
Library Services Coordinator

STRATEGIC LINKS

a. Delivery Program

This report aligns with the community's desired outcome of Civic Leadership and Effective Governance and, in particular, that Council's processes are consistent and transparent.

b. Other Plans

Nil

IMPLICATIONS

a. Policy and Procedural Implications

There is no policy or procedural implications to this report. A review will be undertaken of the lost library item process to identify actions to minimise loss of community resources.

b. Financial Implications

The debts have previously been recognised in Council's accounts as income and a doubtful debt has also been provided for. The write-off will be charged to this provision, with no impact on Council's current operating budget.

c. Legislative Implications

Clause 213 of the *Local Government (General) Regulation 2021* provides the mechanism for a debt to be written off, and is reproduce below for Councillor information.

Clause 213 Restrictions on writing off debts to a Council

- (1) This clause does not apply to amounts owed to a Council for rates or other charges for which the Act, or any other regulation in force under the Act, makes specific provision for writing off those amounts in specified circumstances.
- (2) A Council must from time to time, by resolution, fix an amount above which debts to the council may be written off only by resolution of the Council.
- (3) A debt of or below that amount can be written off either by resolution of the Council or by order in writing of the Council's General Manager. In the absence of a resolution under subclause (2), the Council's debts can be written off only by resolution of the Council.
- (4) A resolution or order writing off a debt to a Council must:
 - (a) specify the name of the person whose debt is being written off, and
 - (b) identify the account concerned, and
 - (c) specify the amount of the debt,or must refer to a record kept by the Council in which those particulars are recorded.
- (5) A debt can be written off under this clause only:
 - (a) if the debt is not lawfully recoverable, or
 - (b) as a result of a decision of a court, or
 - (c) if the Council or the General Manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective.
- (6) The fact that a debt is written off under this clause does not prevent the Council concerned from taking legal proceedings to recover the debt.

Corporate and Community

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d. Risk Implications

Nil

e. Other Implications

Nil

CONCLUSION

All reasonable recovery actions have been undertaken and pursuing further would not be a prudent use of Council resources. A resolution is sought to write off these amounts.

ENCLOSURES

1 ➡ Lost Library Items - Debtor Accounts & Balances

Corporate and Community

Report No. CC46/2025

Corporate and Community Services



SUBJECT: *INVESTMENT REPORT - JUNE 2025*

RESPONSIBLE OFFICER: *Chief Finance Officer*

SUMMARY

Section 625 of the *Local Government Act 1993* (the Act), Clause 212 of the *Local Government (General) Regulation 2021* (the Regulation) and Council's Investment Policy (the Policy) requires a monthly report to Council detailing all money invested.

RECOMMENDATION

That Council receives the Investment Report for June 2025 and notes that:

- **Investments are held in accordance with Council's Investment Policy, which is in accordance with the Ministerial Investment Order.**
- **Council's month end cash and investments balance was \$97,128,190.**

BACKGROUND

A monthly report to Council detailing money invested as per the Act, Regulation and Policy.

REPORT

Statement by the Responsible Accounting Officer

The Responsible Accounting Officer has certified that this report is produced in accordance with Clause 212 of the Regulation and that all investments have been made in accordance with the Act, Regulation and Policy.

General Investment Commentary

Council officers monitors and manages the cash and investment portfolio by taking into consideration credit ratings of financial institutions, interest rates offered for periods of investment, counterparty exposures and cash flow requirements.

Following assessment of projected cash flow requirements, surplus funds are invested in accordance with Council's Investment Policy. Investment returns of the portfolio to the end of June 2025 are exceeding budget.

Corporate and Community

Report No. CC46/2025

Corporate and Community Services



Investment Portfolio Information

Table 1 Total cash and investments held by Council as at 30 June 2025

Invest No	Financial Institution Investment Held With	Invest Type	Interest Coupon Term	Maturity	Current Coupon Rate	Par Value \$'000
	Commonwealth Bank	CASH			3.75%	4,828
	Commonwealth Bank	At Call			4.35%	28,541
	Commonwealth Bank	At Call			3.75%	743
1243	AMP Bank	At Call			2.75%	542
1523	National Bank	TD	363	23-Sep-25	4.90%	4,000
1526	Bendigo Bank	TD	182	01-Jul-25	5.05%	3,000
1527	Suncorp Bank	TD	302	19-Nov-25	5.05%	5,000
1528	Suncorp Bank	TD	245	05-Nov-25	4.70%	3,000
1529	Bank of Queensland	TD	189	10-Sep-25	4.75%	2,000
1530	Suncorp Bank	TD	182	23-Sep-25	4.70%	4,000
1531	National Bank	TD	147	24-Sep-25	4.42%	5,000
1532	National Bank	TD	209	25-Nov-25	4.32%	5,000
1533	National Bank	TD	270	10-Feb-26	4.33%	2,500
1534	Bank of Queensland	TD	275	05-Mar-26	4.20%	6,000
1535	Bank of Queensland	TD	183	03-Dec-25	4.30%	2,500
1536	Bank of Queensland	TD	218	07-Jan-26	4.30%	5,000
1537	Suncorp Bank	TD	365	03-Jun-26	4.14%	4,000
1538	Suncorp Bank	TD	299	21-Apr-26	4.24%	2,500
1539	AMP Bank	TD	183	03-Dec-25	4.45%	2,500
1540	Bank of Queensland	TD	218	28-Jan-26	4.37%	2,000
1463	Treasury Corporation	Growth Fund				4,474
TOTAL						97,128

Table 2 Level of funds held and the percentage invested with financial institutions

Financial Institution	Credit Rating	Institution Maximum	Amount \$'000	% of Portfolio
National Australia Bank	AA-	40%	16,500	26.41%
Suncorp Bank	AA-	40%	18,500	29.61%
AMP Bank	BBB+	15%	2,500	4.00%
Bank of Queensland	A-	40%	17,500	28.02%
Bendigo and Adelaide Bank	A-	40%	3,000	4.80%
Treasury Corporation	Unrated	30%	4,474	7.16%
TOTAL			62,474	100.00%

In accordance with the Policy, figures in Table 2 above exclude cash and at call balances in Council's main operating account held with the Commonwealth and AMP banks.

Corporate and Community

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Corporate and Community Services



Investment in NSW Treasury Corporation (TCorp)

TCorpIM Funds are unit trusts. Distributions are made annually and are automatically reinvested into the fund to buy additional units. As this investment is held for medium to long-term capital appreciation, gains or losses will only be realised on redemption of the investment.

The June 2025 unrealised return was a gain of \$54,178 or 1.23% (8.12% annualised).

Table 3 NSW Treasury Corporation Performance Summary

	10 year (% pa)	7 year (% pa)	3 year (% pa)	1 year %	FYTD %	1 month %
IM Medium Term Growth Fund	3.92	4.02	5.52	7.09	6.76	1.53
Benchmark: CPI + 2.0% p.a. (over rolling 5 years)	4.73	5.16	6.35	4.85	4.38	0.39
Return above benchmark p.a.	(0.81)	(1.14)	(0.83)	2.24	2.38	1.14

Table 4 Investment types, risk, amount and percentage invested compared to the total balances.

Investment Type	Risk Assessment		Amount	% of
	Capital	Interest	\$'000	Portfolio
Term Deposits	Low	Low	58,000	59.71%
Cash/At Call Deposits	Low	Low	34,654	35.68%
Capital Growth Fund	Medium	Medium	4,474	4.61%
TOTAL			97,128	100.00%

Table 5 Comparison of interest rates, earnings and balances this year to last year

Performance Measures	This Year	Last Year
Investment Portfolio Average Interest Rate (year to date)	5.22%	5.07%
BBSW Average Interest Rate (year to date) *	4.39%	4.37%
Actual Investment Interest Earned (for the current month)	\$302,815	\$290,300
Actual Investment Interest Earned (year to date) ^	\$3,098,489	\$3,603,549
Revised Budget Investment Interest (year to date)	\$2,750,000	\$1,750,122
Original Budget Investment Interest (annual)	\$2,500,000	\$1,380,122
Revised Budget Investment Interest (annual)	\$2,750,000	\$1,750,122
TCorp unrealised movement (year to date)	8.12%	6.37%

Investment and Cash Balances (Par Value) #	This Year	Last Year
Opening Balance as at 1 July	\$83,084,775	\$73,085,190
Closing Balance as at 30 June	\$97,128,190	\$83,084,775

* BBSW 90 day Bank Bill Reference Rate (performance measure as per Council's Investment Policy)

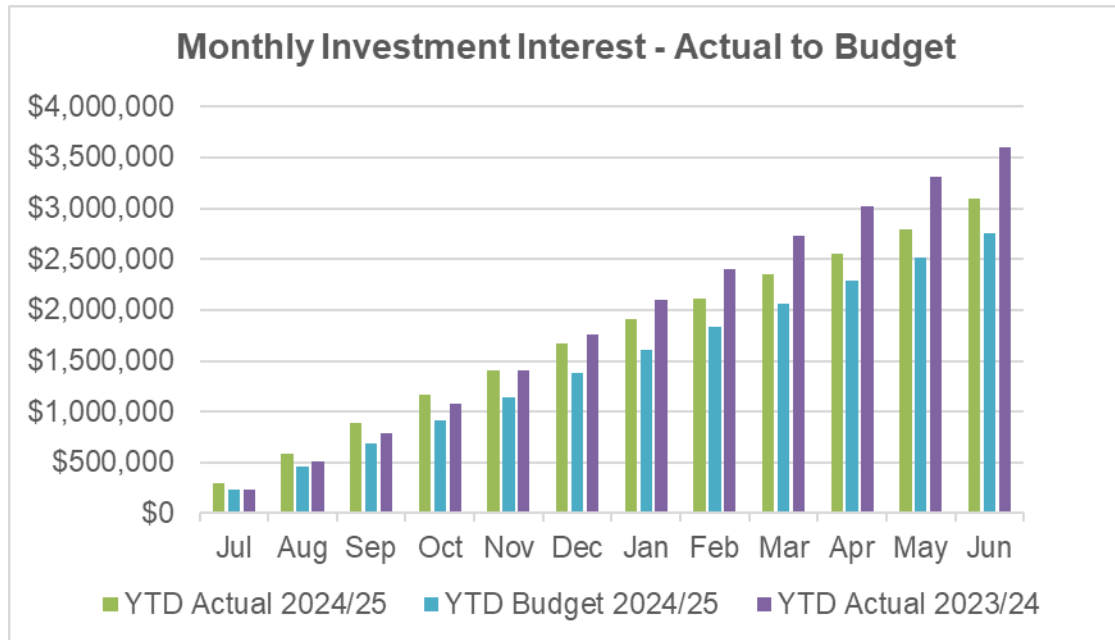
^ Excludes TCorp unrealised returns

Excludes Section 355 Committee cash held

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**Graph 1** Actual interest earned compared to revised budget and actual interest last year**Table 6** Internal and external restrictions over cash and investments held

Month End Totals \$'000	June 2025*	May 2025	Apr 2025	Mar 2025	Feb 2025	Jan 2025
External Restrictions	87,214	75,097	65,828	59,434	61,357	59,170
Internal Restrictions	9,823	9,671	3,450	3,450	3,800	3,629
Total Restrictions	97,037	84,768	69,278	62,884	65,157	62,799
<i>Prepaid grant expenditure to be reimbursed</i>		-	-	-	-	(2,163)
Unrestricted	91	399	942	303	826	737
Total Cash & Investments	97,128	85,167	70,220	63,187	65,983	61,373

*The restricted funds shown above for June are provisional and are subject to change through the financial statement process. This will only be final once audited and published in the annual financial statements. Material changes will be advised to Council.

CONSULTATION

- Director Corporate and Community Services
- Chief Financial Officer
- Finance staff

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STRATEGIC LINKS

a. Delivery Program

Investment returns are an integral part of funding for future services and community expectations within the Delivery Program and Operational Plan. This report is a part of Council's governance framework – providing feedback on the progress against the investment policy and budget. This is in line with the community's desired outcome of: "*Civic Leadership and Effective Governance*" and more specifically links to strategic direction:

5.3.2: Our Council's processes are efficient and transparent;

5.3.3: Our Council is financially sustainable.

IMPLICATIONS

a. Policy and Procedural Implications

Investments are held in accordance with Council's Investment Policy.

b. Financial Implications

Investment returns are included in Council's Delivery Program and Operational Plan. Amendments are affected through the Quarterly Budget Review process. Investment portfolio performance is detailed within the report with comparisons to prior year and budget.

A portion of the portfolio and its associated investment income is restricted as it relates to funds from developer contributions, payments in advance for grant projects, Domestic Waste Management, and stormwater management income to be applied to specific purposes and not available for general operational projects.

c. Legislative Implications

This report meets Council's statutory obligations under the Act and Regulation.

d. Risk Implications

Investment risks are detailed within this report.

e. Other Implications

There are no environmental, community, consultative or other implications to this report.

CONCLUSION

The report details investments held at month end and meets Councils reporting obligations.

ENCLOSURES

There are no enclosures for this report.

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SUBJECT: *RESOLUTIONS TRACKING REPORT*

RESPONSIBLE OFFICER: *Corporate Governance Manager*

SUMMARY

The enclosure contains pending actions from previous meetings as well as completed actions for period 11 June 2025 to 7 July 2025.

RECOMMENDATION

That Council receives the report and notes the information in the Resolutions Tracking Report.

ENCLOSURES

- 1 ➡ Completed Actions
- 2 ➡ Outstanding Actions