



Vincent Street
CESSNOCK

10 September 2025

ORDINARY MEETING OF COUNCIL

WEDNESDAY, 17 SEPTEMBER 2025

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ATTACHMENT 1. FUNCTIONS AND MEMBERSHIP OF THE HUNTER JOINT ORGANISATION

The Hunter Joint Organisation is the statutory local government entity established by the NSW Government, through the *NSW Local Government Act 1993*, to support the Councils of the Hunter Region work together for better rural and regional outcomes. The core statutory functions of the Hunter JO include:

1. **Strategic planning and priority setting** – to establish strategic regional priorities for the Joint Organisation area and to establish strategies and plans for delivering those priorities.
2. **Intergovernmental collaboration** - to identify and take up opportunities for intergovernmental cooperation on matters relating to the Joint Organisation area.
3. **Shared leadership and advocacy** - to provide regional leadership for the Joint Organisation area and to be an advocate for strategic regional priorities.

The Board of the Hunter JO comprises the Mayors of the ten member councils:

- Cessnock City Council
- City of Newcastle
- Dungog Shire Council
- Lake Macquarie City Council
- Maitland City Council
- MidCoast Council
- Muswellbrook Shire Council
- Port Stephens Council
- Singleton Council
- Upper Hunter Shire Council

More information on the focus and activities of the Hunter JO is available at
<https://hunterjo.nsw.gov.au/>

**ATTACHMENT 2. PROPOSED HUNTER JO REGIONAL MOTIONS TO 2025 LOCAL GOVERNMENT NSW
CONFERENCE**

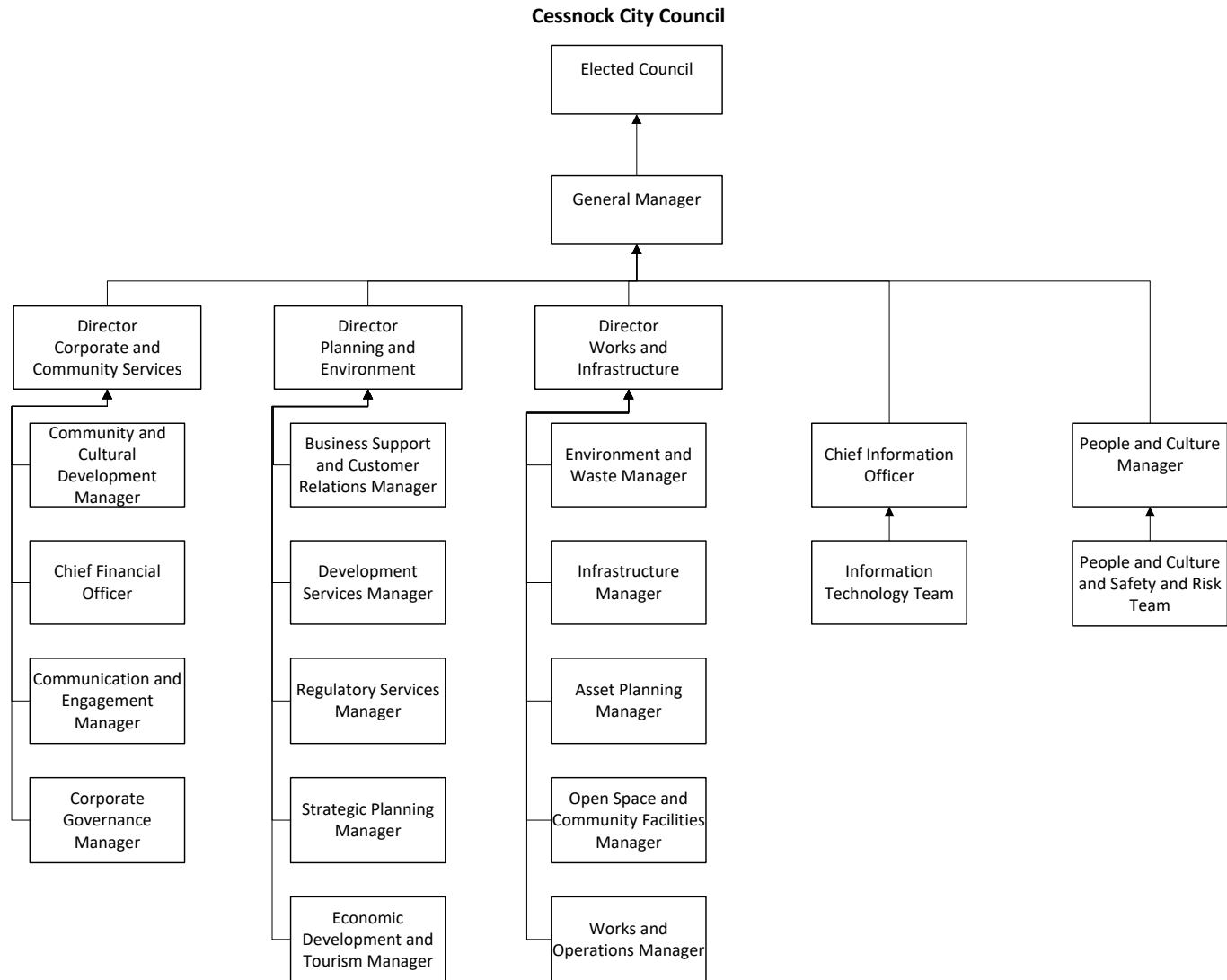
FOCUS	PROPOSED HUNTER JO MOTIONS
Economic Development	<ol style="list-style-type: none"> 1. Local funding for Post Mining Land Use That Local Government NSW calls on the NSW and Federal Governments to provide funding support directly to Local Government to guide a coordinated approach to land use and economic opportunities for post mining-related land to support communities impacted by historical and future mine closures. 2. Skills transition That Local Government NSW calls on the NSW and Federal Governments to immediately recommence previously funded initiatives that deliver employment and skills programs locally to transitioning industries. 3. Place planning That Local Government NSW calls on the NSW and Federal Governments to release uncontested funding for local government to support the development of regionally significant place strategies, specifically for industrial (employment) land, identified in Regional Plans. 4. Local presence That Local Government NSW calls on the NSW and Federal Governments to embed Net Zero government support services and infrastructure delivery agencies, including (but not limited to) the Net Zero Economy Authority, EnergyCo, Department of Employment and Workplace Relations, Future Jobs and Investment Authority, Department of Transport & Department of Planning within regional communities directly affected by the transition to meet NSW Net Zero targets.
Housing and Homelessness	<ol style="list-style-type: none"> 5. Enabling infrastructure That Local Government NSW calls on the NSW and Federal Governments to provide uncontested funding to Councils to deliver local infrastructure needed to unlock development ready land in regional NSW to meet NSW housing targets.
Roads and Infrastructure	<ol style="list-style-type: none"> 6. Re-categorise roads That Local Government NSW calls on the NSW Government to urgently re-categorise roads that meet criteria, or will meet relevant criteria in the short term, and to prioritise re-categorisation of Local and Regional roads to State Roads where the road services significant assets to the state including housing, water and energy infrastructure assets and facilities. 7. Betterment funding That Local Government NSW calls on the NSW Government to provide an ongoing disaster resilience program to provide betterment funding for prioritised infrastructure such as road networks, drainage, bridge and coastal structures that are vulnerable to natural disasters.

ATTACHMENT 3. LGNSW CRITERIA FOR MOTIONS

Criteria for Motions

Motions will only be included in the Conference Business Papers if they:

1. Are consistent with the objects of the LGNSW Rules (Rule 4)
2. Demonstrate that the issue concerns or is likely to concern a substantial number of local governments in NSW
3. Seek to establish or change a policy position of LGNSW and/or improve governance of the association (noting that the LGNSW Board is responsible for any decisions around resourcing and campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process)
4. Are strategic
5. Are concise, clearly worded and unambiguous
6. Are not focussed on just a small specific part of NSW
7. Do not encourage violation of prevailing laws
8. Do not seek to advantage one or several members at the expense of other members.



ASSESSMENT REPORT

DETAILS OF THE PROPOSED DEVELOPMENT

Development Application No. **8/2024/533/1** seeks approval for a Dwelling, Tourist & Visitor Accommodation, Function Centre, Restaurant or Café, and Ancillary Wellness Centre, Infrastructure Works, Signage and Landscaping.

Specifically, the proposed development involves:

- Dwelling for use as a Manager's Residence, containing three (3) bedrooms;
- Fifty-nine (59) Tourist and Visitor Accommodation Units (utilising the 1.5 Units per hectare provision) within fifteen (15) Tourist and Visitor Accommodation Buildings;
- A Function Centre – One Hundred (100) person capacity, including a warming Kitchen;
- Services and storage building;
- An Arrivals Building incorporating reception, lounge area with small bar, outdoor BBQ area and café;
- Wellness Building, containing Pool, Spa, Yoga Studio and Gym;
- A games pavilion, with small pool and children's playground;
- Internal walking tracks, regeneration of the riparian zone along Pokolbin Creek, and Vegetation Spray Drift Buffer.



Figure 1: Generated Impression of proposed Development.



Figure 2: Generated Artist Impression of the proposed Tourist and Visitor Accommodation Units.

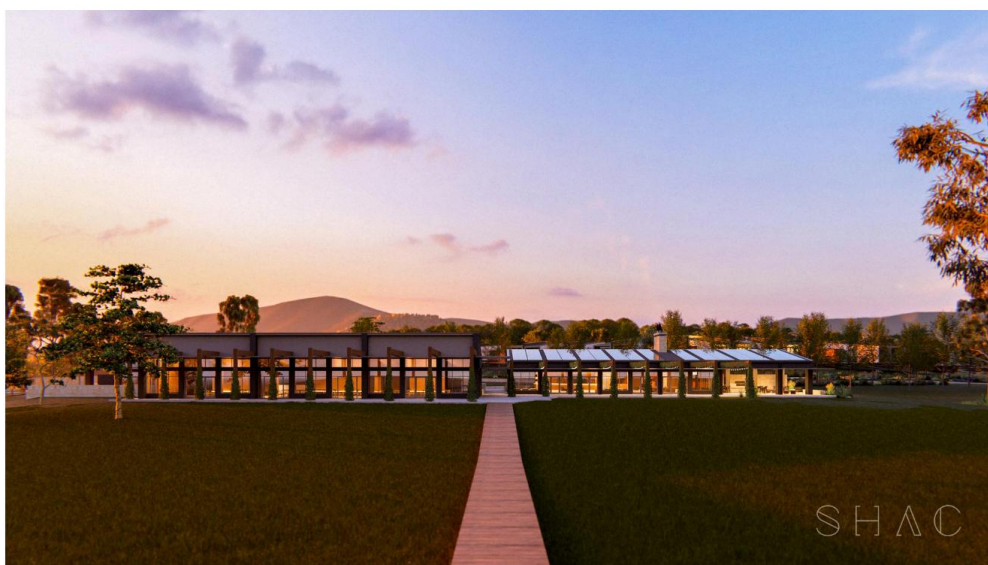
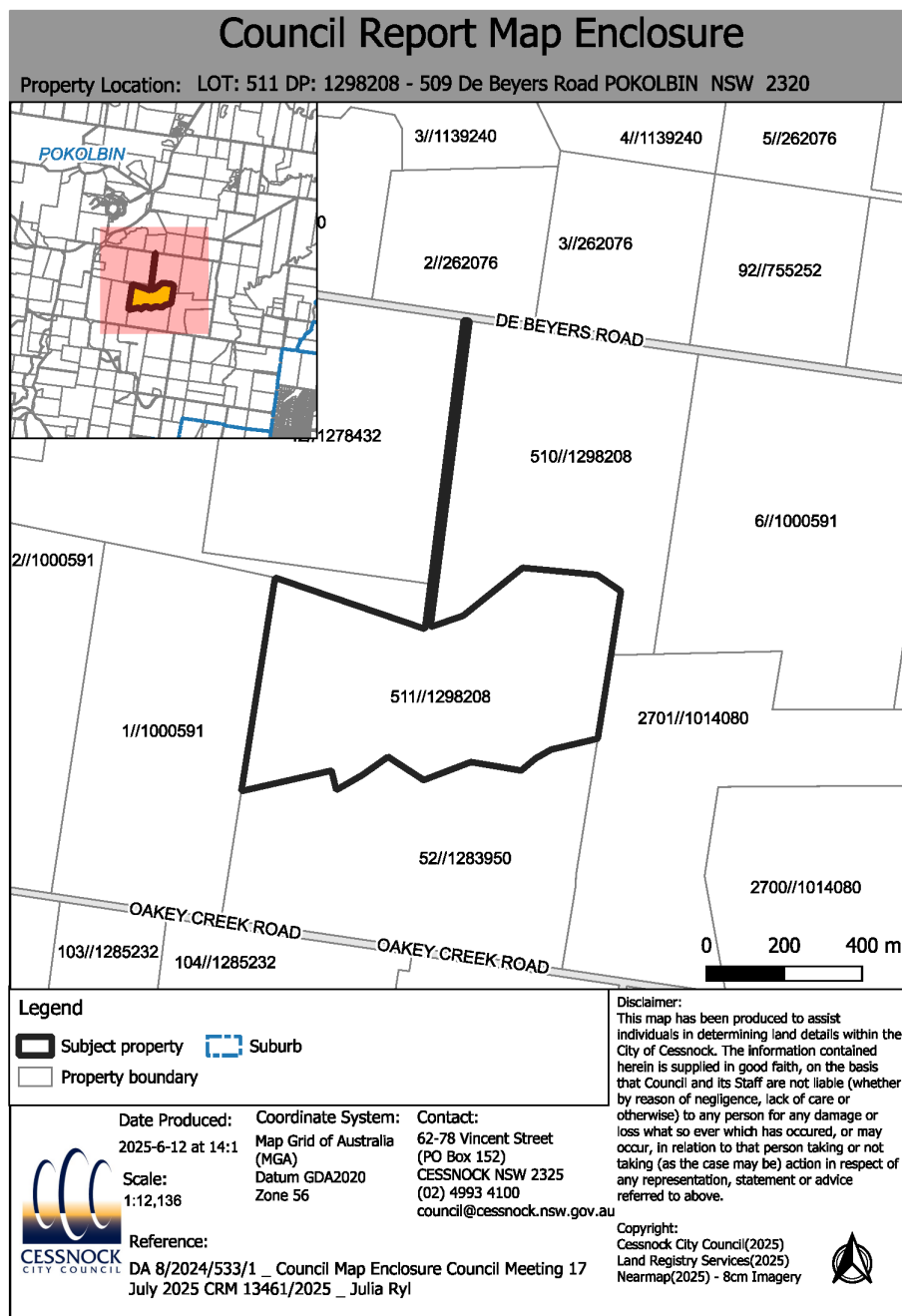


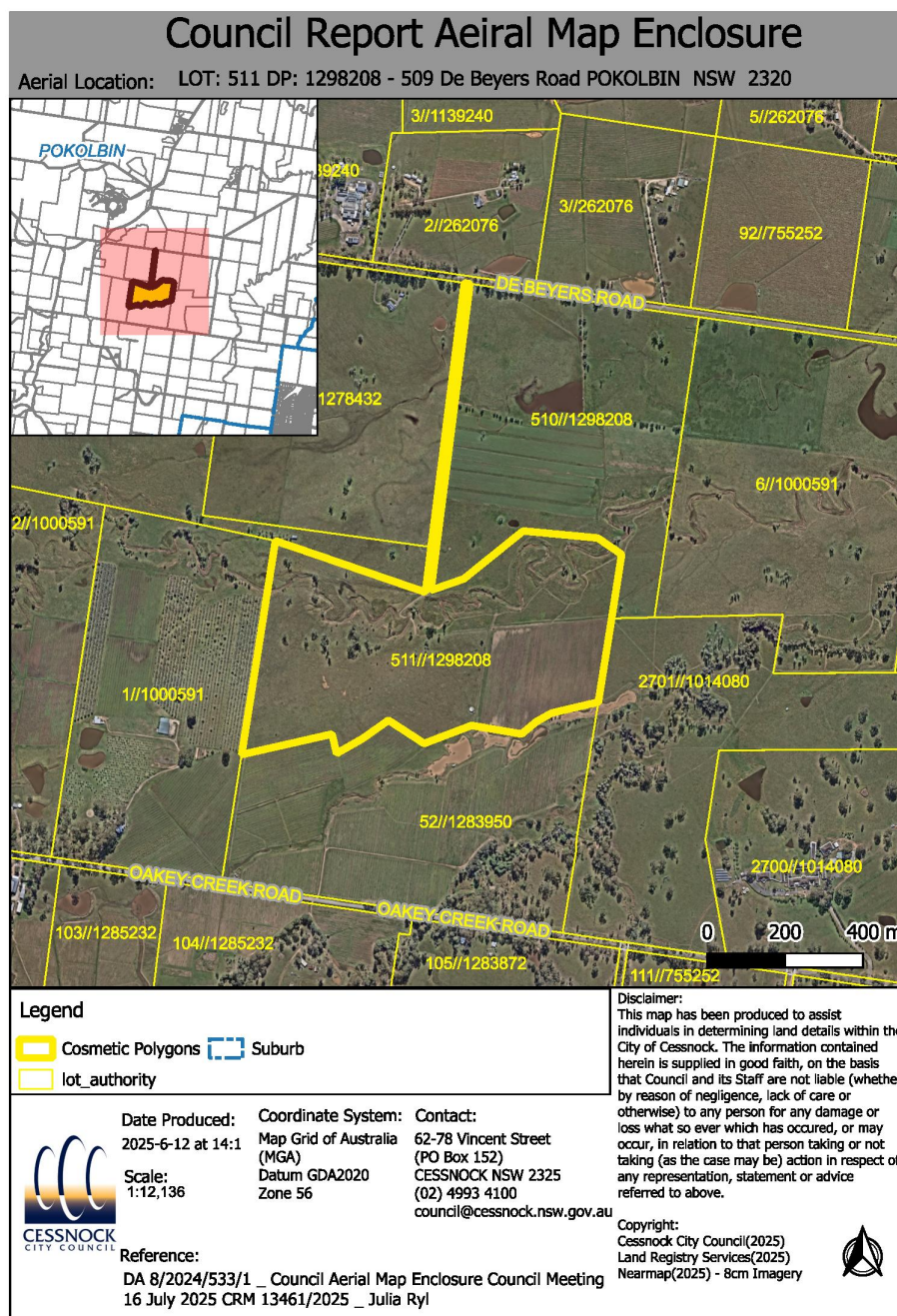
Figure 3: Generated Artists Impression of proposed Reception, Function and Wellness Building.

Plans illustrating the proposed development are contained in Enclosure 3.

LOCATION MAP



AERIAL



SITE DESCRIPTION AND LOCALITY

The subject site is commonly known as 509 De Beyers Road POKOLBIN and is legally described as LOT: 511 DP: 1298208.

Located on the southern side of De Beyers Road, the site has a frontage of 15m to De Beyers Road (being the access handle which services the extent of the allotment). The lot width widens to the usable portion of the site with a maximum width of 888m, and a maximum depth of 549m with an overall site area of 40.72ha (excluding access handle). Vehicular access to the site is available from the De Beyers Road frontage, via an existing constructed access.

The subject site is bisected by Pokolbin Creek a fifth order stream. Currently, the site does not contain any existing development.

The subject site currently contains vines over a 7.2ha portion of the site which are proposed to be retained and maintained in conjunction with the new development.

The below photographs depict the site:

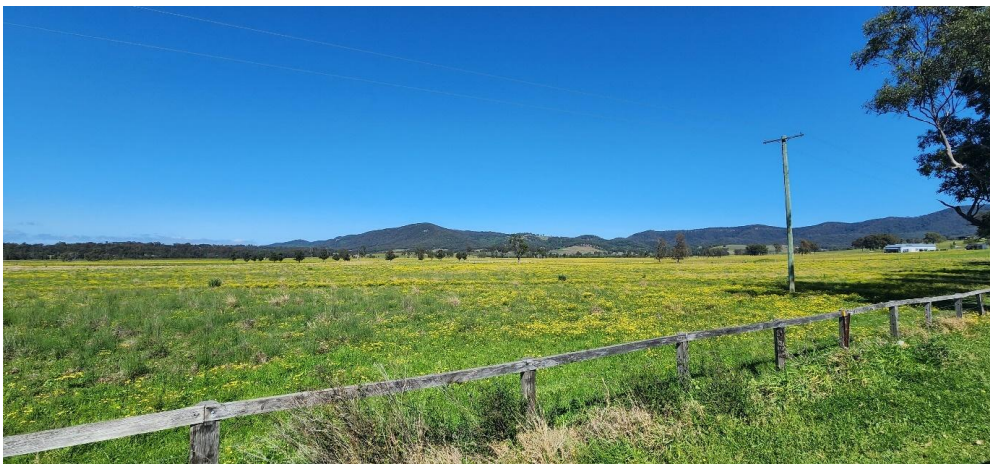


Figure 4: View from De Beyers Road looking south west.



Figure 5: Existing access road to be upgraded and landscaped. Accommodation on adjoining property to the left is not visible (considered the closest habitable structure to be impacted).



Figure 6: Existing 'Pokolbin Creek' Crossing and condition which is proposed to be upgraded.



Figure 7: View North from proposed accommodation location.



Figure 8: View West shows extent of slope and topography at location of proposed accommodation buildings.



Figure 9: View East showing location of proposed Arrival Building, Function Centre, Games Pavilion and Wellness Centre. Note the Vineyard pictured is located on the subject land is to be maintained and continue to operate thereby retaining the viticulture component on the site.



Figure 10: Further East of the subject site located on the next hill is existing Tourist and Visitor Accommodation comprising Kirkton Park which provides 70 rooms for accommodation, function centre and other ancillary facilities.



Figure 11: View South over adjoining Commercial Vineyard operations.

The surrounding properties are characterised by intensive plant agriculture (viticulture), tourist and visitor accommodation of varying scales, cellar doors, restaurants, livestock farming and scattered rural dwellings.

Relevant development consents issued in relation to the property include:

Development Consent Reference No.	Date development consent issued	Description of approved development
DA 8/2022/883/1	22 May 2023	One (1) into Two (2) Lot Subdivision
DA 8/2021/21924/1	25 February 2022	Boundary Adjustment between Two (2) Lots

HISTORY

The history of the subject Development Application is summarised in the following table:

Date	Action
27 August 2024	Development Application submitted on Planning Portal
30 August 2024	Development Application allocated to Assessment Officer
10 September 2024	Internal Referrals initiated
17 September 2024	Referral to NSW RFS
	Referral to Department of Planning and Environment - Water
18 September 2024	Referral to NSW Police
24 September 2024	Advertising/Notification commenced
23 October 2024	Advertising/Notification concluded
23 October 2024	Additional information requested
7 November 2024	Partial response to request for information received
	Site inspection
22 November 2024	Further additional information requested
24 December 2024	Full response to additional information request received
9 January 2025	Further internal referrals to assess amended information received in response to requests for information.
21 February 2025	Further additional information requested
23 April 2025	Response to additional information request received
16 May 2025	All finalised referrals received
19 June 2025	Second site inspection
13 August 2025	Assessment completed

ASSESSMENT

ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979

Section 1.7 Application of Part 7 of Biodiversity Conservation Act 2016 and Part 7A of Fisheries Management Act 1994

Section 1.7 of the *Environmental Planning and Assessment Act 1979*, prescribes as follows:

‘This Act has effect subject to the provisions of Part 7 of the Biodiversity Conservation Act 2016 (BC Act) and Part 7A of the Fisheries Management Act 1994 that relate to the operation of this Act in connection with the terrestrial and aquatic environment’.

Biodiversity Conservation Act 2016

The applicant has submitted a Biodiversity Development Assessment Report (BDAR) prepared by Peak Land Management in support of the proposed development.

The impact footprint intersects with the Biodiversity Values Map as it traverses the stream running through the site. The following quote from the *Biodiversity Conservation Regulation 2017*:

Section 7.1 (1b)

The clearing of native vegetation, or other action prescribed by clause 6.1, on land included on the Biodiversity Values Map published under clause 7.3

The list of potential impacts identified in Clause 6.1 include development that will impact waterbodies that sustain threatened species. It is the perspective of Council that, given the degraded nature of the riparian area and lack of generated credits, that this clause will not be relied on to trigger the Biodiversity Offset Scheme.

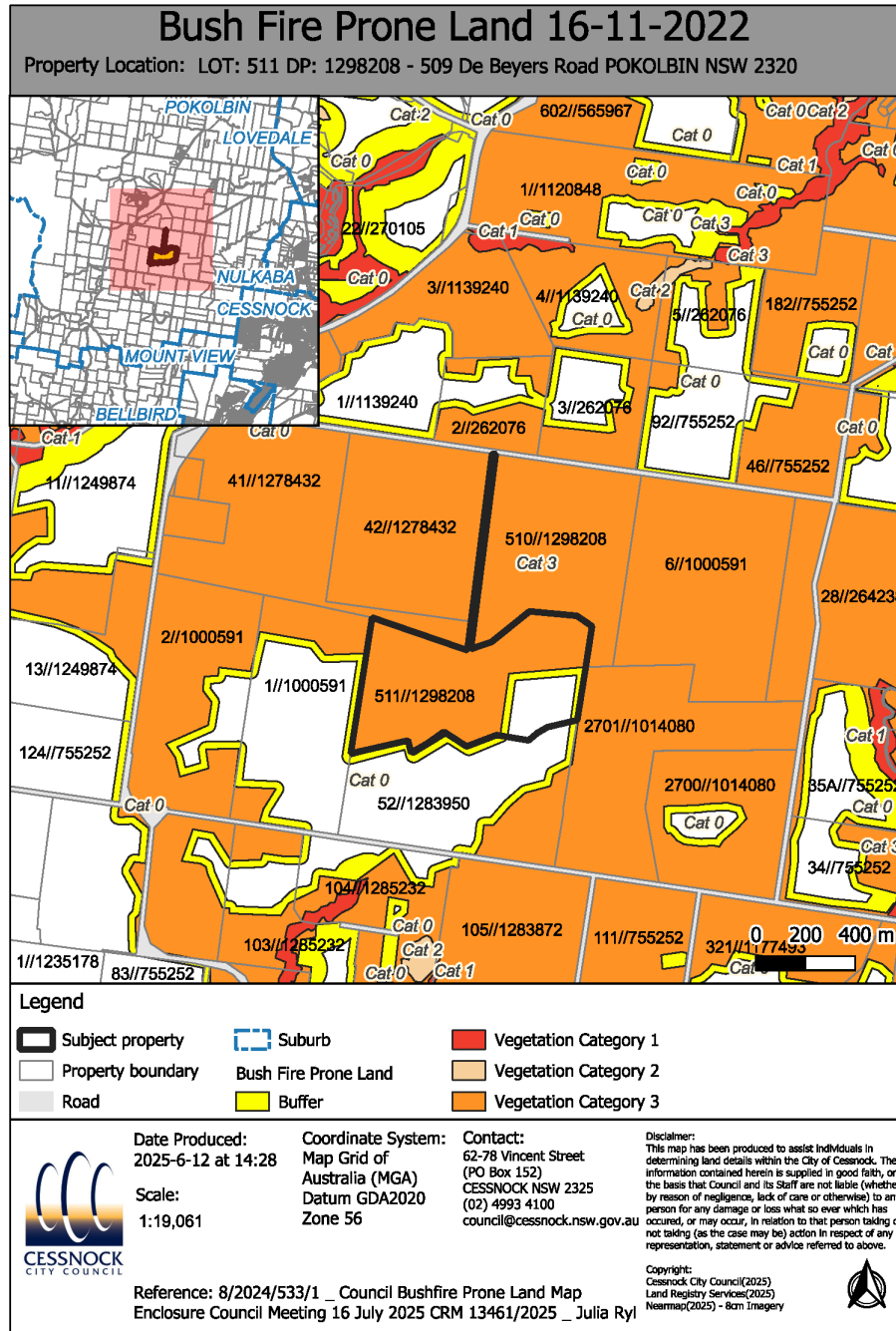
The primary vegetation community remaining on the site is low condition Coastal Valleys Oak Riparian Forest PCT 4023. No threatened species were recorded on the site. Twenty-one (21) Hollow bearing trees were identified, none of these are proposed to be removed.

Flora surveys undertaken identify the majority of the site to be non-native understorey with a longstanding history of management (predominantly grazing). The proposed development does not require the removal of any of the remaining native vegetation nor removal of any habitat present on the site. Significant trees within the De Beyers Road reserve are to be retained.

The extent of revegetation proposed by the development outweighs the potential ecological impacts on the site and will represent, once established, one of the most substantial tracts of native vegetation in the locality. An area of revegetation of this scale is likely to provide a substantial connectivity island for local bird species and may in the future provide habitat for arboreal mammals. The revegetated riparian corridor is also likely to reduce runoff and sediment movement during substantial rainfall events and improve downstream water quality.

On the basis of the above, it is considered that the proposed development does not result in a significant impact on flora and fauna.

Section 4.14 Consultation and development consent – certain bush fire prone land



S4.14 of the EP&A Act, prescribes that development consent cannot be granted for the carrying out of development for certain purposes, unless the consent authority is satisfied that the matters outlined in s4.14(1)(a) and (b) have been adequately addressed.

The site is identified as bush fire prone land, and proposes a Special Fire Protection Purpose as defined under the *Rural Fires Act 1997*, as such the application has been referred to the NSW RFS pursuant to section 100B as discussed further within this report. An assessment under Section 4.14 is therefore not required.

Section 4.46 Integrated Development

Rural Fires Act 1997 (Section 100B)

The application proposes development of a tourist and visitor accommodation on bushfire prone land. A tourist and visitor accommodation is identified as a Special Fire Protection Purpose as defined in Section 100B of the *Rural Fires Act 1997*. As such, the application has been referred to the NSW RFS.

A Bushfire Safety Authority has been issued dated 26 November 2024, with the General Terms of Approval (GTAs) included within the draft conditions of consent.

Water Management Act 2000

Development proposed by the application requires an activity approval from DPE Water pursuant to section 91 of the *Water Management Act 2000*, as the development proposes works within a riparian corridor.

As such, the application was referred to the NSW DPE - Water for comment. General Terms of Approval (GTAs) have been provided dated 27 November 2024 and are included within the draft conditions of consent.

Section 4.15 Evaluation

In determining a Development Application, the consent authority is to take into consideration the following matters prescribed within s4.15 of the *Environmental Planning and Assessment Act 1979*, as are of relevance to the development the subject of the development application:

4.15(1)(a)(i) The provisions of any environmental planning instrument

The environmental planning instruments that relate to the proposed development are:

1. Relevant State Environmental Planning Policies

- 1.1 *State Environmental Planning Policy (Resilience and Hazards) 2021*
- 1.2 *State Environmental Planning Policy (Transport and Infrastructure) 2021*
- 1.3 *State Environmental Planning Policy (Biodiversity and Conservation) 2021*
- 1.4 *State Environmental Planning Policy (Industry and Employment) 2021*
- 1.5 *State Environmental Planning Policy (Sustainable Buildings) 2021*

2. Cessnock Local Environmental Plan 2011

An assessment of the proposed development under the environmental planning instruments is provided below:

1.1 State Environmental Planning Policy (Resilience and Hazards) 2021

The aim of the policy is to promote the remediation of contaminated land for the purpose of reducing the risk of harm to human health or any other aspect of the environment.

State Environmental Planning Policy (Resilience and Hazards) 2021 requires that consent not be granted until Council has considered whether the land is contaminated. If the land is

contaminated, the Council needs to be satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out.

No evidence of contamination was observed during inspection of the site. Furthermore, a contamination assessment for the site, entitled *Preliminary Site Investigation (Phase I Environmental Site Assessment) with Targeted Soil Sampling & Testing*, Project Number: 24008B, dated 10 December 2024, Larry Cook Consulting Pty Ltd was received.

The report concludes that the site is unlikely to be significantly contaminated and assessed as being suitable in its present condition for the proposed class of development.

1.2 State Environmental Planning Policy (Transport and Infrastructure) 2021

Chapter 2 – Infrastructure – Part 2.3 – Division 5 – Subdivision 2 – Electricity Transmission or Distribution Networks

The aim of the policy is to facilitate the effective delivery of infrastructure across the State improving regulatory certainty for infrastructure and the provision of services, and providing greater flexibility in the location of infrastructure and service facilities.

Section 2.48 of *State Environmental Planning Policy (Transport and Infrastructure) 2021* applies to development as the proposal incorporates works within 5m of an exposed overhead electricity power line.

The application was referred to the electricity supply authority Ausgrid for comment with a response received dated 12 December 2024 advising that Ausgrid did not object to the proposal and providing information and conditions required for compliance with Ausgrid standards.

1.3 State Environmental Planning Policy (Biodiversity and Conservation) 2021

Chapter 4 – Koala Habitat Protection 2021

The aim of the policy is to encourage the conservation and management of areas of natural vegetation that provide habitat for koalas to support a permanent free-living population over their present range and reverse the current trend of koala population decline.

This policy is applicable to the Cessnock LGA, to land that has an area of at least one (1) hectare and is not zoned RU1, RU2 or RU3. The site was not considered to contain highly suitable habitat as less than 15% of the total number of trees within the Plant Community Type were regionally relevant species as listed in Schedule 2 of the legislation. No scats, tree use marks or visual sightings of koalas were identified in the subject site. As such, the site does not constitute potential or core koala habitat.

No further provisions of the Koala Habitat Protection legislation apply.

1.4 State Environmental Planning Policy (Industry and Employment) 2021

Chapter 3 – Advertising and Signage

The aim of the policy is to ensure that signage is compatible with the desired amenity and visual character of an area, provide effective communication in suitable locations and is of high-quality design and finish.

The proposed signage has been assessed against the criteria of Schedule 5 which specifically considers the following aspects; character of the area, special areas, views and vistas, streetscape, setting or landscape, site and building, associated devices and logos with advertisements and advertising structures, illumination and safety.

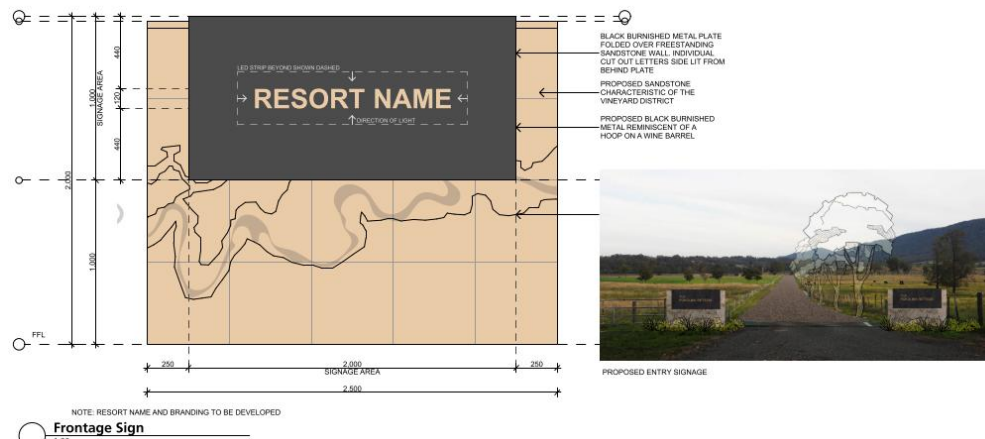


Figure 2: Proposed Frontage Signage - Black Burnished Metal Plate over Etched Sandstone Wall internally illuminated.

Assessment Criteria Advertising & Signage	Y	N
1 Character of the area		
<p><i>Is the proposal compatible with the existing or desired future character of the area or locality in which it is proposed to be located?</i></p> <p>The proposal incorporates a natural stone with minimalist design, the materials are not out of character for the Vineyards District.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><i>Is the proposal consistent with a particular theme for outdoor advertising in the area or locality?</i></p> <p>The outdoor advertising in the locality is typically characterised through the use of natural stone and wooden elements. The design proposed is considered to be consistent with this theme.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Special areas		
<p><i>Does the proposal detract from the amenity or visual quality of any environmentally sensitive areas, heritage areas, natural or other conservation areas, open space areas, waterways, rural landscapes or residential areas?</i></p> <p>The proposed signage is of a scale and material which will not detract from the amenity or visual quality the rural landscape area.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 Views and vistas		
<p><i>Does the proposal obscure or compromise important views?</i></p> <p>The proposed signage does not obscure or compromise important views, through or across the landscape.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p><i>Does the proposal dominate the skyline and reduce the quality of vistas?</i></p> <p>The proposal does not dominate the skyline, nor does it reduce the quality of vistas as can be seen in Figure 2.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><i>Does the proposal respect the viewing rights of other advertisers?</i></p> <p>The proposed location (Entrance Signage) will not interfere with the viewing rights of other advertisers.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 Streetscape, setting and landscape		
<p><i>Is the scale, proportion and form of the proposal appropriate for the streetscape, setting or landscape?</i></p> <p>The proposed scale and form the signage is appropriate for the streetscape, the rural setting and the surrounding landscape.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><i>Does the proposal contribute to the visual interest of the streetscape, setting or landscape?</i></p> <p>The proposal incorporates visual interest through the use of a number materials which have been carefully chosen to reflect both the natural environment and the history of the district.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><i>Does the proposal reduce clutter by rationalising and simplifying existing advertising?</i></p> <p>There is no existing signage to be rationalised.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><i>Does the proposal screen unsightliness?</i></p> <p>There is no unsightliness to be screened.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><i>Does the proposal protrude above buildings, structures or tree canopies in the area or locality?</i></p> <p>The proposed signage is of a scale which will not protrude above surrounding buildings or tree canopies in the locality.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><i>Does the proposal require ongoing vegetation management?</i></p> <p>The proposal does not require ongoing vegetation management.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5 Siting and building		
<p><i>Is the proposal compatible with the scale, proportion and other characteristics of the site or building, or both, on which the proposed signage is to be located?</i></p> <p>The proposed signage is compatible with the scale, proportion and other characteristics of the site and the proposed development buildings.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><i>Does the proposal respect important features of the site or building, or both?</i></p> <p>The proposed signage is respectful of important features of the site and the locality, the signage is sympathetic to the overall design aesthetic of the resort development proposed.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><i>Does the proposal show innovation and imagination in its relationship to the site or building, or both?</i></p> <p>The proposed signage is shown to incorporate etching in the sandstone, akin to representing the watercourse (Pokolbin Creek) which bisects the property, this demonstrates innovation and imagination in considering the proposed signage and the</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

subject site. The black burnished metal is utilised as a representation of a hoop on a wine barrel.		
6 Associated devices and logos with advertisements and advertising structures		
<p><i>Have any safety devices, platforms, lighting devices or logos been designed as an integral part of the signage or structure on which it is to be displayed?</i></p> <p>The lighting devices are internally located and the signage will not require any up-lighting.</p> <p>Electrical Engineer – Paul Malanchuk (Director Electrical Projects Australia) notes that as the light source is concealed, the observer will only see a discrete glowing of the letters, and there is no upward lighting component.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7 Illumination		
<p><i>Would illumination result in unacceptable glare?</i></p> <p>Electrical Engineer – Paul Malanchuk (Director Electrical Projects Australia) has reviewed the proposed resort signage lights and, in their opinion, believe that what is proposed would not give rise to obtrusive light, interfere with traffic safety or detract from the amenity of surrounding properties in accordance with <i>AS4282-2019 Control of Effects of Obtrusive Lighting</i>.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><i>Would illumination affect safety for pedestrians, vehicles or aircraft?</i></p> <p>Electrical Engineer – Paul Malanchuk (Director Electrical Projects Australia) has reviewed the proposed resort signage lights and, in their opinion, believe that what is proposed would not give rise to obtrusive light, interfere with traffic safety or detract from the amenity of surrounding properties in accordance with <i>AS4282-2019 Control of Effects of Obtrusive Lighting</i>.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><i>Would illumination detract from the amenity of any residence or other form of accommodation?</i></p> <p>Electrical Engineer – Paul Malanchuk (Director Electrical Projects Australia) has reviewed the proposed resort signage lights and, in their opinion, believe that what is proposed would not give rise to obtrusive light, interfere with traffic safety or detract from the amenity of surrounding properties in accordance with <i>AS4282-2019 Control of Effects of Obtrusive Lighting</i>.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><i>Can the intensity of the illumination be adjusted, if necessary?</i></p> <p>Given the internal illumination and proposed cut-out style lettering the illumination is expected to result in a discrete glowing of the letters, the illumination is not expected to require adjustment, however, if required the luminosity of the internal lighting can be adjusted, through replacement.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><i>Is the illumination subject to a curfew?</i></p> <p>The illumination is to be solar-powered, it could be expected that during periods of low light that the illumination will switch off once the solar charge has been exhausted.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8 Safety		
<p><i>Would the proposal reduce the safety for any public road?</i></p> <p>The proposed signage is located within the property boundaries and is well setback from the road reserve. It is not anticipated that the safety of the public road would be affected by the provision of the proposed entrance signage.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p><i>Would the proposal reduce the safety for pedestrians or bicyclists?</i></p> <p>The proposed signage is located within the property boundaries and is well setback from the road reserve. It is not anticipated that the signage would reduce safety for pedestrians and bicyclists.</p>	□	☒
<p><i>Would the proposal reduce the safety for pedestrians, particularly children, by obscuring sightlines from public areas?</i></p> <p>The proposed signage is located within the property boundaries and is well setback from the road reserve. It is not anticipated that the signage would reduce safety for pedestrians by obscuring sightlines.</p>	□	☒

From the above assessment of the signage proposed, it has been ascertained that the signage is compatible with the assessment criteria of the SEPP.

1.5 State Environmental Planning Policy (Sustainable Buildings) 2022

The aim of the policy is to encourage the design and delivery of sustainable buildings, minimise consumption of energy, and ensure consistent assessment of both residential and non-residential development in NSW.

Chapter 3: Standards for Non-Residential Development

The proposed development has considered how the buildings will meet the general sustainability requirements and has been supported by a NABERS Embodied Emissions Materials Form which has quantified the embodied emissions attributable to the development.

The submitted waste management report demonstrates that the measures proposed to reduce waste during the construction, inclusive of partial prefabrication of the frames, will reduce waste generation. All buildings will be provided with solar panels which will charge onsite batteries for use during peak demand periods. Furthermore, energy efficient appliances including lighting and heating/cooling are proposed.

The design of the buildings has considered passive solar design. Buildings will be predominantly orientated to the north achieving five-star solar access. Utilisation of large windows on northern facades will reduce reliance on artificial lighting and mechanical heating.

As previously mentioned, solar panels are proposed on the roofs of the buildings of the development generating approximately 100kW of photovoltaic solar energy, excess electricity will be stored in batteries on site.

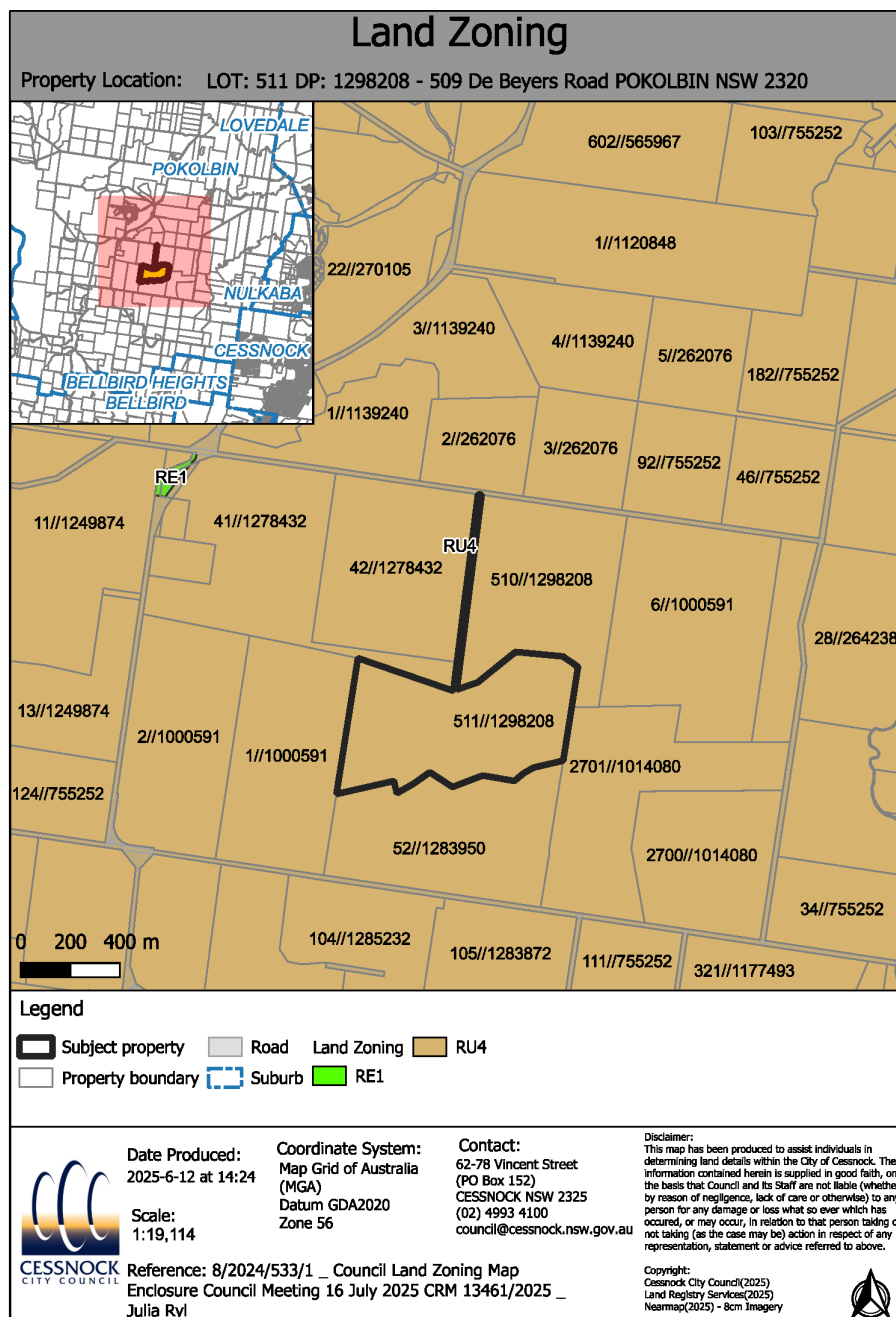
Power and energy monitoring will be undertaken utilising smart meters. Low water usage fittings are to be utilised to reduce the consumption of potable water. Water from the PID will be utilised for grey water purposes only such as toilet flushing.

The information submitted meets the requirements in regards to energy, water and thermal performance. If the development is undertaken in accordance with this information, it will be consistent with the objectives of the policy.

2. Cessnock Local Environmental Plan 2011

2.1 Permissibility

The subject site is zoned RU4 – Primary Production Small Holdings under the provisions of the Cessnock Local Environmental Plan (CLEP) 2011, as depicted in the below map:



The proposed development is categorised by the following definitions under the CLEP 2011:

tourist and visitor accommodation means a building or place that provides temporary or short-term accommodation on a commercial basis, and includes any of the following—

- (a) backpackers' accommodation,
 - (b) bed and breakfast accommodation,
 - (c) farm stay accommodation,
 - (d) hotel or motel accommodation,
 - (e) serviced apartments,
- but does not include—
- (f) camping grounds, or
 - (g) caravan parks, or
 - (h) eco-tourist facilities.

restaurant or cafe means a building or place the principal purpose of which is the preparation and serving, on a retail basis, of food and drink to people for consumption on the premises, whether or not liquor, take away meals and drinks or entertainment are also provided, but does not include the preparation and serving of food and drink to people that occurs as part of—

- (a) an artisan food and drink industry, or
- (b) farm gate premises.

function centre means a building or place used for the holding of events, functions, conferences and the like, and includes convention centres, exhibition centres and reception centres, but does not include an entertainment facility.

farm building means a structure the use of which is ancillary to an agricultural use of the landholding on which it is situated and includes a hay shed, stock holding yard, machinery shed, shearing shed, silo, storage tank, outbuilding or the like, but does not include a dwelling.

dwelling means a room or suite of rooms occupied or used or so constructed or adapted as to be capable of being occupied or used as a separate domicile.

signage means any sign, notice, device, representation or advertisement that advertises or promotes any goods, services or events and any structure or vessel that is principally designed for, or that is used for, the display of signage, and includes any of the following—

- (a) an advertising structure,
- (b) a building identification sign,
- (c) a business identification sign,

but does not include a traffic sign or traffic control facilities

road means a public road or a private road within the meaning of the [Roads Act 1993](#), and includes a classified road.

The development satisfies the above definitions, as the application proposes temporary short-term accommodation on a commercial basis, inclusive of a café for the provision of light meals, a function centre with capacity for events up to 100 people, a farm building for the purpose of storage of machinery for maintenance of the grounds and retained vineyard, a dwelling containing three (3) bedrooms for the purpose of a manager's residence, business identification signage providing way finding and identification of the proposed development and construction of a private entrance road.

Development for the purposes of Tourist and Visitor Accommodation, Restaurants or Cafés, Function Centre, Farm Building, Dwelling, Signage and Road are permitted land uses in the RU4 – Primary Production Small Holdings zone, with consent.

2.2 Objectives

The objectives of the RU4 zone, and a response to each, are identified in the following table:

Objective	Comment
<i>“To enable sustainable primary industry and other compatible land uses”.</i>	The proposed development is consistent with this objective, as the existing vineyard on the site will continue to be utilised for primary production. The Applicant has consulted with adjoining vineyards in the design of the development to ensure that potential impacts on adjoining primary industry are mitigated whilst enabling another compatible land use being tourist and visitor accommodation, which is a high source of visitation to the surrounding cellar doors and restaurants.
<i>“To encourage and promote diversity and employment opportunities in relation to primary industry enterprises, particularly those that require smaller lots or that are more intensive in nature”.</i>	<p>Whilst the application does not propose primary industry, existing vines are proposed to be retained ensuring no loss of vines from the vineyards district.</p> <p>The development will generate employment opportunities and has been designed to minimise impacts on primary industry enterprises in the locality.</p> <p>It is therefore considered that the application satisfies this objective.</p>
<i>“To minimise conflict between land uses within this zone and land uses within adjoining zones”.</i>	<p>The proposed buildings are low-scale, single storey, skillion forms, designed to work with the backdrop of the Brokenback Range. The ridge line is to remain undeveloped with new vegetation forming the skyline.</p> <p>Chapters C4, D4 and E3 of the Cessnock DCP, provide requirements for buffers and setbacks to reduce the potential for land use conflict. As discussed in detail further in this report, the application has been assessed against the provisions of the DCP and it has been determined that land use conflicts are sufficiently mitigated through the design of the development.</p>
<i>“To maintain prime viticultural land and enhance the economic and ecological sustainability of the vineyards district”.</i>	The development has been designed in consideration of maintaining prime viticulture land, through the retention of existing vines viticulture on the subject site, and appropriately developed mitigation measures to adjoining viticulture land. The development will enhance the ecological sustainability of the vineyards district through the restoration of the Pokolbin Creek riparian zone which bisects the property. The development will enhance the economic sustainability of the vineyards district through the provision of additional variety in tourist and visitor accommodation options.

<p><i>“To encourage appropriate tourist development (including tourist-related retail) that is consistent with the rural and viticultural character of the vineyards district”.</i></p>	<p>The Pokolbin area provides immediate connectivity to local produce including vineyards, beef cattle studs, gourmet products, agriculture and adventure tourism experiences.</p> <p>The form, density and scale of the proposed tourist and visitor accommodation, has considered the landform and the proposed development has been designed to be integrated into the existing landscape, with minimal requirement for earthworks.</p> <p>The design has considered the rural and viticultural character of the vineyards district with the design and materials resulting in a low scale, single storey architectural tourist and visitor accommodation development. Low flat roofs, subdued colours, natural material palette and environmental initiatives have all be considered in the design and character of the development.</p>
<p><i>“To enable the continued rural use of land that is complementary to the viticultural character of the land”.</i></p>	<p>The proposed development has been designed and positioned to ensure that adjoining and surrounding rural uses are capable of continuing to operate, with appropriate setbacks and mitigation measures being implemented by the proposed development.</p> <p>The establishment of tourist and visitor accommodation directly results in support of the viticulture industry of the surrounding Hunter Valley vineyards district.</p>

The proposed development is consistent with the objectives of the zone and will maintain the viticultural component of the subject site whilst including development of a tourist nature via the provision of accommodation, which will contribute to the economic sustainability of the vineyards district.

2.3 Relevant Clauses

The Development Application was assessed against the following relevant clauses of the CLEP 2011:

- Section 4.2A – Erection of Dwelling Houses on Land in Certain Rural and Conservation Zones

In part, Section 4.2A states as follows:

- (3) *Development consent must not be granted for the erection of a dwelling house on land in a zone to which this clause applies, and on which no dwelling house has been erected, unless the land is—*
- (a) *a lot that is at least the minimum lot size specified for that land by the [Lot Size Map](#), or*
 - (b) *a lot created before this Plan commenced and on which the erection of a dwelling house was permissible immediately before that commencement, or*
 - (c) *a lot resulting from a subdivision for which development consent (or equivalent) was granted before this Plan commenced and on which the erection of a dwelling house would have been permissible if the plan of subdivision had been registered before that commencement, or*

- (d) *an existing holding, or*
- (e) *identified as having a dwelling entitlement on the [Dwelling Entitlement Map](#), or*
- (f) *a lot created under clause 4.1.'*

The subject allotment is a lot that is at least the minimum lot size specified for that land by the lot size map, being a minimum lot size of 40ha (excluding any access handle). A dwelling is therefore permissible.

- Section 5.16 – Subdivision of, or Dwellings on, Land in Certain Rural, Residential or Conservation Zones

In part, Section 5.16 states as follows:

- '(4) The following matters are to be taken into account—*
- (a) the existing uses and approved uses of land in the vicinity of the development,*
 - (b) whether or not the development is likely to have a significant impact on land uses that, in the opinion of the consent authority, are likely to be preferred and the predominant land uses in the vicinity of the development,*
 - (c) whether or not the development is likely to be incompatible with a use referred to in paragraph (a) or (b),*
 - (d) any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c).'*

The objective of this Section is to minimise potential land use conflict between existing and proposed development on land in the rural, residential or conservation zones concerned (particularly between residential land uses and other rural land uses).

The subject land is located in the following zone: RU4 Primary Production Small Lots

The application proposes:

- Construction of tourist and visitor accommodation, and a dwelling house to be utilised as a Manager's Residence.

The development is not likely to have a significant impact on existing land uses, or approved land uses. The proposed development incorporates significant setbacks to adjoining developments and has considered approvals issued on adjoining land.

The development is compatible with existing land uses, and approved land uses within the vicinity of the development. There are a number of examples within the immediate vicinity of similar developments (Tourist and Visitor Accommodation) approved at 534 Oakey Creek Road, 336 Oakey Creek Road, 536 De Beyers Road and 119 McDonalds Road.

The application has proposed the provision of spray drift buffers to adjoining land to reduce the impact on the adjoining viticultural industry, these measures have been discussed with the adjoining property owners throughout the design of the development proposed.

Appropriate measures have been proposed by the applicant to minimise any conflict or any incompatibility between uses.

- Section 5.21 – Flood Planning

In part, Section 5.21 states as follows:

- ‘(2) Development consent must not be granted to development on land the consent authority considers to be within the flood planning area unless the consent authority is satisfied the development—*
- (a) is compatible with the flood function and behaviour on the land, and*
 - (b) will not adversely affect flood behaviour in a way that results in detrimental increases in the potential flood affectation of other development or properties, and*
 - (c) will not adversely affect the safe occupation and efficient evacuation of people or exceed the capacity of existing evacuation routes for the surrounding area in the event of a flood, and*
 - (d) incorporates appropriate measures to manage risk to life in the event of a flood, and*
 - (e) will not adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of river banks or watercourses.’*

The objective of Section 5.21 is to ensure that development is compatible with the flood function and behaviour on the land. The subject lot is affected by the 1% Annual Exceedance Probability (AEP) storm event as per Cessnock City Council adopted Citywide Flood Study. A second (2nd) order watercourse intercepts the existing access road from De Beyers Road and as part of previous subdivision works, culvert crossings were constructed. Pokolbin Creek flows west to east parallel with the northern boundary and is identified as a fifth (5th) order watercourse.

A further culvert crossing is proposed to provide suitable access across the fifth order stream known as Pokolbin Creek as part of the works associated with the development proposal. These works propose three (3) 3m x 3m culverts sized to convey the 10% AEP storm event. Specialised flood modelling was undertaken demonstrating that the existing and proposed crossing are designed for a flood free access in a 10% AEP event.

- In a 10%AEP flood comparison shows that there is up to 825mm flood depth increase immediate upstream of proposed culverts, with no adverse impact on the subject and adjoining properties.
- In 1% AEP, an increase up to 920mm flood depth immediate upstream of proposed culverts, with no adverse impact on the subject and adjoining properties.
- In a PMF, an increase of up to maximum 24mm flood depth in the adjoining properties to the North is modelled.

The impact of proposed culverts on existing flood behaviour is therefore considered not significant and mainly immediately upstream of the culverts within the subject property.

The Applicant's flood assessment report provided comparisons of modelled 1% flood information and council issued flood information certificate. The modelled 1% AEP flood level is RL 105.08m AHD which is approx. 0.74m higher than council issued flood level. By adopting

this level, the FPL for subject site is RL105.58m AHD. All the proposed associated tourist and visitor accommodation and dwelling facilities are proposed outside the 1% AEP and PMF flood extent.



Figure 12: 1% AEP Flood Extent Map

- Section 5.22 – Special Flood Considerations

In part, Section 5.22 states as follows:

- ‘(3) Development consent must not be granted to development on land to which this clause applies unless the consent authority has considered whether the development—*
- (a) will affect the safe occupation and efficient evacuation of people in the event of a flood, and*
 - (b) incorporates appropriate measures to manage risk to life in the event of a flood, and*
 - (c) will adversely affect the environment in the event of a flood.’*

In a post development scenario, the proposed culverts provide a flood free access. However, in 1% AEP and PMF events, the hazard over the crossing is assessed as being hazard category H5 and H6, respectively, and therefore is not safe for pedestrians or vehicles. The time of peak events is determined as 10% AEP ~ 2.5hrs; 1% AEP ~2hrs; 1 in 500 AEP ~55mins and PMF ~30mins.

The proposed development is also outside the PMF flood extent; however, a flood safe access is not available. The flood assessment report (FAR) prepared by the Applicant indicates that given the critical duration is less than 2 hours for the 1% AEP design storm event, it is expected that inadequate warning time will be available for evacuation and therefore it is recommended that occupants remain within the apartments as these are located above the PMF level.

There is an existing Right of Access for Emergency Ingress & Egress 7 wide easement over Lot 52 benefitting subject lot.

Although Oakey Creek Road, both west and east, is affected by flooding in a 1% AEP event, there is an emergency evacuation opportunity available from this Right of Way. A condition to prepare a formal flood evacuation plan and construct an access road meeting RFS requirements within this Right of Way will be imposed.



Figure 13: Flood Planning Level Map

- Section 7.2 – Earthworks

In part, Section 7.2 states as follows:

- (3) *Before granting development consent for earthworks, the consent authority must consider the following matters—*
- (a) the likely disruption of, or any detrimental effect on, existing drainage patterns and soil stability in the locality of the development,*
 - (b) the effect of the proposed development on the likely future use or redevelopment of the land,*
 - (c) the quality of the fill or the soil to be excavated, or both,*
 - (d) the effect of the proposed development on the existing and likely amenity of adjoining properties,*
 - (e) the source of any fill material and the destination of any excavated material,*
 - (f) the likelihood of disturbing relics,*

- The objective of Section 7.2 is to consider the impacts of any proposed earthworks on existing drainage patterns, soil disturbance and quality of soil material. The applicant has submitted a bulk earthwork, cut and fill plan as shown below in Figure 14. The extent of any proposed cut and fill is limited to reduce any impacts on the natural landscape features of the site. Flow paths are retained from the ridgeline to the watercourse to ensure that these are not impeded.

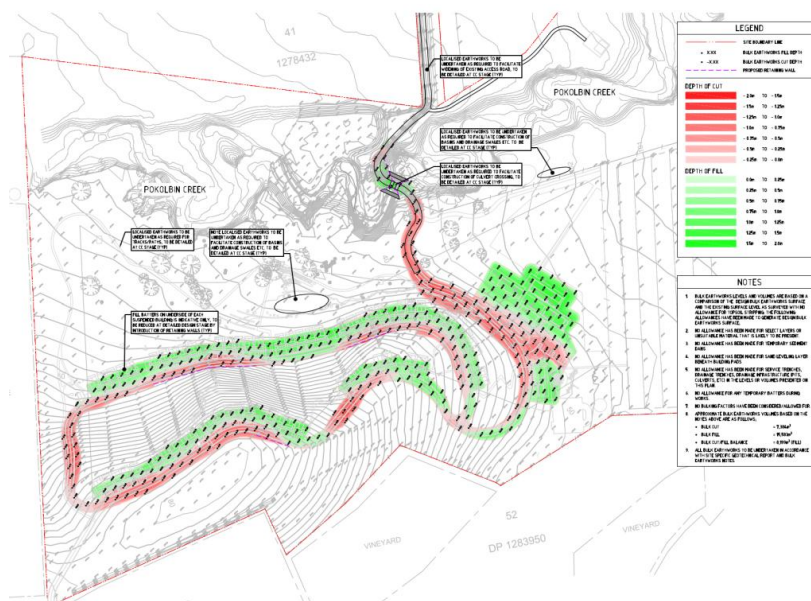


Figure 14: Preliminary Proposed Earthworks Plans (Extent of Cut and Fill)

- Section 7.4 – Airspace Operations

In part, Section 7.4 states as follows:

- (3) *The consent authority may grant development consent for the development if the relevant Commonwealth body advises that—*
- (a) *the development will penetrate the Limitation or Operations Surface but it has no objection to its construction, or*
- (b) *the development will not penetrate the Limitation or Operations Surface.'*

The objective of Section 7.4 is to ensure that development does not limit the operations of airspace in relation to Cessnock Airport.

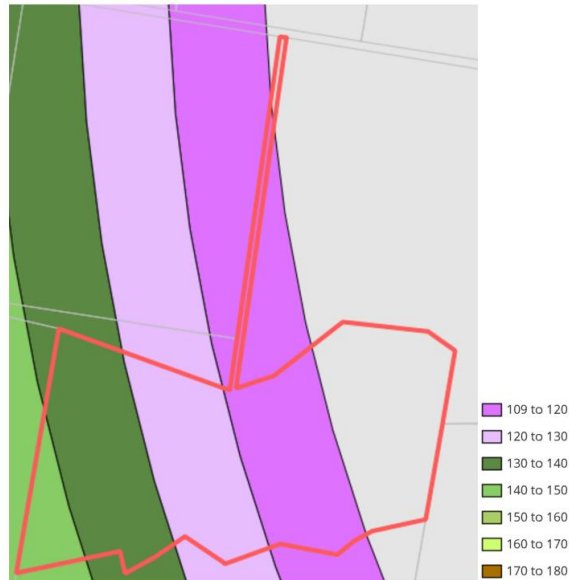


Figure 15: Obstacle Limitation Surface Map

The proposed development height does not penetrate the limitation or operations surface mapping and is therefore considered to be suitable having consideration for the ongoing operation of airspace within the locality.

- Section 7.6 – Tourist and Visitor Accommodation in Certain Rural and Environmental Zones

In part, Section 7.6 states as follows:

‘(2) Development consent must not be granted for development on land to which this clause applies for the purposes of tourist and visitor accommodation unless the lot on which the development is to be carried out has an area of at least 10 hectares.’

Section 7.6 (2) applies to land proposed to be used for tourist and visitor accommodation within the RU4 zone. As has been demonstrated the subject land has a minimum area greater than 10ha.

Therefore, consideration of Tourist and Visitor Accommodation Development satisfies the requirement of Section 7.6.

4.15(1)(a)(ii) *The provisions of any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved).*

No proposed environmental planning instruments are relevant to the application.

4.15(1)(a)(iii) *The provisions of any development control plan*

Cessnock Development Control Plan 2010

The following is an assessment of the proposal's compliance with the relevant numerical standards in the Cessnock Development Control Plan 2010. Discussion of any variations to the standards is provided after the compliance table:

Part C: General Guidelines			
Chapter 1: Parking and Access			
Provision	Required	Provided	Complies
Car parking Provision. Development provides off-street car parking in compliance with the rates set out in Table 1.	<u>Tourist and Visitor Accommodation</u>	144 parking spaces	Yes. The parking arrangement is satisfactory and meets the numerical requirements.
	<u>Car Parking Rate</u>		
	1 space per bedroom		
	<u>Motorcycle Parking</u>		
	1 space per 20 car parking spaces		
	Total 118 bedrooms = 118 car spaces;		
	118/20 = 6 motorcycle spaces		
	<u>Function Centre</u>	20 spaces adjacent to Function Centre + 40 overflow spaces = Total of 60	
	<u>Car Parking Rate</u>		
	GREATER OF 1 space per 3 seats, OR 1 space per 10m ² GFA		
	<u>Motorcycle Parking Requirement</u>		
	1 space per 20 car parking spaces		
Based on 1 space per 3 seats (100 seats) = 34 car spaces (higher of the two) GFA of 264m2 divided by 10 = 28;			
34/20 = 2 motorcycle spaces			
<u>Restaurant or Café</u>	14 spaces		
<u>Car Parking Rate</u>			
1 space per 10m ²			
<u>Motorcycle Parking Requirement</u>			
1 space per 20 car parking spaces			
GFA of 130m2 divided by 10 = 13 car spaces			
1 motorcycle spaces			
<u>Dwelling</u>	2 spaces		
2 car spaces per dwelling. Two (2) spaces provided.			
Total spaces required: 175	Total spaces provided: 220		

	Other facilities such as the wellness centre, gaming area and welcome centre will be for guests staying at The Pokolbin Retreat only.		
<p>A condition of consent requiring a car park plan demonstrating compliance with AS2890.1 – Off street car parking, AS2890.2 – Off street commercial vehicle facilities and AS2890.6 – Off street parking for people with disabilities will be required demonstrating suitable arrangements are in place.</p> <p>The application is consistent with the requirements of the DCP.</p>			

Part C: General Guidelines

Chapter 3: Contaminated Lands

As the DCP has been prepared in accordance with the requirements of SEPP (Resilience and Hazards) 2021, the proposed development is consistent with the requirements of this chapter as per discussed above (refer to consideration of the SEPP).

Part C: General Guidelines

Chapter 4: Conflict Management

The purpose of the chapter is to provide consistent guidelines for residents, developers, the Council and assessment staff when considering application which may conflict with existing developments or environmentally sensitive areas, or is proposed to be located in an area where there is an existing development which may adversely affect it and may therefore need to provide its own separation or other means of reducing or removing the conflict.

The proposed development incorporating tourist and visitor accommodation is classified as a Category A: Sensitive Land Use, meaning it is a land use which warrants protection from amenity reducing off-site effects from other land uses. Being that the development is proposing a new Category A land use it requires the establishment of a buffer to protect from existing Category C land uses (Viticulture).

Potential Conflicts which may arise include dust, noise from gas scare guns and lights from night harvesting.

These are further addressed in Part E: Specific Areas, Chapter 3: Vineyards District inclusive of performance standards and methods for reducing conflicts.

Part C: General Guidelines

Chapter 5: Waste Management

The purpose of this chapter is to provide detail to ensure that development can maximise waste and resource recovery while providing safe and accessible waste collection.

The application was supported by a Waste Management Plan which outlined estimated waste generation at the construction stage inclusive of proposed recycling rates of the construction

waste and operational stages of the development. The plan outlines that the intention is for the site to be serviced by a commercial waste contractor in an ongoing capacity.

The plan, outlines the location and methods of waste collection from the proposed accommodation units, communal areas and front of house locations. The plan identifies that the estimated waste generated could be reduced should the use of non-disposable cutlery, drinkware and plates/bowls be utilised across the site.

The plan identifies the proposed storage/collection area of waste generated across the site as being appropriately screened from view. The following waste streams paper and cardboard, comingled recyclables and general is capable of being collected by a suitable waste collection vehicle on a weekly basis in solid form.

The waste management plan also identifies the ability of the proposed waste contractor to provide a Pulpmaster food waste collection service, in which uncontaminated food waste is liquidised and stored in a tank and collected for composting as a soil conditioner. The Pulpmaster is proposed to be pumped out on a weekly or fortnightly schedule.

The submitted waste management plan has been assessed as being satisfactory and a condition of consent has been imposed requiring compliance with the recommendations during all phases of the development.

Part C: General Guidelines

Chapter 6: Access and Mobility

The objectives of this chapter apply to Class 1a and 1b tourist and visitor accommodation buildings.

The chapter sets out minimum requirements for the design of buildings and facilities, for access for people with disabilities. Specifically, where there are three or more tourist and visitor accommodation units on a single allotment, the following access requirements for people with a disability are to be provided:

Provision	Required	Provided	Complies
6.3 Design Elements	<p>For Class 1a and 1b tourist & visitor accommodation developments of between 41-60, three (3) are required to be accessible.</p> <p>The Design Elements include:</p> <p>1: Parking, access routes and entrances to buildings:</p> <ul style="list-style-type: none"> provide accessible parking or set-down areas, continuous accessible paths of travel to and from the building or facility. <p>2: Interior circulation and facilities:</p> <ul style="list-style-type: none"> provide unimpeded circulation throughout the building or facility, and 	<p>Fifteen (15) disabled accessible suites are provided across the development one (1) in each building.</p> <p>The development has been designed to accommodate universal accessibility to the function area, swimming pool, reception and walking paths.</p>	<p>Yes. The development exceeds the number of accessible rooms required to be provided.</p>

	<ul style="list-style-type: none"> ease of use of, facilities and amenities within the building or facility. 		
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Part C: General Guidelines

Chapter 8: Social Impact Assessment and Crime Prevention Through Environmental Design

The objective of this chapter is to assess the social impacts of development (both positive and negative) on the locality and to facilitate sustainable development by integrating relevant economic, environmental and social considerations in decision-making.

The prepared social impact assessment provides transparent detail regarding the community consultation and engagement undertaken in relation to the proposed development. During the engagement process it is noted that a number of concerns were raised. A condition of consent will be imposed requiring a complaint's register to be implemented and that the process be clearly communicated to residence and stakeholders.

The crime prevention through environmental design assessment was referred to NSW Police for review, the outcome of this review resulted in a recommendation for CCTV to be extensively installed so that all accommodation buildings are covered by CCTV. Alcohol licensing will be subject to a separate application to the Department of Liquor and Gaming NSW.

The development is supported in consideration of the social impact and crime prevention through environmental design.

Part C: General Guidelines

Chapter 9: Development on Flood Prone Land

The proposed development has been assessed under the provisions of Chapter C9 of the DCP, the purpose of which is to assess development applications on flood prone land.

The proposed development constitutes a sensitive land use being tourist and visitor accommodation; therefore, Council is to be satisfied that the development will not affect the safe occupation and efficient evacuation of people, incorporate measures to manage risk to life and not adversely affect the environment in the event of a flood.

As previously discussed in this report, the proposed development is outside the Probable Maximum Flood (PMF) extent and the proposed buildings are to be located above the PMF. However, a flood safe access is not available in a PMF event to De Beyers Road. The flood assessment report (FAR) indicates that given the critical duration is less than two (2) hours for the 1% AEP design storm event, it is expected that inadequate warning time will be available for evacuation and therefore it is recommended that occupants remain within the accommodation as these are located above the PMF level. This is a standard procedure in the event of rapidly rising/rapidly receding flood events.

There is an existing Right of Access for Emergency Ingress and Egress 7 wide easement over the lot adjoining to the south registered on the title of the land. The proposed evacuation plan indicates evacuation via this Right of Access to the southwest corner of the subject site. Although Oakey Creek Road, both west and east, is affected by flooding in a 1% AEP event, there is an emergency evacuation opportunity available from this Right of Way. A condition to prepare a formal flood evacuation plan will be imposed.

The development is considered to be suitable having considered the flood hazard impacting the site, there are suitable measures proposed which will not affect the safe occupation

Part D: Specific Development

Chapter 4: Purpose-Built Rural Tourist Accommodation

The proposed development has been assessed under the provisions of Chapter D4 of the DCP. The following table details compliance with the requirements of this chapter:

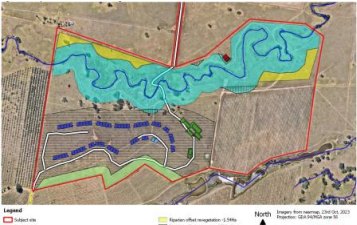
Provision	Required	Discussion	Complies
4.5.1 Impact on Adjoining & Nearby Properties	Tourist accommodation on rural properties shall not bring with it any potential to prejudice the operational aspects of working farms or other rural activities on adjoining or nearby properties.	<p>The site is essentially surrounded by rural land and is directly adjoined by established working farms including viticulture, cattle grazing and other rural activities along with tourism related uses.</p> <p>The property adjoining the site to the west contains an approved vineyard and olive grove which also operates a cellar door and tourist and visitor accommodation. With approval for additional accommodation buildings and function centre as yet undeveloped on the site. Land to the east is presently vacant with no improvements or recent applications for development lodged over the site. Directly adjoining the southern boundary of the property is a commercially operated vineyard. Land adjoining to the south-east is vacant rural land utilised for cattle grazing. The property adjoining to the south-west contains a three (3) bedroom tourist and visitor accommodation and dwelling house. Properties on the northern side of De Beyers Road are used for tourist and visitor accommodation purposes and viticulture related development inclusive of vineyards and cellar doors.</p> <p>The applicant has indicated that one of the major attractions of the site to potential guests will be the proximity of the surrounding land uses.</p>	Yes

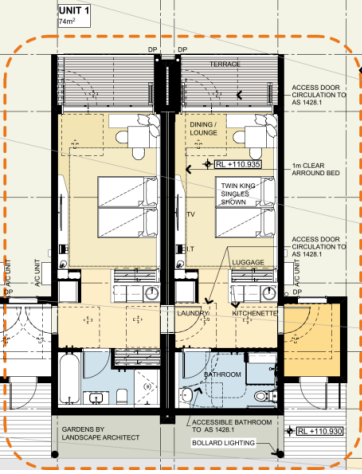
		The applicant has worked closely with their southern neighbour to design a spray drift buffer which will result in as minimal impact upon their vines as possible.	
4.5.2 Site Location	Performance Objective – to ensure that the chosen site is suitable for rural tourist accommodation purposes.	Matters to be considered under this section, such as biodiversity, bushfire, flooding, accessibility and essential services have been addressed elsewhere in this report, and the development is considered to be consistent with the performance objectives of this section. The site is considered suitable for tourist accommodation purposes.	Yes
4.5.3 Water Supply	Demonstrate an adequate water supply is available to the development.	Water and reticulated sewer are not available to the site and the development will rely on roof collection and tank storage for water supply, private irrigation dam (PID) water supply and trucking of potable water in times of drought. The proposal incorporates potable water treatment with UV disinfection. The application is considered to be satisfactory subject to the imposition of suitable conditions of consent to manage the supply of potable water.	Yes
4.5.4 Effluent Management	Demonstrate satisfactory effluent management on site.	An on-site wastewater report has been lodged with the Application and was found to be acceptable, incorporating disposal of wastewater to the retained vines on the property through spray drip. The site is capable of supporting a suitably sized system.	Yes
4.5.5 Land Management & Flooding	The application is to address hazards such as landslip, major erosion as a result of building works, land clearing and provisions around building within flood prone land.	While the subject site is identified as flood prone, the development footprint is located well above the flood level. Suitable conditions of consent have been imposed requiring the submission of a soil and water management plan to ensure appropriate mitigation against erosion impacts during construction. In consideration of the above, the application is consistent with the	Yes

		provisions of this section and there are no hazards restricting the development from proceeding.	
4.5.6 Bushfire	The development is to ensure adequate measures to mitigate bushfire impacts.	A bushfire assessment report has been lodged with the application and the NSW Rural Fire Service have assessed the report as being adequate. General Terms of Approval have been issued by the NSW Rural Fire Service and will be conditioned accordingly.	Yes
4.5.7 Flora & Fauna Ecosystem	The development application is to address flora and fauna impacts.	The proposed development will not result in any significant impact on vegetation on the site. All trees are proposed to be retained, with additional landscape / screen planting / spray drift buffer and revegetation inclusive of riparian zone are to be undertaken as part of the development. These works are considered to represent a genuine opportunity to re-establish the ecosystem in the locality.	Yes
4.5.8 Cultural Heritage	The application is to address cultural heritage impacts.	<p>A Due Diligence report has been prepared by Artefact and a search of the site has been carried out to ascertain the location of Aboriginal sites within close proximity. This search confirmed that a number of artifacts were located within the boundaries of the site.</p> <p>It is required that prior to construction works commencing further, investigations be undertaken and where known artifacts are capable of being avoided these should be fenced and protected during works. Should any artifacts be identified and be unavoidable further approvals/permits are legislatively required to be obtained from the relevant authority.</p>	Yes
4.5.9 Scenic Character	Demonstrate development is suitable within a rural setting without adversely affecting the visual and scenic	The development footprint occupies approximately 20% of the site, leaving a large area of the property in its current "rural" state, or in a revegetated state.	Yes

	character of the area.	<p>The main buildings are located in excess of 1000m from the front boundary (access point from De Beyers Road) with the highest buildings sitting approximately 21.7 metres above the level of De Beyers Road, due to the natural contours of the land.</p> <p>The architectural style of the proposed buildings is reflective of the Australian rural landscape with natural earthy tones including the use of timbers to reflect the Australian bushland, stonework and sheet metal to reflect the rural Australian shed. It is considered that the development will contribute to the existing character of the rural landscape, and provide interest through its unique design and finishes.</p> <p>Although the subject site is not located within the Vineyards District – Visually Significant Area mapping (As reproduced below in Figure 17) the Applicant has prepared a Visual Impact Assessment of the development.</p> <p>The development creates a generally low to low-moderate impact on the surrounding landscape's scenic qualities and visual character. The visual impact of the development is considered acceptable taking into account the scale, materiality and location on site. Proposed landscaping will at maturity provide minimal interruption to the existing character and rural scenic qualities of the locality.</p>	
4.5.10 Access & Parking	Parking and access to be provided and constructed to Council's standards	The development has been provided with suitable parking and internal access roads (noting that Chapter C1 of the DCP - Parking and Access has previously been addressed in this report).	Yes
4.5.11 Social & Economic Effect	Demonstrate positive social and economic factors associated with rural	It is considered there will be positive social and economic impacts resulting from the development in providing local employment opportunities at both	Yes

	tourist accommodation.	the construction and operational phases. The development will provide additional tourist accommodation within the locality attracting visitors to the area, thereby resulting in increased spending benefiting local businesses.	
4.5.12 Waste Management	Provide details of waste management resultant from the development.	A satisfactory waste management plan has been lodged with the application and is considered acceptable having regard to Chapter C5 Waste Management and Minimisation of the DCP.	Yes
4.5.13 Density & Scale of Development: RU4 Rural Small Holdings Zone	<p>This section seeks to ensure that the scale of development does not unreasonably affect the rural character of the locality.</p> <p>Density provisions permit 1 tourist and visitor accommodation unit per hectare and a maximum of fifteen (15) accommodation buildings on land exceeding 40 hectares.</p> <p>However, Council may consent to tourist & visitor accommodation development within the RU4 Zone to a maximum density of 1.5 tourist accommodation units per hectare, where a proposal seeks to fully comply with the requirements for the establishment and maintenance of native vegetation corridors for the full length of property boundaries or</p>	<p>The subject land is 40.72 hectares in area and in accordance with the provisions of this plan a maximum of 40 tourist accommodation units are permitted within a maximum of sixteen (16) accommodation buildings.</p> <p>The application however seeks to benefit from the provision which increases the maximum density of tourist accommodation units to 1.5 per hectare provided that revegetation of the site occurs.</p> <p>The application has been supported by a detailed landscape plan and ecological assessment report which outlines the extent of proposed revegetation which outweighs ecological impacts on the site and will represent, once established, one of the most substantial tracts of native vegetation in the locality. An area of revegetation of this scale is likely to provide a substantial connectivity island for local bird species and may in the future provide habitat for arboreal mammals.</p> <p>The area proposed as riparian offset vegetation has been utilised as both offset for incursions in the riparian zone and to meet the 1.5 density replanting requirement of the Vineyards District DCP. The replanting requirement is 0.6ha,</p>	Yes

	<p>creeklines, as relevant, or where a proposal seeks to establish and maintain a minimum of 6,000m² of native vegetation on land not affected by native vegetation corridor locations, in accordance with the provisions of Cessnock DCP, Part E: Specific Areas, Chapter 3: Vineyards District.</p>	<p>and the proposed area represents a substantial increase on this amount.</p>  <p><i>Figure 16: Proposed offset additional revegetation areas.</i></p> <p>The yellow areas (1.5ha) in the above Figure 16 show the extent of additional revegetation outside of the Riparian Zone which will have revegetation requirements as determined by DPE-Water in consideration of the s91 Activity Approval to be issued.</p> <p>Therefore, the density limits are increased to sixty-one (61) tourist and visitor accommodation units for the site.</p> <p>It is essential to note that the definition of a tourist and visitor accommodation unit as defined within DCP Chapter D4 is as follows:</p> <p><i>“tourist accommodation unit” means premises used for the temporary accommodation of up to 4 tourists in a maximum of 2 bedrooms for up to 42 consecutive days or, in aggregate, 150 days in any 12-month period, but does not include bed and breakfast accommodation.”</i></p> <p>The definition does not exclude the accommodation units from being capable of being self-contained, just that they provide temporary accommodation for up to four (4) peoples in a maximum of two (2) bedrooms.</p>	
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		<p>Therefore, given the design of the accommodation units each are capable of accommodating a maximum of four (4) people in two (2) bedrooms.</p>  <p>These are considered to be the equivalent of one accommodation unit and the development therefore proposes a total of fifty-nine (59) accommodation units within fifteen (15) accommodation buildings, which is compliant with Council's DCP requirement.</p>	
	<p>Council shall not grant consent to tourist & visitor accommodation development within the RU4 Zone which exceeds a floor space ratio of 0.1:1.</p>	<p>The proposed floor space ratio of the Tourist and Visitor Accommodation equates to the following: 4,366m² of Tourist and Visitor Accommodation Gross Floor Area (GFA) on a land area of 40.72ha equates to a Floor Space Ratio of 0.1:1</p>	<p>Yes</p>
<p>4.6 Wellbeing of Occupants</p>	<p>Demonstrate compliance with BCA, fire safety, amenities, food handling and the like.</p>	<p>It is considered that matters in relation to building structure details, construction specification and fire safety standards will be dealt with under the Building Code of Australia (BCA) and relevant Australian Standards during the Construction Certificate stage. Prescribed conditions identifying compliance with the BCA have been imposed.</p> <p>Council has assessed the application against the required</p>	<p>Yes</p>

		<p>food safety standards and is satisfied with the proposal subject to the imposition of suitable conditions of consent.</p> <p>Overall, it is considered that the application is consistent with the requirements of this section.</p>	
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Part E: Specific Areas

Chapter 3: Vineyards District

The proposed development has been assessed under the provisions of Chapter E3 of the DCP. The following table details compliance with the relevant provisions contained within this chapter:

Provision	Required	Discussion	Complies
3.2.1 Consideration of Surrounding Land Uses in relation to land use conflicts	<p>This section aims to reduce the potential for land use conflict between properties through enforcing buffer distances.</p> <p>The proposed Tourist and Visitor Accommodation is to provide separation to existing vineyard to the South.</p>	<p>The development has considered surrounding land uses and Appendix 1 of the DCP Chapter. The development avoids prominent roadside development, and scattered tourist development across the site. The design has considered major ridges and will not interrupt the skyline when viewed from public areas and roads within the Vineyards District. The landscaping proposed includes the revegetation of a native vegetation corridor of Pokolbin Creek.</p> <p>Car parking areas are to be shielded by the proposed built form of the tourist and visitor accommodation and associated buildings.</p> <p>The buildings are appropriately scaled for the site and the materials proposed of stone, timber and steel products are appropriate materials for the rural landscape setting of the Vineyards District.</p>	Yes
3.2.2 Soils Analysis	<p>This section seeks to ensure that land that is suitable for viticultural purposes is not alienated from this purpose by built development.</p>	<p>The development footprint occupies approximately 12% of the total site area leaving the remainder of the site available for viticultural opportunities.</p>	Yes

3.2.3 Building Siting and Design	<p>Development is to be appropriately sited and designed and if located within a visually significant area have due regard to the surrounding landscape features.</p>	<p>The subject land is not identified on the visually significant map contained within the DCP Chapter. (see Figure 17 following this table). Notwithstanding this the Applicant has undertaken extensive visual impact analysis of the proposed development.</p> <p>The development footprint occupies approximately 20% of the site, leaving the remainder in a rural state.</p> <p>The architectural style of the buildings is reflective of a modern rural design incorporating natural materials and tones through the use of timber, steel materials and stonework.</p> <p>The layout of the proposed accommodation buildings and the construction method have been chosen to enable the accommodation buildings to sit within the contours of the land and curve along these contours, whilst reducing environmental impacts through excessive cut and fill requirements. Whilst in a 2D format these buildings appear to be straight building blocks, the buildings and units will in actuality be orientated according to the natural land form and contours. It is considered that the development will positively contribute to the existing character of the rural landscape, and provide interest through its unique design and complementary finishes.</p> <p>The visual impact of the development is considered acceptable and will not detract nor adversely impact on the existing rural scenic qualities of the locality.</p>	<p>Yes</p>
3.2.4 Development Densities	<p>Density provisions permit 1 tourist and visitor accommodation unit per hectare and a maximum of fifteen</p>	<p>The requirements under this section mirror those under Chapter D4 of the DCP and have previously been discussed in this report, with compliance being achieved.</p>	<p>Yes</p>

	<p>(15) accommodation buildings on land exceeding 40 hectares.</p> <p>However, Council may consent to tourist & visitor accommodation development within the RU4 Zone to a maximum density of 1.5 tourist accommodation units per hectare, where a proposal seeks to fully comply with the requirements for the establishment and maintenance of native vegetation corridors for the full length of property boundaries or creek lines, as relevant, or where a proposal seeks to establish and maintain a minimum of 6,000m² of native vegetation on land not affected by native vegetation corridor locations, in accordance with the provisions of Cessnock DCP, Part E: Specific Areas, Chapter 3: Vineyards District.</p>		
3.2.5 Front and Side Setbacks	<p>Required front setback - 75 metres. Required side and rear boundary setbacks:</p> <ul style="list-style-type: none"> • 50 metres, or • 100 metre setback from commercial vineyards on adjoining properties. 	<p>Proposed front setback of built elements of the development:</p> <ul style="list-style-type: none"> • Northern boundary 850 metres to the Machinery Shed – inclusive of driveway access setback of over 800m. <p>Proposed side and rear boundary setbacks of built elements of the development:</p> <ul style="list-style-type: none"> • Eastern boundary – 352 metres 	Yes

		<ul style="list-style-type: none"> Western boundary – 51 metres. Southern boundary – 77 metres. However, in consideration of and inclusive of the setback from the boundary on the adjoining property containing the commercial vineyard this distance complies and exceeds the 80m requirement (inclusive of 27.5m wide vegetation spray drift buffer). <p>It is noted that there is a commercial vineyard within 100 metres of the development on adjoining property to the south.</p> <p>The proposal incorporates the implementation of a spray drift buffer which reduces the separation distance required to 80 metres. This is further considered in section 3.2.7 Ground Spraying and Aerial Spraying Considerations.</p>	
3.2.7 Ground Spraying and Aerial Spraying Considerations	New public place developments to be located a minimum of 100 metres from vineyards on adjoining properties reduced to 80 metres where a 30m deep spray drift buffer is implemented (length and location to be determined on merit).	<p>The development proposes a separation distance of 80m from the nearest adjoining vines on the adjoining property.</p> <p>The development proposes the incorporation of a vegetated chemical spray drift buffer which is proposed to extend along the southern boundary of the site. This is proposed to be installed between the adjoining property which contains a commercial vineyard. Vines are setback between approximately 3m and 12m from the common boundary.</p> <p>In this case the vegetation spray drift buffer is proposed at 27.5m deep, to address concerns raised by the neighbouring vineyard specifically in relation to competition for soil nutrients from</p>	Variation See below

		<p>the vegetation buffer on the vines and overshadowing of the vineyard. Further, a 2.5m access track has been incorporated directly adjoining the property boundary.</p> <p>The following outlines the species and quantity of plants to be used to establish the spray drift buffer inclusive of canopy and understorey:</p> <table> <tr> <th colspan="4">Spray Drift Buffer - Understorey</th></tr> <tr> <th>Code</th><th>Scientific Name</th><th>Common Name</th><th>Quantity</th></tr> <tr> <td>UB001</td><td>Brachyotum laetifolium</td><td>Calliandra</td><td>100</td></tr> <tr> <td>UB002</td><td>Chrysanthemum indicum</td><td>Yellow Chrysanthemum</td><td>100</td></tr> <tr> <td>UB003</td><td>Corchorus olivaceus</td><td>Red Spider Plant</td><td>100</td></tr> <tr> <td>UB004</td><td>Chrysanthemum indicum</td><td>Yellow Chrysanthemum</td><td>100</td></tr> <tr> <td>UB005</td><td>Chrysanthemum indicum</td><td>Yellow Chrysanthemum</td><td>100</td></tr> <tr> <td>UB006</td><td>Chrysanthemum indicum</td><td>Yellow Chrysanthemum</td><td>100</td></tr> <tr> <td>UB007</td><td>Chrysanthemum 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laetifolium	Calliandra	100	UB002	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB003	Corchorus olivaceus	Red Spider Plant	100	UB004	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB005	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB006	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB007	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB008	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB009	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB010	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB011	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB012	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB013	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB014	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB015	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB016	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB017	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB018	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB019	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB020	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB021	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB022	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB023	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB024	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB025	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB026	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB027	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB028	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB029	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB030	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB031	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB032	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB033	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB034	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB035	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB036	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB037	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB038	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB039	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB040	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB041	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB042	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB043	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB044	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB045	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB046	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB047	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB048	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB049	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB050	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB051	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB052	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB053	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB054	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB055	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB056	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB057	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB058	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB059	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB060	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB061	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB062	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB063	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB064	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB065	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB066	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB067	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB068	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB069	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB070	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB071	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB072	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB073	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB074	Chrysanthemum indicum	Yellow Chrysanthemum	100	UB075	Chrysanthemum indicum	Yellow 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saligna	Wattle	100	CB020	Acacia saligna	Wattle	100	CB021	Acacia saligna	Wattle	100	CB022	Acacia saligna	Wattle	100	CB023	Acacia saligna	Wattle	100	CB024	Acacia saligna	Wattle	100	CB025	Acacia saligna	Wattle	100	CB026	Acacia saligna	Wattle	100	CB027	Acacia saligna	Wattle	100	CB028	Acacia saligna	Wattle	100	CB029	Acacia saligna	Wattle	100	CB030	Acacia saligna	Wattle	100	CB031	Acacia saligna	Wattle	100	CB032	Acacia saligna	Wattle	100	CB033	Acacia saligna	Wattle	100	CB034	Acacia saligna	Wattle	100	CB035	Acacia saligna	Wattle	100	CB036	Acacia saligna	Wattle	100	CB037	Acacia saligna	Wattle	100	CB038	Acacia saligna	Wattle	100	CB039	Acacia saligna	Wattle	100	CB040	Acacia saligna	Wattle	100	CB041	Acacia saligna	Wattle	100	CB042	Acacia saligna	Wattle	100	CB043	Acacia saligna	Wattle	100	CB044	Acacia saligna	Wattle	100	CB045	Acacia saligna	Wattle	100	CB046	Acacia saligna	Wattle	100	CB047	Acacia saligna	Wattle	100	CB048	Acacia saligna	Wattle	100	CB049	Acacia saligna	Wattle	100	CB050	Acacia saligna	Wattle	100	CB051	Acacia saligna	Wattle	100	CB052	Acacia saligna	Wattle	100	CB053	Acacia saligna	Wattle	100	CB054	Acacia saligna	Wattle	100	CB055	Acacia saligna	Wattle	100	CB056	Acacia saligna	Wattle	100	CB057	Acacia saligna	Wattle	100	CB058	Acacia saligna	Wattle	100	CB059	Acacia saligna	Wattle	100	CB060	Acacia saligna	Wattle	100	CB061	Acacia saligna	Wattle	100	CB062	Acacia saligna	Wattle	100	CB063	Acacia saligna	Wattle	100	CB064	Acacia saligna	Wattle	100	CB065	Acacia saligna	Wattle	100	CB066	Acacia saligna	Wattle	100	CB067	Acacia saligna	Wattle	100	CB068	Acacia saligna	Wattle	100	CB069	Acacia saligna	Wattle	100	CB070	Acacia saligna	Wattle	100	CB071	Acacia saligna	Wattle	100	CB072	Acacia saligna	Wattle	100	CB073	Acacia saligna	Wattle	100	CB074	Acacia saligna	Wattle	100	CB075	Acacia saligna	Wattle	100	CB076	Acacia saligna	Wattle	100	CB077	Acacia saligna	Wattle	100	CB078	Acacia saligna	Wattle	100	CB079	Acacia saligna	Wattle	100	CB080	Acacia saligna	Wattle	100	CB081	Acacia saligna	Wattle	100	CB082	Acacia saligna	Wattle	100	CB083	Acacia saligna	Wattle	100	CB084	Acacia saligna	Wattle	100	CB085	Acacia saligna	Wattle	100	CB086	Acacia saligna	Wattle	100	CB087	Acacia saligna	Wattle	100	CB088	Acacia saligna	Wattle	100	CB089	Acacia saligna	Wattle	100	CB090	Acacia saligna	Wattle	100	CB091	Acacia saligna	Wattle	100	CB092	Acacia saligna	Wattle	100	CB093	Acacia saligna	Wattle	100	CB094	Acacia saligna	Wattle	100	CB095	Acacia saligna	Wattle	100	CB096	Acacia saligna	Wattle	100	CB097	Acacia saligna	Wattle	100	CB098	Acacia saligna	Wattle	100	CB099	Acacia saligna	Wattle	100	CB100	Acacia saligna	Wattle	100	
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<p>3.2.8 Noise Generation Impacts</p>	<p>Reduce the potential for conflict between noise generating development and noise sensitive development with human habitation components.</p>	<p>The subject site is located in a predominately rural area. Development on adjoining land consists of rural farms, vineyards, residential premises and tourist and visitor accommodation. The application has been accompanied by a noise assessment report. Noise generation and impacts are addressed within this report.</p> <p>Specifically, the report includes recommendations for noise control pages 23-25, which are to be imposed as conditions.</p> <p>Specifically, the following is noted in relation to operating hours of different aspects of the development: Whilst Functions/conferences, indoor bar, café are proposed to be open 8am until 12am there will</p>	<p>Yes</p>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												

		<p>be a restriction on the use of amplified music from 8am until 10pm, with only incidental music permitted between 10pm and 12am.</p> <p>The swimming pool and children's play area will only be open for use between 7am and 9pm and deliveries restricted to between 7am and 6pm.</p> <p>All amplified music is to be restricted to the indoor Function Centre, i.e. no amplified entertainment outdoors, bi-fold doors can remain open, in the event of a valid noise complaint being received the first course of action should be to close external doors.</p> <p>Additionally, buses and other equipment should not be left idling unnecessarily, particularly prior to 7am and after 10pm.</p> <p>The accommodation is required to be constructed to specified standards including double glazed window system achieving a minimum Rw34 rating.</p>	
3.2.10 Development in the Vicinity of Cessnock Airport	To ensure that development occurring in the vicinity of Cessnock Airport neither impacts on the operations of the airport nor is adversely impacted by the operations of the airport.	This has been previously addressed in the assessment report and is considered to not impinge on the operations of Cessnock Airport.	Yes
3.2.11 Singleton Military Area	This section relates to the hatched area in Figure 3 of the DCP and seeks to ensure that consideration is given to the potential impacts of activities from the Singleton Military area.	The subject site is located outside of the hatched area in Figure 3 of the DCP.	Yes

3.3 Native Vegetation (Revegetation) and Flora/Fauna Impacts	To encourage native vegetation protection and revegetation of disturbed areas.	<p>The application has been supported by a detailed landscape plan and ecological assessment report which outlines the extent of proposed revegetation which outweighs ecological impacts on the site and will represent, once established, one of the most substantial tracts of native vegetation in the locality. An area of revegetation of this scale is likely to provide a substantial connectivity island for local bird species and may in the future provide habitat for arboreal mammals.</p> <p>The area proposed as riparian offset vegetation has been utilised as both offset for incursions in the riparian zone and to meet the 1.5 density replanting requirement of the Vineyards District DCP. The replanting requirement is 0.6ha, and the proposed area represents a substantial increase on this amount.</p>	Yes
3.3.5 Aboriginal Archaeology	Recognise and conserve Aboriginal archaeology in the area.	Aboriginal Archaeology has been considered under Chapter D4 of the DCP.	Yes
3.3.7 Water Management	Ensure water is appropriately managed in an environmentally sensitive manner and is not detrimental to downstream users or adjoining properties.	Water supply has been considered under Chapter D4 of the DCP.	Yes
3.3.8 Disposal of Waste	Ensure that wastewater is disposed of in an environmentally acceptable manner.	Wastewater has been considered under Chapter D4 of the DCP.	Yes
3.3.9 Servicing	The development is to be appropriately serviced with water, electricity and telecommunications	Water supply has previously been discussed and will rely on roof collection and tank storage, delivery of water during drought has been considered and would likely be required on a weekly basis.	Yes

		Electricity upgrades have been considered including the provision of new infrastructure and telecommunications are available to be provided to the site through satellite technology.	
3.3.10 Outdoor Lighting	Minimise the impact of lighting on the night sky within the vineyards district.	<p>Low level lighting is proposed throughout the development to provide a safe and secure environment whilst ensuring minimal light pollution.</p> <p>The access road is to utilise reflective guide posts rather than lighting to reduce the impacts on adjoining properties.</p> <p>An exterior lighting location plan has been provided detailing the design details on the type and style of lighting to ensure minimal impact upon the amenity of the area and to comply with the relevant Australian Standard for the control of the obtrusive effects of outdoor lighting AS 4282:1997.</p>	Yes
3.3.11 Fencing	This section seeks to ensure that barbed wire fencing is not used and fencing is consistent with the rural character of the area.	<p>There will be a small section of masonry/stone fencing at the two (2) gateway entries to establish a gateway feature to the development, reflecting the materials/finishes of the proposed buildings.</p> <p>The fencing proposed is considered suitable and compliant.</p>	Yes

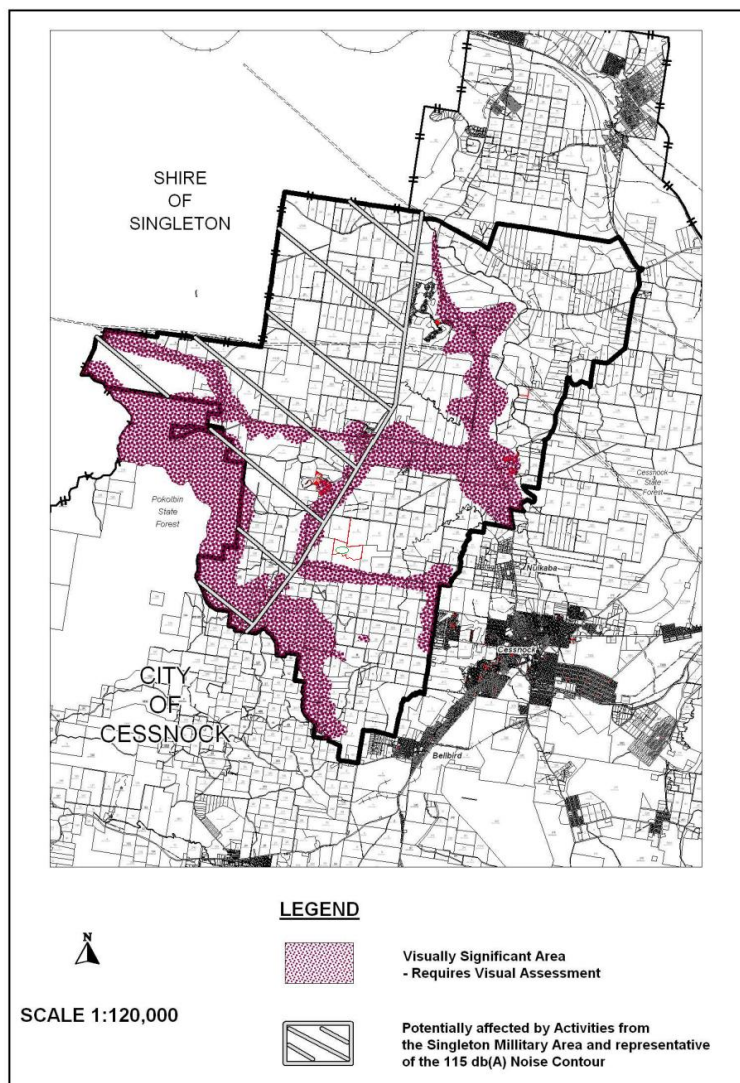


Figure 17: Visually Significant Area Map showing location of Subject Site outside of visual significant area.

Variations Proposed

As outlined in the above table, the width of the proposed vegetated chemical spray drift buffer in accordance with provision 3.2.7 does not comply with the standard prescribed within the DCP chapter of 30m. i.e., a minimum width of 27.5m is proposed. A variation of 2.5m is proposed to the standard which equates to a minor variation of 8.5%. The total quantity of plants to be utilised in establishing the vegetation spray drift buffer as per the submitted landscape plans totals 44,118 plants.

The additional separation of the proposed vegetated spray drift buffer and reduced width has been proposed to accommodate the concerns of the adjoining vineyard, whilst reserving the internal layout of the proposed tourist and visitor accommodation. Whilst the vegetation buffer is to be reduced to 27.5m, the separation distance between the existing vines and the

proposed tourist and visitor accommodation of 80m is still achieved. The additional separation of the proposed vegetated spray drift buffer from the adjoining vines will reduce the potential competition between root zones and the potential for overshadowing of the existing vines.

Furthermore, to accommodate a reduced vegetated spray drift buffer ongoing dialog between the adjoining vineyard to the south and management of the tourist and visitor accommodation is proposed, ensuring ongoing communication regarding when spraying will occur, which may determine the availability of some tourist accommodation buildings due to potential disturbances to occupants from the adjoining operations.

Considering the minor nature of the variation (being 8.5%), it is considered that the proposal satisfies the objectives of 3.2.7 and the variation is in response to the adjoining land owners' concerns raised during the consultation period. Ongoing communication with the managers of the vineyard is proposed and additional measures may be implemented; however, are unlikely to be required given the separation distance of 80 metres is achieved.

The variation of 8.5% to the depth of the vegetated spray drift buffer is supported.

4.15(1)(a)(iia) The provisions of any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4

No such agreement has been proposed in conjunction with this application.

4.15(1)(a)(iv) The provisions of the regulations

There are no matters prescribed by the regulations that apply to this development.

4.15(1)(b) The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts on the locality

General natural and environmental impacts, as well as the social and economic impacts, have been addressed throughout this report and specifically with Section 4.15(1)(a). Additional impacts associated with the development are addressed below:

Traffic

The proposal is for 59 tourist accommodation units (containing 2 bedrooms each), a function centre with maximum capacity of 100 (seated) people and a total floor area for guests of 264m² and a 3-bedroom dwelling to be utilised as a manager's residence.

Other facilities such as the wellness centre, gaming area and welcome centre will be for guests staying on site.

As per former RTA's guide to traffic generating development, the traffic generation rates and generated traffic is summarised below:

Land Use		Traffic Generation Rate	Traffic Volume	Occupancy Rate	New Traffic Volumes
Tourist Accommodation	59 tourist accommodation units	Motel: Daily vehicle trips = 3 per unit	59*3 = 177 vtpd	85%	150.45 vtpd

		Evening peak hour vehicle trips = 0.4 per unit.	$59 \times 0.4 =$ 23.6vtp		20.06 vtp
Function Centre	100 seats or 264m ²	Assuming 3 people in 1 car	$100/3 =$ 33.33vtp	0% cross- use; 50% cross- use	33.33vtp 16.67vtp
Dwelling	1 managers accommodation	Daily vehicle trips = 7.4 per dwelling Evening peak hour vehicle trips = 0.78 per dwelling	$1 \times 7.4 = 7.4$ vtpd $1 \times 0.78 =$ 0.78vtp	100%	7.4vtpd 0.78vtp

The Traffic Impact Assessment report made the following assumptions in calculating the traffic volumes;

- 85% occupancy rate – tourist accommodation units;
- Welcome centre and associated amenities such as reception, dedicated bar and café, common lounge and an outdoor barbecue area will only be used by guests staying onsite;
- 75% of people utilising the function and wellness centre will be from occupants of the tourist accommodation.

The first two assumptions are considered appropriate, however, the assumption that 75% of people utilising the function centre during a function will be occupants of the tourist and visitor accommodation is not considered appropriate. A scenario with 0% cross-use and 50% cross-use was used to determine if the existing entrance to the site can cater for these increased traffic flows.

The applicant carried out traffic counts from 10/10/23 to 16/10/23 in both directions and determined the peak time periods. The eastbound peak volume was 14 vtp and westbound was 19 vtp.

Assuming 60/40 split; for 0% cross-use, total trip generation = 54.17vtp and for 50% cross-use, trip generation = 37.51 vtp.

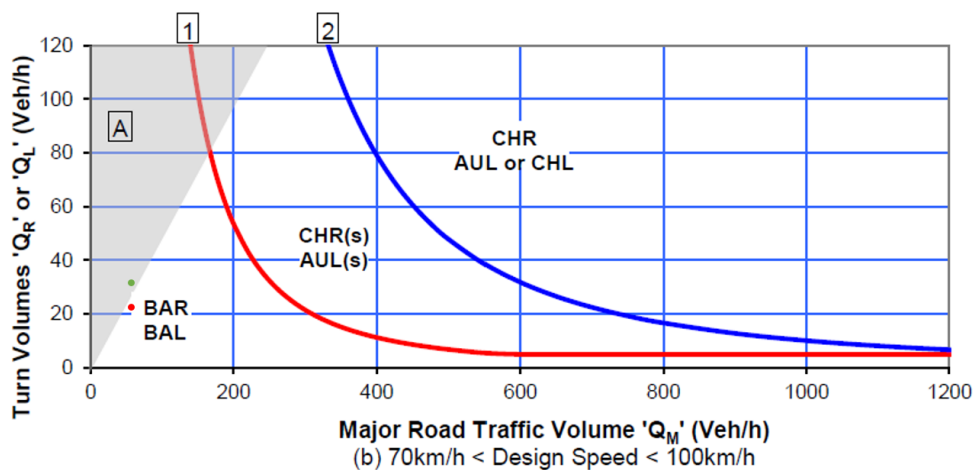


Figure 18: Outcome for 0% Cross Use

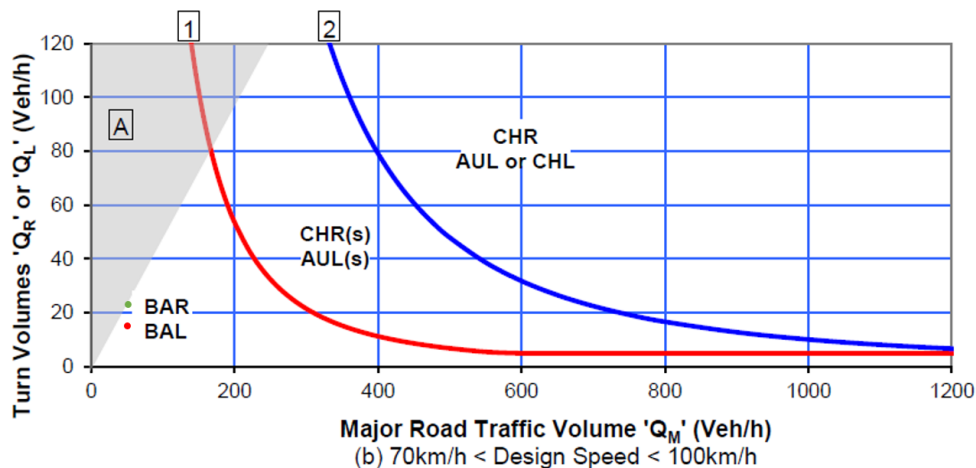


Figure 19: Outcome for 50% Cross Use

As can be seen from both scenarios, an intersection upgrade to a BAR/BAL upgrade is warranted.

Noise

A Noise Impact Assessment, dated July 2024 prepared by Reverb Acoustics was submitted.



Figure 20: Noise monitoring and residential receivers locations

The noise impact assessment modelled noise from the proposed development at the nearest residential receivers.

The noise assessment report concludes that with appropriate implementation of noise mitigation controls, the operation of the proposed development will not have any long-term adverse noise impacts upon the acoustic amenity of nearby residents.

It is to be noted that due to the NSW State Government's *24-Hour Economy Legislation (Vibrancy Reforms) Amendment Act 2023*, conditions relating to noise generated from a licensed premises' business operations, are no longer applicable. These include the following:

- decibel limit-based sound controls, such as the LA10 noise criteria
- the provision or cessation of live/amplified music or sound entertainment at specific times
- the use of a noise limiter
- the placement and use of speakers.

The recommendations made in the submitted noise impact assessment report shall be conditioned; however, the recommendations cannot be relied upon to enforce/impose the intended outcomes.

Noise impacts can be effectively controlled however it should be noted that enforcement will not be in the sole control of Council, but rather through the integrated application of recommended development consent conditions and the effective implementation of *Night Time Economy Reforms* and their associated complaint management process administered by NSW Liquor Licensing.

Should the venue choose to no longer hold a liquor license or be unsuccessful in obtaining one, the currently excluded recommendations of the noise impact assessment will be

activated and able to be enforced by Council, as the appropriate regulatory authority. The noise impact assessment is to form the suite of documents for approval in draft conditions.

As demonstrated by the above assessment, any potential impacts are able to be reasonably mitigated through the imposition of conditions.

4.15(1)(c) The suitability of the site for the development

As demonstrated by the above assessment, subject to appropriate conditions of consent and mitigation measures being implemented and maintained for the life of the development, the site is considered to be suitable for the proposed development.

The site is located within an established rural area, and is in close proximity to development of a similar nature. The provision of tourist and visitor accommodation within the district should be varied and provide opportunities for a wide variety of visitors to the region and establish new avenues for the continued support of established viticultural businesses. There are no constraints or restrictions over the land that would result in the site being considered unsuitable to accommodate the proposed development.

4.15(1)(d) Any submissions made in accordance with this Act or the regulations

The Development Application was publicly exhibited between 24 September 2024 and 23 October 2024.

Twenty-six (26) submissions were received during the exhibition period representing twelve (12) households. Under the adopted Community Consultation Plan, multiple submissions received from the same household are considered to be one (1) submission. Of the twelve (12) submissions received, nine (9) were in objection, two (2) were in support of the proposal and one (1) was impartial.

The following table outlines the issues raised in the submissions lodged with Council, along with a response to each matter:

Issues	Submission Themes	Comments
Development Characterisation		
'Hotel or motel accommodation', Tourist and Visitor Accommodation or Serviced Apartments.	The 'hotel or motel accommodation' definition more accurately characterises the development and should be assessed on that basis. <i>Hotel or Motel accommodation</i> is a prohibited use in the RU4 zone and should therefore be refused.	<p>The development has been assessed as 'Tourist and Visitor Accommodation' being a nominate permissible use. The nominated forms of 'tourist and visitor accommodation' found in the definition are not exhaustive.</p> <p>The use proposed is encompassed by the group term and does not specifically, fall within any of the listed subset terms.</p> <p>The definition 'tourist and visitor accommodation', a use which is permissible in the RU4 zone, is a non-exclusionary definition.</p> <p>For the purpose of characterisation, the proposed development falls within the</p>

		<p>broad definition of 'tourist and visitor accommodation'.</p> <p>However, the Applicant has provided justification which address the definition of 'serviced apartment' which are a nominated permissible for of tourist and visitor accommodation.</p> <p><i>serviced apartment</i> being a building (or part of a building) providing self-contained accommodation to tourists or visitors on a commercial basis and that is regularly serviced or cleaned by the owner or manager of the building or part of the building or the owner's or manager's agents.</p> <p>All rooms within the development are provided with a kitchenette having the ability to prepare meals within a Microwave Combi Oven, along with laundering capability for guests within their rooms. In addition, all rooms will be cleaned and prepared for guests on a commercial basis (noting that each accommodation building has a dedicated cleaner's room) to enable the daily servicing of rooms, including changing of sheets and towels and daily cleaning.</p> <p>However, in consideration of environmental impacts guests will have the option to minimise their environmental impact by reducing the level of servicing provided during their stay. This is a common practice across tourist and visitor accommodation developments.</p> <p>The proposed development is inconsistent with the definition of 'hotel or motel accommodation' reproduced below:</p> <p><i>"hotel or motel accommodation</i> means a building or place (whether or not licensed premises under the Liquor Act 2007) that provides temporary or short-</p>
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		<p><i>term accommodation on a commercial basis and that—</i></p> <ul style="list-style-type: none"> <i>comprises rooms or self-contained suites, and</i> <i>may provide meals to guests or the general public and facilities for the parking of guests' vehicles, but does not include backpackers' accommodation, a boarding house, bed and breakfast accommodation or farm stay accommodation."</i> <p>It is therefore refuted that the development is to be considered as a <i>Hotel or Motel</i>. A hotel generally comprises hotel rooms entered from an internal corridor. Hotel/motel rooms generally do not include laundering or cooking facilities. Whilst motels are typically located roadside providing travellers with basic lodgings, with limited onsite facilities.</p>
Traffic and Access		
Vehicle noise, speed along private access road, headlights and privacy	<p>There is a long driveway which will impact on the amenity of the neighbouring property in relation to vehicle noise, speeding, head lights and privacy.</p> <p>Recommend a solid 1m – 1.2m high wall along the access handle and move access handle into adjoining land (not subject of the development application) to the east.</p>	<p>The traffic impacts of the development have been considered with the provision of watts profile speed humps placed at 200m intervals along the extent of the access driveway to reduce vehicle speeds which will be signposted at 40km/hr, reducing impacts of vehicle noise along the accessway.</p> <p>Additionally, landscaping being provided will reduce the potential impacts as a result of headlights and traffic movement. Landscaping will give the visual perspective of a narrow access road which will discourage the use of the access road by those other than guests of the proposed development.</p> <p>A solid wall construction would be inconsistent with the rural landscape character of the locality, and would likely have further implications for overland flow paths. The subject driveway access is 170m from the nearest</p>

		<p>adjoining tourist and visitor accommodation and 500m to the nearest residential dwelling.</p> <p>The driveway location was determined under a previous development application, without the provision of access the subject site would be land locked. The relocation of the access road is not practicable.</p>
Expected Traffic Volumes.	<p>There is no allowance for traffic generated by delivery of potable water and laundry. Additionally, the traffic counts have not considered staff vehicle movements.</p>	<p>The subject development intends to rely upon rain water tanks and water reuse. Therefore, there is no ongoing reliance on potable water being trucked to the site. However, should in the cases of extreme drought and water is required to be carted to site it is estimated that this would occur once per week.</p> <p>The proponent has confirmed that they intend to utilise local laundry services. Therefore; it is expected that two (2) small rigid trucks would enter the site per week to pick up and drop off laundry.</p> <p>The traffic generating rates are consistent with those identified in the TfNSW Guide to Traffic Generating Developments, the rates within the guide include both guest and staff movements.</p>
Parking		<p>As outlined in the above assessment, the proposal is for 59 tourist accommodation units (containing 2 bedrooms each), a function centre with maximum capacity of one hundred (100) seated and a total floor area for guests of 264m², café and lounge area of 130m² and a 3-bedroom dwelling to be used as a manager's residence.</p> <p>Therefore, a total of 175 spaces are required in accordance with Council's adopted Development Control Plan. A total of 220 car</p>


		<p>parking spaces have been provided.</p> <p>The parking provided exceeds Council's minimum requirements.</p>
Amenity		
Landscaping Detail – Riparian Corridor	<p>There is no detailed information provided in the submitted documentation that details the extent of revegetation to be undertaken within 40m either side of Pokolbin Creek.</p>	<p>The land within 40m of the 5th order watercourse known as Pokolbin Creek is regulated by DPE-Water. Council has referred the application to DPE-Water who have issued General Terms of Approval requiring an activity approval. The revegetation of the land within 40m of the watercourse will be considered and conditioned in accordance with the requirements of the appropriate authority being DPE-Water.</p>
Elevation and Built Form of Proposed Development	<p>The proposed accommodation “upper level” is positioned at around RL121.5 and the accommodation on the “lower level” are at 111.575 compared to adjoining properties located at RL106 for tourist and visitor accommodation and RL118 for dwelling.</p>	<p>The development has been designed to minimise extensive earthworks for the provision of access to the accommodation units. Construction of the buildings is proposed in such a way as to limit changes to the existing topography.</p> <p>The accommodation buildings are proposed to be constructed at grade level on the southern elevation with on ground access buildings from internal pathways and roads. The northern elevation understorey is proposed to be landscaped as part of the development and is designed to outgrow the deck levels on the northern elevation. The underside will also hide services and plant such as plumbing etc.</p> <p>The accommodation is proposed on screw piles which do not require disruptive concrete foundations. The buildings are designed to be consistently low in height, scale and form as single storey, low pitched rooves with shallow floor plates.</p>

Development Design	The proposed development is ugly.	The development has been architecturally designed and has considered the natural landform and history of the locality in providing a modern and sympathetically designed development. Architecture, amongst other artistic endeavours are regularly subject to personal preference and is subjective.
Visual Impact	<p>The proposal will negatively impact on the location of proposed dwelling on adjoining land.</p> <p>This development grossly impacts the aesthetic of a tranquil rural setting which attracts tourist to this rural area.</p>	<p>Council records have been reviewed with no applications having been submitted over the land to which the submission relates.</p> <p>Given the overall size of the adjoining land there is opportunity for re-siting of a future dwelling. Council is unable to consider impacts on hypothetical development. Upon inspection, two (2) 'possible' building locations have been identified.</p> <p>Notwithstanding, the proposed development is located to enable continued view sharing across Mitchells Flat towards the Brokenback Range.</p> <p>The development has been designed to incorporate measures which reduce the impact on the rural setting.</p>
Landscape Character		
Scale of development presents as an urban environment inconsistent with rural character.	Development extends in two lines for a length of over 400 metres. Being arranged in a linear fashion being representative of a manufactured home estate rather than a rural tourist development.	<p>The built forms are longitudinal buildings with the orientation of the proposed units not being linear in fashion. They are however, positioned to accommodate the existing topography and contours of the subject site. The submitted Site Plan Part B clearly illustrates the altered orientations of the proposed accommodation units, along with variations to the RL of the buildings across the site.</p> <p>The proposed accommodation buildings have been</p>

		<p>architecturally designed, incorporating a variety of materials (such as wood, sheet metal and stone elements) and muted colour scheme being highly characteristic of rural accommodation within the vineyards district.</p> <p>The proposed accommodation buildings are to be constructed on site, and is not characteristic of a manufactured home estate, where pre-fabricated buildings are typically placed on the site having been manufactured offsite.</p> <p>The item raised by the submission has been considered in the assessment of the application and is considered satisfactory.</p>
Aboriginal Heritage		
Aboriginal Due Diligence Report identified a number of artefacts on site.	<p>The impacts on Aboriginal heritage are unknown and need to be addressed in accordance with the Code of Practice for Archaeological Investigation of Aboriginal Objects in New South Wales.</p>	<p>The subject site is not situated within the vicinity of any identified items of heritage significance which are listed in Schedule 5 of the <i>Cessnock Local Environmental Plan 2011</i>. However, much of the surrounding Pokolbin landscape has been previously identified as having higher potential to yield Aboriginal cultural heritage.</p> <p>A Due Diligence Aboriginal Cultural Heritage Assessment Report (ACHAR) has been prepared (Artefact, May 2024). The ACHAR identified six new sites of potential Aboriginal cultural significance. Whilst it is considered likely that unidentified Aboriginal objects may be present, Council has imposed a condition requiring that further investigations be undertaken in accordance with the requirements of the Code of Practice for Archaeological Investigation of Aboriginal Objects in New South Wales (DECCW 2010).</p>

		This matter is considered to have been reasonably addressed.
Density		
Over development of the Site	Each proposed 'self-contained suite' could be considered a Tourist and Visitor Accommodation Unit under the definition. Therefore, the development proposes 118 tourist and visitor accommodation units and not 59.	<p>The objection calls into question the definition of a tourist and visitor accommodation unit as defined by Council's Development Control Plan which reads as follows:</p> <p><i>'tourist accommodation unit' means premises used for temporary accommodation of up to 4 tourists in a maximum of 2 bedrooms for up to 42 consecutive days or, in aggregate, 150 days in any 12-month period, but does not include bed and breakfast accommodation.</i></p> <p>The interpretation of this definition is being questioned.</p> <p>The following are considered in relation to the definition and the objectors contention that each "self-contained unit" could be considered a Tourist and Visitor accommodation unit:</p> <ul style="list-style-type: none"> the definition enables a tourist and visitor accommodation unit to be of a size that contains either one or two bedrooms; whilst there is an express exclusion from the definition of "bed and breakfast accommodation", there is no exclusion for a unit which contains a "dual key arrangement" or that is divided by a door which is locked and thereby capable of being self-contained; The definition does not prohibit a 'tourist and visitor accommodation unit' from having more than one bathroom or other facilities; and There is no requirement in the definition that "up to 4

		<p>tourists" must share the same bathroom and other facilities within the 'tourist and visitor accommodation unit'.</p> <p>The objection raised in this instance has been thoroughly contemplated with the above outcome determining that the proposal does propose a total of 59 Tourist and Visitor Accommodation Units and not 118 as suggested by the objection.</p>
Land Size and permissible number of Tourist and Visitor Accommodation Units per hectare	<p>Excluding the area of the Access handle the site has an area of 39.5ha. Council DCP permits 1 Tourist and Visitor Accommodation Unit per hectare, an increase to 1.5 units per hectare (being 59 units) if the proposal complies with establishment and maintenance of either native vegetation corridors for the full length of the boundaries or creek lines where a minimum of 6,000m² is to be maintained.</p>	<p>The Application has been assessed to ensure that the application meets the requirements for the increase to 1.5 units per hectare.</p> <p>This has been discussed at length in the assessment of the application noting that the Applicant is proposing an additional 1.5Ha of vegetation planting in addition to revegetation of the watercourse, general landscaping across the site and the establishment of the spray drift buffer all of which will be subject to ongoing management requirements.</p> <p>The objection grounds have been considered in the assessment of the application.</p>
It is submitted that the design is contrary to the intent of the tourist accommodation buildings requirements which is cluster the built form and reduce proliferation of multiple units and total site impact in the rural zone.	<p>The suites represent as 118 individual buildings positioned side by side with a small 2m x 3m connecting structure.</p>	<p>Council's Pre-DA comments provided to the Applicant identified that a small connection (hallway) between accommodation units would not suffice as a connection to categorise these as buildings, as such the applicant has included entry foyers that are fully enclosed.</p> <p>As shown in the below elevations, the tourist and visitor accommodation units do not appear as individual, with each cluster of tourist and visitor accommodation units within each building reducing the proliferation</p>

		<p>of multiple units and total site impact.</p>  <p>This ground for objection is considered to have been considered in the design of the proposed development and subsequent assessment of the application.</p>
Servicing (Water, Electricity, OSSM)		
Strain on existing infrastructure (Electricity)	Existing electricity supply is currently unreliable in meeting existing demands. Concerns that the additional load generated by the development will lead to more frequent outages.	Included in this proposal are provisions for solar panels on the proposed buildings that will charge onsite batteries for use during peak demand periods. As well as proposing onsite solar electricity generation and storage, energy efficient appliances are proposed in the buildings including lights, appliances such as the drier and artificial heating cooling.
Onsite Waste Management	Smell and concerns of failure of proposed onsite waste water system.	<p>A suitable onsite effluent disposal system is proposed that has been designed to accommodate to projected loads, without impacting on neighbouring properties or waterways, through odour or contamination.</p> <p>Conditions are to be imposed to ensure that the onsite waste water management system is installed and maintained in accordance with the relevant legislative requirements.</p>
Water Supply	The application has not adequately addressed water supply requirements for the development and how this will be sourced.	Potable water is proposed to be harvested on site through tanks and trucking in of water in cases of drought. This is a suitable measure which is applied to a number of existing tourist developments located within the Vineyards District.
Landuse Conflict		

Impact on surrounding uses	Viticulture operations require fast action in consideration of acting on weather conditions. Concerns that the proposed development will impact on ability to undertake required viticulture activities	The Proponent has consulted throughout the design process and made concessions on the vegetation spray drift buffer in consideration of the nearest vineyard operations. The proponent has expressed their desire to continue to work with the vineyard operator to ensure that both land uses can operate symbiotically. The proponent has included additional mechanisms such as limiting use of accommodation units which are to be most highly impacted by viticulture activities, and advising guests of the potential for night time activities to be occurring due to the nature of the viticulture industry.
	Adjoining Tourist and Visitor Accommodation will be negatively impacted by access road spoiling rural outlook and ambience.	<p>The proposed access road length is to be landscaped with species of varying heights. In addition, wattle profile speed bumps are to be used to reduce speed limits along the access way. Lighting proposed to be utilised will also be of low impact and low-level.</p> <p>The visual impact assessment undertaken by the Applicant demonstrates that the impact of the development from different locations will vary from low to medium. However, the revegetation of the landscape additionally proposed will soften the overall development.</p> <p>Whilst there will be an impact to the rural outlook the primary view focus towards the Brokenback Range will not be impacted by the proposed development.</p>
Noise		
Impacts on surrounding properties from noise generated by the proposed development.	<p>Position and orientation of the units mean noise generated by guests of north facing balconies will travel unabated towards De Beyers Road.</p> <p>Impacts of surrounding uses on guests have</p>	<p>The proposed accommodation units are approximately 900m to the nearest residential receiver with the most likely noise source coming from the balconies being that of conversation. The development will provide for an onsite manager and 24-hour reception who will be available to</p>

	<p>been considered with mitigation measures to include closing windows, how will this be enforced.</p> <p>Similarly, the position and orientation of the games pavilion, swimming pool and function centre have potential to generate impacts on properties on Oakey Creek Road.</p> <p>No consideration of helicopter use at the site.</p>	<p>manage noise issues/complaints. It is considered that noise complaints are likely to be raised from other guests staying at the property before the impacts are disruptive to properties located at a distance.</p> <p>Mitigation measures are proposed that will reduce the potential impact on neighbouring properties from noise generated by the development. There is proposed to be an onsite manager whom will live on site and manage the day-to-day operations of the resort.</p> <p>As discussed previously in this report the function centre is proposed to be operational until 12am; however amplified music is to cease at 10pm.</p> <p>Other uses such as the swimming pool and children's play area are to operate only between 7am and 9pm.</p> <p>The final design submitted for assessment did not include a helicopter landing area and as such is not assessed as part of the application.</p> <p>Guests will be advised that there are operational rural activities which occur in the locality which may result in noise during harvest time etc, this is a standard condition imposed on development in the Vineyards District in accordance with Councils DCP requirements.</p> <p>Additionally, as previously discussed due to the NSW State Government's <i>24-Hour Economy Legislation (Vibrancy Reforms) Amendment Act 2023</i>, conditions relating to noise generated from a licensed premises' business operations, are no longer applicable. These include the following:</p> <ul style="list-style-type: none"> • decibel limit-based sound controls, such as the LA10 noise criteria
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		<ul style="list-style-type: none"> the provision or cessation of live/amplified music or sound entertainment at specific times the use of a noise limiter the placement and use of speakers <p>The matters raised by the objection have formed part of the assessment of the application with the imposition of appropriate conditions.</p>
Estimated Cost of Development		
Determining Authority Threshold	It is possible given the issues identified in the submission that the cost could increase and exceed the \$30 million threshold and be considered Regionally Significant Development under the Planning System SEPP 2021.	<p>The Applicant has confirmed that the budget for the development is under \$30M and the proponents Board endorsed budget is capped and not able to exceed their funded limit. The design has been implemented to responsibly respond to the project budget which includes contingencies. Should any items arise that exceed expectation, the project would first be reduced i.e. one swimming pool not two before consideration of a budget increase would occur.</p> <p>A Quantity Surveyors Report was provided with the application confirming the estimated cost of works.</p>
Emergency Evacuation		
Flooding	The access road and emergency evacuation route are impacted by flood events. The proposal seeks approval to shelter in place. Highly probable that guests will not comply.	<p>The proposed evacuation pathways and 'shelter in place' methodology have been reviewed. This has been addressed in the assessment of the application and found to be suitable given the circumstances of the development.</p> <p>The 'shelter in place' requirement would be capable of being enforced given the short period of time that evacuation routes are modelled to be inaccessible, additionally the development includes an onsite manager and 24-hour reception. A Plan of Management identifying actions to be in place during such events can be adopted to restrict guest movements, i.e. close access</p>

		road, and require all guests to report to the function centre.
Winemaker Concerns		
Proximity of Vegetation Buffer to Existing Vineyard	Vegetation spray drift buffers will result in competition for nutrients with adjoining vineyard and attract birds and other species known to cause damage to vineyard operations and vines.	<p>The requirement for a spray drift vegetation buffer is one which is required by Council's Development Control Plan (DCP). As discussed earlier in this report, the proposed development seeks a minor variation to the spray drift buffer width, to accommodate concerns raised by the property owner to the North during the design stage with the Applicant. Council is able to vary DCP standards where they believe the variation still achieves the intent and objective of the development control.</p> <p>The proposed vegetation buffer will include the utilisation of root barrier systems to reduce competition for nutrients with the adjoining vineyard to the north.</p> <p>The application has been supported by a detailed plan inclusive of species to be utilised within the proposed spray drift vegetation buffer which are compliant with those listed in Councils DCP chapter..</p>
Biosecurity	Emergency access through easement by foot is not supported.	<p>A legal easement has been established for the purpose of emergency egress with no stipulation on the intended means of evacuation i.e. by foot or vehicle.</p> <p>Continued liaison and working relationship between the parties can manage the specifics of the means used to evacuate, if required.</p>
Loss of Viticulture Land	The proposed development will sterilise land identified as being suitable for viticulture.	The application has been supported by a Viticulture Report addressing the suitability of the site for viticulture. The soils analysis concludes that the soils are both chemically and physically not suitable to viticulture. With the viticulturalist stating that they "do not believe that it would be either successful

		<p>or viable as a commercial vineyard."</p> <p>The next highest use for the site would be for the proposed purpose which attracts tourists and visitors to visit and provide economic injection in to the wider existing and viable vineyards within the district.</p> <p>Current assessment of viability has considered the potential for successful viticulture use at the site being poor.</p> <p>The issue raised has been considered however, investigations have confirmed that the site does not possess high value viticultural soil profile or physical attributes to support viticulture activities.</p>
Economic Impact on Viticulture Industry		
	The proposal does not align with the values or economic needs of the region.	The proposal will value add during the off-peak and midweek periods. Through the business model which the proponent operates, being affiliated with numerous Registered Clubs across Australia.
Consideration of Strategic Documents		
	<p>The proposal has not considered the relevant Strategic Documents</p> <ul style="list-style-type: none"> • Cessnock Local Strategic Planning Statement 2036 • Cessnock Vineyard District Study 2017 • Cessnock Local Environmental Plan 2011 • Cessnock Development Control Plan 2010 	<p>The Cessnock Local Strategic Planning Statement 2036, is a Strategic Plan to inform the strategic direction and land use planning for the next 20 years. The statement is applicable to informing amendments to Council's strategic documents such as Council's Local Environmental Plan and Development Control Plan.</p> <p>The Cessnock Vineyard District Study is another strategic document utilised by strategic planning to inform amendments to Council's strategic documents.</p> <p>The development application has been assessed against Cessnock Local Environmental Plan 2011 and Cessnock Development Control Plan 2010. The Development is compliant</p>

		with the applicable sections of Cessnock Local Environmental Plan as outlined in the detailed assessment of the development application. One minor variation to a numerical standard contained within the Cessnock Development Control Plan 2010 is proposed, however the intention of the control is achieved as detailed in the assessment of the application.
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4.15(1)(e) The public interest

The public interest is served through the detailed assessment of this Development Application under the *Environmental Planning and Assessment Act 1979*, *Environmental Planning and Assessment Regulation 2021*, Environmental Planning Instruments and Council Policies.

Based on the above assessment, it is considered that the proposed development is consistent with the public interest.

SECTION 7.12 CONTRIBUTIONS

Section 7.12 Contributions are payable for the proposal.

In the event the application is approved, Section 7.12 Contributions totalling \$299,779.47 would be payable, in accordance with the following:

Cessnock Section 7.12 Levy Contributions Plan 2017 : Calculator			
DA Number:	8/2024/533/1		
Address:	509 de Beyers Road Pokolbin		
Planner:	J Ryl		
Date	13/06/2025		
Proposed cost of carrying out the development (PC)	Percentage of Levy (L%)	Proposed Cost of Development	S7.12 Contribution
\$0 to \$100,000	0.0%	No levies applicable	\$0.00
\$100,001 to \$200,000	0.5%		\$0.00
More than \$200,000	1%	\$29,977,947.00	\$299,779.47
Contribution Total			\$299,779.47
Works valued over \$1,000,000.00 require a Quantity Surveyor's report.			

INTERNAL REFERRALS

The Development Application was referred to the following Council officer/s for comment:

Officer	Comment
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<u>Development Engineer</u>	The application has been assessed as being satisfactory in relation to engineering matters, and suitable conditions of consent have been imposed.
<u>Ecologist</u>	The application has been assessed as being satisfactory in relation to ecological matters, and suitable conditions of consent have been imposed.
<u>Environmental Health</u>	The application has been assessed as being satisfactory in relation to environmental health matters, and suitable conditions of consent have been imposed.
<u>Heritage Advisor</u>	<p>The application has identified that further Aboriginal Heritage investigations are required to be undertaken prior to works commencing in association with the development proposed.</p> <p>Appropriate conditions of consent are to be imposed to ensure that further investigations are undertaken and avoidance measures are appropriately applied in accordance with the <i>National Parks and Wildlife Act 1974</i>, including the provision of AHIP if determined to be required outside of the development application process.</p> <p>In consideration of this the application has been assessed as being satisfactory in relation to heritage matters.</p>
<u>Community Planner</u>	The application has been assessed as being satisfactory in relation to community planning matters, and suitable conditions of consent have been imposed.

EXTERNAL REFERRALS

The Development Application was referred to the following external agencies for comment/concurrence:

Agency	Comment or concurrence	Outcome
NSW Rural Fire Service	Concurrence – s100B <i>Rural Fires Act 1997</i>	General Terms of Approval Issued/ Application Supported.
Department of Planning - Water	Concurrence – Section 91 Water Management Act 2000	General Terms of Approval Issued/ Application Supported.
NSW Police	Comment	Comments provided to assist determination.
Ausgrid	Comment	Comments provided to assist determination.

Reasons for approval

The determination decision was reached for the following reasons:

- The proposed development, subject to the recommended conditions, is consistent with the objectives of the applicable environmental planning instruments, being the *Cessnock Local Environmental Plan 2011 (CLEP)*, *State Environmental Planning Policy (Sustainable Buildings) 2022*, *State Environmental Planning Policy (Resilience and Hazards) 2021*, *State Environmental Planning Policy (Transport and Infrastructure) 2021*, *State Environmental Planning Policy (Industry and Employment) 2021* and *State Environmental Planning Policy (Biodiversity and Conservation) 2021*.
- The proposed development is, subject to the recommended conditions, consistent with the objectives of the Cessnock Development Control Plan 2010 (DCP).
- Subject to the recommended conditions, the proposed development will be provided with adequate essential services required under the *Cessnock Local Environmental Plan 2011 (CLEP)*.
- The proposed development is considered to be of an appropriate scale and form for the site, and is consistent with the character of the locality.
- The proposed development, subject to the recommended conditions, will not result in unacceptable adverse impacts upon the natural or built environments.
- The proposed development is a suitable and planned use of the site and its approval is consistent with the public interest.
- Any issues raised in submissions have been taken into account in the assessment report and where appropriate, conditions of consent have been imposed on the determination. Council has given due consideration to community views when making the decision to determine the application.

GENERAL CONDITIONS

Condition	
1. General Terms of Approval	
	All General Terms of Approval issued by the following authorities shall be complied with prior, during and at the completion of the development, as required.
	The General Terms of Approval include the following:
	a) NSW RFS, Ref: DA20240917003821, dated 26 November 2024
	b) DPE – Water, Ref: IDAS-2024-10691, dated 27 November 2024
	A copy of the General Terms of Approval is attached to this determination notice.
2. Requirements of Electricity Supply Authority	

The applicant must comply with the requirements specified by the Electricity Supply Authority, Ausgrid, as detailed within their correspondence dated 12/12/2024, Reference: TRIM 2017/12/462, a copy of which is attached to this consent.

3. Design Quality of Development

In order to ensure consistency of design quality:

The approved design (including an element or detail of that design) or materials, finish or colours of the building must not be changed so as to affect the internal layout or external appearance of the building without the approval of Council.

- a) In the event that the approved plans incorporate inconsistencies of detail between the relevant plans and elevations, the details shown in the elevations shall take precedence.
- b) In order to ensure the design quality excellence of the development is retained:
 - (i) The design architect is to have direct involvement in the design documentation, contract documentation and construction stages of the project.
 - (ii) The design architect is to have full access to the site and is to be authorised by the applicant to respond directly to the consent authority where information or clarification is required in the resolution of design issues throughout the life of the project.
 - (iii) Evidence of the design architect's commission is to be provided to the Certifier prior to the issue of a CC. The design architect of the project is not to be changed without prior notice and approval of the PC.

4. Approved Plans and Documents

Development must be carried out strictly in accordance with DA No. 8/2024/533/1 and the following plans and supplementary documentation, except where amended by the conditions of this consent.

Plan Reference - Architectural	Drawn By	Dated
Title: Proposed Location Plan Project Reference: 4759 Sheet No.: DA1101 Revision: A	SHAC	07.06.24
Title: Proposed Site Plan Part A Reference: 4759 Sheet No.: DA1102 Revision: B	SHAC	05.07.24
Title: Proposed Site Plan Part B Reference: 4759 Sheet No.: DA1103 Revision: M	SHAC	10.07.24
Title: Proposed Site Setout Plan Reference: 4759	SHAC	10.07.24

Sheet No.: DA1104 Revision: C		
Title: Site Elevations Reference: 4759 Sheet No.: DA1107 Revision: A	SHAC	20.06.24
Title: Site Elevation - Excerpts Reference: 4759 Sheet No.: DA1108 Revision: A	SHAC	20.06.24
Title: Site Sections Reference: 4759 Sheet No.: DA1109 Revision: A	SHAC	20.06.24
Title: Site Sections - Excerpts Reference: 4759 Sheet No.: DA1110 Revision: A	SHAC	24.06.24
Title: Welcome Centre – Overall Ground Floor Plan Reference: 4759 Sheet No.: DA2201 Revision: D	SHAC	07.06.24
Title: Welcome Centre – Overall Roof Floor Plan Reference: 4759 Sheet No.: DA2202 Revision: A	SHAC	07.06.24
Title: Building A – Arrival – Floor Plan Reference: 4759 Sheet No.: DA2203 Revision: C	SHAC	07.06.24
Title: Building A – Arrival – Roof Plan Reference: 4759 Sheet No.: DA2204 Revision: A	SHAC	07.06.24
Title: Building B – Function – Floor Plan Reference: 4759 Sheet No.: DA2205 Revision: C	SHAC	07.06.24
Title: Building B- Function – Roof Plan Reference: 4759 Sheet No.: DA2206 Revision: A	SHAC	07.06.24
Title: Building C – Wellness – Floor Plan Reference: 4759 Sheet No.: DA2207 Revision: C	SHAC	07.06.24
Title: Building C – Wellness – Roof Plan Reference: 4759 Sheet No.: DA2208 Revision: A	SHAC	07.06.24
Title: Building D – Services – Floor Plan	SHAC	07.06.24

Reference: 4759 Sheet No.: DA2209 Revision: C		
Title: Building D – Services – Roof Plan Reference: 4759 Sheet No.: DA2210 Revision: A	SHAC	07.06.24
Title: Building E – Recreation – Floor Plan Reference: 4759 Sheet No.: DA2211 Revision: C	SHAC	07.06.24
Title: Building E – Recreation – Roof Plan Reference: 4759 Sheet No.: DA2212 Revision: A	SHAC	07.06.24
Title: Welcome Centre – Overall Elevations Reference: 4759 Sheet No.: DA2301 Revision: A	SHAC	07.06.24
Title: Building A – Arrival - Elevations Reference: 4759 Sheet No.: DA2302 Revision: A	SHAC	07.06.24
Title: Building B – Function - Elevations Reference: 4759 Sheet No.: DA2303 Revision: A	SHAC	07.06.24
Title: Building C – Wellness - Elevations Reference: 4759 Sheet No.: DA2304 Revision: A	SHAC	07.06.24
Title: Building D – Services - Elevations Reference: 4759 Sheet No.: DA2305 Revision: A	SHAC	07.06.24
Title: Building E – Recreation - Elevations Reference: 4759 Sheet No.: DA2306 Revision: A	SHAC	07.06.24
Title: Building F – Typical Tourist Accommodation Building – Floor Plan Reference: 4759 Sheet No.: DA3201 Revision: F	SHAC	07.06.24
Title: Building F - Typical Tourist Accommodation Building – Roof Plan Reference: 4759 Sheet No.: DA3202 Revision: A	SHAC	07.06.24
Title: Building F - Typical Accessible 2 Bedroom Tourist Accommodation Unit	SHAC	25.03.25

Reference: 4759 Sheet No.: DA3203 Revision: C		
Title: Building F -Typical 2 Bedroom Tourist Accommodation Unit & Roof Plan Reference: 4759 Sheet No.: DA3204 Revision: A	SHAC	07.06.24
Title: Building G – Managers 3 Bedroom On-site Dwelling – Floor & Roof Plan Reference: 4759 Sheet No.: DA3205 Revision: E	SHAC	10.09.24
Title: Building F – Typical Tourist Accommodation Unit - Elevations Reference: 4759 Sheet No.: DA3301 Revision: A	SHAC	07.06.24
Title: Building F – Typical Tourist Accommodation Unit - Elevations Reference: 4759 Sheet No.: DA3302 Revision: A	SHAC	07.06.24
Title: Building F – Typical Tourist Accommodation Unit – Elevations Reference: 4759 Sheet No.: DA3303 Revision: A	SHAC	07.06.24
Title: Building G – Managers 3 Bedroom On-site Dwelling – Elevations & Sections Reference: 4759 Sheet No.: DA3304 Revision: C	SHAC	05.07.24
Title: Building H – Machinery Shed Reference: 4759 Sheet No.: DA4201 Revision: B	SHAC	07.06.24
Title: Building I – Typical Picnic Shelter Reference: 4759 Sheet No.: DA4202 Revision: B	SHAC	07.06.24
Title: Material Palette Reference: - Sheet No.: 9020 Precedents & Materiality Revision: -	SHAC	undated
Title: Site Response – Frontage Signage Reference: 4759 Sheet No.: SK9025 Revision: A	SHAC	07.06.24
Title: Site Response – Site Signage Plan Reference: 4759	SHAC	07.06.24

Sheet No.: SK9026 Revision: A		
Title: Site Response – Site Signage Reference: 4759 Sheet No.: SK9027 Revision: A	SHAC	07.06.24
Title: Proposed Site Accessibility Plan Reference: 4759 Sheet No.: DA9028 Revision: B	SHAC	07.06.24
Title: Exterior Material Palette Reference: - Sheet No.: 9029 Precedents & Materiality Revision:	SHAC	undated
Title: Accommodation Unit Siting Sections – minimizing cut and fill earthworks Reference: 4759 Sheet No.: DA9041 Revision: B	SHAC	24.06.24
Plan Reference - Landscaping		
Title: Legend Reference: 2452 Sheet No.: LPP101 Revision: A	Drawn By Moir Studio	Dated 19/12/2024
Title: Planting Schedule Reference: 2452 Sheet No.: LPP102 Revision: A	Moir Studio	19/12/2024
Title: Site Plan Reference: 2452 Sheet No.: LPP202 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 1, 2 & 3 Reference: 2452 Sheet No.: LPP301 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 4 Reference: 2452 Sheet No.: LPP302 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 5 (amended in red) Reference: 2452 Sheet No.: LPP303 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 6 Reference: 2452 Sheet No.: LPP304 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 7	Moir Studio	19/12/2024

Reference: 2452 Sheet No.: LPP305 Revision: A		
Title: Landscape Planting Plan – Part 8 Reference: 2452 Sheet No.: LPP306 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 9 Reference: 2452 Sheet No.: LPP307 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 10 Reference: 2452 Sheet No.: LPP308 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 11 Reference: 2452 Sheet No.: LPP309 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 12 Reference: 2452 Sheet No.: LPP310 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 13 Reference: 2452 Sheet No.: LPP311 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 14 Reference: 2452 Sheet No.: LPP312 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 15 Reference: 2452 Sheet No.: LPP313 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 16 Reference: 2452 Sheet No.: LPP314 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 17 Reference: 2452 Sheet No.: LPP315 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 18 Reference: 2452 Sheet No.: LPP316 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 19 Reference: 2452 Sheet No.: LPP317 Revision: A	Moir Studio	19/12/2024

Title: Landscape Planting Plan – Part 20 Reference: 2452 Sheet No.: LPP318 Revision: A	Moir Studio	19/12/2024
Title: Landscape Planting Plan – Part 21 & 22 Reference: 2452 Sheet No.: LPP319 Revision: A	Moir Studio	19/12/2024

Document Title	Prepared By	Dated
Figure 4d of the Ecological Assessment Report by Peak Land Management (dated November 2024)	Peak Land Management	November 2024
Preliminary Wastewater Management Plan Proposed Accommodation and Facilities 'Pokolbin Retreat' (PWMP) Ref: 24007-D	Larry Cook Consulting Pty Ltd	20 April 2025
Noise Impact Assessment, Report No: 23-2890-R1	Reverb Acoustics	July 2024
The Pokolbin Retreat – Electrical Services Infrastructure Report Project Number: 24178 Revision: A	Electrical Projects Australia	29.05.24
Construction and Operational Waste Management Plan Revision: 1.1	Auswide Consulting	June 2024
Draft Operational Management Plan: The Pokolbin Vineyard Retreat	The Federation of Community, Sporting and Workers Club Inc. (FCSWC)	July 2024
The Pokolbin Resort Emergency Flood Evacuation Plan	Pavey Consulting Services	June 2024

In the event of any inconsistency between the approved plans and supplementary documentation, the plans will prevail.

5. CC, PC & Notice Required

In accordance with the provisions of Section 6.6, 6.7 of the *EP&A Act 1979*, construction/subdivision works approved by this consent must not commence until:

- A CC has been issued by a Certifier (being Council or a registered certifier); and
- A PC has been appointed by the person having benefit of the development consent; and
- If Council is not the PC, notify Council no later than two (2) days before building work commences as to who is the appointed PC; and

- d. At least two (2) days before commencement of building work, the person having benefit of the development consent is to notify Council as to the intention to commence building/subdivision work.

6. Swimming Pools and Spas

The approved swimming pool / spa must comply with the *Swimming Pools Act 1992* and relevant standards. Pool filters, pumps and related plant must only operate in accordance with the *Protection of the Environment Operations Act 1997*.

7. BCA Compliance

Pursuant to Section 4.17(11) of the *EP&A Act 1979* all building work must be carried out in accordance with the requirements of the *BCA*.

Note: Section 69 of the *EP&A Reg 2021* and Section 19 of the *EP&A (DC&FS) Reg 2021* states 'a reference to the *BCA* is a reference to the *BCA* as in force on the relevant date', which is;

- 'a) the day on which the application for the construction certificate was made, or
- (b) if the building is a multi storey building and a construction certificate has been issued under the same development consent for building work involving the entrance floor—the day on which the application for that construction certificate was made'

**BUILDING WORK
BEFORE ISSUE OF A CONSTRUCTION CERTIFICATE**

Condition
<p>8. Cessnock Section 7.12 Levy Development Contributions Plan</p> <p>A total monetary contribution of \$299,779.47 is to be paid to Council, pursuant to Section 7.12 (cf previous s 94A) of the <i>Environmental Planning and Assessment Act 1979</i>, such contribution is to be paid prior to the issue of a Construction Certificate in respect of the proposed development.</p> <ul style="list-style-type: none"> i. This condition is imposed in accordance with the provisions of <i>Cessnock S94A Levy Development Contributions Plan 2017</i>. A copy of the document is available on Council's website at www.cessnock.nsw.gov.au or maybe inspected at Councils' Customer Services Section, Administration Building, Vincent Street Cessnock. ii. The amount of contribution payable under this condition has been calculated on the basis of the current rate as at the date of consent and is based on the most recent quarterly Consumer Price Index (CPI) release made available by the Australian Bureau of Statistics (ABS). The CPI index rate is expected to rise at regular intervals and therefore the actual contribution payable is indexed and recalculated at the CPI rate applicable on the day of payment. <p>Any party intending to act on this consent should contact Council to determine the indexed amount of contribution on the date of payment.</p>

NOTE: PRIOR TO PAYMENT OF ANY CONTRIBUTIONS, PLEASE CONTACT COUNCIL'S STRATEGIC PLANNING ASSISTANT ON 02 4993 4293 TO OBTAIN AN UP-TO-DATE AMOUNT PAYABLE FIGURE. AT THAT TIME, WE WILL ADVISE HOW YOUR CONTRIBUTIONS CAN BE PAID.

9. Housing and Productivity Contribution

The housing and productivity contribution (HPC) set out in the table below, but as adjusted in accordance with a) below, is required to be paid before the issue of the first Construction Certificate for the development:

Plan Name	Amount Payable
Housing and Productivity Contribution (Lower Hunter Region)	\$173,526.48
Total	\$173,526.48

The HPC must be paid using the NSW planning portal.

At the time of payment, the amount of the HPC is to be adjusted in accordance with the *Environmental Planning and Assessment (Housing and Productivity Contributions) Order 2024 (HPC Order)*.

The HPC may be made wholly or partly as a non-monetary contribution (apart from any transport project component) if the Minister administering the *Environmental Planning and Assessment Act 1979* agrees.

The HPC is not required to be made to the extent that a planning agreement excludes the application of Subdivision 4 of Division 7.1 of the *Environmental Planning and Assessment Act 1979* to the development, or the HPC Order exempts the development from the contribution.

10. Regulatory Road Signage and Linemarking

Full details of any new, or amendments to, regulatory signage, linemarking and/or traffic control devices required by this consent shall be submitted to and approved by Council prior to the issue of a CC.

11. Long Service Levy

In accordance with Section 34 of the *Building and Construction Industry Long Service Payments Act 1986*, the applicant must pay a long service levy at the prescribed rate to either the Long Service Payments Corporation or Council for any work costing \$250,000 or more. The Long Service Levy is payable prior to the issue of a CC.

12. Car Parking – Commercial/Industrial

The design of the vehicular access and off street parking facilities must comply with, but not be limited to *AS 2890.1 Parking Facilities – Off-Street Car Parking*, *AS 2890.2 Parking Facilities – Off-Street commercial vehicles facilities*, and *AS 2890.6 Parking Facilities – Off street parking for people with disabilities*. Details demonstrating compliance with these Standards are to be included on the plans submitted in association with a CC application.

A design certificate satisfying these requirements is to be issued by a suitably qualified professional engineer and submitted to the Certifier prior to the issue of a CC.

13. Parking – Delivery Vehicles

A separate off-street loading/unloading facility with capacity to accommodate the largest delivery vehicle likely to deliver goods to and from the premises shall be provided for all loading and unloading of vehicles wholly within the property. Such facility shall be constructed clear of the car parking area and driveways.

The plans submitted in association with the CC application are to demonstrate compliance with this requirement. The plans are to be approved by the Certifier as satisfying this requirement prior to the issue of a CC.

14. Parking - Minimum Requirement

On-site car parking shall be provided for a minimum of 154 vehicles.

The plans submitted in association with the CC are to be approved by the Certifier as satisfying this requirement prior to the issue of a CC.

15. Road – Fees Payment

Prior to the issue of a CC, the applicant shall lodge payment of fees as follows:-

- a. Road fees - engineering plan checking
- b. Road fees – PC certification of works

Final fee amounts will be levied on accurate dimensions contained within the engineering plans.

16. Section 138 Application

A *Section 138* application for the Civil Works shall be submitted to and approved by Council prior to the issue of a CC.

17. Road – Road Widening Requirement

Detailed plans of the following works at the intersection of De Beyers Road and the access road to the site, prepared in accordance with Council's 'Engineering Guidelines for Design and Construction' shall be submitted to and approved by Council prior to issue of a Section 138 for the civil works.

- a. Provide a BAR/BAL intersection treatment as per Austroads Guide to Road Design Part 4A: Unsignalised and Signalised Intersections
- b. Place two (2) coat hot bitumen seal / Asphalt on new works matching existing surface
- c. Construct necessary drainage works

18. Stormwater Quality

Appropriate structures/mechanisms shall be implemented to ensure there is no net impact on downstream water quality. The quality of runoff water from the subject land shall be the same or better than the quality of water prior to the development taking place. The structures and/or filter mechanisms are to be designed to meet targets in accordance with industry best practice and Council requirements. Amended plans are required demonstrating that appropriate structures and/or filter mechanisms have been designed generally in accordance with the stormwater drainage concept plan (Job No. NL232186) prepared by Northrop and dated 12 June 2024.

The plans submitted shall be approved by the Certifier before the issue of a CC.

19. Stormwater – Detailed Design Requirements

A detailed drainage design shall be prepared for the disposal of roof and surface water from the site, including any natural runoff currently entering the property, and connection to the existing drainage system in accordance with Council's 'Engineering Guidelines for Design and Construction' (available at Council's offices). Such layout shall include existing and proposed surface levels, sub-catchments and conduit sizing appropriate for the development.

Plans shall be submitted to and approved by the Certifier as satisfying this requirement prior to the issue of a CC.

20. Vegetation Management Plan

Prior to the issue of any CC, the applicant must prepare, submit to Council and obtain approval for a Vegetation Management Plan (VMP) for areas identified as "proposed riparian zone" and "riparian offset zone" as identified in Figure 4d of the Ecological Assessment Report by Peak Land Management (dated November 2024). The VMP must be prepared by a suitably qualified and experienced Ecologist. The VMP must be for a minimum of (five) years. The primary objective of the plan must be weed management, regeneration of native vegetation and if necessary, replanting. Implementation of the VMP must commence immediately following issue of the CC. In preparing and implementing the VMP the following criteria must be addressed:

- a. A suitably qualified and experienced professional bush regeneration contractor must be engaged to carry out any revegetation planting, restoration and maintenance weed control specified in the VMP. The minimum qualifications and experience required for the bush regeneration contractor are a TAFE Certificate IV in Conservation and Land Management (or equivalent) and three years demonstrated experience (for site supervisor) and a TAFE Certificate 2 in Conservation and Land Management and one year demonstrated experience (for other personnel).
- b. A site plan must be prepared at an appropriate scale, clearly showing the area to which the VMP applies, existing vegetation and extent of dominant weed infestations.
- c. A description of existing native vegetation, assessment of ability to regenerate and rehabilitation methods must be provided.
- d. A schedule of works must be prepared detailing the sequence and duration of works necessary for the regeneration, any revegetation and maintenance works. All primary

weed control must be undertaken in the first year following commencement of the VMP, with secondary weed control undertaken in the second year following commencement of the VMP. Maintenance weed control must continue for the duration of the VMP. If natural regeneration has not occurred within two (2) years of implementation of the VMP then replanting must occur.

- e. Targets for primary, secondary and maintenance phases of the VMP for exotic cover, native canopy cover, native midstorey cover and native ground cover must be at least:

Maintenance Phase	Exotic cover	Native canopy cover	Native midstorey cover	Native ground cover
Primary	Less than 25%	At least 10% or replanting is required	At least 10% or replanting is required	At least 40%
Secondary	Less than 10%	At least 15% or replanting is required	At least 15% or replanting is required	At least 50% cover
Maintenance	Less than 5%	At least 20% or replanting is required	At least 20% or replanting is required	At least 50% cover

If targets are not met by the end of the maintenance phase, additional works are required so that targets are achieved before works can progress to the next maintenance phase.

- f. The location and type of fencing or other suitable method of restricting access of livestock into the area to which the VMP applies must be identified if livestock are to be kept on the lot or are present on adjoining lots.
- g. Photo monitoring points, details of plan survival, occurrence of natural regeneration and weed density must be used as part of the monitoring of the area and included in each monitoring report.

21. Food Premises

The construction and operation of the food premises shall comply with all applicable legislation, regulation and standards including:

- a. *Food Act 2003*
- b. *Food Regulation 2015*
- c. *Food Standards Australia and New Zealand – Food Standards Code 2003*
- d. AS 4674-2004 for Design, Construction and Fit out of Food Premises
- e. AS 1668.2-2002 – The use of ventilation and air conditioning in buildings
- f. *BCA*.

Details submitted in association with the CC application are to demonstrate compliance with the following:

- a. a separate floor and sectional plan detailing:
 - i. the kitchen/cafe area floor, wall, and ceiling surface finishes;
 - ii. location of the required handwash basins and cleaning sinks;
 - iii. location of dry and cold storage areas;
 - iv. fit-out details for the kitchen and servery, including proposed refrigeration and cooking equipment
 - v. designated cupboard or locker for the storage of staff clothing and personal belongings;
 - vi. location of the bar area.

The details are to be approved by the Certifier as satisfying this requirement prior to the issue of a CC.

22. Outdoor Lighting

Prior to the issue of a CC, the Certifier must be satisfied that all outdoor lighting is designed and positioned to minimise any detrimental impact upon the amenity of other premises, adjacent dwellings and the road reserve, and that the outdoor lighting complies with the relevant provisions of *AS 1158.3.1:2020 Pedestrian area (Category P) lighting – Performance and design requirements* and *AS 4282:2023 Control of the obtrusive effects of outdoor lighting*.

23. Mechanical Exhaust System

Details of any proposed mechanical exhaust systems, detailing compliance with the relevant requirements of Clause F4.12 of the *BCA* and *AS 1668 Parts 1 and 2* (including exhaust air quantities and discharge location points) are to be provided to the Certifier prior to the issue of a CC.

24. Archaeological Survey Required

An Archaeological Survey of the site must be conducted, prior to the issue of a CC.

This survey shall be carried out by a suitably qualified and experienced heritage consultant, archaeologist or the like, and shall identify the likelihood of remains and/or artefacts, whether European or Aboriginal, being present on site.

This assessment must comply with the requirements of the Code of Practice for Archaeological Investigation of Aboriginal Objects in New South Wales (DECCW 2010) by completing:

- a. Review of existing knowledge: Review of previous archaeological works completed within the local and regional area;

- b. Review of the landscape context: Desktop assessment of the archaeological implications of the landscape features (soil landscapes, historic land use, geomorphic character, and natural resources) relevant to the study area;
- c. Summary and discussion of the local and regional archaeological character of Aboriginal land use and its material traces based on the finds of the previous two steps;
- d. Development of a predictive model for the nature and distribution of archaeological evidence of Aboriginal land use based on the previous three steps;
- e. Archaeological survey to test the prediction developed in the previous step;
- f. Survey of the study area would include the involvement of a site officer representing the Mindaribba Local Aboriginal Land Council (LALC). It is anticipated that the Mindaribba LALC would prepare a brief report to be appended to and summarised within the report;
- g. Discussion of the results of the archaeological survey and re-evaluation of the regional and local archaeological character;
- h. Assessment of likely impacts to Aboriginal objects and PADs based on the current design plans;
- i. Assess likely impacts and provide recommendations for any practical measures that may be required to protect and conserve identified Aboriginal objects and places identified within the study area.

If the proposed project cannot avoid harming Aboriginal objects, an AHIP must be in place before any works proceed. All works must comply with the conditions of any AHIP issued.

One (1) copy of the survey must be submitted to Council. A written acknowledgement from Council must be obtained (attesting to this condition being appropriately satisfied) and submitted to the CA prior to the issue of a CC.

25. Onsite Sewage Management

Report entitled *Preliminary Wastewater Management Plan, Proposed Accommodation and Facilities 'Pokolbin Retreat'*, (PWMP) Ref: 24007-D, dated 20 April 2025, Larry Cook Consulting Pty Ltd shall be finalised to include:

- a. A detailed design of the drip irrigation area, in consultation with the horticulturist/vigneron to ensure the design is appropriate for the even dispersion of wastewater to vines which accounts for periods of excess water, i.e: irrigation in zones to the entire area or use of current nominated secondary land application area for use as a wet weather alternative;
- b. Management procedures for the vines receiving treated effluent;
- c. Assessment of application of treated wastewater at the Site, ie: to ascertain that wastewater cannot enter the creek via groundwater etc; and

- d. Covered drip irrigation diagrams (sub-surface drip irrigation included within current report).

Prior to the issue of a CC, a finalised wastewater report is to be submitted to Council with a Section 68 Application. The Section 68 Application and additional documentation is to directly reflect the recommendations within the report.

26. Section 68 Approval

Application shall be made to Council under Section 68 of the *Local Government Act 1993* to Install, Construct or Alter an Onsite System of Sewage Management.

The application shall be accompanied by the required documentation, as specified under Clause 26 of the *Local Government (General) Regulation 2021*. The design of the onsite sewage management system shall be in accordance with the Environmental Health Protection Guidelines and AS/NZS 1547-2012 (The application form and further information is available on Council's website www.cessnock.nsw.gov.au).

The Section 68 application shall be considered and approved by Council prior to the release of a CC for the development.

27. Plant and Equipment

All plant and associated equipment must be located within the approved building envelope and if to be located on the roof of any structure is to be screened from view. The plans are to be approved by the Certifier as satisfying this requirement prior to the issue of a CC.

28. Mechanical Plant

Once mechanical plant selections and intended locations have been finalised, a detailed acoustic assessment, verifying compliance of mechanical plant with the recommendations within *Noise Impact Assessment*, dated July 2024 (Report No: 23-2890-R1) by Reverb Acoustics is to be undertaken and submitted to the Certifier.

29. Operational Management Plan

The Draft Operational Management Plan is to be amended to include:

- a. Noise management procedures for the operation including a complaints management procedure for noise;
- b. A Complaints and Grievance Policy is to be developed and provided to Council. The development of a register is also required. A register should be held on site and accessible to appropriate investigating authorities, such as Council, for review in the event that a complaint is received in relation to the operations of the development. The process by which to make a complaint must be readily accessible to members of the community/public, for example via Facebook or website, and is to provide a telephone contact for registering of the complaint;
- c. The ongoing assessment of plant or any noise-producing items by operational staff, ie: if plant/other items are found to produce excessive noise compared to industry best

practice, they are to be removed or stood down until repairs or modifications can be made;

- d. CCTV is to be installed, monitored and maintained by the onsite manager to ensure that all accommodation buildings are covered by CCTV in perpetuity;
- e. A separate application is to be lodged to the Department of Liquor and Gaming NSW pertaining to the licencing requirement for the function centre and bar/cafe. This licence if granted is to be consistent with the operational hours approved by this consent;
- f. The management of spraying is to be expanded upon to include permitted times for the safety of occupants, ie: as early in the day as possible and in times of low occupancy; and
- g. Management of buses and items of equipment to ensure unnecessary idling does not occur (particularly in exposed locations prior to 7am or after 10pm).

A copy of the amended plan shall be submitted to Council prior to issue of a CC.

30. Noise Management Plan

A Noise Management Plan prepared by a suitably qualified professional must be submitted to the Certifier prior to the issue of a CC. The plan must address the following matters:

- a. Identification of sensitive locations near the site
- b. Identification of potential impacts including exceedances of the goals at the identified locations
- c. Mitigation measures to control noise, and feasibility and reasonableness of these measures
- d. Selection criteria for plant and equipment
- e. Community consultation
- f. Details of work schedules for all construction phases
- g. Selection of traffic routes to minimise residential noise intrusion
- h. Schedule of plant and equipment use and maintenance programs
- i. Noise monitoring techniques and method of reporting results
- j. The methodology to be employed for handling and investigating any complaints should they arise
- k. Site induction details for employees and contractors

- I. A declaration of available technologies, and the reason for the selection of the preferred technology from a noise generating perspective should be included.

BEFORE BUILDING WORK COMMENCES

Condition
<p>31. Site To Be Secured</p> <p>The site must be secured and fenced prior to works commencing.</p>
<p>32. Erection of Signs</p> <p>Prior to the commencement of building works, a sign must be erected in a prominent position on the site on which the work is being carried out. The sign must state:</p> <ol style="list-style-type: none"> a. the name, address and telephone number of the principal certifier for the work; b. the name of the principal contractor, if any, for the building work and a telephone number on which the principal contractor may be contacted outside of working hours; and c. state that unauthorised entry to the work site is prohibited. <p>The sign must be maintained while the work is being carried out, but must be removed when the work has been completed.</p>
<p>33. Protection of Retained Vegetation</p> <p>Prior to any clearing being undertaken, the limits of clearing must be clearly demarcated with flagging tape. Clearing works must not extend beyond the boundaries of the approved development. Evidence that this has occurred must be submitted to and approved by Council's ecologist prior to works commencing.</p>
<p>34. Construction and Traffic Management Plan</p> <p>The applicant must prepare a Construction and Traffic Management Plan incorporating the following matters. The plan must be submitted to and approved by the PC as satisfying these matters prior to the commencement of works.</p> <ol style="list-style-type: none"> a. A plan view of the entire site and frontage roadways indicating: <ol style="list-style-type: none"> i. Dedicated construction site entrances and exits, controlled by a certified traffic controller, to safely manage pedestrians and construction related vehicles in the frontage roadways. ii. Turning areas within the site for construction and spoil removal vehicles, allowing a forward egress for all construction vehicles on the site. iii. The locations of proposed work zones in the frontage roadways.

- iv. Location of any proposed crane, concrete pump, truck standing areas on and off the site.
 - v. A dedicated unloading and loading point within the site for all construction vehicles, plant and deliveries.
 - vi. Material, plant and spoil bin storage areas within the site, where all materials are to be dropped off and collected.
 - vii. An onsite parking area for employees, tradespersons and construction vehicles as far as possible.
 - viii. The proposed areas within the site to be used for the storage of excavated material, construction materials and waste and recycling containers during the construction period.
 - ix. How it is proposed to ensure that soil/excavated material is not transported onto surrounding footpaths and roadways.
 - x. The proposed method of support to any excavation adjacent to adjoining properties, or the road reserve. The proposed method of support is to be designed by a Chartered Civil Engineer.
- b. During excavation, demolition and construction phases, noise generated from the site must be controlled.
 - c. All site works must comply with the work health and safety requirements of SafeWork NSW.
 - d. During excavation, demolition and construction phases, toilet facilities are to be provided on site, at the rate of one (1) toilet for every twenty (20) persons or part of twenty (20) persons employed at the site.
 - e. All traffic control plans must be in accordance with the *TfNSW* publication *Traffic Control Worksite Manual* and prepared by a suitably qualified person (minimum 'red card' qualification). The main stages of the development requiring specific construction management measures are to be identified and specific traffic control measures identified for each stage.

Approval is to be obtained from Council for any temporary road closures or crane use from public property. Applications to Council shall be made a minimum of six (6) weeks prior to the proposed activity being undertaken.

35. Soil and Water Management Plan

The applicant must prepare a Soil and Water Management Plan, being compatible with the Construction Management and Traffic Management Plan referred to in this Development Consent and incorporating the following matters. The plan must be submitted to and approved by the *PC* as satisfying these matters prior to the commencement of works.

- a. Minimise the area of soils exposed at any one time

- b. Conservation of top soil
- c. Identify and protect proposed stockpile locations
- d. Preserve existing vegetation. Identify revegetation technique and materials
- e. Prevent soil, sand, sediments leaving the site in an uncontrolled manner
- f. Control surface water flows through the site in a manner that:
 - i. Diverts clean-runoff around disturbed areas
 - ii. Minimises slope gradient and flow distance within disturbed areas
 - iii. Ensures surface run-off occurs at non erodible velocities
 - iv. Ensures disturbed areas are promptly rehabilitated.
- g. Sediment and erosion control measures in place before work commences
- h. Materials are not tracked onto the road by vehicles entering or leaving the site.
- i. Details of drainage to protect and drain the site during works.

36. Public Liability Insurance

Any person or contractor undertaking works on public property must take out Public Risk insurance with a minimum cover of twenty (20) million dollars in relation to the occupation of, and approved works within, public property. The Policy is to note, and provide protection for Cessnock City Council as an interested party, and a copy of the Policy must be submitted to Council prior to commencement of the works. The Policy must be valid for the entire period that the works are being undertaken on public property. The insurance shall also note the location and the risk.

37. Soil and Water Management Plan Implemented

The requirements of the Soil and Water Management Plan shall be in place prior to the commencement of construction works and shall be maintained throughout the demolition and/or construction process.

38. S.138 Roads Act 1993 Approvals

Under Section 138 of the *Roads Act 1993*, should any work on the verge, footpath, or public road reserve be required, a S138 Roads Act Approval will need to be obtained from Council. In this regard, the applicant is to make a formal application to Council. The S138 application is to be submitted to, and approved by, Council prior to works commencing.

39. Relocation of Services

The person having the benefit of the Development Consent shall be responsible for all costs incurred in the necessary relocation of any services affected by the required construction works. In the event that existing services are required to be relocated the proprietor shall

make application to obtain any necessary approval from the relevant service authority prior to commencement of any works.

40. Road -Bonds

The applicant shall pay the following:-

- a) A performance and maintenance bond of a minimum of \$1000 or 5% of the contract construction costs, whichever is greater. To be held by Council for a period of 12 months.

It will be necessary for the applicant to submit evidence of the contract price of all construction works in order for Council to assess accurate bond amounts.

The bond shall be payable prior to the issue of a *Section 138* approval.

The bond may be used to meet any costs referred to above, and on application being made to the Council by the person who provided the bond, any balance remaining is to be refunded to, or at the direction of, that person.

A fee in accordance with Council's current fees and charges is to be paid prior to the final inspection of works and subsequent bond return.

If no application is made to the Council for a refund of any balance remaining of the bond within six (6) years of the date of issue of a compliance certificate for the development, the Council may pay the balance to the Chief Commissioner of State Revenue under the Unclaimed Money Act 1995.

41. Toilet Facilities

Toilet facilities are to be provided prior to works commencing, at or in the vicinity of the work site on which work involved in the erection or demolition of a building is being carried out, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site.

Each toilet provided must be a sewage management facility approved by the NSW Department of Health and/or Council, and operate in an environmentally responsible manner, free of nuisance or offence, and be appropriately serviced.

DURING BUILDING WORK

Condition

42. Waste Management Plan

All requirements of the approved Waste Management Plan must be implemented during the construction of the development.

43. Implementation of Soil and Water Management Plan

The requirements of the Soil and Water Management Plan must be maintained at all times during the works, and any measures required by the Soil and Water Management Plan shall not be removed until the site has been stabilised.

Materials from the site are not to be tracked into the road by vehicles entering or leaving the site. At the end of each working day, any dust/dirt or other sediment shall be swept off the road and contained on the site, and not washed down any stormwater pit or gutter.

The sediment and erosion control measures are to be inspected daily, and defects or system failures are to be repaired as soon as they are detected.

44. Stockpiling, Site Office Away from Retained Trees

Stockpiling or storage or mixing of materials (including soil), vehicle parking, disposal of liquids, machinery repairs, refuelling and the siting of any new offices or sheds must not occur within the drip line of retained trees during any stage of the development

45. Asset Protection Zone (Retained Vegetation)

Clearing works must not extend beyond the area identified as “asset protection zone” on Figure 4d of the Ecological Assessment Report by Peak Land Management (dated November 2024). Removal of native vegetation along Debeyers Road for intersection upgrades or installation of other infrastructure is prohibited.

46. Swimming Pools

The swimming pool and safety fences and gates shall be installed in accordance with the approved plans, specifications, the *Swimming Pools Act 1992* (as amended) and the *BCA*.

The swimming pools shall at all times be surrounded by a child resistant barrier:

- a. that separates the swimming pool from any moveable dwelling or tourist and visitor accommodation situated on the premises, and from any place (whether public or private) adjoining the premises; and
- b. that is located immediately around the swimming pool, and
- c. that contains within its bounds no structure apart from the swimming pool and such other structures (such as diving boards and pool filtration plants) as are wholly ancillary to the swimming pool, and
- d. that is designed, constructed, installed and maintained in accordance with the standards prescribed by the *Swimming Pools Regulation 2018* and AS1926.1 “Safety barriers for swimming pools”.

Waste water from the pool shall be disposed of, so as not to create a nuisance to surrounding properties, or to pollute the environment.

Swimming pool surrounds and/or paving shall be constructed so as to ensure water from the pool overflow or surge does not discharge onto neighbouring property.

47. Soil Classification

During works, the following is to be implemented:

Excavation Upper Fill / Soil – Classification Requirements

Fill soils removed from the property must first be classified as per the *EPA NSW Waste Classification Guidelines - Part 1 : Classifying Waste (Nov 2014)* prior to disposal and/or assessed to meet an appropriate Resource Recovery Order/Exemption under Part 9, Clause 93 of the POEO (Waste) Regulation 2014 (i.e. Excavated Natural Material).

Imported Soil - VENM

Any imported fill to the property must comprise:

- VENM (virgin excavated natural material) as per NSW EPA *Waste Classification Guidelines-Part 1: Classifying Waste (Nov 2014)*; and/or
- materials that meet an appropriate *Resource Recovery Order/Exemption* under Part 9, Clause 93 of the *POEO (Waste) Regulation 2014* (ie: Excavated Natural Material, ENM).

VENM/ENM/RRO Order letters and documentation are to be reviewed by a certified environmental consultant to ascertain suitability as per *Protection of the Environment Operations Act 1997, Protection of the Environment Operations (Waste) Regulation 2014 and NSW EPA Guidelines* prior to importation to the property.

48. Site Contamination Issues

During works, should any new information come to light which has the potential to alter previous conclusions about site contamination, works must cease immediately and the Applicant is to directly notify Council. Works must not recommence on site until approval is granted by Council.

49. Construction of Accommodation Buildings

Tourist and Visitor Accommodation must consist of the following construction:

- i. Cross Laminated Timber (CLT) construction 200mm thick to walls, floor and roof;
- ii. Air conditioning;
- iii. Solid core external entry doors, glazed sections minimum 5-6mm safety glass; and
- iv. Double glazed window system achieving a minimum Rw34 rating.

The supplier of the windows/doors must provide evidence that the complete system will achieve the specified Rw performance. **Note:** this does not mean the simple installation of glass achieving Rw34 in a standard window frame.

50. Plant Equipment

Where mechanical plant equipment intended to be installed on the site produces noise in excess of the specified levels as detailed below, noise control measures as per Section 4.1 of *Noise Impact Assessment*, dated July 2024 (Report No: 23-2890-R1) by Reverb Acoustics shall be provided.

<i>Item</i>	<i>Max SPL at a Dist of 1 metre</i>	<i>Lw</i>
Air Conditioning Condenser	76dB(A)	94dB(A)
Refrigeration	76dB(A)	94dB(A)
Exhaust Discharge	78dB(A)	96dB(A)

51. Spray Drift Buffer

The spray drift vegetation buffer is to be provided in accordance with the approved plans where property boundaries are shared with grapevines.

52. Pool backwash

Pool backwash water is not to be discharged to the property's on-site sewage management system.

BEFORE ISSUE OF AN OCCUPATION CERTIFICATE

Condition
<p>53. Parking – Motorcycle Parking</p> <p>Motorcycle parking spaces to accommodate nine (9) motorcycles shall be provided prior to the issue of an OC.</p>
<p>54. Disabled Access/Parking</p> <p>The proposed development shall provide a minimum of seven (7) disabled spaces in accordance with AS 1428.1 and AS 2890.6. The access shall be provided prior to issue of an OC.</p>
<p>55. Access Road</p> <p>Traffic calming devices, including speed humps, shall be installed at 200m spacings generally in accordance with Site Plan, dated 20 Dec 2024, with appropriate warning and speed limit signage as required, along the access road from De Beyers Road to proposed development.</p>
<p>56. Completion of the Car Park</p> <p>Prior to the issue of an OC, the PC must ensure that the vehicle access and off street parking facilities have been constructed in accordance with the development consent and relevant AS and the following have been implemented within the property, where applicable:</p> <ol style="list-style-type: none"> The car park has been completed, line marked and all signage relating to car parking erected Signs have been erected that clearly indicate to the drivers of vehicles, both on and off the property, which driveway they are to use to enter or leave the subject land

- c. Signs have been erected that clearly indicate to the drivers of vehicles, both on and off the property, the location and means of access to the car parking areas

Certification by a qualified practising Civil Engineer that the vehicular access and off street parking facilities have been constructed in accordance with the above and relevant AS's must be provided to the PC prior to the issue of an OC.

57. Completion of Road Works

Prior to the issue of an OC, the PC must ensure that all approved road, footpath and/or drainage works, including vehicle crossings, have been completed in the road reserve in accordance with Council's S138 Roads Act Approval.

Works-as-Executed plans of the extent of roadworks, including any component of the stormwater drainage system that is to revert to Council, certified by a registered surveyor, together with certification by a qualified practising Civil Engineer, to verify that the works have been constructed in accordance with the approved design and relevant AS, must be provided to Council prior to the issue of an OC.

The Works-as-Executed plans must show the as-built details in comparison to those shown on the plans approved with the road works permit. All relevant levels and details indicated must be marked in red on a copy of the Council stamped plans.

58. Road – Access Completion

Construction of all access roads, road works (including the removal and restoration of redundant vehicular crossings, etc), driveways, access corridors, car parking areas and loading bays, including the provision of appropriate line marking and other traffic management devices, are to be completed prior to issue of an OC.

59. Positive Covenant

Prior to the issue of an OC, a positive covenant must be created under Section 88E of the *Conveyancing Act 1919*, burdening the owner(s) with the requirement to maintain the biofiltration facilities on the property, and registered on title.

The terms of the 88E instrument with positive covenant shall include, but not be limited to, the following:

- a. The proprietor of the property shall be responsible for maintaining and keeping clear all pits, pipelines, trench barriers and other structures associated with the biofiltration basin facilities.
- b. The proprietor shall have the biofiltration basins inspected annually by a competent person.
- c. The Council shall have the right to enter upon the land referred to above, at all reasonable times, to inspect, construct, install, clean, repair and maintain in good working order all pits, pipelines, trench barriers and other structures which comprise the biofiltration basin facility, or which convey stormwater from the said land, and recover the costs of any such works from the proprietor.

- d. The registered proprietor shall indemnify the Council and any adjoining land owners against damage to their land arising from the failure of any component of the biofiltration basin facilities, or failure to clean, maintain and repair the biofiltration basins.

The proprietor, or successor, must bear all costs associated with the preparation of the subject 88E instrument.

The 88E Instrument shall be submitted to and approved by the *PC* prior to lodgement at NSW Land Registry Services.

Proof of registration with the NSW Land Registry Services shall be submitted to the *PC* prior to the issue of an *OC*.

The approved 88E Instrument must be registered on title.

60. Drainage Works

All drainage works required to be undertaken in accordance with this consent shall be completed prior to issue of an *OC* for the development.

61. Flooding – Evacuation Management Plan

The applicant shall prepare a flood emergency evacuation and management plan for the proposed development. The plan should advise occupants of flood evacuation procedures and emergency contact telephone numbers. The management plan should avoid the letting of the premises during periods of flood emergency or when flood warnings are issued. The applicant should contact Council and the State Emergency Service for advice in the preparation of the management plan.

The evacuation procedures should be permanently fixed to the building in a prominent location, and kept up to date at all times.

The management plan shall be submitted to, and approved by, Council prior to the issue of an *OC*.

62. Vegetation Management Plan Monitoring Report

A monitoring report on the progress of the Vegetation Management Plan's implementation shall be prepared and submitted to councils ecologist for approval upon completion of the primary planting, and prior to the issue of the *OC*.

63. Compliance with Asset Protection Zone (Vegetation)

Evidence clearing has been undertaken in compliance with Condition 45 is to be submitted to, and approved by, councils ecologist prior to issue of any *OC*.

64. Acoustic Report Compliance

Prior to the issue of an Occupation Certificate, a certificate prepared by an accredited acoustic consultant stating that the recommendations within *Noise Impact Assessment*, dated July 2024 (Report No: 23-2890-R1) by Reverb Acoustics have been complied with is to be submitted to the principal certifier.

A Noise Management Plan is to be prepared to ensure that the development operates in accordance with the recommendations of the approved Acoustic Assessment. The Noise Management Plan, that is consistent with the approved Acoustic Assessment and adequately addresses the recommendations of the Acoustic Assessment must be prepared to the satisfaction of the Certifier before the issue of an OC.

65. Private Water Supply

The Site must install and manage the private water supply as per the relevant provisions of the *Public Health Act 2010*, including preparation and implementation of a quality assurance program.

66. Inspection for Onsite Sewage Management

Prior to the use of the premises and issue of an OC for the purposes approved by this consent, a satisfactory final inspection report from the Council must be received by the PC, verifying the associated onsite wastewater management system has been supplied and installed in accordance with the approval under Section 68 of the *Local Government Act 1993*.

67. Food Premises

A *Food Business Notification Form* is to be submitted to Council for the bar & coffee area.
Note: If warming kitchen to the function centre becomes an operational kitchen in the future, depending on the use of the premises (intermittent by contractors or onsite catering), inspections of the food premises as per *Council's Regulatory Inspection Register* may be undertaken.

68. General Regulated Premises

A *Swimming Pool Notification Form* is to be submitted to Council for the swimming pool. The pool will be subject to routine inspections as per Council's *Swimming Pool Program*.

69. Operational Management Plan

An Operational Plan of Management is to be formulated and a final copy provided to Council prior to the issue of a OC for the tourist and visitor accommodation.

As a minimum, the Operational Plan of Management shall address the following:

- a. Proposed staffing arrangements;
- b. A procedure for maintaining security;
- c. A procedure/agreement for waste management;

- d. A procedure for documenting complaints, to be made available to all guests and adjoining neighbours;
- e. A procedure is to be developed and be made available to guests regarding no external visitors to the premises;
- f. A procedure regarding the local vineyard operations and measures to reduce impacts on guests.

A final Operational Plan of Management is provided to, and accepted by, Council prior to the issue of an occupation certificate. This will reference, and may include as an annexure, the Complaints and Grievance Policy with a process detailing how complaints will be addressed both immediately and for further investigation or resolution.

70. Completion of Landscape Works

All landscape works, are to be undertaken in accordance with the approved landscape plans and conditions of Development Consent, prior to the issue of an OC.

OCCUPATION AND ONGOING USE

Condition	
<p>71. Submission of Annual Fire Safety Statement</p> <p>An annual Fire Safety Statement must be given to Council and the New South Wales Fire Brigade commencing within twelve (12) months after the date on which the initial Interim / Final Fire Safety Certificate is issued.</p>	
<p>72. Hours of Operation</p> <p>The following uses within the property are to be used for the purpose approved only within the following hours:</p>	
<p>Pool and Children's Playground</p>	
Monday – Sunday (including public holidays)	7am until 9pm
<p>Function Centre</p>	
Monday - Sunday (including public holidays)	8am until 12am
• Amplified Music (band and/or DJ)	8am until 10pm
• Background (incidental) music	8am until 12am
<p>Restaurant/Café/Bar</p>	
Monday – Sunday (including public holidays)	8am – 12am
• Amplified Music (band and/or DJ)	8am until 10pm
• Background (incidental) music	8am until 12am

Wellness Centre/Day Spa

Monday – Sunday (including public holidays) 8am until 9pm

Reception

24 hours 7 days per week.

73. Notice to Guests Required

Guests of the accommodation are to be notified as part of the booking process that they will be staying within proximity to commercial vineyards; and as such at times there is potential for noise generation from those commercial vineyards. Noise generated may arise from use of gas guns, mechanical harvesters and tractors. Specifically, if a booking is made during harvest season guests are to be advised that noise may occur 24hrs a day.

Each accommodation building is to be provided with signage designed to make guests aware of the agricultural nature of the area and potential noise sources.

74. Onsite Managers Accommodation

The Onsite Managers Accommodation shall not to be advertised or used for the purpose of tourist and visitor accommodation, and is for the sole use of the onsite manager of the tourist and visitor accommodation resort as a dwelling house.

75. Storage of Hazardous Goods

Dangerous and hazardous goods shall be stored in accordance with New South Wales WorkSafe Authority requirements, dependant on the quantities stored. Any flammable or combustible liquids must be stored in accordance with *AS 1940 The Storage and Handling of Flammable and Combustible Liquids*.

Hazardous and/or industrial waste arising from the use must be removed and / or transported in accordance with the requirements of the Department of Climate Change, Energy, the Environment and Water and SafeWork NSW.

76. Approved Signage Maintenance

The approved signs must be maintained in a presentable and satisfactory state of repair.

The level of illumination and/or lighting intensity used to illuminate the signs is to be minimised to ensure that excessive light spill or nuisance is not caused to any nearby premises or the road reserve.

No A-frame signs or sandwich boards are to be used in association with the development, on the street.

77. Driveways to be Maintained

All access crossings and driveways shall be maintained in good order for the life of the development.

78. Parking Areas to be Kept Clear

At all times, the loading area, car parking spaces, driveways and footpaths must be kept clear of goods and must not be used for storage purposes.

79. Maintenance of Landscaping

Landscaping shall be maintained in accordance with the approved plan in a healthy state, and in perpetuity, by the existing or future owners and occupiers of the development.

If any of the vegetation comprising the landscaping dies or is removed, it is to be replaced with vegetation of the same species and similar maturity as the vegetation which has died or was removed.

An annual report shall be submitted to Council, for the three (3) years following issue of the OC, certifying that the landscaping works have been satisfactorily maintained.

80. Tourist Accommodation

A register shall be kept of all lettings of units giving the name of the occupier, their home address, the date of the commencement of occupation, and the date of departure. This shall be made available to Council officers at all times.

81. Pool backwash

Pool backwash water is not to be discharged to the property's on-site sewage management system.

82. Swimming Pool Routine Inspections

The swimming pools will be subject to routine inspections as per Council's *Swimming Pool Program*.

83. Noise Complaints

Where a noise complaint is received by Council from a place of different occupancy and Council is satisfied that an independent review is warranted the person acting on the Consent must, in accordance with a written request of an Authorised Officer of Council:

- a. Engage a suitably qualified acoustic engineer to assess compliance with the relevant noise criteria and recommended (if necessary) appropriate actions to protect amenity and to ensure compliance with their development consent; and
- b. Submit a report to Council for review detailing the results of the assessment and any recommendations within 14 days of the assessments completion; and
- c. Upon receipt of confirmation from Council in writing, implement the recommendations of the report along with any modifications made by Council.

The costs associated with the appointment of the acoustic engineer and the report along with any associated works shall be borne by the person acting on the consent.

84. Deliveries

All deliveries made to the property are to be scheduled between the hours of 7am and 6pm and must be made to the loading dock of the services building.

85. Vegetation Management Plan Monitoring Report

A monitoring report on the progress of the Vegetation Management Plan's implementation shall be prepared and submitted to Council at six monthly intervals until the end of the five (5) year's maintenance period. A final report shall also be submitted upon completion of the maintenance period.

86. Preservation of Native Vegetation

All native vegetation within the area managed under the Vegetation Management Plan must be retained in a natural state and not cleared, picked (as defined in the Biodiversity Conservation Act 2016) or disturbed in any way.

87. Entertainment Noise

Recommendations for amplified entertainment and the general management of noise for events, as detailed with Section 4.1 of *Noise Impact Assessment*, dated July 2024 (Report No: 23-2890-R1) by Reverb Acoustics, are to be implemented.

88. Operational Management Plan

The Operational Management Plan (as finalised) is to be a working document, any changes to the Operational Management Plan are to be notified to Council within seven (7) days of the changes coming into effect. The Operational Plan of management shall be made available upon request by a relevant regulatory authority

89. Waste Management Plan

All requirements of the approved Waste Management Plan must be implemented during the operation and ongoing use of the development.

90. Waste Management

The following waste management measures are to be adhered to for the life of the development:

- a. Waste and recycling storage is to be located wholly within the dedicated bin storage area.
- b. The design of the waste and recycling storage area is to be designed to prevent trespassing and vermin entering the area. The waste and recycling storage area is to be constructed in a manner that enables adequate ventilation and the area to be easily cleaned.

- c. The waste storage and collection area are to be level, free of obstructions and with sufficient height clearance to enable safe collection and serving of garbage bins.
- d. Waste collection must be carried out at sufficient intervals to ensure that the facility is kept in a safe and healthy condition.
- e. Waste collection vehicles must be able to enter and exit the site in forward motion. Vehicles are to service the site with minimal reversing.
- f. Waste service collection must be provided by a commercial waste service contractor.

91. Staff Training

Training of employees and sub-contractors to the Site is to include noise management processes for the general amenity of the area and to ensure nearby residences are not adversely affected by noise generated by operational activities.

ADVISORY

Notes

A. Disability Inclusion Act

This application has been assessed in accordance with the *Environmental Planning and Assessment Act 1979*. No guarantee is given that the proposal complies with the *Disability Inclusion Act 2014*. The applicant/owner is responsible for ensuring compliance with this, and other, anti-discrimination legislation. The *Disability Inclusion Act 2014* covers disabilities not catered for in the minimum standards called up in the Building Code of Australia which references *AS 1428.1 - Design for Access and Mobility*. *AS1428 Parts 2, 3 & 4* provide the most comprehensive technical guidance under the *Disability Inclusion Act 2014* currently available in Australia.

B. BEFORE YOU DIG AUSTRALIA

Before any excavation work starts, contractors and others should look up the “Before You Dig Australia” service to access plans/information for underground pipes and cables.
www.byda.com.au

C. Responsibility for Other Consents/Agreements

The applicant is solely responsible for ensuring that all additional consents and agreements are obtained from other authorities, as relevant.

D. Other Approval and Permits

The applicant shall apply to Council for all necessary permits including crane permits, road opening permits, hoarding or scaffolding permits, footpath occupation permits, and/or any

other approvals under *Section 68 (Approvals)* of the *Local Government Act, 1993* or *Section 138 of the Roads Act, 1993*.

E. Site Contamination Issues During Construction

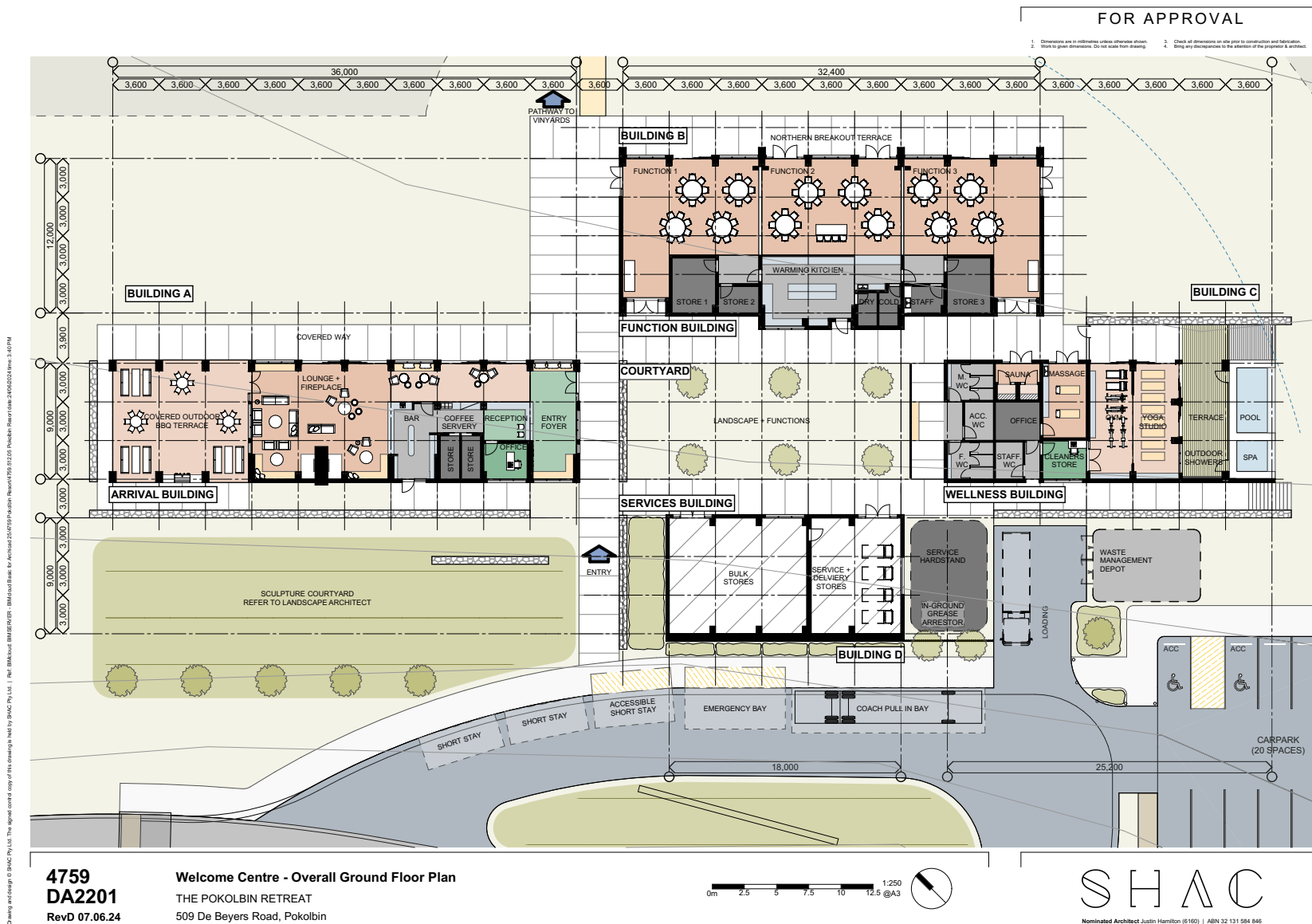
Should any new information come to light during demolition or construction works which has the potential to alter previous conclusions about site contamination, Council must be immediately notified by the applicant, and works must cease. Works must not recommence on site until approval is granted by Council.

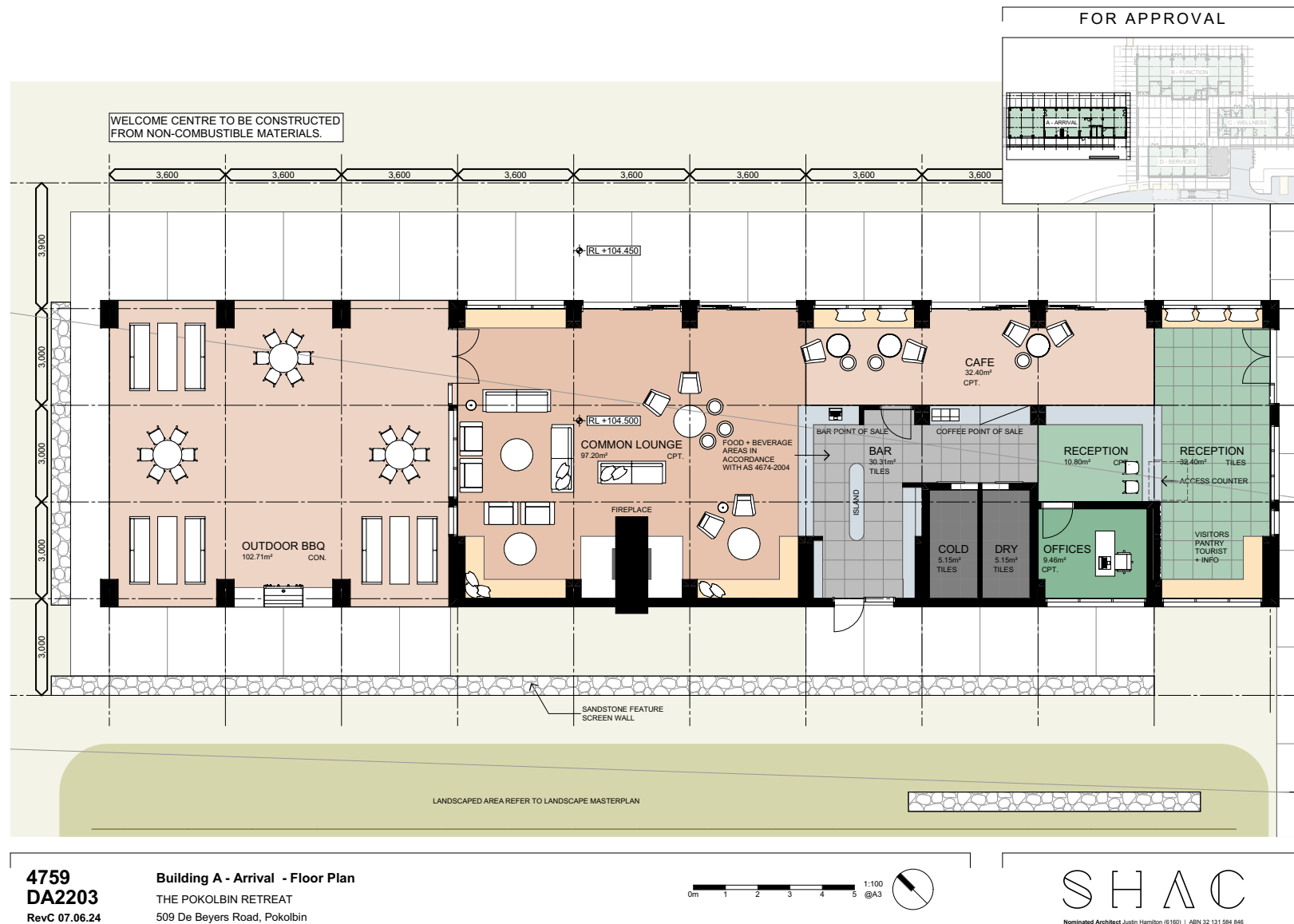
F. Aboriginal Heritage

As required by the *National Parks and Wildlife Act 1974* and the *Heritage Act 1977*, in the event that Aboriginal cultural heritage or historical cultural fabric or deposits are encountered/discovered where they are not expected, works must cease immediately and Council and the Heritage NSW must be notified of the discovery.

In the event that archaeological resources are encountered, further archaeological work may be required before works can re-commence, including the statutory requirement under the *Heritage Act 1977* to obtain the necessary approvals/permits from Heritage NSW.

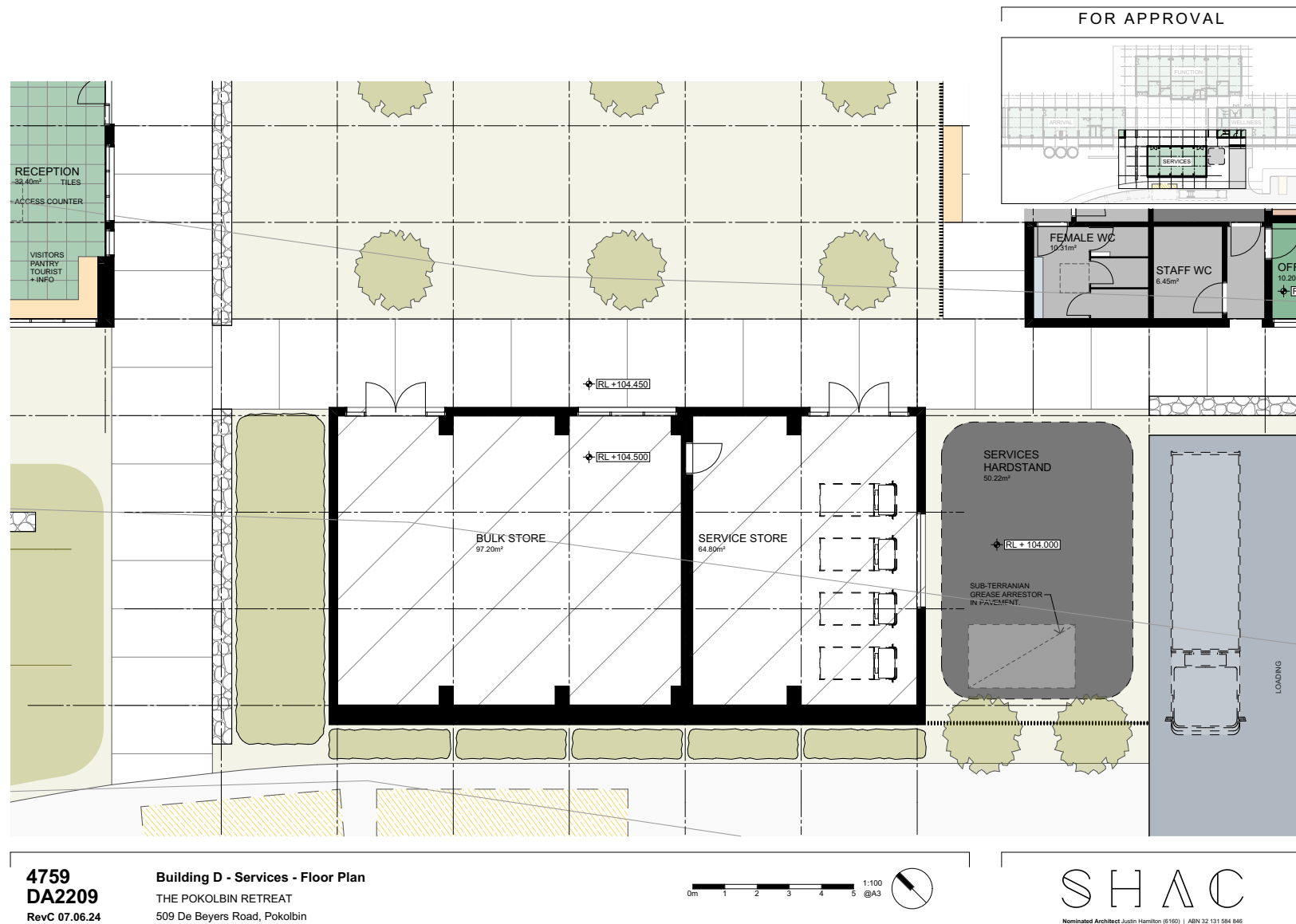
Note: The *National Parks and Wildlife Act 1974* and the *Heritage Act 1977* impose substantial penalty infringements and/or imprisonment for the unauthorised destruction of archaeological resources, regardless of whether or not such archaeological resources are known to exist on the site.

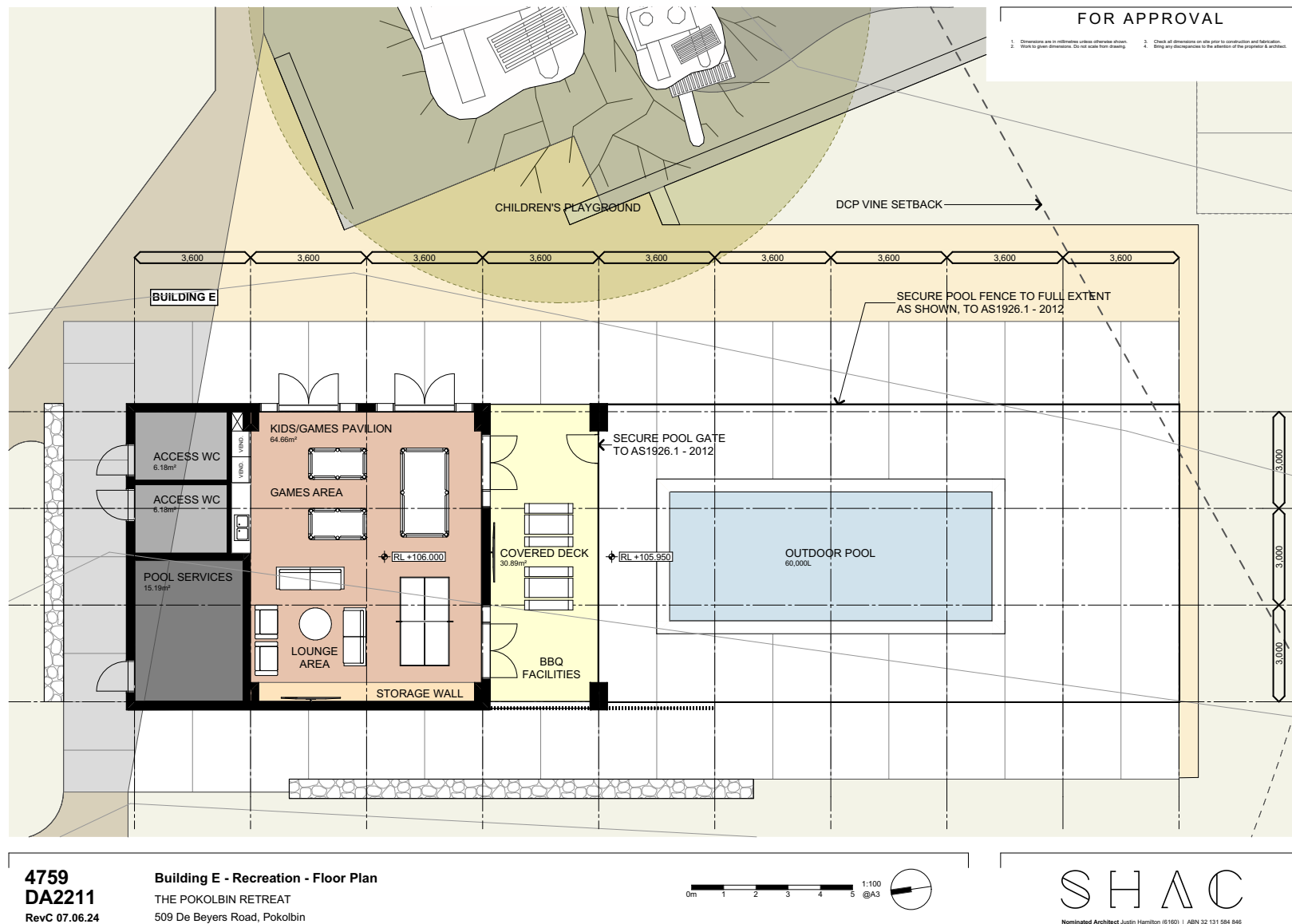


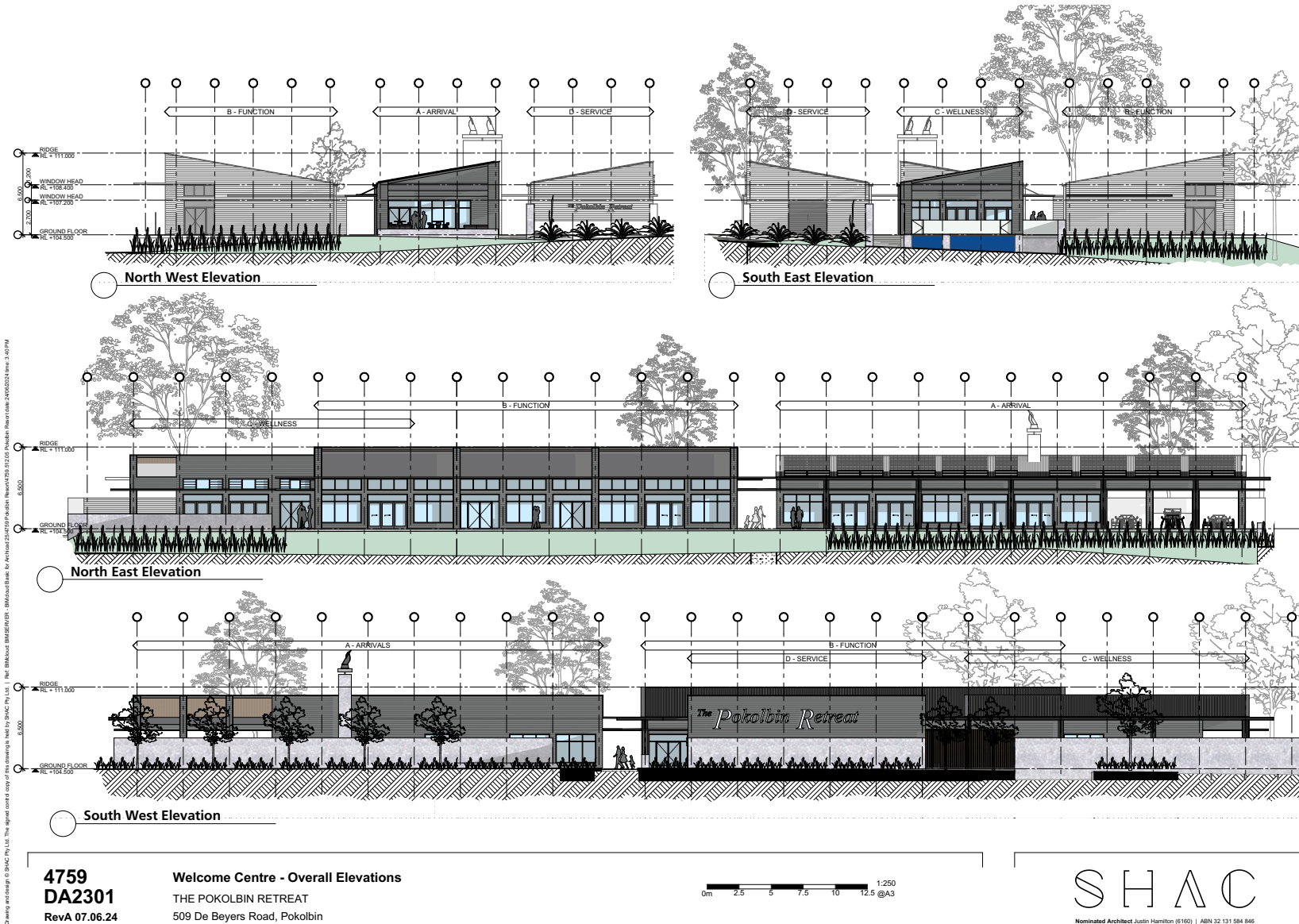


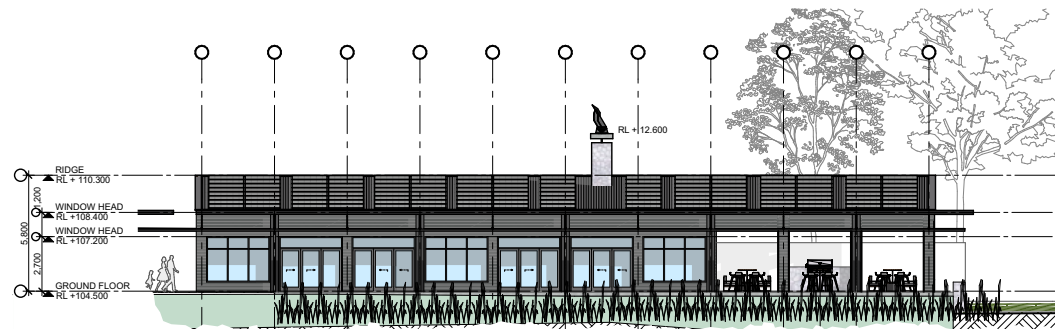




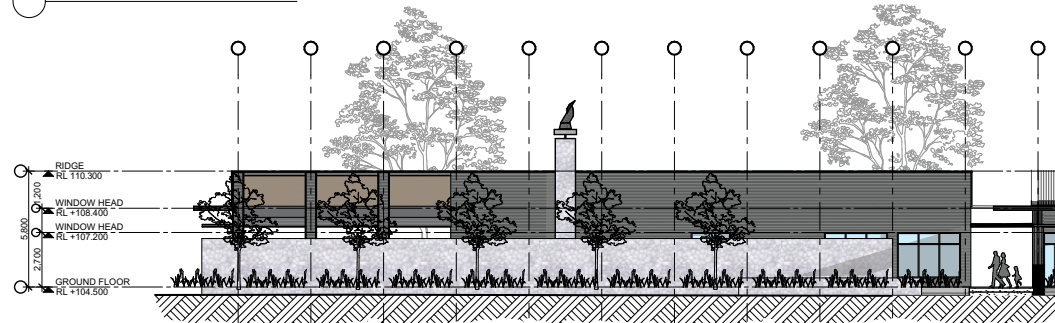




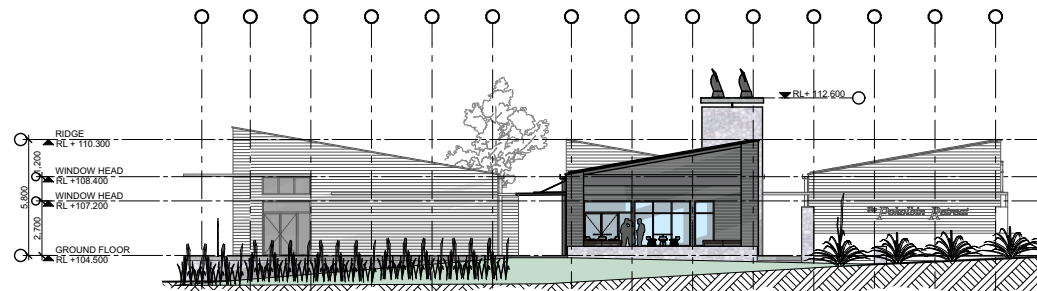




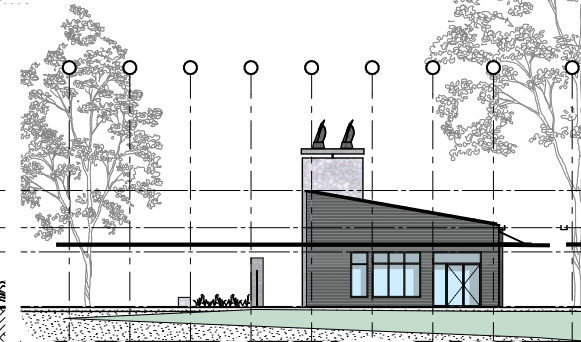
North East Elevation



South West Elevation



North West Elevation

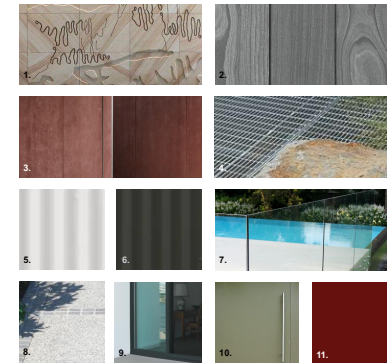


South East Elevation

FOR APPROVAL

1. Dimensions are in millimetres unless otherwise shown.
2. Work to given dimensions. Do not scale from drawing.
3. Check all dimensions on site prior to construction and fabrication.
4. Bring any discrepancies to the attention of the proprietor & architect.

MATERIALS PALETTE



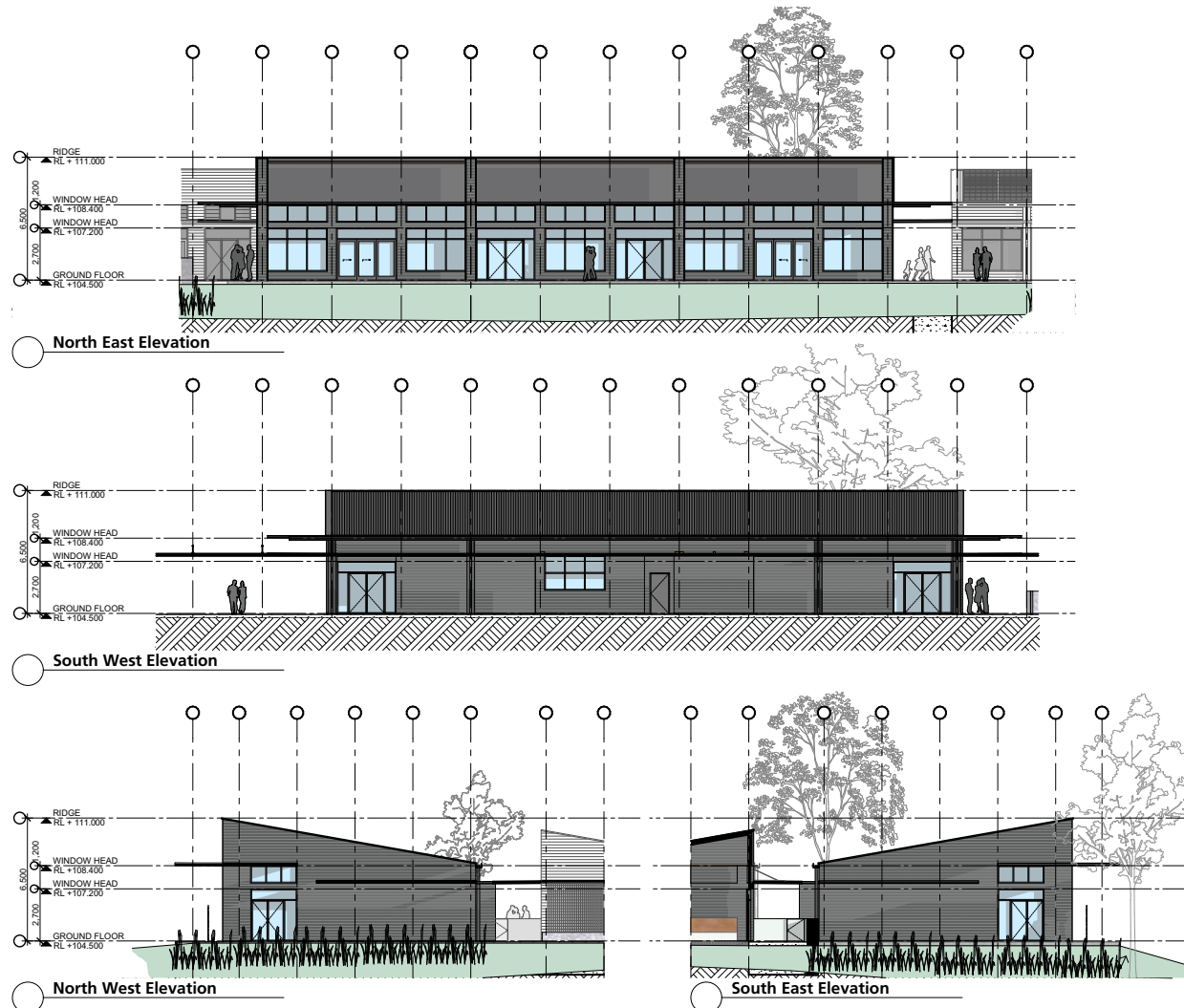
1. Feature sandstone wall
2. Timber cladding
3. Recycled colored through FC Feature walls & soffits
4. Galvanised decking
5. Powdercoated wall & roof sheeting
6. Powdercoated wall & roof sheeting
7. Glass pool fencing
8. Concrete segmental pavement
9. Powdercoated aluminium windows and doors
10. Painted solid core doors
11. Awning

4759
DA2302
RevA 07.06.24

Building A - Arrival - Elevations
THE POKOLBIN RETREAT
509 De Bayers Road, Pokolbin

0m 2 4 6 8 10 1:200
@A3

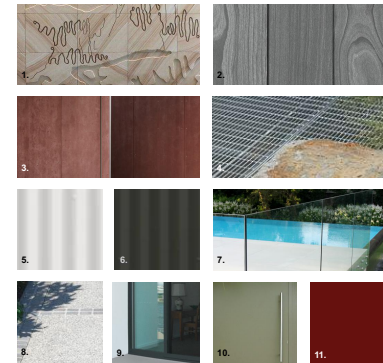
SHAC
Nominated Architect Justin Hamilton (6100) | ABN 32 131 584 846



FOR APPROVAL

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MATERIALS



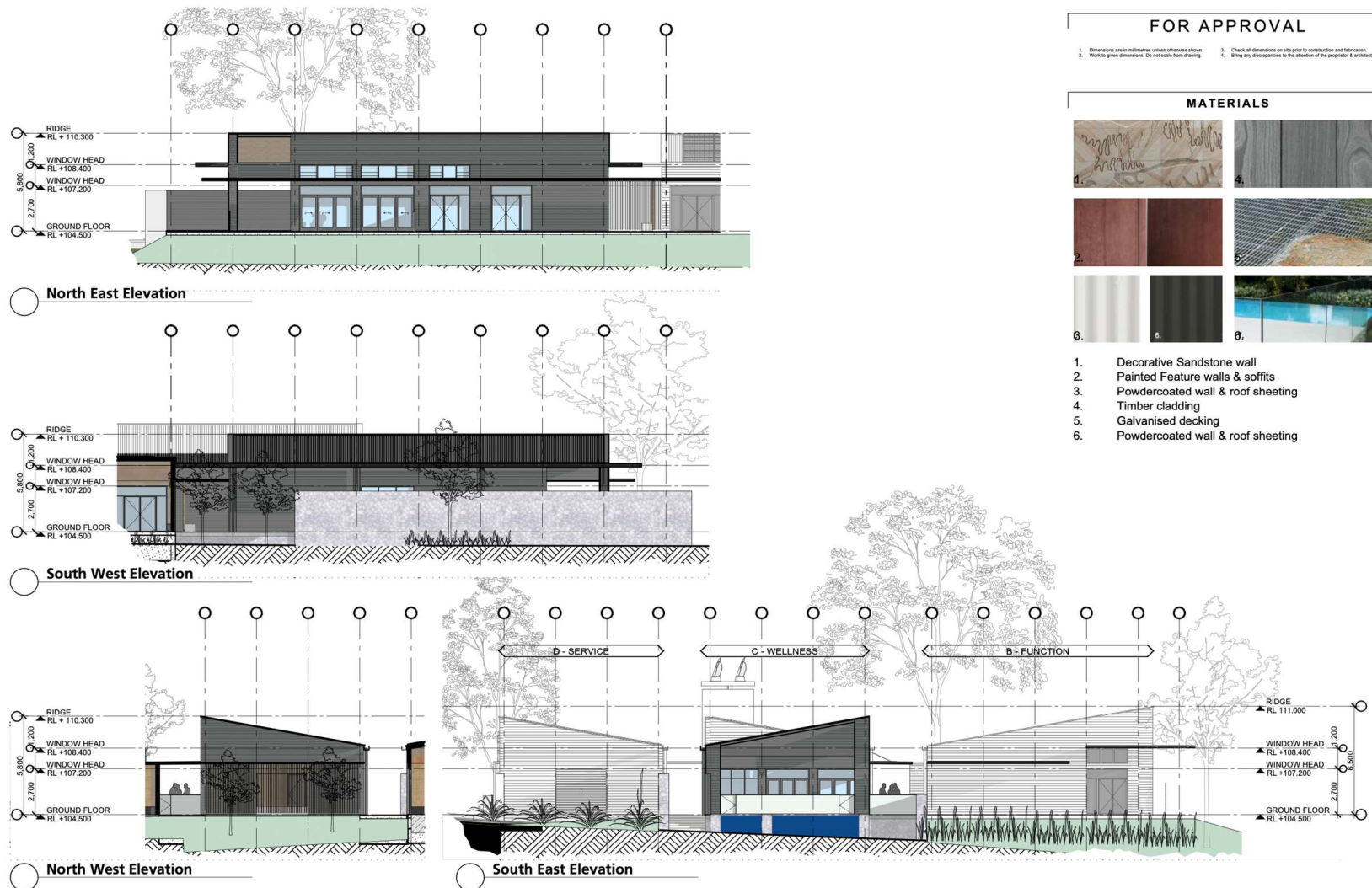
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11. Awning

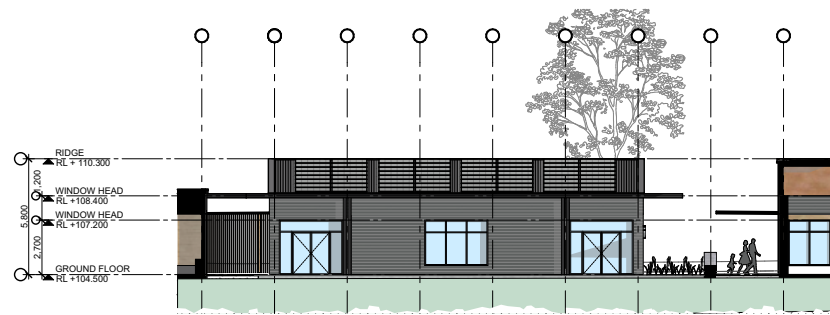
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DA2303**
RevA 07.06.24

Building B - Function - Elevations
THE POKOLBIN RETREAT
509 De Beyers Road, Pokolbin

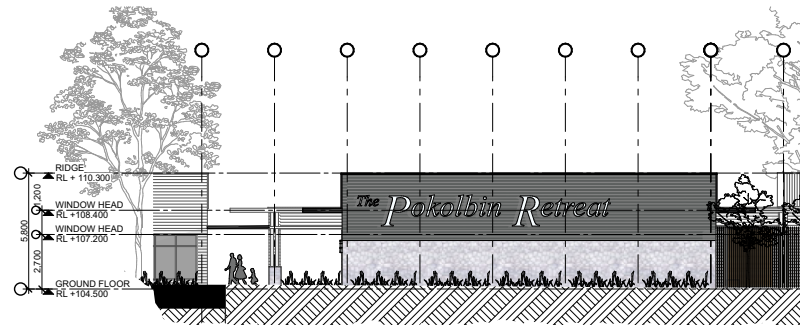
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@A3

SHAC
Nominated Architect Justin Hamilton (6160) | ABN 32 131 584 846

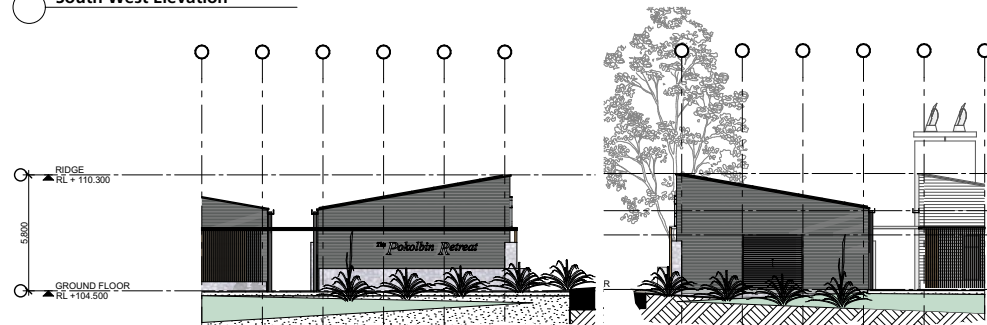




North East Elevation



South West Elevation



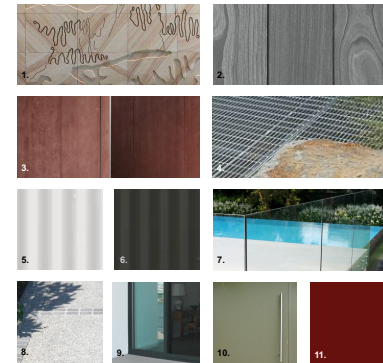
North West Elevation

South East Elevation

FOR APPROVAL

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MATERIALS



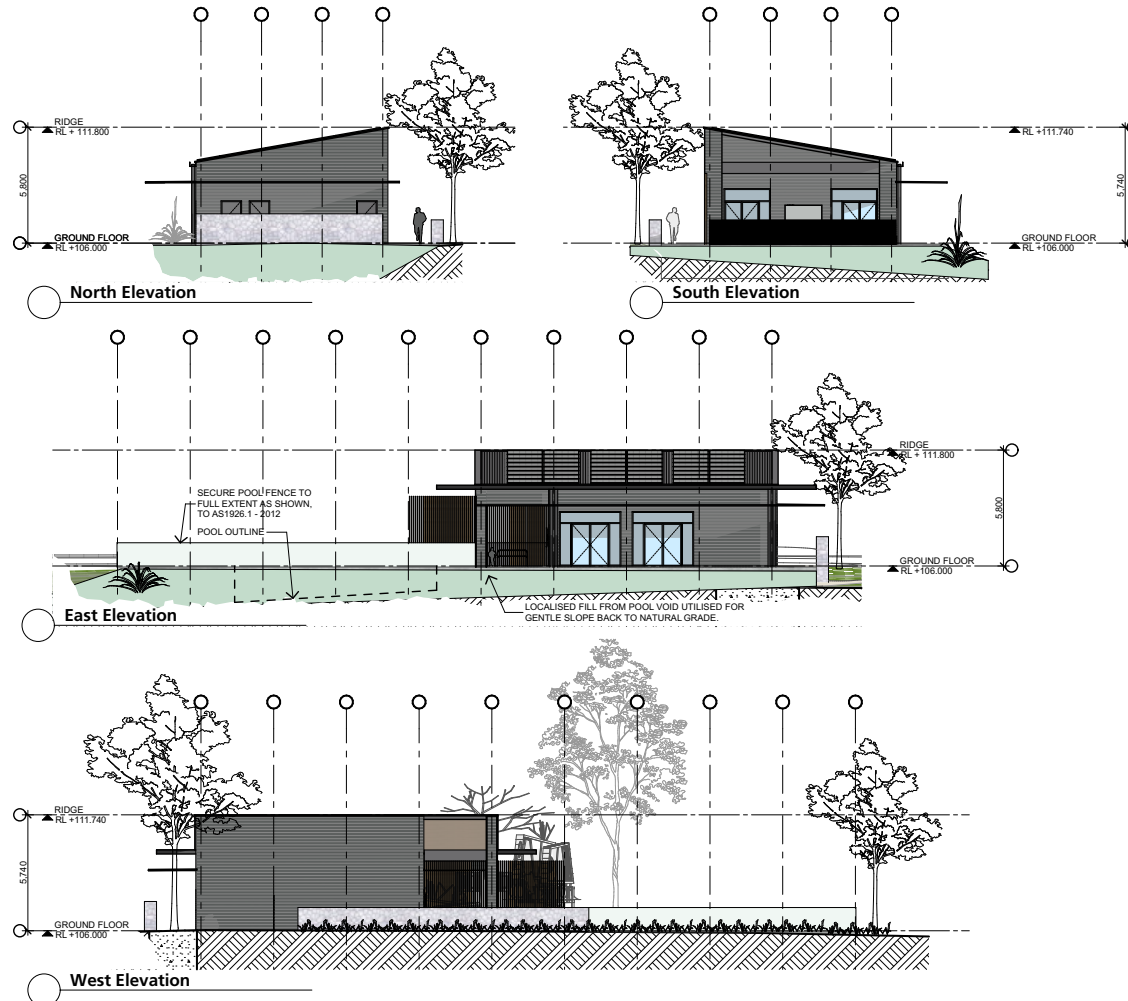
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7. Glass pool fencing
8. Concrete segmented pavement
9. Powdercoated aluminium windows and doors
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11. Awning

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DA2305
RevA 07.06.24

Building D - Services - Elevations
THE POKOLBIN RETREAT
509 De Bayers Road, Pokolbin

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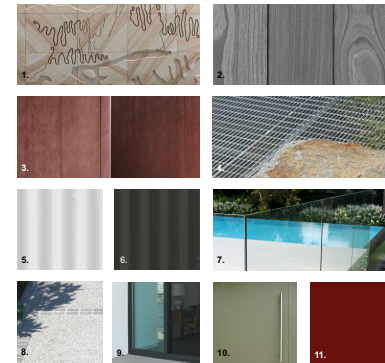
SHAC
Nominated Architect Justin Hamilton (6160) | ABN 32 131 584 846



FOR APPROVAL

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MATERIALS



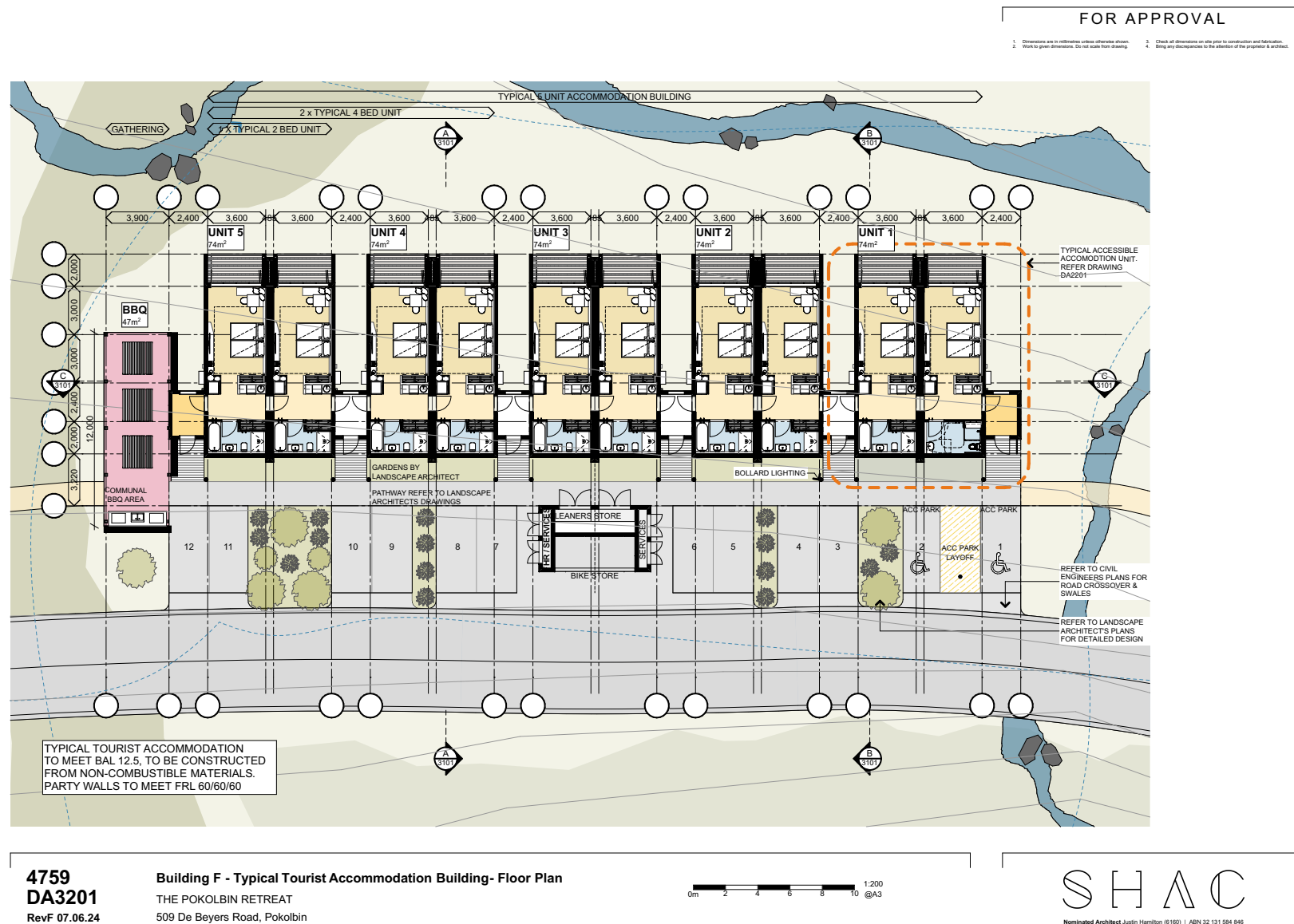
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11. Awning

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DA2306
RevA 07.06.24

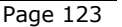
Building E - Recreation - Elevations
THE POKOLBIN RETREAT
509 De Beyers Road, Pokolbin

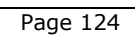
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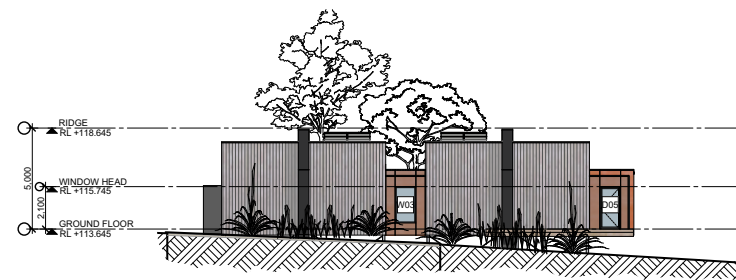
SHAC
Nominated Architect Justin Hamilton (6100) | ABN 32 131 584 846



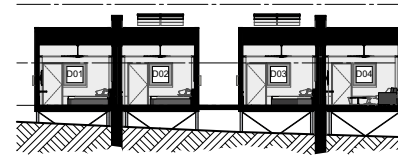








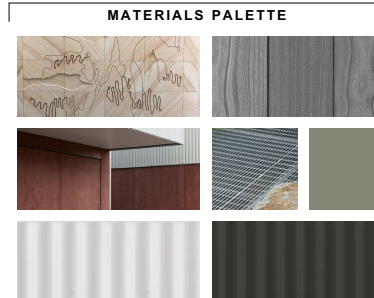
South Elevation



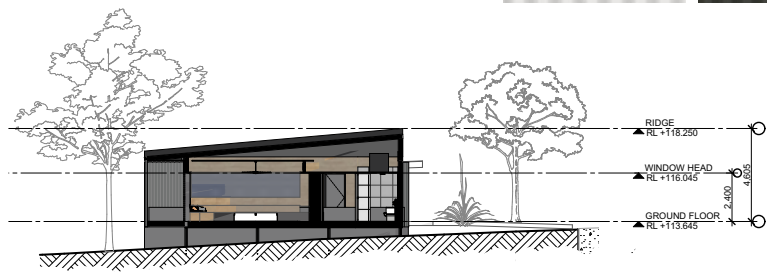
Section A

FOR APPROVAL

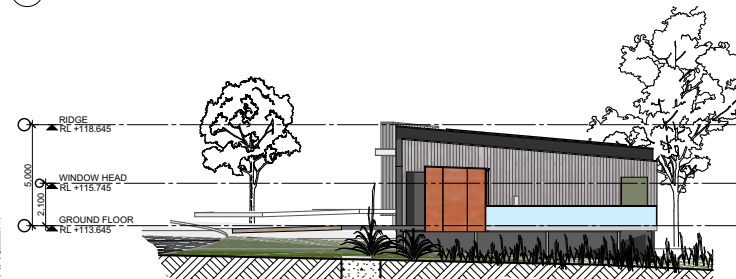
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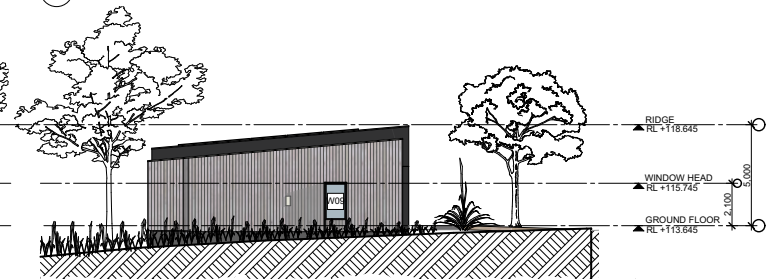
North Elevation



Section B



East Elevation



West Elevation

**4759
DA3304**
RevC 05.07.24

Building G - Managers 3 Bedroom On-site Dwelling - Elevations & Sections
THE POKOLBIN RETREAT
509 De Bayers Road, Pokolbin

0m 2 4 6 8 10 1:200 @A3

SHAC
Nominated Architect Justin Hamilton (6100) | ABN 32 131 584 846

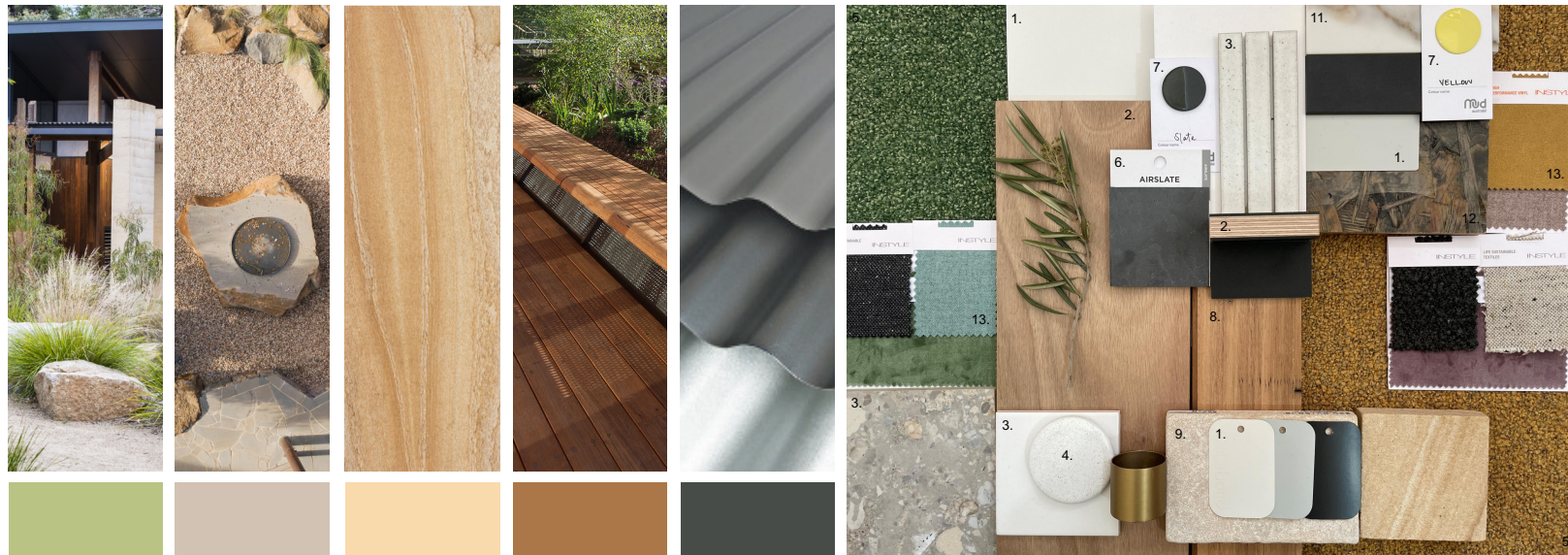
Drawing on the tones, textures and colours of the Hunter Valley landscape and experiences.

Familiar with a touch of luxury to cater for families, couples and special events.

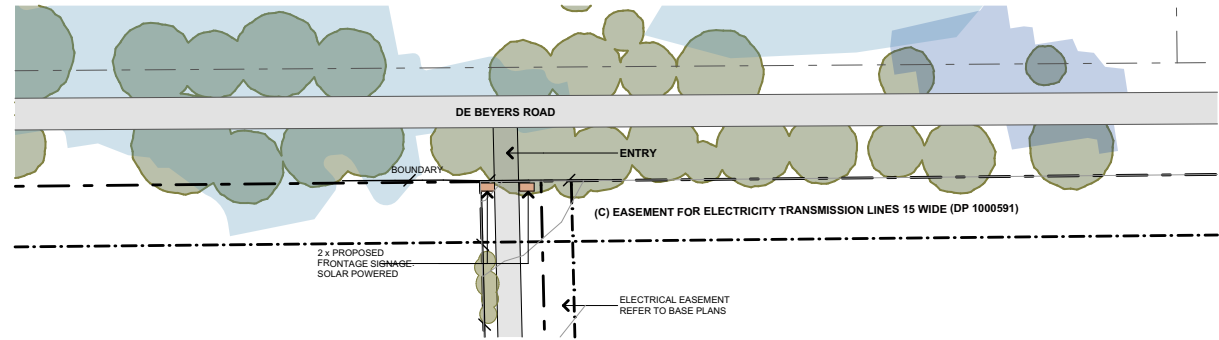
Robust and durable, sustainable and ethical

9020 Precedents & Materiality

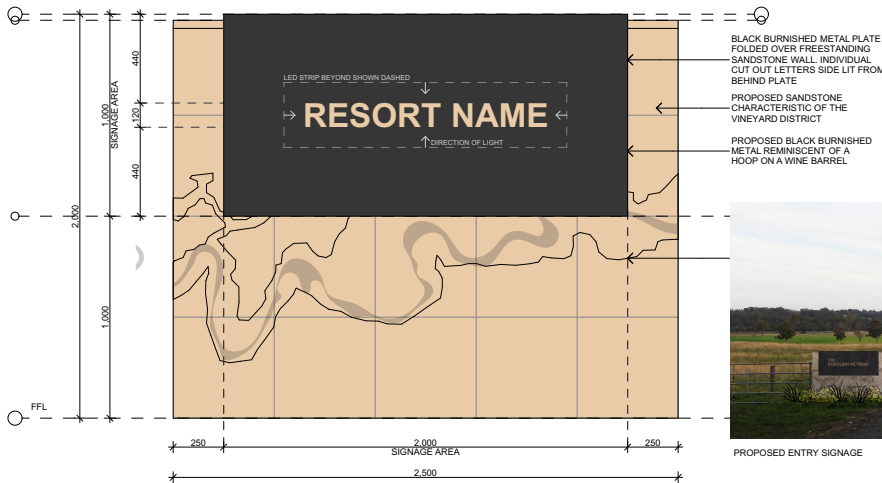
Material Palette



- | | |
|------------------------|--------------------------------------|
| 1. Paint Finish | 8. Hardwood Flooring |
| 2. Plywood Wall Panels | 9. Pavers |
| 3. Tiles | 10. Powder Coats |
| 4. Bathroom Finishes | 11. Benchtop Finishes |
| 5. Carpet | 12. OSB Ply |
| 6. Stone Feature Wall | 13. Fabrics - Furniture & Upholstery |
| 7. Pendant Lights | |



Entrance Site plan
1:1000



NOTE: RESORT NAME AND BRANDING TO BE DEVELOPED
Frontage Sign
1:20

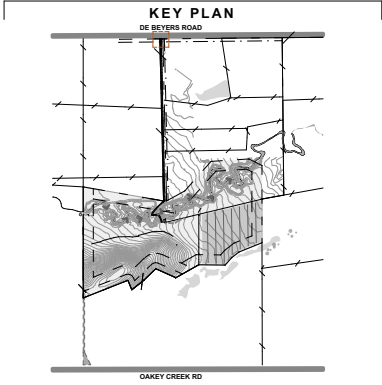
4759
SK9025
RevA 07.06.24

Site Response - Frontage Signage
THE POKOLBIN RETREAT
509 De Beyers Road, Pokolbin

FOR APPROVAL

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LEGEND

FRONTAGE SIGNS

LIGHTING

We have reviewed the proposed resort signage lights and, in our opinion, we believe that what is proposed would not give rise to obtrusive light, interfere with traffic safety or detract from the amenity of surrounding properties in accordance with AS4282-2019 Control of Effects of Obtrusive lighting.

We also note that as the light source is concealed, the observer will only see a discrete glowing of the letters, and there is no upward lighting component.

STATEMENT PROVIDED BY ELECTRICAL ENGINEER -
PAUL MALANCHUK, DIRECTOR ELECTRICAL PROJECTS AUSTRALIA
29.05.24 VIA EMAIL.



SHAC

Nominated Architect Justin Hamilton (6100) | ABN 32 131 584 846



moir
STUDIO

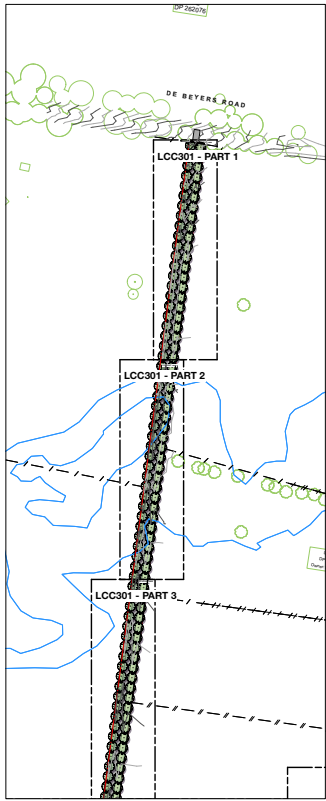
88 Fern Street,
Islington NSW 2296
Phone (02) 4965 3500
admin@moirstudio.com.au
www.moirstudio.com.au

CLIENT:
Federation of Community, Sporting and
Workers Clubs

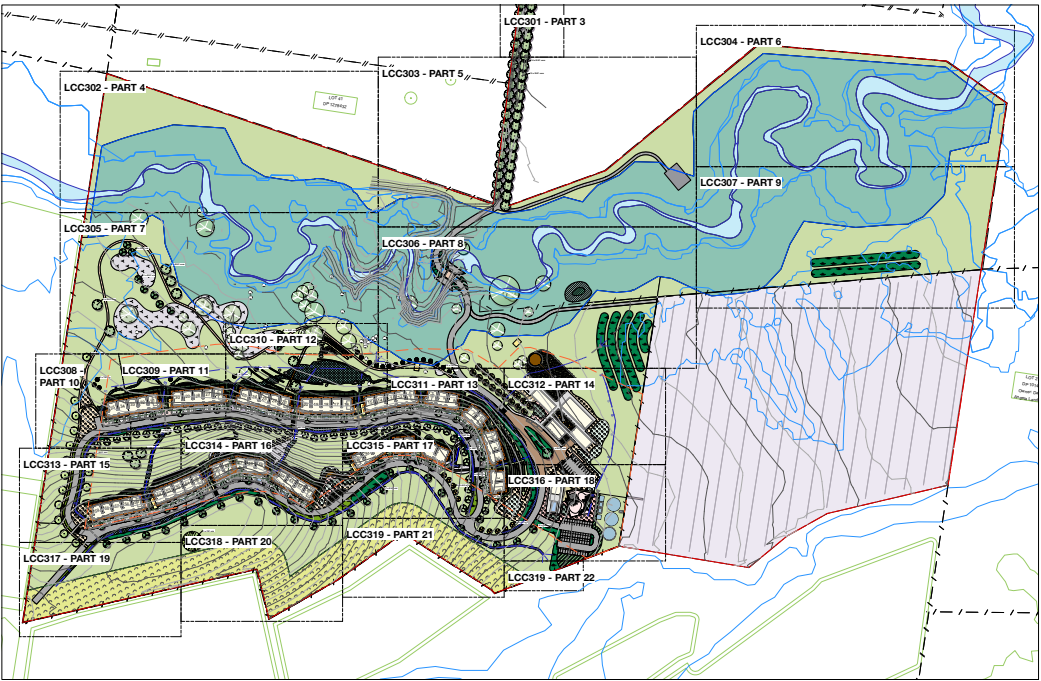
BY: PROJECT:
AUN The Pokolbin Retreat
Wonnarua Country
509 De Beyers Road, Pokolbin, NSW 2320
Status: DRAFT



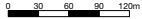
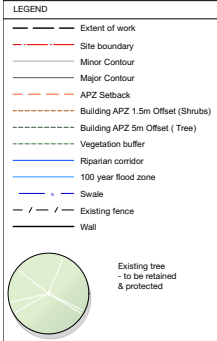
SCALE: AS SHOWN Project No. 2452
ORIGINAL DRAWING AT A 1.
Drawn By: HW, AW Drawing No. Rev
Reviewed By: TB LPP101 A



SITE PLAN - PART A
Scale: 1:2000



SITE PLAN - PART B
Scale: 1:2000



88 Fern Street,
Islington NSW 2296
Phone (02) 4965 3500
admin@moirstudio.com.au
www.moirstudio.com.au

ARCHITECT:
SHAC
ENGINEER:
NORTHROP

CLIENT:
Federation of Community, Sporting and
Workers Clubs

NOTE: DRAWING PURPOSES FOR APPROVAL ONLY NOT FOR
CONSTRUCTION.

No: DATE: REVISION:
A 18/12/2024 FOR COORDINATION

BY: PROJECT:
AW The Pokolbin Retreat
Wonnarua Country
509 De Bayers Road, Pokolbin, NSW 2320
Status: DRAFT



SITE PLAN
SCALE: 1:2000
ORIGINAL DRAWING AT A1
Drawn By: HSE AW
Reviewed By: TB
Project No: 2452
Drawing No: LPP202
Rev: A

ASSESSMENT REPORT

DETAILS OF THE PROPOSED DEVELOPMENT

Development Application No. 8/2024/530/1 seeks approval for the construction of a six (6) bedroom dwelling and ancillary swimming pool.

The proposed dwelling will be constructed as stage 1 of the development, and the swimming pool in stage 2.

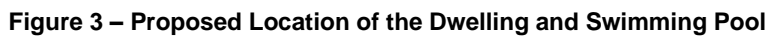
The dwelling and swimming pool will be located within the building envelope identified on the title of the land (deposited plan) which has frontage and access to Redgum Road (see Figure 4).



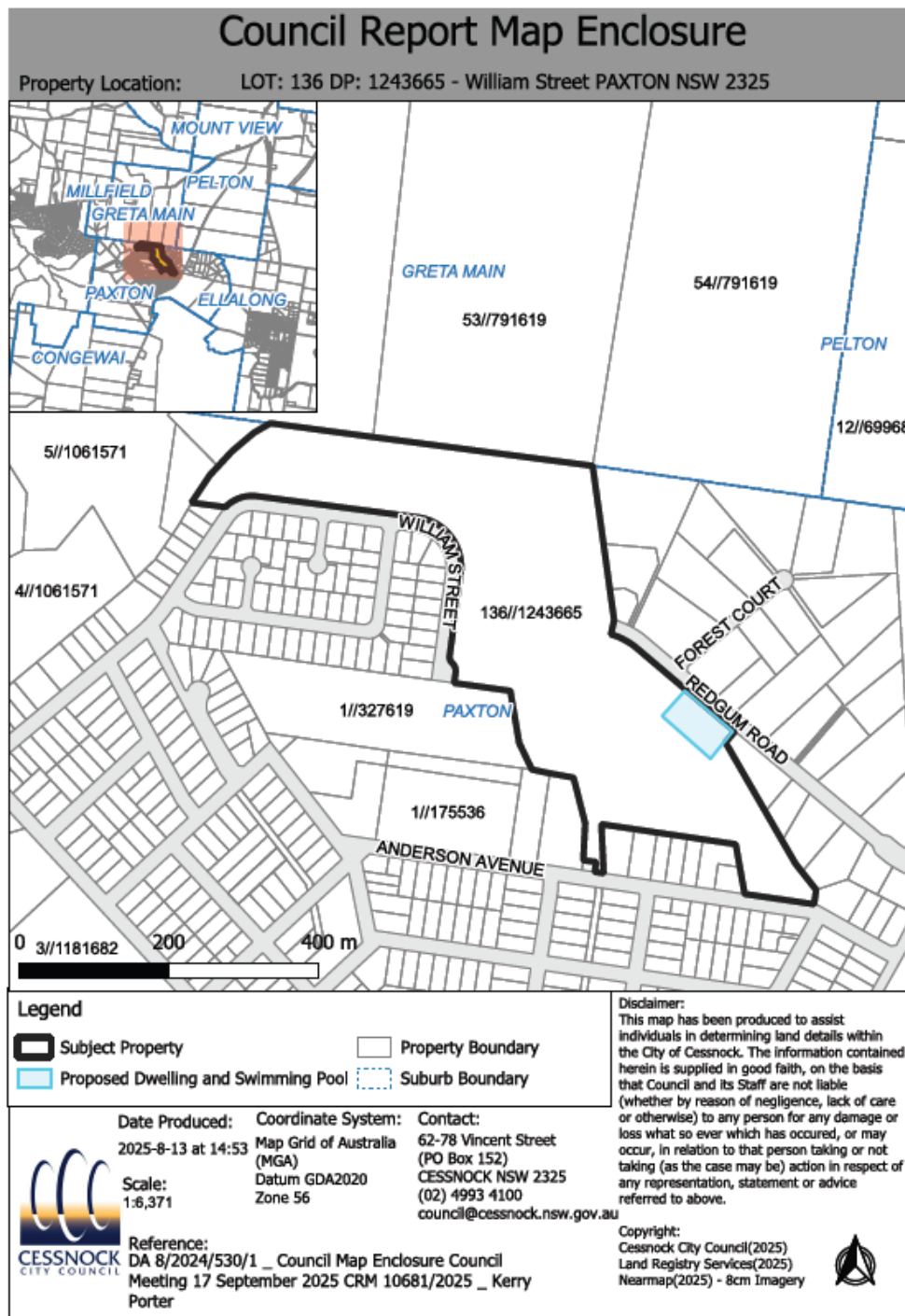
Figure 1 – Streetscape View of the Dwelling



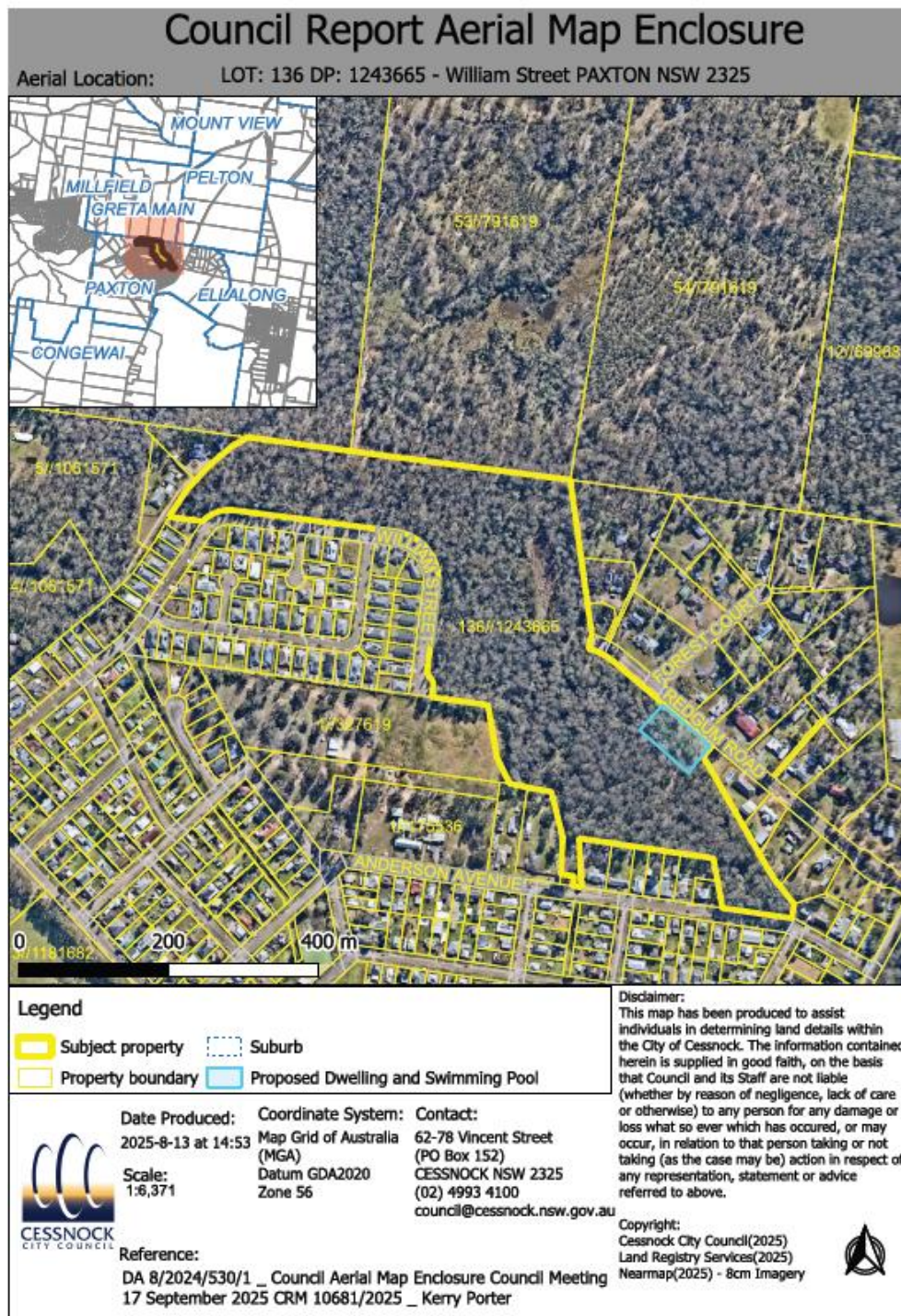
Figure 2 – Rear Elevation of the Dwelling including the Swimming Pool



LOCATION MAP



AERIAL



SITE DESCRIPTION AND LOCALITY

The subject site is legally described as Lot 136 DP 1243665 and has a street address as William Street Paxton.

The site is irregular in shape, has a total area of 15.69 hectares with frontage to several streets including William Street, Redgum Road and Anderson Avenue. The proposed development will front, and have access to Redgum Road.

The site was historically created via a broader residential subdivision approved in 2015 (DA 8/2014/416/1) which subdivided residential zoned land from conservation zoned land. The resultant subdivision created sixty-one (61) residential lots and one (1) residue conservation zoned lot (being the subject land), having an area of 15.69 hectares. As part of this subdivision approval, Council required the imposition of a restriction on the title of the residue conservation zoned lot ensuring that any future dwelling be contained within the building envelope identified on the deposited plan (see Figure 4 below): Development proposed by this application is to be located within the building envelope.

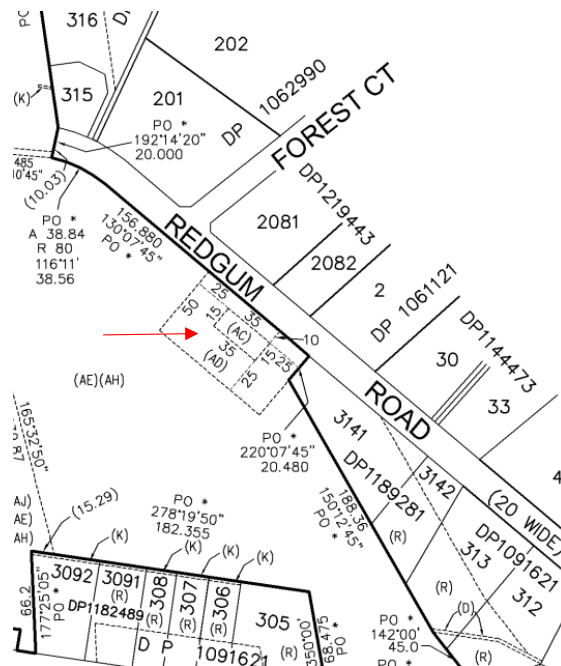


Figure 4 – Identified Building Envelope on the Deposited Plan

The site is currently vacant land and is heavily vegetated. Surrounding properties to the north are larger rural zoned holdings, to the east and west rural/residential zoned holdings (being larger residential lots) and to the south, village zoned residential lots.

The below photograph depicts the proposed location of the development, as viewed from Redgum Road.



Figure 5 – Subject site as viewed from Redgum Road (the proposed dwelling location)

HISTORY

The history of the subject Development Application is summarised in the following table:

Date	Action
27 August 2024	Development Application lodged.
30 August 2024	Internal referrals undertaken to Council's Development Engineers and Ecologist
11 September 2024	Council's Development Engineers finalise assessment and request the Applicant to provide amended plans to increase the floor level of the dwelling to address potential flooding impacts.
17 October 2024	Council's Ecologist finalises assessment and requests the Applicant to undertake a Biodiversity Development Assessment Report (BDAR) to address ecology impacts.
25 October 2024	Letter sent to Applicant requesting amended plans and BDAR.
23 January 2025	Amended plans and BDAR lodged by the Applicant.
28 January 2025	Amended plans and BDAR referred to Council's Development Engineers and Ecologist for assessment.

27 February 2025	Council's Development Engineers finalise assessment and support the proposal subject to conditions.
3 March 2025	Council's Ecologist finalises assessment of the submitted BDAR and requests clarification in relation to bushfire asset protections zones and ecology impacts.
12 March 2025	Letter sent to Applicant requesting additional information as per Council's Ecologist assessment.
18 March 2025	Applicant submits amended plans.
7 April 2025	Council's Ecologist finalises assessment and supports the proposal subject to conditions.
2 June 2025	The Application is advertised for 28 days.
1 July 2025	Advertising closes and two (2) submissions are received in support of the proposal.
11 August 2025	Planning assessment finalised and Council report prepared.

ASSESSMENT

ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979

Section 1.7 Application of Part 7 of Biodiversity Conservation Act 2016 and Part 7A of Fisheries Management Act 1994

Section 1.7 of the *Environmental Planning and Assessment Act 1979* (EP&A Act), prescribes as follows:

'This Act has effect subject to the provisions of Part 7 of the Biodiversity Conservation Act 2016 (BC Act) and Part 7A of the Fisheries Management Act 1994 that relate to the operation of this Act in connection with the terrestrial and aquatic environment'.

Biodiversity Conservation Act 2016

The proposed development requires the removal of vegetation to accommodate a building footprint of approximately 550m². The proposed clearing is located within a biodiversity values mapped area and as such, a Biodiversity Development Assessment Report (BDAR) supports the Application.

The majority of the clearing associated with the proposed development was previously assessed and approved in association with the historical subdivision which created the subject land. The clearing proposed is limited to a small area, and is not considered to be substantial in the context of the broader subject site to be preserved.

Subject to the retention of select native trees and the delineation of the clearing footprint, the development will not result in a threatening process and as such, ecology impacts have been minimised. Suitable conditions of consent have been proposed in the draft Notice of Determination.

Section 4.14 (Certain Bush Fire Prone Land)

The site is identified as being bush fire prone land; however, the application does not propose a subdivision for residential purposes or a special fire protection purpose as defined in the *Rural Fires Act 1997*.

Therefore Section 4.14 of the Act is applicable and the development is required to be assessed against the provisions of *Planning for Bushfire Protection (PBP) 2019*, and the requirements of *Section 4.14 of the Act*.

The Application is accompanied by a bushfire assessment report prepared by a certified Bushfire Planning and Design (BPAD) practitioner recognised by the NSW Rural Fire Service as a qualified consultant.

The bushfire assessment report is supportive of the proposal, subject to the establishment of suitable bushfire asset protection zones and a construction standard of BAL-29.

Section 4.15 Evaluation

In determining a Development Application, the consent authority is to take into consideration the following matters prescribed within s4.15 of the *Environmental Planning and Assessment Act 1979*, as they are of relevance to the development the subject of the development application:

4.15(1)(a)(i) The provisions of any environmental planning instrument

The environmental planning instruments that relate to the proposed development are:

1. *State Environmental Planning Policy (Biodiversity and Conservation) 2021 - Koala Habitat Protection 2021.*
2. *State Environmental Planning Policy (Resilience & Hazards) 2021.*
3. *State Environmental Planning Policy (Sustainable Buildings) 2022.*
4. *Cessnock Local Environmental Plan (LEP) 2011.*

An assessment of the proposed development under the environmental planning instruments is provided below:

1. State Environmental Planning Policy (Biodiversity and Conservation) 2021 - Koala Habitat Protection 2020

The aim of this policy is to encourage the proper conservation and management of areas of natural vegetation that provide habitat for koalas to support a permanent free-living population over their present range and reverse the current trend of koala population decline. This policy is applicable to the Cessnock LGA to land that has an area of more than one (1) hectare, and as such, applies to the development.

While the submitted BDAR identifies Koala use and feed tree species within the study area (which extends beyond the building footprint of the development), the percentage of these species constitutes less than 15% of the total number of trees within the forested areas of the site and as such, the site does not represent "highly suitable habitat" under the SEPP. No further consideration of the SEPP is therefore required.

2. State Environmental Planning Policy (Resilience & Hazards) 2021

Chapter 4 – Remediation of Land

State Environmental Planning Policy (Resilience & Hazards) 2021 – Chapter 4: Remediation of Land, provides planning guidelines for remediation of contaminated land. Section 4.6(1) of the SEPP is relevant to the assessment of this Development Application.

Section 4.6(1) requires that consent not be granted until Council has considered whether the land is contaminated. If the land is contaminated, the Council needs to be satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out.

The subject land is vacant, heavily vegetated and there has been no history of any potentially contaminating activities.

No evidence of contamination was observed during inspection of the site.

As there is no historical evidence of the site being previously used for a purpose which would result in the land being contaminated, no further investigation is warranted.

The proposal is therefore acceptable in terms of the requirements under this SEPP.

3. State Environmental Planning Policy (Sustainable Buildings) 2022

State Environmental Planning Policy (Sustainable Buildings) 2022 provides guidelines for the development of sustainable buildings in New South Wales.

A BASIX certificate was submitted as part of this application and was generated within three (3) months of lodgement of the DA.

The certificate number is 1254508S_03 and it meets the requirements in regards to energy, water and thermal performance. If the development is undertaken in accordance with this certificate, it will be consistent with this SEPP.

4. Cessnock Local Environmental Plan 2011

4.1 Permissibility

The subject land is zoned C2 Environmental Conservation under the provisions of the *CLEP 2011*, shown below:



Dwellings are a permissible land use in the C2 Environmental Conservation Zone, with consent. The proposed swimming pool is considered to be ancillary, and would not be on the site, but for the dwelling.

4.2 Objectives

The objectives of the C2 Environmental Conservation Zone, and a response to each, are identified in the following table:

Objective	Comment
<i>'To protect, manage and restore areas of high ecological, scientific, cultural or aesthetic values.'</i>	<p>The proposed dwelling and swimming pool will be located within an already disturbed part of the site and will only require selective clearing for a building footprint of approximately 550m². Additional selective tree removal will be required within the bushfire asset protection zone around the building footprint and the trees to be removed have been identified on the architectural plans.</p> <p>The Application has been accompanied by a Biodiversity Assessment Development Report (BDAR) and has demonstrated that the proposal will not result in any significant impact on the ecological qualities of the land.</p> <p>The dwelling is single storey and has been designed sympathetically, ensuring the aesthetic values of the site are not compromised.</p> <p>The land has no identified cultural or scientific values that would preclude the development.</p> <p>It is therefore considered that the application satisfies this objective.</p>
<i>'To prevent development that could destroy, damage or otherwise have an adverse effect on those values.'</i>	<p>As previously discussed, the building footprint was carefully selected as part of a historical subdivision ensuring minimal disturbance to the ecological and visual qualities of the land. Conditions of consent have been imposed ensuring only selective trees are cleared within the identified building footprint and bushfire asset protection zone.</p> <p>It is therefore considered that the application satisfies this objective.</p>
<i>'To provide for land uses compatible with the high ecological, scientific, cultural or aesthetic values of the zone.'</i>	<p>The proposed dwelling and swimming pool building footprint occupies approximately 2% of the entire site. The dwelling is to be used for residential purposes only and there are no other uses proposed that would be incompatible with the ecological and aesthetic qualities of the site.</p> <p>It is therefore considered that the application satisfies this objective.</p>
<i>'To protect, manage and restore Aboriginal cultural heritage, threatened ecological communities, key threatened species habitat, biodiversity corridors and important ecosystems.'</i>	<p>As the owner of the land does not currently reside on the site, there have been ongoing issues of public trespassing with destructive activities being undertaken on the land, impacting on the environmental values of the property (including motorbike riding, dumping of rubbish, lighting of fires, tree removal and ringbarking).</p> <p>With the owner being permanently present on the site, the likelihood of trespassing and associated unauthorised activities will be significantly reduced and the owner's intention is to protect and restore the environmental qualities of the land.</p> <p>It is therefore considered that the application satisfies this objective.</p>

4.3 Relevant Clauses

The Development Application was assessed against the following relevant clauses of the CLEP 2011:

- Clause 4.2A – Erection of Dwelling Houses on Land in Certain Rural and Conservation Zones

Clause 4.2A of the CLEP 2011 applies to the development as it establishes minimum lot sizes for the erection of dwellings in certain rural and conservation zones. Clause 4.2A reads as follows:

4.2A Erection of dwelling houses on land in certain rural and conservation zones

(1) *The objectives of this clause are as follows—*

- (a) to minimise unplanned rural residential development,*
- (b) to enable the replacement of lawfully erected dwelling houses in certain rural and conservation zones.*

(2) *This clause applies to land in the following zones—*

- (a) Zone RU2 Rural Landscape,*
- (b) Zone RU4 Primary Production Small Lots,*
- (c) (Repealed)*
- (d) Zone C2 Environmental Conservation,*
- (e) Zone C3 Environmental Management.*

(2A) *This clause does not apply to Lot 686, DP 619758, Taylors Road, Black Hill.*

(3) *Development consent must not be granted for the erection of a dwelling house on land in a zone to which this clause applies, and on which no dwelling house has been erected, unless the land is—*

- (a) a lot that is at least the minimum lot size specified for that land by the Lot Size Map, or*
- (b) a lot created before this Plan commenced and on which the erection of a dwelling house was permissible immediately before that commencement, or*
- (c) a lot resulting from a subdivision for which development consent (or equivalent) was granted before this Plan commenced and on which the erection of a dwelling house would have been permissible if the plan of subdivision had been registered before that commencement, or*
- (d) an existing holding, or*
- (e) identified as having a dwelling entitlement on the Dwelling Entitlement Map, or*
- (f) a lot created under clause 4.1.*

Note—A dwelling cannot be erected on a lot created under clause 9 of State Environmental Planning Policy (Rural Lands) 2008 or clause 4.2.

(4) *Despite subclause (3), development consent may be granted for the erection of a dwelling house on land to which this clause applies if—*

- (a) there is a lawfully erected dwelling house on the land and the dwelling house to be erected is intended only to replace the existing dwelling house, or*
- (b) the land would have been a lot or a holding referred to in subclause (3) had it not been affected by—*
 - (i) a minor realignment of its boundaries that did not create an additional lot, or*
 - (ii) a subdivision creating or widening a public road or public reserve or for another public purpose.*

(5) In this clause—

existing holding means land that was a holding on 31 December 1984, whether or not there has been a change in the ownership of the holding since 31 December 1984.

holding means all single lots and any adjoining land, even if separated by a road or railway, held by the same person or persons.

Note—The owner in whose ownership all the land is at the time the application is lodged need not be the same person as the owner in whose ownership all the land was on the stated date.

Clause 4.2(A)(3)(a), specifically applies to the development as it requires the subject land to be the minimum size as identified on the Lot size map. In this regard, the lot size map identifies the land as having a minimum lot size of 80 hectares to enable a dwelling. The subject land has an area substantially less than this being 15.69 hectares.

The Applicant has lodged a formal objection to the minimum Lot size development standard under the provisions of Clause 4.6 of the CLEP 2011 (Exceptions to Development Standards) which is addressed below:

- Clause 4.6 – Exceptions to Development Standards

In part, clause 4.6 states as follows:

‘(2) Development consent may, subject to this clause, be granted for development even though the development would contravene a development standard imposed by this or any other environmental planning instrument. However, this clause does not apply to a development standard that is expressly excluded from the operation of this clause.

(3) Development consent must not be granted to development that contravenes a development standard unless the consent authority is satisfied the applicant has demonstrated that—

(a) compliance with the development standard is unreasonable or unnecessary in the circumstances, and

(b) there are sufficient environmental planning grounds to justify the contravention of the development standard.

Note— The Environmental Planning and Assessment Regulation 2021 requires a development application for development that proposes to contravene a development standard to be accompanied by a document setting out the grounds on which the applicant seeks to demonstrate the matters in paragraphs (a) and (b).

(4) The consent authority must keep a record of its assessment carried out under subclause (3)’

The proposal seeks to vary the following development standard contained within CLEP 2011:

Relevant Section	Development Standard	Proposal	Complies	Variation Proposed
Section 4.2A(3)(a)	A minimum of 80 hectares is required for the erection of a dwelling	15.69 hectares	No	80.4% to the development standard for the erection of a dwelling

The following table summarises the applicant’s justification of the variation sought:

What is the name of the environmental planning instrument that applies to the land?	
Applicant's comments	Council's comments/response
Cessnock Local Environmental Plan 2011. (CLEP 2011)	Agreed/Noted.
What is the zoning of the land?	
Applicant's comments	Council's comments/response
C2 Environmental Conservation under the provisions of CLEP 2011.	Agreed/Noted.
What are the objectives of the zone?	
Applicant's comments	Council's comments/response
<ul style="list-style-type: none"> To protect, manage and restore areas of high ecological, scientific, cultural or aesthetic values. To prevent development that could destroy, damage or otherwise have an adverse effect on those values. To provide for land uses compatible with the high ecological, scientific, cultural or aesthetic values of the zone. To protect, manage and restore Aboriginal cultural heritage, threatened ecological communities, key threatened species habitat, biodiversity corridors and important ecosystems. 	Agreed/Noted.
What is the development standard being varied?	
Applicant's comments	Council's comments/response
Clause 4.2A(3)(a) with regard to Minimum Lot size on Council's Maps in CLEP 2011	The prescribed Lot size on Council's Lot Size Map is 80 hectares.
Under what clause is the development standard listed in the environmental planning instrument?	
Applicant's comments	Council's comments/response
Clause 4.2A(3)(a)	Agreed/Noted.

What are the objectives of the development standard?	
Applicant's comments	
(a) to minimise unplanned rural residential development, (b) to enable the replacement of lawfully erected dwelling houses in certain rural and conservation zones.	
Council's comments/response	
Agreed/Noted.	
What is the numeric value of the development standard in the environmental planning instrument?	
Applicant's comments	Council's comments/response
80 hectares	Agreed/Noted.
What is the proposed numeric value of the development standard in your development application?	
Applicant's comments	Council's comments/response
15.69 hectares	Agreed/Noted.
What is the percentage variation (between your proposal and the environmental planning instrument)?	
Applicant's comments	Council's comments/response
80.4%	Agreed/Noted.
How is strict compliance with the development standard unreasonable or unnecessary in this particular case?	
Applicant's comments/justification	
<p>Strict compliance with the development standard is unreasonable and unnecessary given the proposal will satisfy the objectives of the C2 Conservation Management zone outlined as follows:</p> <ol style="list-style-type: none"> Protect, Manage, and Restore Values: <p>The dwelling proposal includes measures to protect, manage, and even contribute to the restoration of areas of the site with high ecological, scientific, cultural, or aesthetic values. As noted in the letter submission from Enviro Ecology the proposal will result in the clearing of less than 2,500m² of the site, leaving 154,262m² of the site, or over 98% of the site not impacted by the dwelling proposal.</p> Prevent Adverse Effects: <p>By adhering to sustainable building practices and design principles, the proposal will prevent adverse effects on the identified values. This includes avoiding construction of the dwelling in the more sensitive areas of the site and implementing erosion control measures to safeguard ecological and cultural features.</p> Compatibility with Zone Values: <p>Ensuring that the proposed dwelling aligns with the high ecological, scientific, cultural, or aesthetic values of the zone demonstrates compatibility. This involves the architectural choices that blend harmoniously with the natural surroundings and cultural context.</p> Protection of Cultural Heritage and Biodiversity: <p>The proposal includes specific strategies to protect and manage Aboriginal cultural heritage, threatened ecological communities, key habitats for threatened species, biodiversity corridors, and important ecosystems. This involves the preservation of more than 98% of the site area. In summary, the dwelling proposal is consistent with the zone objectives and demonstrates a commitment to environmental and cultural preservation. The dwelling will integrate with the</p> 	

<p>landscape, employ sustainable practices, and actively contribute to the protection and enhancement of the identified ecological, scientific, cultural, and aesthetic values within the Conservation Management zone.</p>
<p>Council's comments/response</p> <p>Strict compliance with the prescribed development standard will preclude the erection of a dwelling on the site. As the owner is currently unable to reside on the land, the property has been subject to public trespassing and associated destructive activities including motor bike riding, tree removal, ringbarking and dumping. With the property owner residing off-site, surveillance of the property is currently limited and difficult to manage.</p> <p>It is the owner's intention to improve the environmental qualities of the site by restoring and rehabilitating the environmental damage that has been undertaken by the public and this can only effectively be achieved by the owner residing on the site, enabling regular surveillance.</p> <p>Approving the erection of a dwelling on the land (although not in accordance with the prescribed numerical development standard under the <i>CLEP 2011</i>), the underlying objectives of the C2 Environmental Conservation Zone will be better achieved. This will enable the owner to restore, rehabilitate and conserve the environmental qualities of the site and protect the land from any further damage by trespassers.</p>
<p>How would strict compliance hinder the attainment of the objects specified in Section 1.3(a)(i) and (ii) (formally 5) of the Act?</p>
<p>Applicant's comments/justification</p> <p>The proposal will ensure attainment of the objects of the EP&A Act namely:</p> <p>(a) to promote the social and economic welfare of the community and a better environment by the proper management, development and conservation of the State's natural and other resources,</p> <p>Response: Enabling a dwelling on the site was permitted through the subdivision which approved a building envelope. This will ensure that the site can be actively managed to conserve the sites natural resources through proper management.</p> <p>(b) to facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment,</p> <p>Response: As with objective (a) above, enabling a dwelling to be constructed on the site will facilitate ecologically sustainable development through the ongoing management of the site's natural resources.</p>
<p>Council's comments/response</p> <p>Strict compliance with the development standard would preclude the erection of a dwelling on the property for the owner to reside permanently on the property. As previously discussed, the environmental qualities of the site are currently exposed to destructive public trespassing activities and due to the owner living remotely from the property, regular surveillance of trespassing activities is restricted.</p> <p>With the owner residing on the site, regular surveillance will deter public trespassing and control unauthorised destructive activities. It is the owner's intention to improve the environmental qualities of the site by restoring and rehabilitating the environmental damage that has been undertaken by the public and this can only be achieved effectively by the owner residing on the site. As such, support of the proposed development will better meet the objects of the <i>Environmental Planning and Assessment (EP&A Act) 1979</i> under Section 1.3(a)(i) and (ii).</p>
<p>Is the development standard a performance-based control? Give details.</p>

Applicant's comments/justification
No, it is a numerical control.
Council's comments/response
Noted/Agreed
Are there sufficient environmental planning grounds to justify contravening the development standard? Give details
Applicant's comments/justification
<p>The proposal is considered to have substantial environmental planning grounds to justify the variation in this instance as follows:</p> <ul style="list-style-type: none"> The proposal will ensure attainment of the objects of the EP&A Act namely: <ul style="list-style-type: none"> (a) to promote the social and economic welfare of the community and a better environment by the proper management, development and conservation of the State's natural and other resources, <p>Response: Enabling a dwelling on the site was permitted through the subdivision by approval of a building envelope. This will ensure that the site can be actively managed to conserve the sites natural resources.</p> (b) to facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment, <p>Response: As with objective (a) above, enabling a dwelling to be constructed on the site will facilitate ecologically sustainable development through the ongoing management of the site's natural resources.</p> (c) to promote the orderly and economic use and development of land, <p>Response: Lot 136 was approved with a dwelling envelope, so allowing a dwelling to be constructed within the dwelling envelope will ensure the orderly and economic use and development of land.</p> (d) to promote the delivery and maintenance of affordable housing, <p>Response: Increasing dwelling supply, although marginal in this instance to have a positive impact in terms of stabilising the property market and enabling more affordable housing opportunities.</p> (e) to protect the environment, including the conservation of threatened and other species of native animals and plants, ecological communities and their habitats, <p>Response: As with objectives (a) and (b) above, enabling a dwelling to be constructed on the site will facilitate the ongoing management and conservation of the site's natural resources.</p> (f) to promote the sustainable management of built and cultural heritage (including Aboriginal cultural heritage), <p>Response: The balance of Lot 136 undoubtedly has aboriginal cultural value, and the construction of the dwelling within the defined building envelope will ensure such values are not compromised.</p> (g) to promote good design and amenity of the built environment, <p>Response: The proposed dwelling is designed in a manner that will complement the rural residential character of the area in terms of its single storey construction, materials, and colours.</p>

(h) to promote the proper construction and maintenance of buildings, including the protection of the health and safety of their occupants,

Response: The proposed dwelling is designed to comply with the BCA.

The construction of a dwelling on Lot 136 was contemplated as part of the subdivision of the land with a building envelope for a dwelling approved as part of the subdivision. This proposal is consistent with the previous approval and is located within the building envelope.

Council's comments/response

As previously discussed in this report, there has always been an intention for a dwelling to be constructed on the subject land and this was considered in the historical subdivision approval in 2015.

The survey plan (Figure 4) identifies a building envelope on the property and this was intentionally required by Council to ensure any future dwelling was located within this building envelope as it was the preferred location to minimise ecological impacts.

Since the registration of the land in 2017, amendments have been made to the *CLEP 2011* including an increase in the minimum lot size area for a dwelling in the C2 Environmental Conservation Zone from 40 hectares to 80 hectares.

As previously discussed, if Council were to enforce compliance with the current development standard under the *CLEP 2011*, a dwelling would not be able to be approved on the property and the current on-going environmental damage to the property by public trespassing would likely continue.

There are sufficient environmental planning grounds to vary the prescribed development standard to permit the development. With the owner of the property permanently residing on the site, trespassing activities can be controlled and the environmental damage that has occurred over the years to the property can be restored and managed in perpetuity.

Conclusion

On the basis of the above assessment, it is considered that the requirements of clause 4.6 have been satisfied and that development consent may be granted.

- Clause 5.21– Flood Planning

Clauses 5.21 applies to flood affected land and the development of flood affected land. The objectives of this clause are to ensure the development of flood affected land minimises flood risk to life and property and to allow development that is compatible with the flood function and behavior on the land.

The site is traversed by two (2) x 1st order streams and is affected by riverine flooding in a 1% AEP event in accordance with Council's City Wide Flood Study (see Figure 6 below).



Figure 6 – 1% AEP Flood Extent

The proposed dwelling is located partially within the 1% AEP flood extent (see Figure 7 below). The Applicant was required to lodge amended plans demonstrating that the finished floor level (FFL) of the dwelling would be at least 600mm above the 1% flood extent. Amended plans were lodged and deemed to satisfy the 600mm freeboard, thereby ensuring the development will not be impacted by flooding in the event of a flood event. Flood free access is available to the site of the proposed dwelling.



Figure 7 – Location of Dwelling relative to the 1% AEP Flood Extent

Having regard for the above, the development is considered to be compatible with the flood function and behavior on the land and Clause 5.21 of the *CLEP 2011* is considered satisfied.

- Clause 7.2 – Earthworks

Clause 7.2 seeks to ensure that any earthworks do not result in any adverse impact on the environment and neighbouring properties. The proposal incorporates minor earthworks associated with the building footprint.

The extent of earthworks has been reviewed and is not considered to be extensive, nor has the potential to result in any significant impact on adjoining properties subject to the imposition of suitable conditions of consent. Accordingly, the proposal satisfies the provisions of this clause.

4.15(1)(a)(ii) *The provisions of any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved).*

There are no proposed instruments relevant to the subject site or proposed development.

4.15(1)(a)(iii) *The provisions of any development control plan*

Cessnock Development Control Plan (CDCP) 2010

The following is an assessment of the proposal's compliance with the relevant chapters contained in the CDCP 2010.

Chapter C1: Parking and Access

The proposed development has been assessed under the provisions of Chapter C1 of Council's DCP 2010 (Parking and Access) and the following table details the number of parking spaces required on the site to service the development, and the number of spaces proposed. As detailed in the table, adequate parking is provided in the form of a double garage and complies with the provisions of Council's DCP

Proposed Development	Parking Rates	Total Required	Parking	Complies
Dwelling House	2 space per dwelling	2 spaces		Yes

Chapter C3: Contaminated Lands

The contaminated lands guidelines chapter of the CDCP reflect the requirements of *State Environmental Planning Policy (Resilience and Hazards) 2021*. As previously discussed, there is no evidence of any historical contaminating land uses occurring on the site.

Chapter C5: Waste Management and Minimisation

Chapter C5 of the CDCP requires a waste management plan that addresses waste management during demolition, construction and for the ongoing operation of the development.

The application has been accompanied by a waste management plan which has been assessed as being satisfactory and in compliance with the requirements of Council's DCP provisions.

Chapter C9: Development on Flood Prone Land

As previously discussed in this report, the site is traversed by two (2) x 1st order streams and partly affected by riverine flooding in a 1% AEP flood event in accordance with Council's City Wide Flood Study.

The proposed dwelling is located partially within the 1% AEP flood extent and within a H1 Hazard in accordance with the provisions of Council's DCP. Council's DCP permits dwellings within the H1 Hazard category subject to certain controls as follows:

Control Objective	Control	Comment	Complies
To reduce risk to life and property resulting from floods by controlling development within the flood planning area.	All habitable finished floor levels are to be at or above the Flood Planning Level.	The floor level of the proposed dwelling will be above the Flood Planning Level.	Yes
To ensure that development within the flood planning area does not place an unacceptable financial burden on landowners or the community	Parts of the building constructed at or below the Flood Planning Level are to be constructed with materials identified as 'suitable' in Fact Sheet 2: Flood Compatible Building Guidelines	All parts of the proposed dwelling will be constructed above the Flood Planning Level.	Yes
To ensure that all land uses and essential services are appropriately sited and	Electrical fixtures such as power points, light fittings and switches are to be sited above the Flood	A condition of consent has been imposed requiring all electrical fixtures to be	Yes

designed in recognition of all potential floods.	Planning Level unless they are on a separate circuit (with earth leakage protection) to the rest of the building.	above the Flood Planning Level.	
To protect the integrity of the flood plain, including riparian vegetation, fluvial geomorphologic environmental processes and water quality.	All hazardous chemicals are to be stored above the Flood Planning Level.	There are no hazardous chemicals proposed to be stored on the site.	Yes

Having regard for the above, the proposal has demonstrated compliance with the provisions of this chapter of Council's DCP.

4.15(1)(a)(iia) The provisions of any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4

No such agreement has been proposed in conjunction with this application.

4.15(1)(a)(iv) The provisions of the regulations

There are no matters prescribed by the regulations that apply to this development.

4.15(1)(b) The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts on the locality

The proposed dwelling will occupy a small part of the site which has been previously disturbed. In terms of ecological impacts, the Applicant has submitted a Biodiversity Development Assessment Report (BDAR) which demonstrates that the building footprint (including the swimming pool) and associated bushfire asset protection zones will not adversely impact on the ecological values of the property.

The land has historically been subject to public trespassing issues resulting in environmentally destructive activities such as motorbike riding, vegetation removal, ringbarking of trees and dumping. The proposed dwelling will enable the owner to reside on the site permanently and undertake regular surveillance to deter trespassing and the associated destructive activities to the environmental qualities of the site.

As demonstrated by the above assessment, the proposed development will improve the current adverse environmental and social impacts currently occurring on the land as a result of public trespassing, and enable the property owner to restore and rehabilitate the site, conserving its environmental qualities.

4.15(1)(c) The suitability of the site for the development

As demonstrated by the above assessment, the proposed development is not expected to result in any significant impacts on the natural and built environment, or detrimental social or economic impacts in the locality, subject to the imposition of suitable conditions of consent.

4.15(1)(d) Any submissions made in accordance with this Act or the regulations

The development application and accompanying information was publicly advertised for a 28 day period from 2 June 2025 to 1 July 2025. During this time two (2) submissions were received in support of the proposal.

The reasons indicated for supporting the proposal are summarised as follows:

- As there is no dwelling on the site at the moment, the property is being illegally accessed by the public and the following activities are being undertaken, destroying native vegetation and impacting on wildlife:
 - Illegal motorbike riding
 - The chopping down and ringbarking of native trees
 - Dumping of rubbish
 - Lighting of fires
 - The removal and destruction of boundary fencing

Comment

As the owner of the land currently does not reside on site, there is a lack of surveillance on the property and as such difficult for the owner to control trespassing and the various destructive activities on the land by the public.

With the owner permanently residing on the site, the likelihood of trespassing will be significantly reduced and subsequently minimise further disturbance to native vegetation and wildlife on the property.

4.15(1)(e) The public interest

The public interest is served through the detailed assessment of this Development Application under the *Environmental Planning and Assessment Act 1979*, *Environmental Planning and Assessment Regulation 2000*, Environmental Planning Instruments and Council Policies.

Based on the above assessment, it is considered that the proposed development is consistent with the wider public interest.

INTERNAL REFERRALS

The Development Application was referred to the following Council officers for comment:

Officer	Comment
Development Engineer	No objection has been raised to the proposal, subject to the imposition of suitable engineering conditions.
Ecologist	No objection has been raised to the proposal, subject to the imposition of suitable conditions.

EXTERNAL REFERRALS

The Development Application was not required to be referred to any external agencies for comment.

CONCLUSION

The Development Application has been assessed in accordance with *Section 4.15(1) of the Environmental Planning and Assessment Act 1979*, and all other relevant instruments and policies.

The variation proposed to the minimum area requirement for the construction of a dwelling in the C2 Environmental Conservation Zone has been adequately justified by the Applicant.

The subject land was historically created with the intention of a dwelling being established on the site and this is evidenced in the survey plans for the site which identifies a building envelope and associated bushfire asset protection zones for the establishment of a future dwelling. This building envelope was required as part of the subdivision in 2015.

The development will enable the objectives of the C2 Environmental Conservation Zone to be achieved by virtue of a permanent dwelling being located on the site for the owner to ensure ongoing surveillance of the property to restrict public trespassing and associated destructive activities on the environmental qualities of the site.

It is considered that the proposal is in the public interest and therefore it is recommended that the application be approved subject to the conditions contained in the attached draft Notice of Determination.

Reasons for approval

The determination decision was reached for the following reasons:

- The proposal is consistent with the objectives of the C2 Environmental Conservation zone under the *Cessnock Local Environmental Plan 2011*.
- The proposal is consistent with the relevant State Environmental Planning Policies.
- The proposal is compliant with the relevant provisions under the Cessnock Development Control Plan 2010.
- The proposal incorporates adequate measures to ensure the development does not result in any adverse impacts on the natural and built environment.
- The site is considered suitable for the proposed development.
- The development proposal is considered to be in the public interest.

GENERAL CONDITIONS

Condition		
1. Approved Plans and Documents		
<p>Development must be carried out strictly in accordance with DA No. 8/2024/530/1 and the following plans and supplementary documentation, except where amended by the conditions of this consent.</p>		
Plan Reference	Drawn By	Dated
Perspectives Job No.: SD138RED Sheet 1 of 11	Sheer Designs	18 March 2025
Site Plan Job No.: SD138RED Sheet 2 of 11	Sheer Designs	18 March 2025
Enlarged Site Plan Job No.: SD138RED Sheet 3 of 11	SHEER Designs	18 March 2025
Floor Plan Job No.: SD138RED Sheet 4 of 11	SHEER Designs	18 March 2025
Elevations I Job No.: SD138RED Sheet 5 of 11	SHEER Designs	18 March 2025
Elevations II Job No.: SD138RED Sheet 6 of 11	SHEER Designs	18 March 2025
Sections Job No.: SD138RED Sheet 7 of 11	SHEER Designs	18 March 2025
BASIX Job No.: SD138RED Sheet 8 of 11	SHEER Designs	18 March 2025
Roof Plan Job No.: SD138RED Sheet 9 of 11	SHEER Designs	18 March 2025
Slab Plan Job No.: SD138RED Sheet 10 of 11	SHEER Designs	18 March 2025
Bushfire Notes Job No.: SD138RED Sheet 11 of 11	SHEER Designs	18 March 2025

8/2023/753/1 Conditions of Consent

Document Title	Prepared By	Dated
Bushfire Threat Report	Tattersall Lander Pty Ltd	18 March 2025

In the event of any inconsistency between the approved plans and supplementary documentation, the plans will prevail.

2. Staging of the Development

The development is to be constructed in two (2) stages as follows:

- **Stage 1** – Construction of the dwelling
- **Stage 2** – Construction of the swimming pool

3. CC, PC & Notice Required

In accordance with the provisions of Section 6.6 & 6.7 of the *EP&A Act 1979*, construction works approved by this consent must not commence until:

- A *CC* has been issued by a Certifier (being Council or a registered certifier); and
- A *PC* has been appointed by the person having benefit of the development consent; and
- If Council is not the *PC*, notify Council no later than two (2) days before building work commences as to who is the appointed *PC*; and
- At least two (2) days before commencement of building work, the person having benefit of the development consent is to notify Council as to the intention to commence building work.

4. Bushfire Protection

The development shall be constructed/completed in accordance with the certified Bushfire Threat Report prepared by Tattersall Lander Pty Ltd dated 18 March 2025 which forms part of this consent.

5. Swimming Pool

The approved swimming pool must comply with the *Swimming Pools Act 1992* and relevant standards. Pool filters, pumps and related plant must only operate in accordance with the *Protection of the Environment Operations Act 1997*.

**BUILDING WORK
BEFORE ISSUE OF A CONSTRUCTION CERTIFICATE**

Condition	
6. Long Service Levy	In accordance with Section 34 of the <i>Building and Construction Industry Long Service Payments Act 1986</i> , the applicant must pay a long service levy at the prescribed rate to either the Long Service Payments Corporation or Council for any work costing \$250,000 or more. The Long Service Levy is payable prior to the issue of a <i>CC</i> .

8/2023/753/1 Conditions of Consent

7. Retaining Wall

Where a retaining wall is in excess of 600mm in height and/or within 900mm of a property boundary, separate detailed drawings are to be submitted in conjunction with the CC, specifying wall heights, heights of retaining walls, proposed mounding and stabilisation treatment, and landscaping for the elevations of the building.

The plans submitted in association with the CC application are to demonstrate compliance with this requirement. The plans are to be approved by the Certifier as satisfying this requirement before the issue of a CC.

8. Stormwater Drainage

The applicant shall collect all roof and stormwater runoff from the impervious areas on site, and any other drainage entering the site, and discharge it to Council's satisfaction in accordance with Council's 'Engineering Guidelines for Design and Construction'.

The plans submitted in association with the CC application are to demonstrate compliance with this requirement. The plans are to be approved by the Certifier as satisfying this requirement prior to the issue of the CC.

9. Delineation of Asset Protection Zone

The boundaries of the Asset Protection Zone as identified in the Architectural Plans by Sheer Designs (dated March 2025) must be permanently delineated using fencing. Evidence that this has occurred must be provided to Council's Ecologist for approval prior to issue of any Construction Certificate.

10. Retention of Select Trees

Trees to be retained within the APZ, as identified in the Architectural Plans by Sheer Designs (dated March 2025) must be marked with flagging tape or similar method prior to works commencing. The trees must be retained and not cleared or disturbed in perpetuity. Evidence that this has occurred must be provided to Council's Ecologist for approval prior to issue of any Construction Certificate.

11. Ecosystem credit retirement conditions

- a) Prior to issue of CC the class and number of ecosystem credits in Table 1 must be retired to offset the residual biodiversity impacts of the development.
- b) The requirement to retire credits in (a) may be satisfied by payment to the Biodiversity Conservation Fund of an amount equivalent to the class and number of ecosystem credits, as calculated by the Biodiversity Offsets Payment Calculator¹.
- c) Evidence of the retirement of credits or payment to the Biodiversity Conservation Fund in satisfaction of (a) must be provided to the consent authority prior to CC.

Table 1 Ecosystem credits required to be retired – like for like

Impacted plant community type	Number of ecosystem credits	IBRA sub-region	Plant community type(s) that can be used to offset the impacts from development
3446 – Lower North Foothills Ironbark-Box-Gum Grassy Forest	1	Hunter, Ellerston, Karuah Manning, Kerrabee, Liverpool Range, Peel, Tomalla, Upper Hunter, Wyong and Yengo Or Any IBRA subregion that is within 100 kilometers of the outer edge of the impacted site.	Hunter Lowland Redgum Forest in the Sydney basin and New South Wales North Coast Bioregions. This includes PCT's: 1603, 1605, 1691, 1692, 3328, 3446, 3634

¹ Note that prices of credits in the Biodiversity Offsets Payment Calculator are subject to change. The amount payable to discharge an offset obligation will be determined at the time of payment.

12. Species credit retirement conditions

- Prior to issue of CC the class and number of species credits in Table 2 must be retired to offset the residual biodiversity impacts of the development.
- The requirement to retire credits in (a) may be satisfied by payment to the Biodiversity Conservation Fund of an amount equivalent to the class and number of species credits, as calculated by the Biodiversity Offsets Payment Calculator¹.
- Evidence of the retirement of credits or payment to the Biodiversity Conservation Fund in satisfaction of (a) must be provided to the consent authority prior to CC.

Table 2 Species credits required to be retired – like for like

Impacted species credit species	Number of species credits	IBRA sub-region
Swift Parrot / <i>Lathamus discolor</i>	1	Anywhere in NSW

¹ Note that prices of credits in the Biodiversity Offsets Payment Calculator are subject to change. The amount payable to discharge an offset obligation will be determined at the time of payment.

BEFORE BUILDING WORK COMMENCES

Condition
<p>13. Home Building Act 1989 Requirement</p> <p>Residential building work must not be carried out unless the <i>PC</i> for the development to which the work relates (not being the council) has given the council written notice of the following information:</p> <ul style="list-style-type: none">a) for work that requires a principal contractor to be appointed:<ul style="list-style-type: none">i) the name and licence number of the principal contractor, andii) the name of the insurer of the work under the <i>Home Building Act, 1989</i>, Part 6;b) for work to be carried out by an owner-builder:<ul style="list-style-type: none">i) the name of the owner-builder, andii) if the owner-builder is required to hold an owner-builder permit under the <i>Home Building Act, 1989</i> - the number of the owner builder permit. <p>If the information provided within a) or b) changes while the work is in progress further work must not be carried out unless the <i>PC</i> has given the Council written notice of the updated information.</p> <p>This condition does not apply in relation to Crown building work that is certified to comply with the BCA under the Act, Part 6.</p> <p>14. Erection of Signs</p> <p>Prior to the commencement of building works, a sign must be erected in a prominent position on the site on which the work is being carried out. The sign must state:</p> <ul style="list-style-type: none">a) the name, address and telephone number of the principal certifier for the work;b) the name of the principal contractor, if any, for the building work and a telephone number on which the principal contractor may be contacted outside of working hours; andc) state that unauthorised entry to the work site is prohibited. <p>The sign must be maintained while the work is being carried out, but must be removed when the work has been completed.</p> <p>15. Toilet Facilities</p> <p>Toilet facilities are to be provided prior to works commencing, at or in the vicinity of the work site on which work involved in the erection or demolition of a building is being carried out, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site.</p> <p>Each toilet provided must be a sewage management facility approved by the NSW Department of Health and/or Council, and operate in an environmentally responsible manner, free of nuisance or offence, and be appropriately serviced.</p>

8/2023/753/1 Conditions of Consent

16. Relocation of Services

The person having the benefit of the Development Consent shall be responsible for all costs incurred in the necessary relocation of any services affected by the required construction works. In the event that existing services are required to be relocated the proprietor shall make application to obtain any necessary approval from the relevant service authority prior to commencement of any works.

17. Public Liability Insurance

Any person or contractor undertaking works on public property must take out Public Risk insurance with a minimum cover of twenty (20) million dollars in relation to the occupation of, and approved works within, public property. The Policy is to note, and provide protection for Cessnock City Council as an interested party, and a copy of the Policy must be submitted to Council prior to commencement of the works. The Policy must be valid for the entire period that the works are being undertaken on public property. The insurance shall also note the location and the risk.

18. Road Opening Permit

Under Section 138 of the *Roads Act 1993*, should any work on the verge, footpath, public road reserve, or public reserve (open space) be required, a "Road Opening Permit" will need to be obtained from Council. In this regard, the applicant is to make a formal application to Council. The Permit application is to be submitted to, and approved by, Council prior to works commencing.

19. S138 Roads Act Approvals

Under Section 138 of the *Roads Act 1993*, should any work on the verge, footpath, or public road reserve be required, a S138 Roads Act Approval will need to be obtained from Council. In this regard, the applicant is to make a formal application to Council. The S138 application is to be submitted to, and approved by, Council prior to works commencing.

DURING BUILDING WORK

Condition

20. Floor Level Certification

The floor level of the proposed building shall be certified by a registered surveyor as being not less than 600mm above the 100 year Average Recurrence Interval (ARI) flood level. The floor level shall therefore be certified as being not less than RL 122.63m Australian Height Datum (AHD).

The evidence shall be submitted to the PC prior to construction works proceeding beyond floor level stage

21. Construction Hours

Excavation and building work must be restricted to the hours of 7.00am and 5.00pm on Monday to Saturday inclusive. Work is not to be carried out on Sundays and public holidays.

22. Waste Management

Rubbish generated from the development is to be suitably contained on site at all times. No rubbish shall be stockpiled in a manner which facilitates the rubbish to be blown off the site.

23. Erosion and Sedimentation Control

The control of erosion, and the prevention of silt discharge into drainage systems and waterways, will be necessary in accordance with Council's 'Engineering Guidelines for Design and Construction', and Landcom's Soils and Construction Manual - April 2004. Erosion control measures are to be implemented prior to the commencement of any earthworks, and shall be maintained until satisfactory completion and restoration of site earthworks, including revegetation of all exposed areas.

24. Swimming Pool

The swimming pool and safety fences and gates shall be installed in accordance with the approved plans, specifications, the Swimming Pools Act 1992 (as amended) and the BCA.

The swimming pool shall at all times be surrounded by a child resistant barrier:

- a) that separates the swimming pool from any residential buildings and tourist accommodation situated on the premises, and from any place (whether public or private) adjoining the premises; and
- b) that is designed, constructed, installed and maintained in accordance with the standards prescribed by the *Swimming Pools Regulation 2018* and AS1926.1 "Safety barriers for swimming pools".

Waste water from the pool shall be disposed of, so as not to create a nuisance to surrounding properties, or to pollute the environment. Where the Hunter Water Corporation's sewer is available, wastewater shall be drained or pumped to the sewer.

All requirements of the Hunter Water Corporation shall be observed in relation to waste water disposal.

Swimming pool surrounds and/or paving shall be constructed so as to ensure water from the pool overflow or surge does not discharge onto neighbouring property.

25. Swimming Pool Warning Notice

At the commencement of construction of the swimming pool, the occupier of the premises in or on which the swimming pool (not including spa pool) is being constructed must ensure that a sign is erected and maintained that:-

- a) bears a notice containing the words "*This swimming pool is not to be occupied or used*" having a minimum front size of 50mm; and
- b) is located in a prominent position in the immediate vicinity of that swimming pool; and
- c) continues to be erected and maintained until a relevant OC or a certificate of compliance has been issued for that swimming pool.

26. Building Materials On Site

All building materials, plant and equipment are to be placed on the building site. Building materials, plant and equipment (including water closets), are not to be placed on footpaths, roadways, public reserves, etc.

27. Protection of Retained Trees

The trees marked for retention as required by Condition 2 must remain clearly marked during works. Tree protection measures outlined in AS 4970 – 2009 *Protection of trees on development* sites are to be implemented. The trees must be retained and not cleared or disturbed during works.

28. Restriction on Clearing

Clearing works must not extend beyond the boundaries of the approved development. All workers on the site must be made aware of the environmental significance of the native vegetation on site. This notification to all workers must be documented in writing and be able to be provided to Council upon request.

29. Stockpiling

Stockpiling or storage or mixing of materials (including soil), vehicle parking, disposal of liquids, machinery repairs, refuelling and the siting of any new offices or sheds must not occur within the drip line of retained trees during any stage of the development.

**BEFORE ISSUE OF AN OCCUPATION CERTIFICATE FOR THE
DWELLING**

Condition

30. Concrete Access Crossing

The registered proprietors shall construct and maintain a concrete access crossing from the kerb and gutter in Redgum Road to the property boundary, in accordance with Council's "Engineering Requirements for Development" and AS 2890.1. A S138 Roads Act Approval is required from Council prior to any construction commencing within the road reserve. The access crossing is required to be constructed prior to the issue of an OC for the whole of the building (the dwelling). Where a Partial OC is issued the crossing shall be completed within six (6) months from the date of the Partial OC.

Construction of the crossing will require inspections to be undertaken by Council. The applicant shall pay Council engineering site supervision fees in accordance with Council's current Fees & Charges, prior to the inspections being undertaken.

Unsatisfactory or defective works will require additional inspection fees and will be charged in accordance with Council's current Fees & Charges.

The applicant is to advise Council at least 48 hours prior to inspection of works within the footpath and/or road reserve.

31. Certification of Electrical Fittings

All electrical fittings and electrical outlets for the dwelling are to be installed and certified by a registered surveyor as being not less than 500mm above the 100 year Average Recurrence Interval flood level. The fittings / outlets are to therefore be installed at a level of RL 122.630m Australian Height Datum or higher. Alternatively, electrical fittings / outlets are to be provided with their own separate circuit (with earth leakage protection) to the rest of the building. The certification shall be submitted to the PC prior to issue of the OC for the dwelling.

32. All Services Provided

Certification that all services as required (eg water supply, gas, electricity, telephone, sewer), are available to the site, shall be submitted to the PC prior to issue of an OC for the dwelling.

33. Drainage Works

All drainage works required to be undertaken in accordance the development are to be completed prior to issue of an OC for the dwelling. Roof water from the building and any rainwater tank overflow shall be piped clear of all buildings - without creating any nuisance on the property, to the onsite sewage management system, or to adjoining properties.

34. Evidence of Tree Removal and Retention

Evidence that removal or retention of trees and native vegetation within the Asset Protection Zone has been undertaken in accordance with the conditions of this consent must be provided to Council's Ecologist for approval prior issue of the OC for the dwelling.

**BEFORE ISSUE OF AN OCCUPATION CERTIFICATE FOR THE
SWIMMING POOL**

Condition

35. Swimming Pool

The swimming pool shall not be filled with water until such time as the safety fencing and gates have been completed in accordance with the approved plans and specifications.

Note: It is the applicant's responsibility to ensure that all excavations and incomplete pools have appropriate safety fencing, or are otherwise protected.

36. Swimming Pool Registration

Before issue of an OC for the swimming pool, the pool is to be registered on the NSW Swimming Pool Register "[Register your NSW Pool Now — NSW Swimming Pool Register](#)". A *Swimming Pool Notification Form* is to be submitted to Council for the swimming pool and spa/s. They will be subject to routine inspections as per Council's *Swimming Pool Program*.

37. General Regulated Premises

A *Swimming Pool Notification Form* is to be submitted to Council for the swimming pool. The pool will be subject to routine inspections as per Council's *Swimming Pool Program*.

OCCUPATION AND ONGOING USE

Condition	
38. Use of Swimming Pool	<p>The swimming pool shall not be used for commercial or professional purposes without separate approval from Council.</p> <p>Access gates are to be self-closing and self-latching, and shall open outwards from the pool area. The occupier of any premises in or on which a swimming pool is situated must ensure that gates providing access to the swimming pool are kept securely closed at all times when they are not in actual use.</p> <p>Pool plant (i.e. filter) shall be sited and operated so as not to cause a noise nuisance to adjoining neighbours. Provisions of the <i>Protection of the Environment Operations Act</i> include restrictions relating to noise levels.</p> <p>The occupier of the property in or on which a swimming pool is situated must ensure that there is at all times a sign complying with the requirements of clause 10 of the <i>Swimming Pools Regulation 2018</i>, prominently displayed and permanently fixed in the vicinity of the swimming pool.</p>
39. Pool Backwash	<p>Swimming pool backwash water must not be discharged to the on-site sewage management system.</p>

ADVISORY

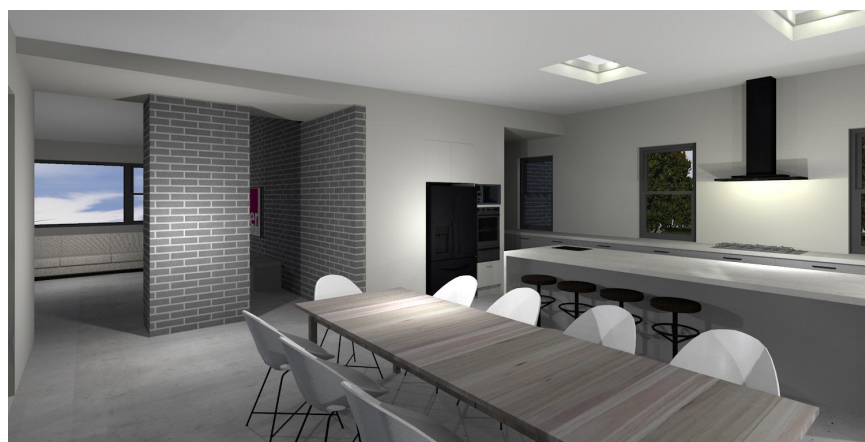
Notes	
A. BEFORE YOU DIG AUSTRALIA	<p>Before any excavation work starts, contractors and others should look up the "Before You Dig Australia" service to access plans/information for underground pipes and cables. www.byda.com.au</p>
B. Other Approval and Permits	<p>The applicant shall apply to Council for all necessary permits including crane permits, road opening permits, hoarding or scaffolding permits, footpath occupation permits, and/or any other approvals under <i>Section 68 (Approvals)</i> of the <i>Local Government Act 1993</i> or <i>Section 138</i> of the <i>Roads Act 1993</i>.</p>
C. No Storage of Hazardous Chemicals	<p>No storage of hazardous chemical is permitted on the site by this consent.</p>



FRONT PERSPECTIVE



REAR PERSPECTIVE



1 INTERIOR PERSPECTIVE

PERSPECTIVES

<p>Written dimensions to take precedence over scales</p> <p>ABSA Association of Building Surveyors Australia</p> <p>GreenSmart AUSTRALIAN GREEN BUILDING COUNCIL</p>	<p>PO Box 138, Cessnock NSW 2325 P 02 4991 1855 F 02 4991 1850 info@sheerdesigns.com.au www.sheerdesigns.com.au ACN 151 574 686 ABN 84 151 574 686</p>	<p>DATE 20.03.21 03.09.21 03.11.21 05.11.21 09.11.21 10.11.21 13.08.24 28.08.24 11.03.25</p>	<p>ISSUE A B C D E F G H I</p>	<p>ISSUED FOR CONCEPT REVISED CONCEPT FOR REVIEW EXTEND BUILDING FOR REVIEW DRAWS REVISE LEVELS UPDATE BASIX INCREASE APP</p>	<p>DRAWN TS NW NW NW NW NW NW NW NW</p>	<p>Lot 136 #136 William Street, Paxton DP 1243665 CLIENT Mrs J Schellack-Dixon</p>	<p>SCALE: 1:33.33 DATE: 18/03/2025 DRAWN: Karen SHEET NO: 1 OF 11 JOB NUMBER</p>	<p>SD138RED</p>



ALL ELEVATIONS BAL 29 IN
ACCORDANCE WITH AS 3959-2018
AND PLANNING FOR BUSHFIRE
PROTECTION 2019

REFER TO PAGE 08

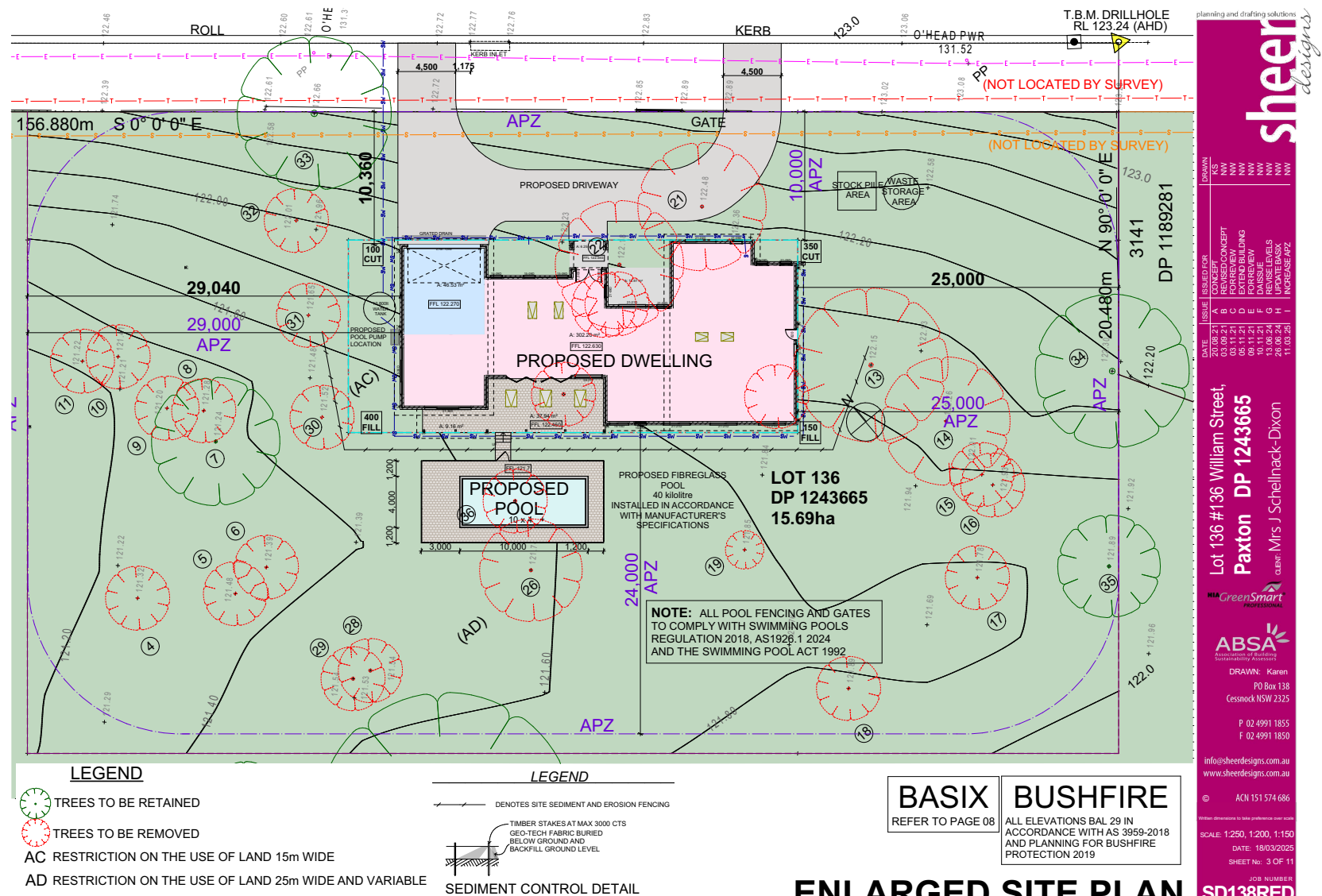
Sheet Index		
Page	Layout	Orientation
01	PERSPECTIVES	A3 (P)
02	SITE PLAN	A3 (L) long
03	ENLARGED SITE PLAN	A3 (L)
04	FLOOR PLAN	A3 (L) long
05	ELEVATIONS I	A3 (L) long
06	ELEVATIONS II	A3 (L) long
07	SECTIONS	A3 (L) long
08	BASIX & SCHEDULES	A3 (L) long
09	ROOF PLAN	A3 (L) long
10	SLAB PLAN	A3 (L) long
11	BUSHFIRE NOTES	A3 (L) long

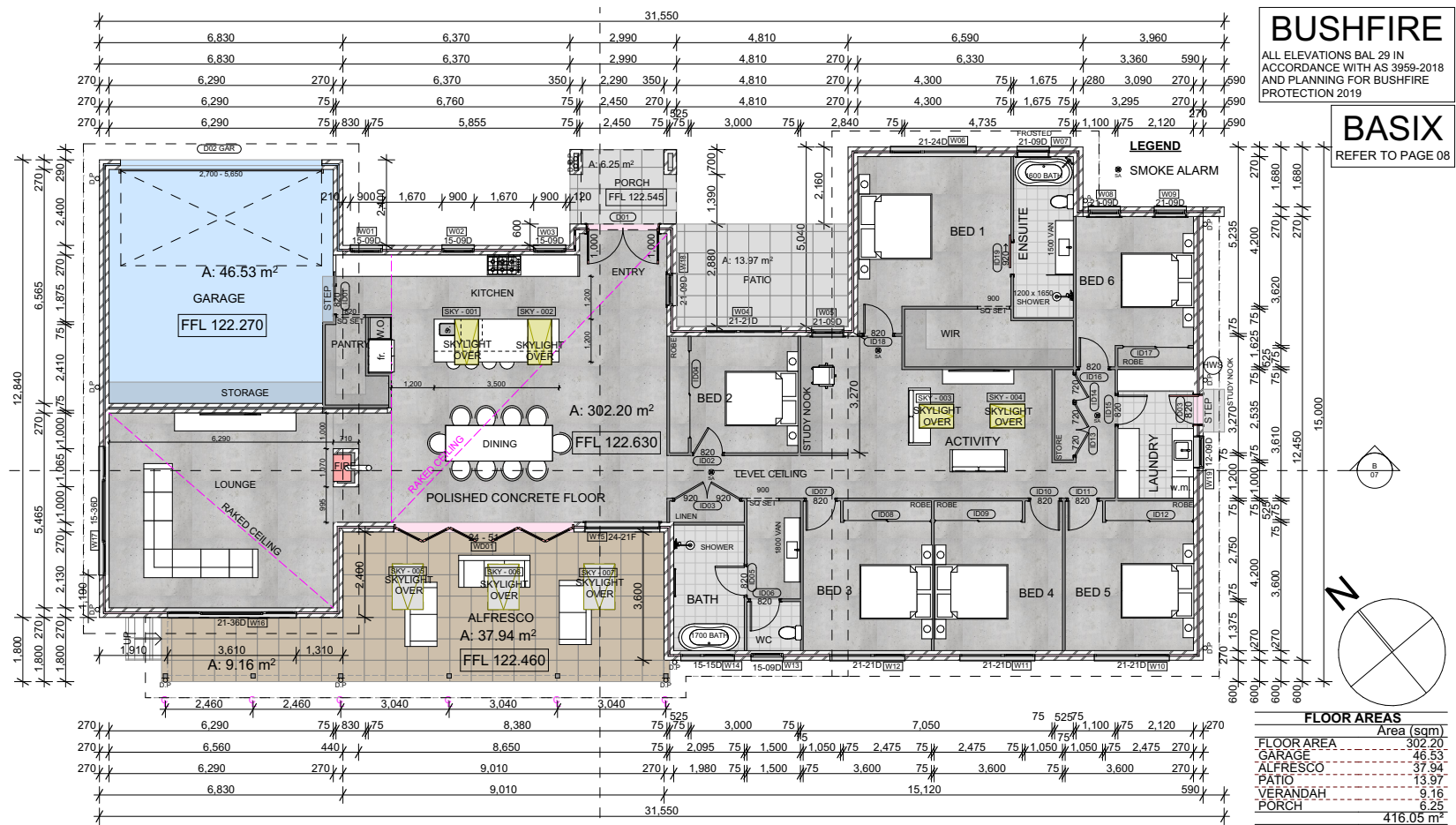
planning and drafting solutions

SD138RED

Written dimensions to take preference over scale

DATE	ISSUE	ISSUED FOR	DRAWN
20.08.21	A	CONCEPT	KS
03.09.21	B	REVISED CONCEPT	NW
03.11.21	C	FOR REVIEW	NW
06.11.21	D	EXTEND BUILDING	NW
09.11.21	E	FOR REVIEW	NW
10.11.21	F	DA ISSUE	NW
13.06.24	G	REVISE LEVELS	NW
26.06.24	H	UPDATE BASIS	NW
11.03.25	I	INCREASE APZ	NW





FLOOR PLAN

planning and drafting solutions

ABSA Australian Building Sustainability Assessor GreenSmart PROFESSIONAL	PO Box 138 Cessnock NSW 2325 P 02 4991 1855 F 02 4991 1850 info@sheerdesigns.com.au www.sheerdesigns.com.au ABN 71 257 223 323	DATE	ISSUE	ISSUED FOR	DRAWN
		20.08.21	A	CONCEPT	NW
		03.09.21	B	REVISED CONCEPT	NW
		03.11.21	C	FOR REVIEW	NW
		05.11.21	D	EXTEND BUILDING	NW
		03.11.21	E	FOR REVIEW	NW
		10.11.21	F	DAISSUE	NW
		13.06.24	G	REVISE LEVELS	NW
		26.06.24	H	UPDATE BASIX	NW
		11.03.25	I	INCREASE APZ	NW

Lot 136 #136 William Street,
Paxton DP 1243665

client: Mrs J Schellnack-Dixon

SCALE: 1:1, 1:100

DATE: 18/03/2025

DRAWN: Karen

SHEET No:

4 OF 11

JOB NUMBER

SD138RED

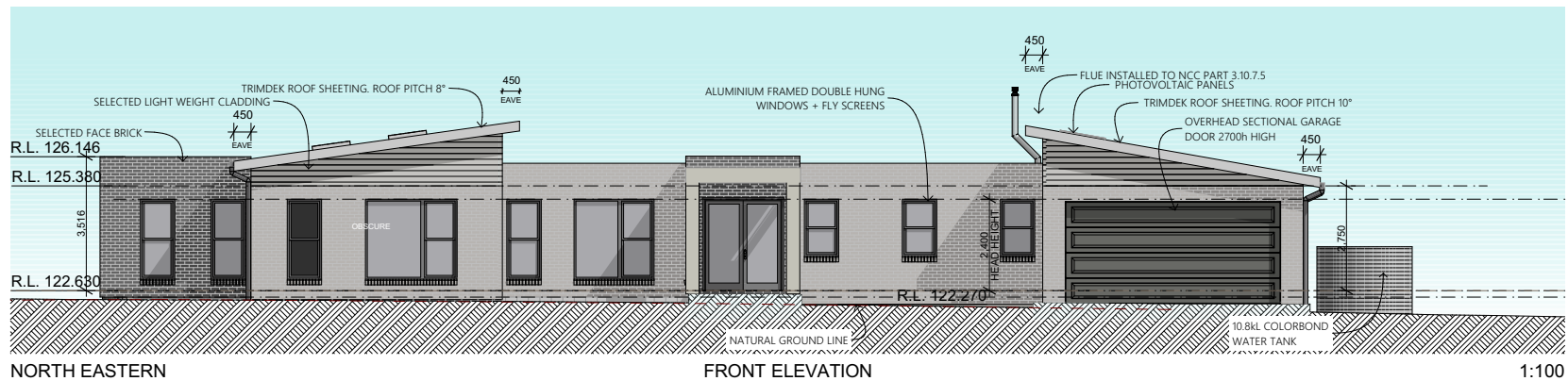
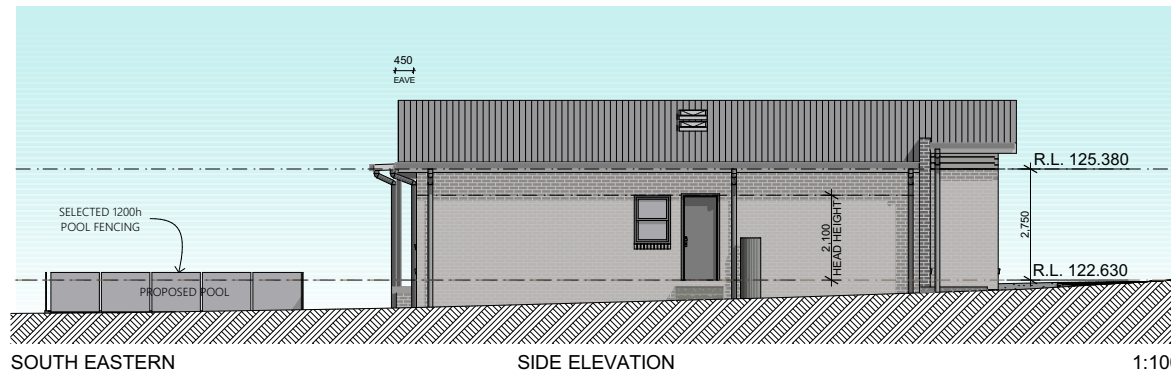
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NOTE: ALL POOL FENCING AND GATES TO COMPLY WITH SWIMMING POOLS REGULATION 2018, AS1926.1 2024 AND THE SWIMMING POOL ACT 1992

BUSHFIRE
ALL ELEVATIONS BAL 29 IN ACCORDANCE WITH AS 3959-2018 AND PLANNING FOR BUSHFIRE PROTECTION 2019

BASIX
REFER TO PAGE 08



ELEVATIONS I

ARTICULATION JOINTS IN ACCORDANCE WITH AS3700

DATE	ISSUE	ISSUED FOR	DRAWN
20.08.21	A	CONCEPT	KS
03.09.21	B	REVISED CONCEPT	NW
03.11.21	C	FOR REVIEW	NW
05.11.21	D	EXTEND BUILDING	NW
05.11.21	E	FOR REVIEW	NW
10.11.21	F	DAISSUE	NW
13.06.24	G	REVISE LEVELS	NW
26.06.24	H	UPDATE BASIX	NW
11.03.25	I	INCREASE APZ	NW

Lot 136 #136 William Street,
Paxton DP 1243665

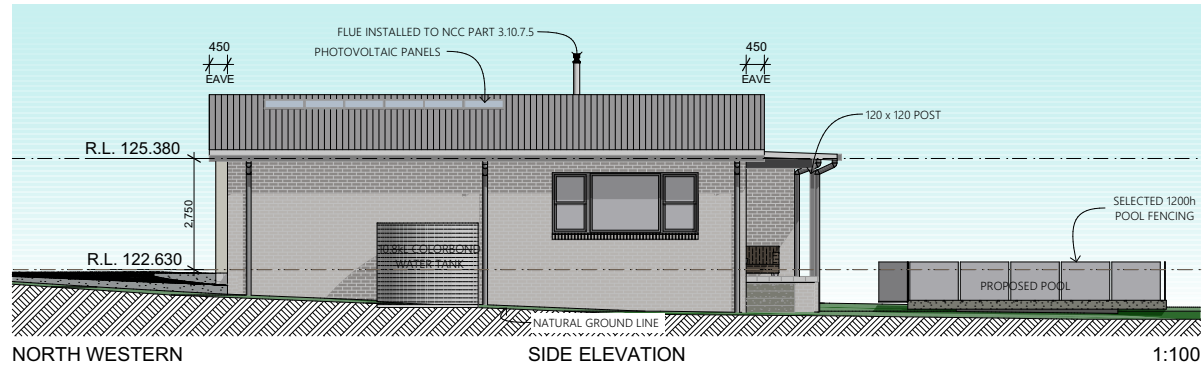
client: Mrs J Schellnack-Dixon

SCALE: 1:100
DATE: 18/03/2025
DRAWN: Karen
SHEET No: 5 OF 11
JOB NUMBER

SD138RED

sheer designs

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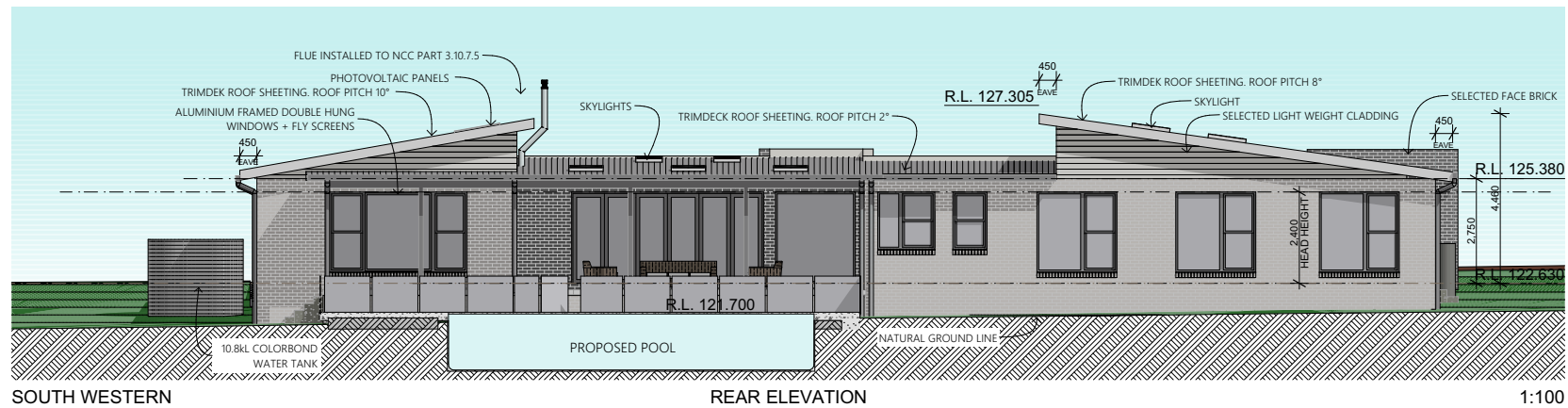
**BUSHFIRE**

ALL ELEVATIONS BAL 29 IN
ACCORDANCE WITH AS 3959-2018
AND PLANNING FOR BUSHFIRE
PROTECTION 2019




BASIX

REFER TO PAGE 08

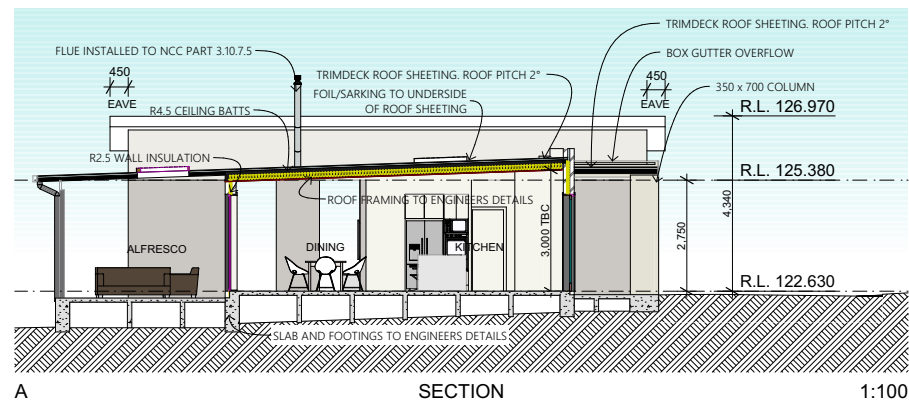
NOTE: ALL POOL FENCING AND GATES
TO COMPLY WITH SWIMMING POOLS
REGULATION 2018, AS1926.1 2024
AND THE SWIMMING POOL ACT 1992

**ELEVATIONS II**

planning and drafting solutions

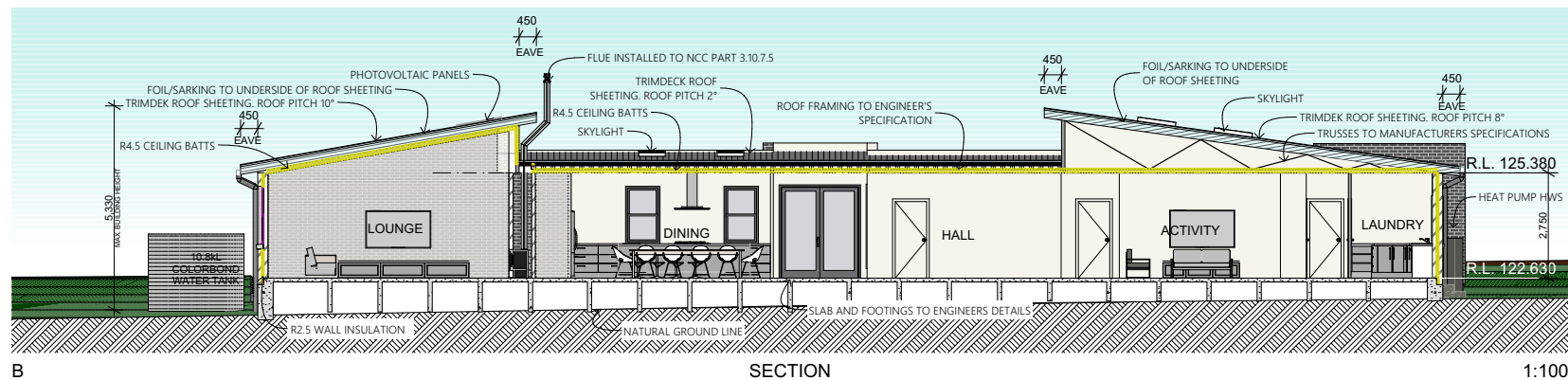
 PO Box 138 Cessnock NSW 2325 P 02 4991 1855 F 02 4991 1850 info@sheerdesigns.com.au www.sheerdesigns.com.au ABN 71 257 223 323	 Sustainable Building Sustainability Assessment	DATE	ISSUE	ISSUED FOR	DRAWN	Lot 136 #136 William Street, Paxton DP 1243665 client: Mrs J Schellnack-Dixon	SCALE: 1:100 DATE: 18/03/2025 DRAWN: Karen SHEET No: 6 OF 11 JOB NUMBER SD138RED	
		20.08.21	A	CONCEPT	KS			
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		26.06.24	H	UPDATE BASIX	NW			
		11.03.25	I	INCREASE APZ	NW			

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BUSHFIRE
ALL ELEVATIONS BAL 29 IN
ACCORDANCE WITH AS 3959-2018
AND PLANNING FOR BUSHFIRE
PROTECTION 2019

BASIX
REFER TO PAGE 08

**NOTE:**

- THE BUILDER SHALL CHECK ALL DIMENSIONS AND VERIFY ERRORS AND OMISSION WITH THE DESIGNER. DO NOT SCALE.
- ALL CONCRETE WORKS CONSTRUCTED IN ACCORDANCE WITH AS2870-2011
- ALL TIMBER FRAMING TO BE CONSTRUCTED IN ACCORDANCE WITH AS1684.2-2010
- ALL STEEL FRAMING TO BE CONSTRUCTED IN ACCORDANCE WITH AS3923-1993
- TERMITE PROTECTION IN ACCORDANCE WITH AS3660.1-2014
- CONNECT ALL STORMWATER PIPES INTO THE WATER TANK, STORMWATER OVERFLOW TO THE STREET

SECTIONS

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ABSA Australian Building Sustainability Assessment GreenSmart PROFESSIONAL	PO Box 138 Cessnock NSW 2325 P 02 4991 1855 F 02 4991 1850 info@sheerdesigns.com.au www.sheerdesigns.com.au ABN 71 257 223 323	Within dimensions to take preference over scale DATE ISSUE ISSUED FOR DRAWN 20.08.21 A CONCEPT KS 03.09.21 B REVISED CONCEPT NW 03.11.21 C FOR REVIEW NW 05.11.21 D EXTEND BUILDING NW 09.11.21 E FOR REVIEW NW 10.11.21 F DAISSE NW 13.06.24 G REVISE LEVELS NW 26.06.24 H UPDATE BASIX NW 11.03.25 I INCREASE APZ NW

Lot 136 #136 William Street,
Paxton DP 1243665

client: Mrs J Schellnack-Dixon

SCALE: 1:100
DATE: 18/03/2025
DRAWN: Karen
SHEET No:
7 OF 11
JOB NUMBER

SD138RED

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BASIX Commitments Summary

Certificate No 1254508S_03

The commitments set out below regulate how the proposed development is to be carried out. It is a condition of any development consent granted, or complying development certificate issued, for the proposed development, that BASIX commitments be complied with.

Water Commitments

FIXTURES must be installed to a minimum rating of:

Showerhead	4 STARS (> 6 but 7.5L/min)	Toilet flushing system	3 STARS
Kitchen taps	3 STARS	Basin taps	3 STARS

Rainwater tank

Rainwater tank storage of	10,800 litres	Rain collection off at least roof area of	486m ²
Rainwater tank connected to:	All Toilets		
	Cold water for clothes washing		
	At least one out door tap		
	A tap that is located within 10m of the swimming pool		

Thermal Comfort Commitments

Floor, walls and ceiling/roof must be installed in accordance with the specifications listed below:

	Construction	Insulation
Floor	concrete slab on ground	nil
External walls	cavity brick	R2.5
External walls	weatherboard	R2.5
Internal walls shared with garage	plasterboard	nil
Ceiling	plasterboard	R4.5 ceiling batts
Roof	unventilated medium	foil/sarking to underside of roof sheeting

Windows, glazed doors and skylights must be installed in accordance with the specifications in BASIX certificate.

Energy Commitments

Hot Water	Electric Heat Pump 15 to 20 STCs			
Cooling System	LIVING	1 phase A/C 5 STAR + fan	BEDROOM	zoned 1 phase A/C 5 STAR + fans
Heating System	LIVING	1 phase A/C 4.5 STAR	BEDROOM	zoned 1 phase A/C 4.5 STAR
Ventilation	BATHROOM	individual fan ducted to facade	manual on/off	
	KITCHEN	individual fan ducted to facade	manual on/off	
	LAUNDRY	natural ventilation		

Artificial Lighting The applicant must ensure that a minimum of 80% of light fixtures are fitted with flourescent, compact fluorescent, or light-emittingdiode (LED) lamps.

Natural lighting

Kitchen must have natural lighting via a window and / or skylight

Bathroom / toilet must have natural lighting via a window and / or skylight

Swimming Pool

must be outdoors & less than 40KL

must install a timer for the swimming pool pump

Alternative Energy

must install a 2 kilowatt photovoltaic system

Other

must install a fixed outdoor clothes drying line

induction cooktop & electric oven

must construct a well ventilated fridge space

DOOR SCHEDULE

ID	QTY	Height	Width
D01	1	2,400	2,056
D02 GAR	1	2,700	5,650
D03	1	2,100	876




















3**WINDOW SCHEDULE**

ID	QTY	Height	Width	Type	U-Value	SHGC
W01	1	1,500	900	D	6.7	0.70
W02	1	1,500	900	D	6.7	0.70
W03	1	1,500	900	D	6.7	0.70
W04	1	2,100	2,100	D	6.7	0.70
W05	1	2,100	900	D	6.7	0.70
W06	1	2,100	2,400	D	6.7	0.70
W07	1	2,100	900	D	6.7	0.70
W08	1	2,100	900	D	6.7	0.70
W09	1	2,100	900	D	6.7	0.70
W10	1	2,100	2,100	D	5.6	0.41
W11	1	2,100	2,100	D	5.6	0.41
W12	1	2,100	2,100	D	5.6	0.41
W13	1	1,500	900	D	6.7	0.70
W14	1	1,500	1,500	D	6.7	0.70
W15	1	2,400	2,100	F	6.7	0.70
W16	1	2,100	3,610	D	6.7	0.70
W17	1	1,500	3,610	D	6.7	0.70
W18	1	2,100	900	D	6.7	0.70
W19	1	1,200	900	D	6.7	0.70
WD01	1	2,400	5,050	BIFOLD	6.7	0.70

20**SKYLIGHT SCHEDULE**

ID	QTY	Dimension	U-Value	SHGC	Type	Code
SKY - 001	1	665×1,275	4.2	0.72	Fixed	FCM-2246
SKY - 002	1	665×1,275	4.2	0.72	Fixed	FCM-2246
SKY - 003	1	665×970	4.2	0.72	Fixed	FCM-2234
SKY - 004	1	665×970	4.2	0.72	Fixed	FCM-2234
SKY - 005	1	870×1,275			Fixed	FCM-3046
SKY - 006	1	870×1,275			Fixed	FCM-3046
SKY - 007	1	870×1,275			Fixed	FCM-3046

7**INTERNAL DOOR SCHEDULE**

Type	ID	Width	Height	Location
	ID01	820	2,040	GARAGE
	ID02	820	2,040	BED 2
	ID03	1,840	2,040	LINEN
	ID04	2,440	2,100	BED 2 ROBE
	ID05	820	2,040	BATH
	ID06	820	2,040	WC
	ID07	820	2,040	BED 3
	ID08	2,440	2,100	BED 3 ROBE
	ID09	2,440	2,100	BED 4 ROBE
	ID10	820	2,040	BED 4
	ID11	820	2,040	BED 5
	ID12	2,440	2,100	BED 5 ROBE
	ID13	1,440	2,040	STORE
	ID14	720	2,040	STORE
	ID15	820	2,040	LAUNDRY
	ID16	820	2,040	BED 6
	ID17	1,840	2,100	BED 6 ROBE
	ID18	820	2,040	BED 1
	ID19	920	2,040	ENSUITE

BASIX & SCHEDULES

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Lot 136 #136 William Street,
Paxton DP 1243665

client: Mrs J Schellnack-Dixon

SCALE: 1:100, 1:1

DATE: 18/03/2025

DRAWN: Karen

SHEET No:

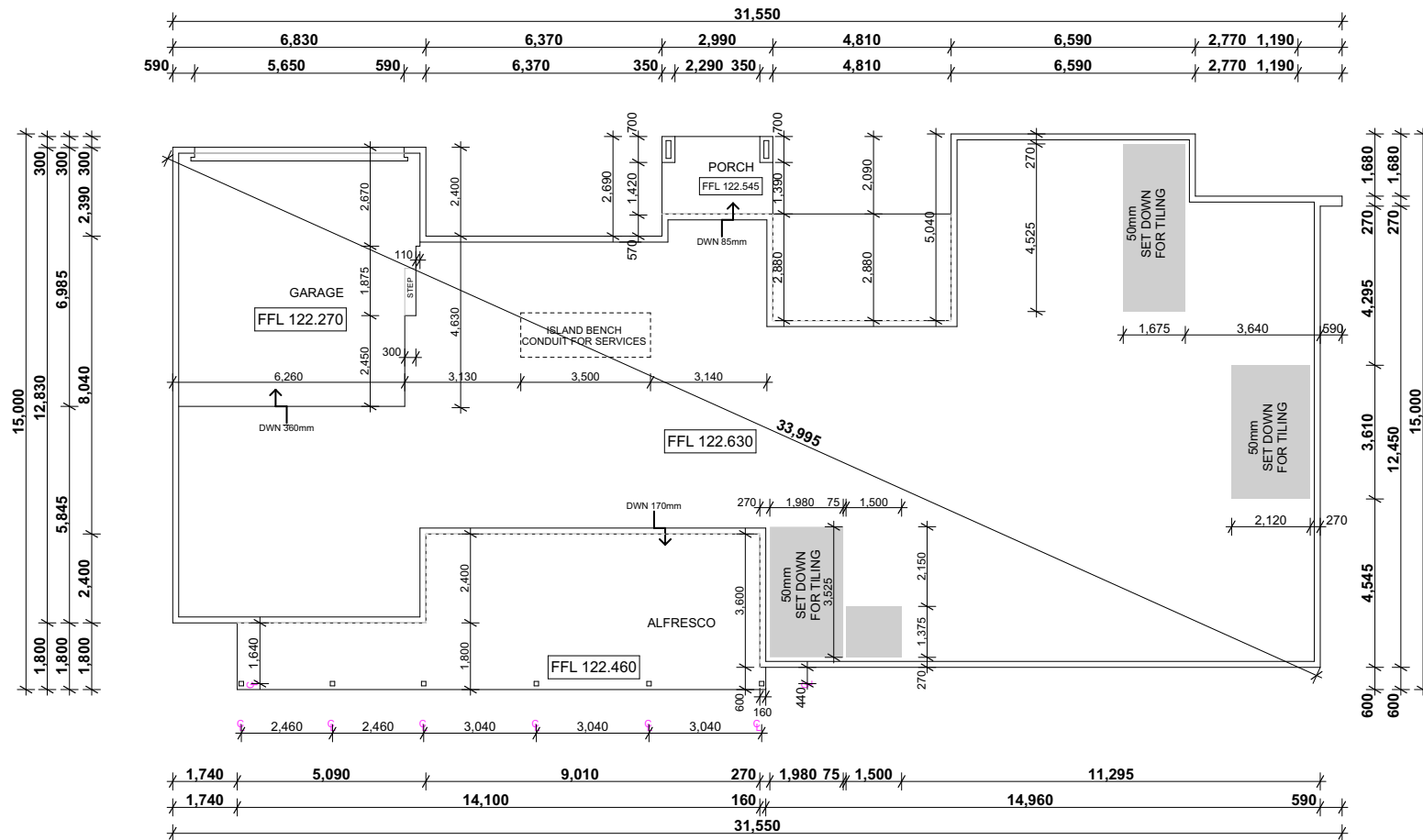
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SLAB PLAN

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AS3959 2018
CONSTRUCTION REQUIREMENTS FOR BAL-29

7.1 GENERAL
A building assessed in Section 2 as being BAL-29 shall conform with Section 3 and Clauses 7.2 to 7.8.
Any element of construction or system that satisfies the test criteria of AS 1530.8.1 may be used in lieu of the applicable requirements contained in Clauses 7.2 to 7.8 (see Clause 3.8).
NOTE: BAL-29 is primarily concerned with protection from ember attack and radiant heat greater than 19 kW/m² up to and including 29 kW/m².

7.4 WALLS
7.4.1 General
The exposed components of external walls shall be as follows:
(a) Non-combustible material including the following provided the minimum thickness is 90 mm:
(c) Cladding that is fixed externally to a timber-framed or a steel-framed wall that is sarked on the outside of the frame, and is-
(i) fibre-cement a minimum of 6 mm in thickness; or
(ii) steel sheet; or
(iii) bushfire-resisting timber (see Appendix F); or
(iv) a combination of any of Items (i), (ii) or (iii).

7.4.2 Joints
All joints in the external surface material of walls shall be covered, sealed, overlapped, backed or butt-jointed.

7.4.3 Vents and weepholes
Except for exclusions provided in Clause 3.6, vents and weepholes in external walls shall be screened with a mesh made of corrosion-resistant steel, bronze or aluminium.

7.5 EXTERNAL GLAZED ELEMENTS, ASSEMBLIES AND DOORS
7.5.2 Screens for windows and doors
Where fitted, screens for windows and doors shall have a mesh or perforated sheet made of corrosion-resistant steel, bronze or aluminium.
The frame supporting the mesh or perforated sheet shall be made from-
(a) metal; or
(b) bushfire-resisting timber (see Appendix F).
Screen assemblies shall be attached using metal fixings.

7.5.3 Windows and sidelights
Windows assemblies shall-
(i) Frame material Window frames and window joinery shall be made from-
(B) metal; or
(ii) Hardware Externally fitted hardware that supports the sash in its functions of opening and closing shall be metal.
C7.5.3 Components other than metal may be used provided they are shielded by the metal components of the window/door frame.
Trims or other components may use material other than metal.
(iii) Glazing Glazing shall be toughened glass a minimum of 5 mm thickness or glass blocks with no restriction on glazing methods.
(iv) Seals and weather strips There are no specific requirements for seals and weather strips at this BAL level.
(v) Screens Where glazing is less than 400 mm from the ground or less than 400 mm above decks, carport roofs, awnings and similar elements or fittings having an angle less than 18 degrees to the horizontal and extending more than 110 mm in width from the window frame (see Figure D3, Appendix D), the glazing shall be screened externally with a screen that conforms with Clause 3.6 and Clause 7.5.2.
(vi) In all other cases except for Clause 7.5.3(b)(v) The openable portions of windows shall be screened internally or externally with screens that conform with Clause 3.6 and Clause 7.5.2.

7.5.4 Doors-Side-hung external doors (including French doors, panel fold and bifold doors)
Side-hung external doors, including French doors, panel fold and bi-fold doors, shall-
(c) conform with the following:
(i) Door panel material Materials shall be-
(A) non-combustible; or
(C) for fully framed glazed door panels, the framing shall be made from metal or from bushfire-resisting timber (see Appendix F) or uPVC.
(ii) Door frame material Door frame material shall be-
(B) metal; or
(C) metal-reinforced uPVC. The reinforcing members shall be made from aluminium, stainless steel, or corrosion resistant steel.
(iii) Hardware Externally fitted hardware that supports the panel in its functions of opening and closing shall be metal.

Trims or other components may be use materials other than metal.
(iv) Glazing Where doors incorporate glazing, the glazing shall be toughened glass a minimum of 6 mm in thickness.
(v) Seals and weather strips Weather strips, draught excluders or draught seals shall be installed.
(vi) Screens There is no requirement to screen the openable part of the door at this BAL level.
(vii) Doors shall be tight-fitting to the door frame and to an abutting door, if applicable.

7.5.5 Doors-Sliding doors
Sliding doors shall-
(b) be completely protected externally by screens that conform with Clause 3.6 and Clause 7.5.2;
7.5.6 Doors-Vehicle access doors (garage doors)
The following applies to vehicle access doors:
(a) Vehicle access doors shall be made from-
(i) non-combustible material; or
(b) All vehicle access doors shall be protected with suitable weather strips, draught excluders, draught seals or brushes. Door assemblies fitted with guide tracks do not need edge gap protection.

NOTES:
1 Refer to AS/NZS 4505 for door types.
2 Gaps of door edges or building elements should be protected as per Section 3.
C7.5.6(b) These guide tracks do not provide a direct passage for embers into the building.
(c) Weather strips, draught excluders, draught seals or brushes to protect edge gaps or thresholds shall be manufactured from materials having a flammability index not exceeding five.
(d) Vehicle access doors with ventilation slots shall be protected in accordance with Clause 3.6.

7.5.6 Components other than metal may be used provided they are shielded by the metal components of the door assembly.

7.6 ROOFS (INCLUDING PENETRATIONS, EAVES, FASCIAS AND GABLES, AND GUTTERS AND DOWNPIPES)
7.6.1 General
The following applies to all types of roofs and roofing systems:
(a) Roof tiles, roof sheets and roof-covering accessories shall be non-combustible.
(b) The roof/wall and roof/roof junction shall be sealed or otherwise protected in accordance with Clause 3.6.
(c) Roof ventilation openings, such as gable and roof vents, shall be fitted with ember guards made of non-combustible material or a mesh or perforated sheet conforming with Clause 3.6 and made of corrosion-resistant steel, bronze or aluminium.
(d) A pipe or conduit that penetrates the roof covering shall be non-combustible.

7.6.3 Sheet roofs
Sheet roofs shall-
(a) be fully sarked in accordance with Clause 7.6.2, except that foil-backed insulation blankets may be installed over the battens; or
(b) have any gaps sealed at the fascia or wall line, hips and ridges by-
(i) a mesh or perforated sheet that conforms with Clause 3.6 and that is made of corrosion-resistant steel, bronze or aluminium; or
(ii) mineral wool; or
(iii) other non-combustible material; or
(iv) a combination of any of Items (i), (ii) or (iii).

C7.6.3 Sarking is used as a secondary form of ember protection for the roof space to account for minor gaps that may develop in sheet roofing.

7.6.6 Eaves linings, fascias and gables
The following applies to eaves linings, fascias and gables:
(a) Gables shall conform with Clause 7.4.
(b) Fascias and bargeboards shall-
(i) where timber is used, be made from bushfire-resisting timber (see Appendix F);
(ii) where made from metal, be fixed at 450 mm centres; or
(iii) be a combination of Items (i) and (ii).

(c) Eave linings shall be-
(i) fibre-cement sheet, a minimum 4.5 mm in thickness; or
(ii) bushfire-resisting timber (see Appendix F of standard); or
(iii) a combination of Items (i) and (ii).

(d) Eave penetrations shall be protected as for roof penetrations as specified in Clause 7.6.5.
(e) Eave ventilation openings shall be fitted with ember guards in accordance with Clause 3.6 and made of corrosion-resistant steel, bronze or aluminium.
(f) Joints in eaves linings, fascias and gables may be sealed with plastic joining strips or timber storm moulds.

7.6.7 Gutters and downpipes
This Standard does not provide requirements for downpipes.
If installed, gutter and valley leaf guards shall be non-combustible.
With the exception of box gutters, gutters shall be metal or uPVC.

7.7 VERANDAS, DECKS, STEPS AND LANDINGS
7.7.1 General
Decking may be spaced.
There is no requirement to enclose the subfloor spaces of verandas, decks, steps, ramps or landings.
C7.7.1 Spaced decking is nominally spaced at 3 mm (in accordance with standard industry practice); however, due to the nature of timber decking with seasonal changes in moisture content, that spacing may range from 0 mm-5 mm during service. It should be noted that recent research studies have shown that gaps at 5 mm spacing afford opportunity for embers to become lodged in between timbers, which may contribute to a fire. Larger gap spacing of 10 mm may preclude this from happening but such a spacing regime may not be practical for a timber deck.

7.7.2.4 Decking, stair treads and the trafficable surfaces of ramps and landings
Decking, stair treads and the trafficable surfaces of ramps and landings shall be-
(a) of non-combustible material; or
(b) of bushfire-resisting timber (see Appendix F of standard); or
(c) a combination of Items (a) and (b).

7.7.3 Unenclosed subfloor spaces of verandas, decks, steps, ramps and landings
7.7.3.1 Supports
Support posts, columns, stumps, stringers, piers and poles shall be-
(a) of non-combustible material; or
(b) of bushfire-resisting timber (see Appendix F of standard); or
(c) a combination of Items (a) and (b).

7.7.3.2 Framing
Framing of verandas, decks, ramps or landings (i.e. bearers and joists) shall be-
(a) of non-combustible material; or
(b) of bushfire-resisting timber (see Appendix F of standard); or
(c) a combination of Items (a) and (b).

7.7.3.3 Decking, stair treads and the trafficable surfaces of ramps and landings
Decking, stair treads and the trafficable surfaces of ramps and landings shall be-
(a) of non-combustible material; or
(b) of bushfire-resisting timber (see Appendix F of standard); or
(c) a combination of Items (a) and (b).


7.7.4 Balustrades, handrails or other barriers
Those parts of the handrails and balustrades less than 125 mm from any glazing or any combustible wall shall be-
(a) of non-combustible material; or
(b) bushfire-resisting timber (see Appendix F of standard); or
(c) a combination of Items (a) and (b).

Those parts of the handrails and balustrades that are 125 mm or more from the building have no requirements.

7.7.5 Veranda posts
Shall be made from-
(a) non-combustible material; or
(b) bushfire-resisting timber (see Appendix F of standard); or
(c) a combination of any of Items (a) or (b).

7.8 WATER AND GAS SUPPLY PIPES
Above-ground, exposed water supply pipes shall be metal.
External gas pipes and fittings above ground shall be of steel or copper construction having a minimum wall thickness in accordance with gas regulations or 0.9 mm whichever is the greater. The metal pipe shall extend a minimum of 400 mm within the building and 100 mm below ground.

BUSHFIRE NOTES



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client: Mrs J Schellnack-Dixon

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CESSNOCK LGA
2025-35



CESSNOCK CITY LIBRARY STRATEGY



CESSNOCK CITY COUNCIL



Journey Through Time, created by local school students and artist Steven Campbell.

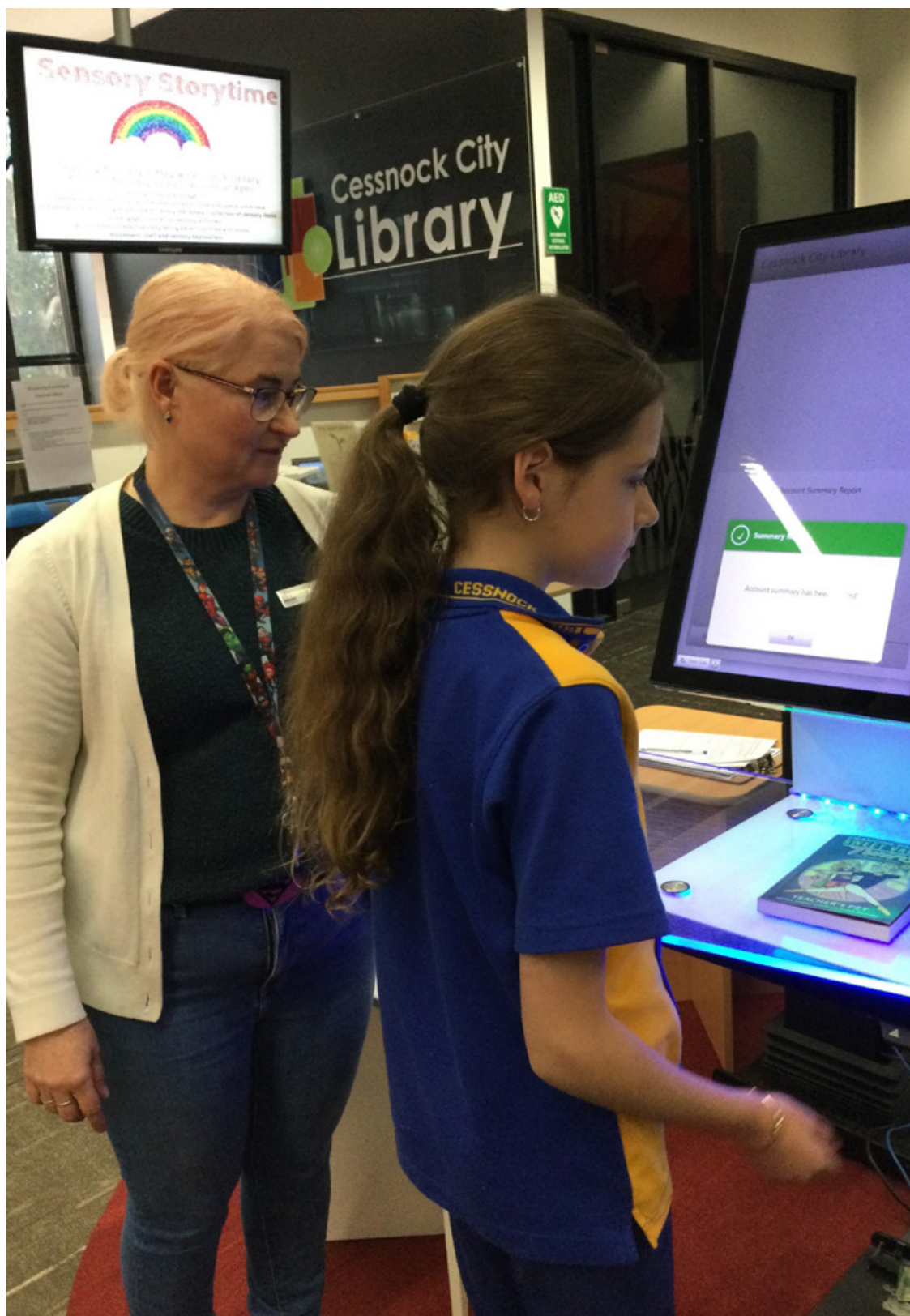
Acknowledgement of Country

Cessnock City Council acknowledges that within its local government area boundaries are the traditional lands of the Wonnarua people, the Awabakal people and the Darkinjung people. We acknowledge these Aboriginal peoples as the traditional custodians of the land on which our offices and operations are located, and pay our respects to Elders past and present. We also acknowledge all other Aboriginal and Torres Strait Islander people who now live within the Cessnock Local Government Area.

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Mayor's message

Daniel Watton

Cessnock City Library has long been a cornerstone of life in our community, a place that provides free and equitable access to information, technology, culture, and our shared stories. As our region grows and evolves, so too must our library. The Cessnock City Library Strategic Plan 2025-2035 sets a clear vision for the future, ensuring our library continues to respond to the changing needs and aspirations of our diverse and dynamic population.

This plan is the result of meaningful collaboration between community members, Council staff, and key stakeholders. Through workshops, focus groups, surveys, and benchmarking, we have developed a strategy

that is informed, inclusive, and aligned with broader Council priorities, as well as national and state frameworks.

As Cessnock continues to undergo significant social and economic transformation, our library will remain a vital community space – trusted, inclusive, and welcoming to all. This Strategic Plan reaffirms our commitment to literacy, digital access, cultural celebration, and lifelong learning for every member of our community.



Interim General Manager's message

Peter Chrystal

The Cessnock City Library Strategic Plan 2025-2035 sets a clear and forward-looking vision for how our libraries will continue to serve, inspire and empower our community over the next decade, through welcoming spaces that provide access to knowledge, technology, culture and life-long learning.

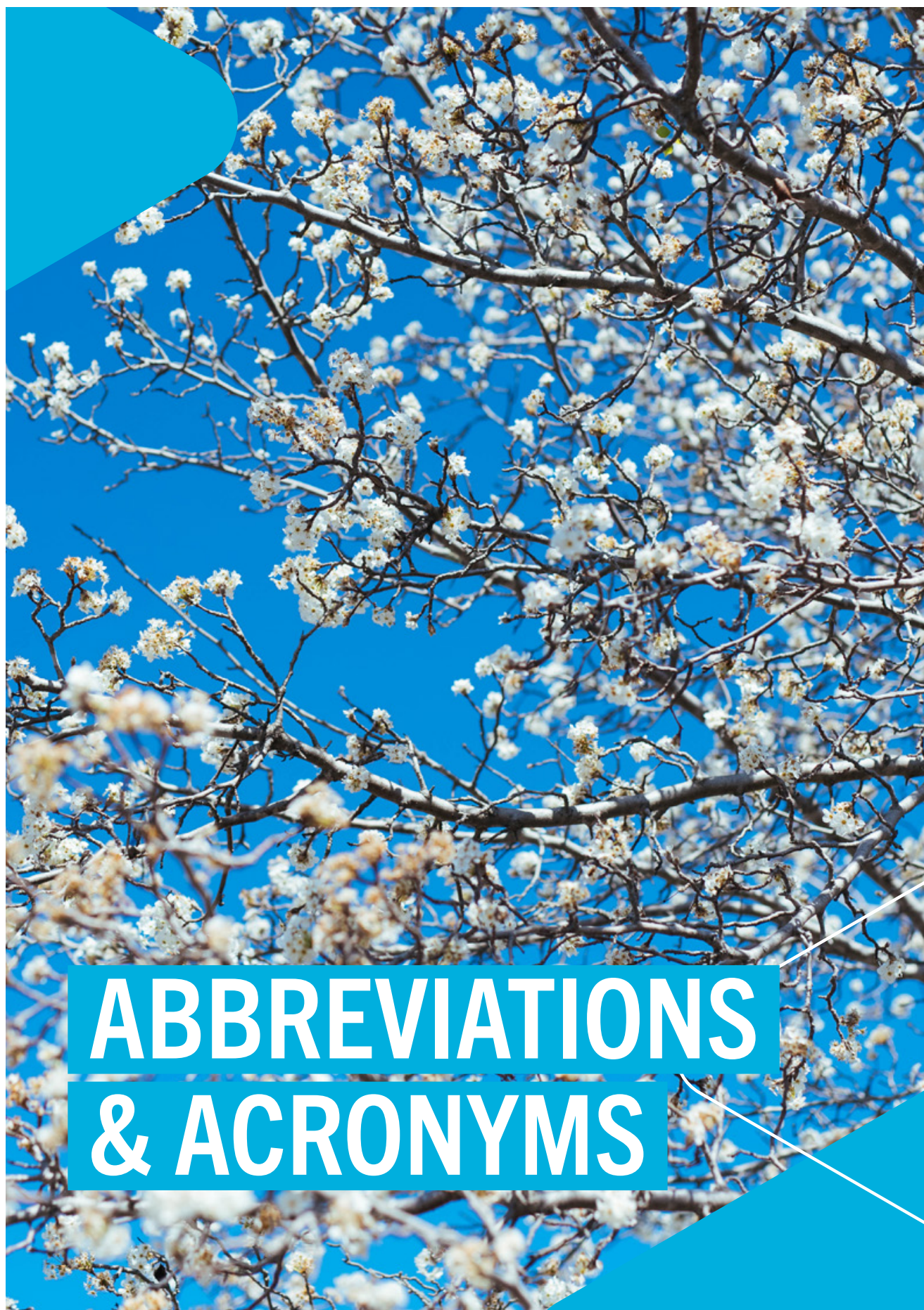
Centred on five strategic pillars – spaces, people, collections, connections, and programs – the Plan outlines a practical roadmap that honours our library's proud history while embracing innovation, equity, and opportunity. These pillars are grounded in best practice and guided by the Framework for Australian Public Libraries and the IFLA/

UNESCO Public Library Manifesto.

The Plan builds on a strong foundation of service design and delivery, while expanding our focus on digital access, inclusive programming, and meaningful community partnerships. Under our Integrated Planning and Reporting framework, progress on the plan will be reviewed annually and shared through our annual report.

We're committed to strengthening the role of libraries in our region and look forward to seeing this Strategic Plan utilised as a foundation for ongoing improvements that reflect the needs of our community.

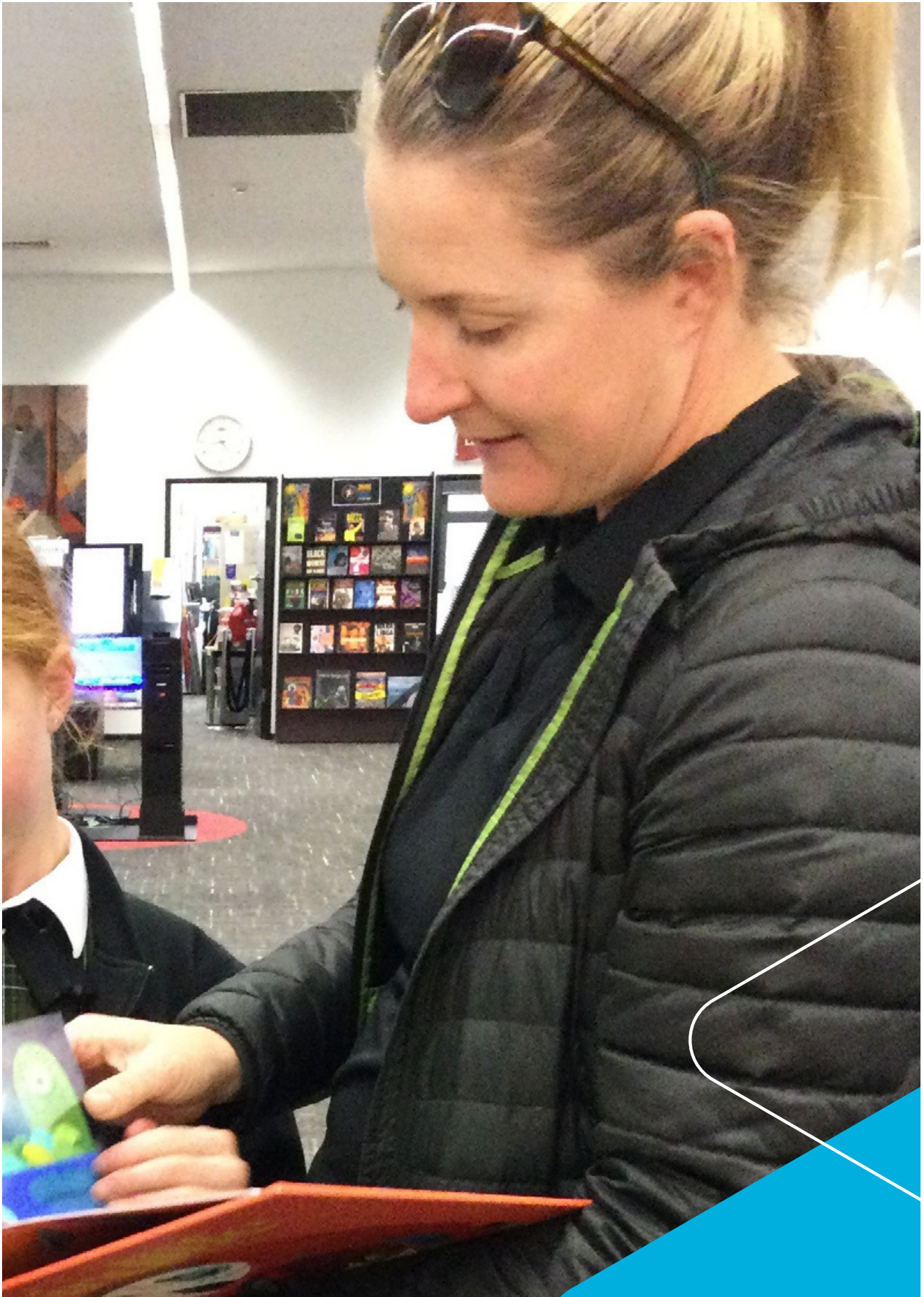




Acronyms & abbreviations

ABS	Australian Bureau of Statistics
ALIA	Australian Library and Information Association
Amplify	Platform for oral histories and local content
APLA	Australian Public Library Alliance
BorrowBox	A popular app for borrowing digital content
CSP	Community Strategic Plan
eBranch	Library website
eLending	Electronic Lending
eResources	Electronic Resources
indyreads	NSW-wide eBook and audiobook platform
JRC	Jan Richards Consulting
IFLA	International Federation Of Library Associations and Institutions
LGA	Local Government Area
LLL	Living Learning Libraries Standards and Guidelines for NSW public libraries
LMS	Library management system
Maker Space	A creative area for hands-on learning, making, and collaboration
NSWPLA	NSW Public Libraries Association
NSWPLN	NSW public library network, the informal network of public library services across the state
People Places	People Places; a guide for planning public library buildings, The NSW and Australian standard
PLS	Public Library Services branch of the State Library of New South Wales
SLNSW	State Library of New South Wales
SPUN	User group of Spydus Library Management System
SPYDUS	The library management system used by Cessnock City Library
STEAM	Science, Technology, Engineering, Arts, and Mathematics
Tech Savvy Seniors	NSW program for digital literacy





1. Executive summary

1.1 Introduction

In December 2024, Cessnock City Council engaged Jan Richards Consulting (JRC) to develop a Strategic Plan for Cessnock City Library for the period 2025–2035. The purpose of the plan is to provide a long-term framework that supports the delivery of responsive, inclusive, and sustainable library services aligned with Council's broader strategic goals and community priorities.

Located in the Lower Hunter Valley Cessnock City Library operates two physical branches—in Cessnock and Kurri Kurri—supported by an eBranch and a well-regarded Home Library Service. The service is deeply valued by the local community and plays a key role in supporting literacy,

lifelong learning, digital inclusion, and social connection. The Library meets or exceeds all the principles of a well-managed library specified in Living Learning Libraries Standards and Guidelines for NSW public libraries.

The strategic planning process included extensive community and stakeholder consultation, staff engagement, service benchmarking, and review of demographic and sector trends. Feedback confirmed high levels of satisfaction with current services, as well as a strong appetite for expanded programming, improved facilities, enhanced digital access, and greater outreach across the region.

In collaboration with the Cessnock City Library team, five Pillars were identified to guide the development of this plan.



Spaces

Library Spaces That are Inviting, Engaging, and Accessible



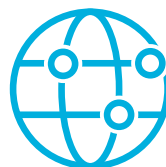
People

Creating an Inclusive and Vibrant Library Community



Collections

Collections That Reflect Diversity, Interest, and Community Needs



Connections

Technology That Empowers Access, Skills, and Participation



Programs

Programs That Inspire Learning, Creativity, and Connection

These Pillars are drawn from the Framework for *Australian Public Libraries*, which identifies essential elements for the effective and efficient operation of public libraries. Each one is discussed using a consistent structure throughout the report.

- Trends – A brief overview of major trends affecting the public library sector, with sources listed in the Bibliography. These include the most recent International Federation of Library Associations and Institutions (IFLA) Trend Report (September 2024).
- Insights from the community – A summary of insights gathered from community focus groups, interviews, and surveys.
- Cessnock City Library – An analysis of the current state and potential future directions for the library service.
- Strategic Directions – Once endorsed, these will be incorporated into a separate, actionable Strategic Plan.
- Other key documents were used in the development of this report and are referenced in the bibliography and, where appropriate, noted in the text.
- This plan positions Cessnock City Library to meet the needs of a growing and diverse population and outlines the strategies and actions required to ensure the service continues to deliver high-quality, accessible, and future-focused outcomes for the community over the next decade.

Jan Richards AM

Jan Richards Consulting





1.2 Cessnock City Council

Cessnock City Council governs a Local Government Area (LGA) of 1,966 square kilometres in the Hunter Valley region of New South Wales. Located around 120 kilometres north of Sydney and 40 kilometres west of Newcastle, the area includes a mix of growing urban centres, rural villages, and natural landscapes.

Cessnock Local Government Area is situated on the traditional lands of the Wonnarua, Awabakal, and Darkinjung peoples, with a deep Aboriginal heritage that continues to shape the identity of the region. Many localities, such as Kurri Kurri and Wollombi, carry Aboriginal names and cultural significance. The region also contains many important Aboriginal and Torres Strait Islander sites and holds environmental value, with over 65 threatened species and several critically endangered ecosystems. One-third of the LGA is UNESCO World Heritage-listed, reflecting its biodiversity and conservation importance.

Historically, the region transitioned from early European pastoral settlement in the 1820s to a coal mining hub by the late 19th century. While coal mining defined the local economy for much of the 20th century, industry changes and mine closures have seen a shift toward other sectors, particularly viticulture, tourism, and service industries. The Hunter Valley wine region,

centred around Pokolbin, Mount View, and Allandale, is now a major contributor to the local economy.

Today, the leading employment sectors include accommodation and food services, retail, health care and social assistance, education, and manufacturing. The Cessnock LGA is experiencing significant population growth, with an estimated population of 69,352 as of June 2024—an increase of 2.62% from the previous year. Projections suggest the population could reach 96,000 people by 2036, with strong growth in urban corridors between Cessnock, Kurri Kurri, and Maitland, and from Branxton through to Rutherford.

Infrastructure such as hospitals, TAFE campuses, childcare centres, aged care, and community services are already in place, though ongoing investment will be needed to meet the demands of a growing population. The area is also well-connected, with proximity to the University of Newcastle, Port of Newcastle, and Newcastle Airport, supporting both regional accessibility and economic opportunity.

The towns and villages are characterised by open green spaces, sporting facilities, and strong community identity. As the LGA continues to evolve, its unique combination of heritage, environment, and community spirit positions it well for sustainable growth.

1.3 Cessnock City Library

Cessnock City Library serves the Cessnock Local Government Area (LGA) with branches in Cessnock and Kurri Kurri, a 24/7 eLibrary, and a range of outreach programs. It is part of the Central East Zone of the NSW Public Libraries Association. With the LGA experiencing significant population growth, future library infrastructure is planned for North Rothbury, Branxton, and Greta.

The foundation for free public libraries in NSW was laid with the passing of the Library Act in 1939, following years of advocacy by the Free Library Movement. Cessnock Municipal Council adopted the Act in November 1951, and by December 1952, the city had opened its first public library in a meeting room at the Council Chambers near Cessnock swimming pool.

The service rapidly expanded. In 1958, the library moved to North Avenue, becoming the Edgeworth David Memorial Library. Kurri Kurri followed with its own branch in 1961, and Weston opened a library in 1967 (now closed) using a mix of donated and existing collections.

Cessnock Library opened in its current building at 65–67 Vincent Street in April 1983. Later that year, the Kurri Kurri Library relocated to a newly renovated section of the former Co-operative Society building, known locally as “The Store.” It continues to operate from this site.

Today, Cessnock City Library continues to evolve to meet the needs of a growing and diverse community, maintaining its role as a cornerstone of free and equitable access to information, literacy, and community connection.

Vision





Vibrant, inclusive spaces where people connect, create, and grow.

Purpose

To empower our community through welcoming spaces that provide access to knowledge, technology, culture, and shared stories—supporting lifelong learning, creativity, and connection.



1.4 Cessnock Library – A snapshot

ESTABLISHED	Library service commenced 1 December 1952 <i>Library Act</i> adopted 5 December 1951
BRANCHES	Cessnock, Kurri Kurri, eBranch
AREA	1,966 sq km
POPULATION	69,352 (ABS Resident Population 2024)
MEMBERSHIP	13,254
TARGET GROUPS	<ul style="list-style-type: none"> Children Young people Families Adults Older people Home library Students (including home schoolers) CALD communities New residents Business community People with disability and service providers Aboriginal and Torres Strait Islander peoples Job seekers Local and family history Community groups Travellers and casual users Local partners and professionals State wide partners
MAJOR LEGISLATION	NSW <i>Library Act 1939</i> & <i>Library Regulation 2018</i> <i>NSW Local Government Act 1993</i>
GUIDING PRINCIPLES	ALIA Statement on <i>Public Library Services</i> IFLA/UNESCO <i>Public Library Manifesto 2022</i>
LIBRARY MANAGEMENT SYSTEM (LMS)	Spydus
PROFESSIONAL AFFILIATIONS	NSW Public Libraries Association SPUN (Spydus Users Group)
WEBSITE	https://www.cessnock.nsw.gov.au/libraries/Home
COMMUNICATION	<div>  Facebook  Youtube </div> <div>  Instagram  Cessnock City Library eNews </div>

1.5 The process

This report was developed in collaboration with staff from Cessnock City Library, Cessnock City Council, and members of the local community. It captures the unique qualities of the region and identifies development opportunities, while also drawing on best practice examples that can be adapted to the local context.

In preparing the report, the following steps were undertaken:

- Analysis of current membership and usage data from the Library Management System;
- Demographic review using data from the Australian Bureau of Statistics, the Australian Early Development Census, and the Australian Digital Inclusion Index;
- Alignment of the library service with relevant Council and industry plans;
- Benchmarked Cessnock City Library against similar and neighbouring services;
- Considered relevant national and international trends.

Site visits to the City of Cessnock were conducted in December 2024 and again in March 2025, during which the consultant:

- Worked closely with library staff through a workshop and individual discussions, followed by online consultations on specific topics. Their contributions were insightful, creative, and honest;
- Held 14 focus and small group discussions, along with one-on-one conversations at Cessnock and Kurri
- Kurri Libraries, engaging key stakeholders including library users and partner organisations;
- Visited the library's branches at Cessnock and Kurri Kurri, attending programs and speaking with the community.

To inform the development of the Cessnock City Library Strategic Report and Plan, a community survey was conducted to understand what residents value about the current service and what they envision for the future. The survey was made available at a community Pop-Up on Library Lovers' Day (14 February), as well as online and in hardcopy form throughout February and March 2025. It invited responses from both library users and non-users. 387 responses were received from users and non-users. The findings are included in Appendix 1, and selected comments have been incorporated into the "Insights from the community" section of this report to enrich the analysis.

Additionally, Cessnock City Library regularly collects community feedback, and relevant insights from this ongoing engagement have also been included in the report.



ENVIRONMENTAL SCAN

2. Environmental scan

2.1 SWOT analysis

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Highly experienced, knowledgeable and collaborative staff with a strong customer focus • Innovative attitude towards new programs and initiatives • Positive profile in the community, a safe place to go • Diverse range of programs • Main street locations • Strong relationships with community groups • Only public technology option within the community • Engaged volunteer base • Excellent Local History program • Strong social media presence, and good media profile • Regularly benchmark against other libraries 	<ul style="list-style-type: none"> • Low membership numbers • Current opening hours • Inadequate space • Only 2 branch libraries to service a large LGA • Ageing staff and need for succession planning • Lack of asset management plans • The age of the buildings and need for risk management mapping • Integration with Council Business Units • Inability to compellingly tell our story
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Build membership numbers and advocacy base • Expansion of Cessnock library into adjoining property • Establishment of a third branch • Outreach (e.g. Van/Kiosk) • Increase the profile and reach of the Local History collection • Explore untapped partnerships in community • Potential co-location with other agencies • Engagement of young people • Greater collaboration with other libraries 	<ul style="list-style-type: none"> • 'Competition' from other libraries and commercial providers • Customers we don't meet (online members) • Local government funding • Commuter community

2.2 Our People, Our Place, Our Future

Cessnock City Council Community Strategic Plan 2040

The sources which have informed the development of the Cessnock City Library Strategic Plan includes Cessnock City Council's *Community Strategic Plan 2040* (CSP) and related *Delivery Program 2025-2029*. In the CSP the library is recognised as principally supporting Outcome 1, 'Live'. Mapping the Library against the CSP identifies further examples of where the library contributes to the community and opportunities for growth and, where appropriate, these have been incorporated into the Library's Strategic Plan.

Outcome 1 – Live

We are connected, safe and creative

OBJECTIVE 1.1 ENCOURAGE SOCIAL CONNECTIONS AND WELLBEING	
Cessnock Community Plan Strategies	Cessnock City Library Contribution
1.1.1 Our neighbourhoods have a variety of spaces, activities and programs that connect us.	<ul style="list-style-type: none"> Programs and activities developed in consultation with the community which meet industry best practice.
1.1.2 Strengthen outcomes for young people to make our city a vibrant place of opportunity.	<ul style="list-style-type: none"> Library branches in Cessnock and Kurri Kurri, Home Library Service, 24/7 eBranch; Planned expansion of Cessnock Library Branch to increase the size of the library and service a population growing in number (construction works are subject to development contributions and grant funding); Long term, a library is planned for the North Rothbury, Branxton, Greta area in accordance with the Huntlee Planning Agreement; Exploration of alternative service models (library van, lockers, kiosks to meet community needs).
1.1.3 Support better outcomes for young people and contribute to making our area a vibrant place of opportunity.	<ul style="list-style-type: none"> Targeted collections and programs for young people; Strong networks with community providers.
1.1.4 Improve opportunities for people with disability to access services, activities, facilities and information.	<ul style="list-style-type: none"> Both Cessnock and Kurri Kurri Library are accessible spaces; Programs and resources for people with a disability included in the Library's offer.

OBJECTIVE 1.2 STRENGTHENING COMMUNITY CULTURE**Cessnock Community Plan Strategies****Cessnock City Library Contribution**

1.2.1 Build unity and respect between Aboriginal and Torres Strait Islander peoples and other Australians.

- Cessnock City Library is guided by the Indigenous Spaces in Library Places strategy and toolkit to develop services that are inclusive of Aboriginal and Torres Strait Islander peoples.

OBJECTIVE 1.3 DEVELOP AN ACTIVE AND CREATIVE COMMUNITY**Cessnock Community Plan Strategies****Cessnock City Library Contribution**

1.3.2 Implement accessible, creative and innovative projects and programs in our area.

- Showcases the work of local creatives including talks and visits and facilitates workshops and exhibitions;
- Suitably skilled and trained volunteers are used to support family history, home library, storytime programs and information technology support;
- Offers a diverse program of events targeted at all audience sectors;
- Partnerships with arts and cultural bodies including provision of meeting spaces.

OBJECTIVE 1.4 FOSTER SAFE COMMUNITIES**Cessnock Community Plan Strategies****Cessnock City Library Contribution**

1.4.1 Participate in collaborative partnerships to assist with crime prevention.

- Public libraries are recognised as safe, inclusive places which combat social isolation.



Outcome 2 - Thrive

We have a diverse and resilient economy

OBJECTIVE 2.1 DIVERSIFY AND GROW OUR ECONOMY

Cessnock Community Plan Strategies	Cessnock City Library Contribution
2.1.2 Create a skilled and employment ready workforce within our Council.	<ul style="list-style-type: none"> Cessnock City Library actively participates in the NSW public library network.
2.1.3 Support investment in facilities, infrastructure and services to support business growth and increased output in our area.	<ul style="list-style-type: none"> Public libraries attract job seekers — drawn by free internet access and peripherals; Cessnock City Library provides facilities for teleworkers needing work space outside the home and reliable, high speed internet access.

OBJECTIVE 2.2 DEVELOP SUSTAINABLE EMPLOYMENT OPPORTUNITIES

Cessnock Community Plan Strategies	Cessnock City Library Contribution
2.2.1 Implement accessible education projects and programs in our area.	<ul style="list-style-type: none"> The Library is a place for lifelong learning, skills development and distance education; There is the potential to partner with other providers to offer targeted training opportunities e.g. courses in CV writing and literacy classes.



OBJECTIVE 2.3 INCREASE TOURISM AND VISITATION OPPORTUNITIES

Cessnock Community Plan Strategies

2.3.2 Encourage a variety of niche tourism opportunities.

Cessnock City Library Contribution

- Contributes to cultural tourism through the rich local and family history collections, and program delivery.



Jane Tara and Julie Goodwin at the Newcastle Readers Festival event in Cessnock April 2025.
Photo: Cessnock City Council

2.3 Cessnock City Library & The U.N. Sustainable Development Goals

In 2015 the United Nations Member States adopted the Sustainable Development Goals. These are a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity, now and into the future. Cessnock City Council has adopted the SDGs, and these are integrated into their planning processes. Australian Libraries are strong supporters of the Goals with a focus on the ten detailed below.



SDG 1: End poverty

Universal literacy is critical if we are to break the cycle of intergenerational poverty and disadvantage. Cessnock City Library provides a rich storytime program for babies, toddlers and pre-schoolers at Cessnock and Kurri Kurri, and literacy and lifelong learning programs aimed at the wider community.



SDG 3: Good health and wellbeing

Cessnock Library provides the community with access to health and wellness information through contemporary collections, online databases and the state-wide Drug Info program. It supports community connectedness through a range of inclusive programs and activities.



SDG 4: Quality education

Cessnock City Library provides informal, self-directed lifelong learning opportunities through its collections and programming for the community including digital literacy for older residents. The library complements the education system through resources and initiatives which expand the learning experience.



SDG 5: Gender equality

Libraries provide safe and welcoming meeting spaces and dedicated programs designed to meet the needs of women and girls.



SDG 8: Decent work and economic growth

Libraries provide access to information and skills training that people need to find, apply for, and succeed in work. The Library's spaces and internet connectivity at Cessnock and Kurri Kurri are used by remote workers who contribute to the local economy.



SDG 9: Industry, Innovation and infrastructure

Libraries provide access to technology and high-speed internet that may not be available anywhere else. Cessnock City Library supports digital literacy for all ages through workshops, one on one tuition and targeted programs.



SDG 10: Reduced inequalities

Cessnock City Library provides safe, welcoming and accessible spaces and supportive outreach services that are accessible to all.



SDG 11: Sustainable cities and communities

Libraries are trusted institutions devoted to promoting cultural inclusion and understanding. They collect and preserve the nations' cultural heritage for future generations. Cessnock City Library's rich Local History collection, outreach services and strong community partnerships safeguards the memory of the region.



SDG 12: Peace, justice and strong institutions

Within this goal is the target for public access to information. Libraries provide training and skills needed to understand and access civic services. Through its print and electronic collections, free internet access, professional guidance and support, Cessnock City Library meets this target.



SDG 17: Partnerships for the goals

Libraries are part of a global network of community-based institutions, focussed on supporting their local communities. Cessnock City Library is an engaged member of the NSW Public Libraries Association.



2.4 Benchmarking

Australia is among the few countries that have developed evidence-based public library standards and guidelines at both the State and National levels. These include the *Living Learning Libraries (NSW)* and the *APLA/ALIA Standards and Guidelines for Australian Public Libraries (National)*. Both frameworks share a similar philosophy and have been developed collaboratively over time. For this project, both have been used due to their distinct strengths:

- *Living Learning Libraries (LLL)* has informed the benchmarking, as it aligns with the State Library of NSW's performance benchmarks and funding criteria.
- The *ALIA Standards and Guidelines* provide a more detailed and descriptive framework.

LLL, and the annual *NSW Public Library Statistics* use population-based peer cohorts for benchmarking, allowing for more accurate comparisons between library services serving similar population sizes. Cessnock City Council falls within

the "Urban Medium" category (population 50,001–150,000), a broad cohort that includes 29 library services across both metropolitan and regional councils in NSW.

However, following discussions with Cessnock City Library staff, an alternative benchmarking cohort was identified to better reflect the Library's established practice of comparing itself with neighbouring services. This group includes Maitland, Newcastle, Lake Macquarie, Central Coast, Hawkesbury, and Singleton. While Newcastle, Lake Macquarie, and Central Coast fall under the "Urban Large" category and Singleton under "Urban Small," their geographic proximity, shared community movement for education, employment and retail, and history of collaboration make them a relevant and practical comparison group. Both Hawkesbury and Maitland are also classified as Urban Medium.

Where relevant, comparative tables using this customised cohort have been included throughout this document.

2.4.1 About statistics

In compiling this Report the following statistical sources have been used:

- Australian Bureau of Statistics (ABS) *Estimated Resident Population 2024* in conjunction with Cessnock City Library's Spydus Library Management System for current population and membership figures;
- Australian Bureau of Statistics (ABS) *Estimated Resident Population 2023* in conjunction with *NSW Public library statistics 2023–24* for benchmarking purposes;
- ABS Census of Population and Housing 2021 where detailed age breakdown is required;
- .id (informed decisions) (2024) *National Forecasting Program* for future population figures.





Spaces

3.1 Trends

Libraries as community anchors

Libraries are safe, welcoming spaces where individuals can simply spend time. They play a vital role in fostering healthier, more connected communities and help reduce social isolation. Increasingly, libraries are becoming hubs of community life—hosting local organisations, clubs, and events, and providing inclusive spaces that bring people together and encourage social interaction.

Flexible, multipurpose spaces

Modern library design prioritises flexibility. Spaces are created to adapt to a variety of uses, including workshops, community meetings, study areas, and collaborative projects. Multipurpose rooms can be reconfigured throughout the day to meet changing needs, ensuring the library remains responsive to evolving community expectations.

Inclusive and accessible environments

Libraries are committed to inclusivity, designing spaces that welcome people of all ages, abilities, and backgrounds. This includes features such as ramps, elevators, assistive technologies, and sensory-friendly environments to better support individuals with disabilities.



Sustainable design principles

Many new or renovated library buildings incorporate environmentally sustainable practices. These include energy-efficient lighting, passive heating and cooling systems, green roofs, renewable energy sources, and the use of sustainable building materials to reduce environmental impact.

Cultural and civic hubs

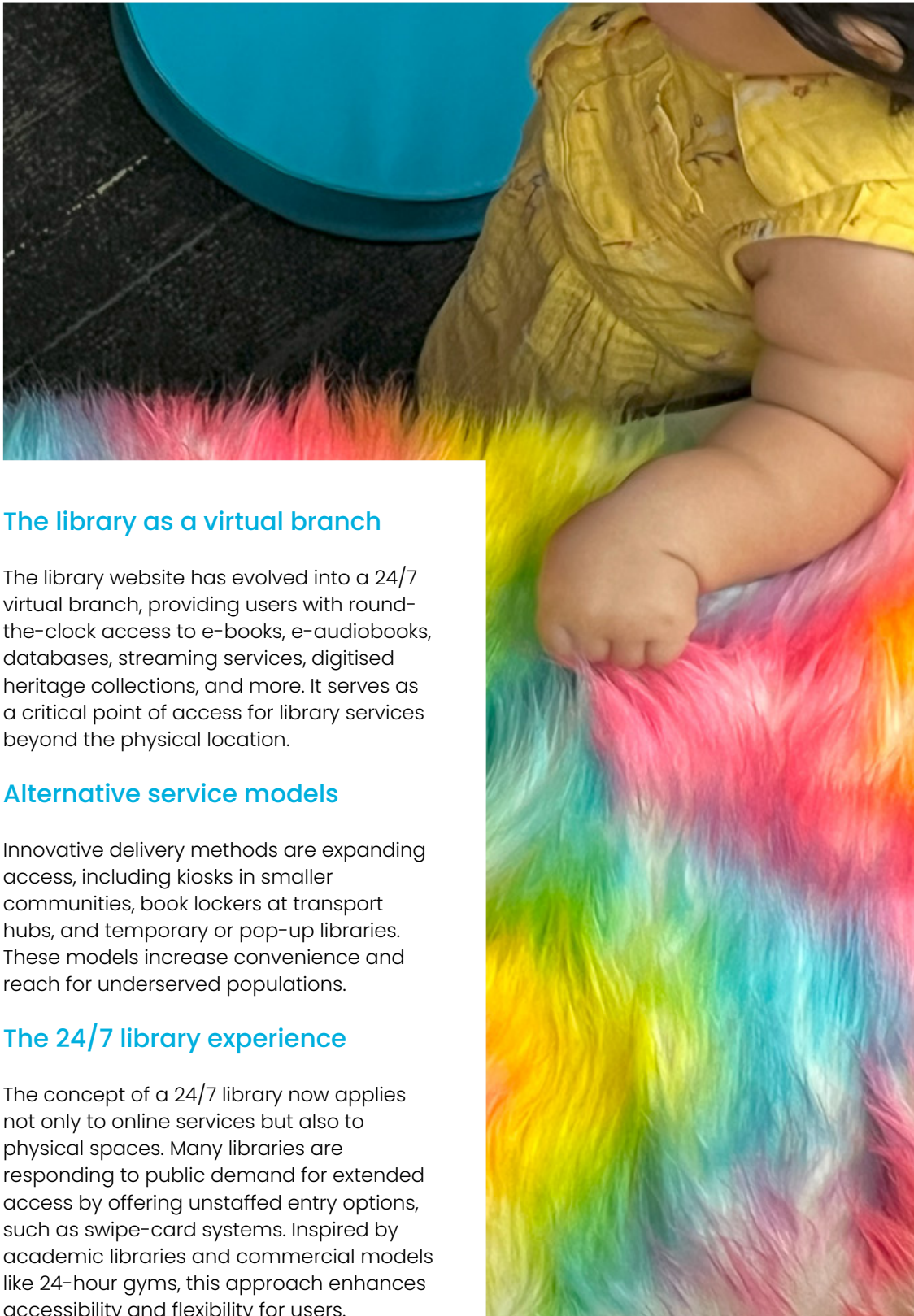
Libraries have expanded beyond traditional book lending to become cultural and civic centres. They offer diverse programs that support lifelong learning, creativity, and civic participation—such as art exhibitions, author talks, and initiatives that support democracy such as introductory courses on voting.

Adaptive reuse and renovation

Rather than building entirely new facilities, many libraries are revitalising existing structures through adaptive reuse and renovations. This approach preserves historic architecture while updating spaces to meet contemporary needs and sustainability goals.

Technology-enhanced services

Advanced technologies are being integrated to enrich the library experience. These include high-speed internet, digital media labs, makerspaces, interactive learning stations, and access to digital resources such as e-books, online databases, and virtual reality tools.



The library as a virtual branch

The library website has evolved into a 24/7 virtual branch, providing users with round-the-clock access to e-books, e-audiobooks, databases, streaming services, digitised heritage collections, and more. It serves as a critical point of access for library services beyond the physical location.

Alternative service models

Innovative delivery methods are expanding access, including kiosks in smaller communities, book lockers at transport hubs, and temporary or pop-up libraries. These models increase convenience and reach for underserved populations.

The 24/7 library experience

The concept of a 24/7 library now applies not only to online services but also to physical spaces. Many libraries are responding to public demand for extended access by offering unstaffed entry options, such as swipe-card systems. Inspired by academic libraries and commercial models like 24-hour gyms, this approach enhances accessibility and flexibility for users.



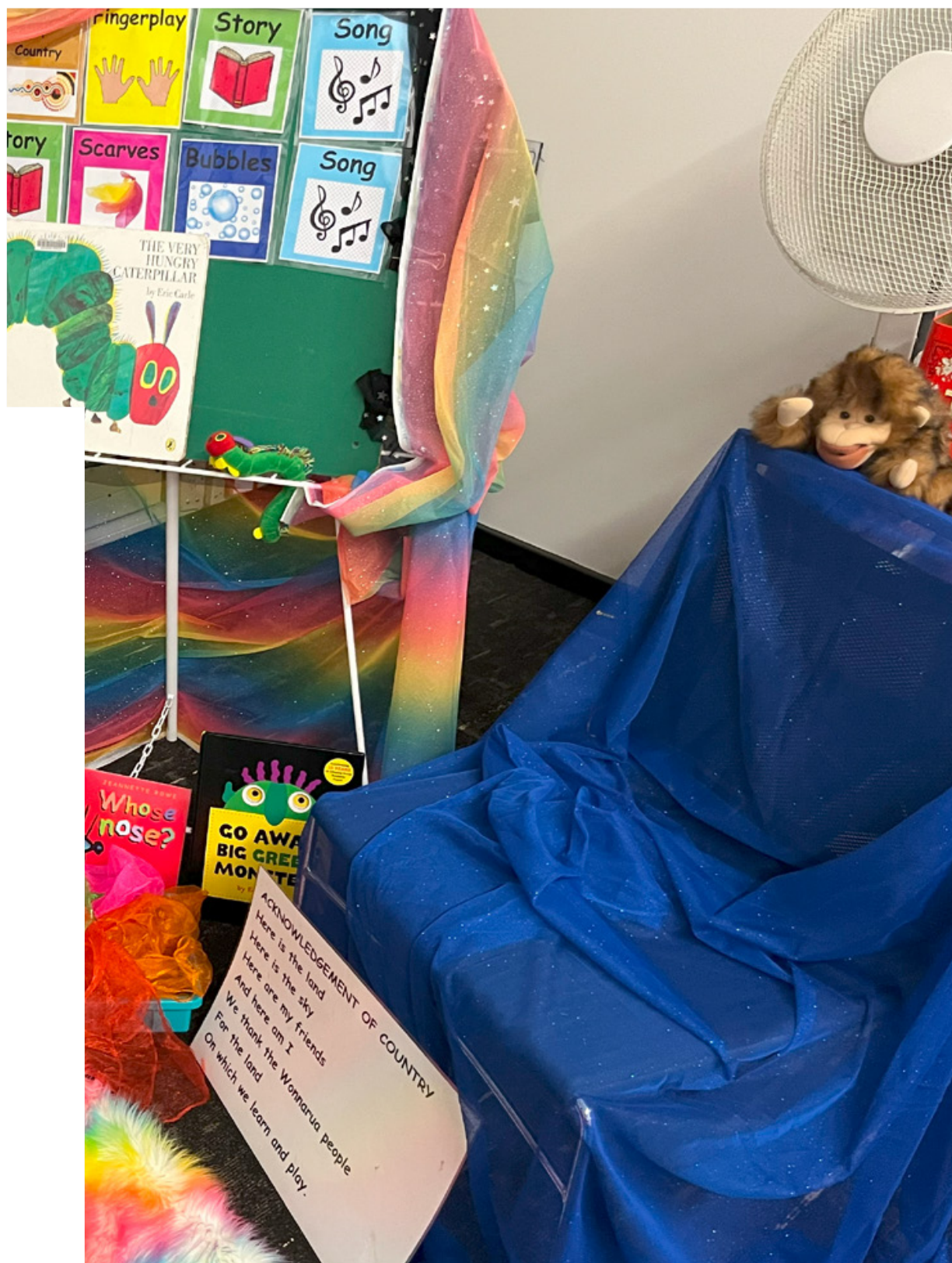
3.2 Insights from the Community

They valued

- Main street locations of Cessnock and Kurri Kurri libraries;
- Open at convenient hours;
- User-friendly for people of all ages, comfortable and inclusive for seniors, families, and students;
- Libraries have a positive profile as safe and trusted community spaces;
- Quiet, peaceful, and calm atmosphere;
- Clean, well-organised, and welcoming layout;
- Recognised as important community hubs and meeting places;
- Free and welcoming spaces that cater to a wide range of needs;
- The lift at Cessnock Library Branch

The library would be enhanced by

- Desire for larger, modern spaces at Cessnock and Kurri Kurri with revamped layouts quiet rooms, or designated zones for study, children, or programs;
- Mobile services (van) and outreach to Huntlee, Millfield, North Rothbury, Bellbird, Braxton – ‘transport is a huge barrier’;
- Emphasis on physical accessibility: ramps, heavy doors, children-sized toilets, change tables;
- Better wayfinding, and curb appeal;
- Improved parking and identified pathways from the rear area (Cessnock);
- Extended opening hours, particularly at weekends, exploration of 24/7 capability;
- Outdoor areas for sitting or events;
- Welcoming spaces with visible books, display areas, and soft play reading zones;
- Co-location with community infrastructure (recreation areas, parks, theatres).



3.3 Cessnock City Library

3.3.1 The buildings

Facility needs analysis (2017)

In 2015, Cessnock City Council sought assistance from the State Library of NSW in assessing the future infrastructure needs for its libraries at Cessnock and Kurri Kurri, and direction for a new facility in the Branxton/Huntlee area. This analysis was focused on the period 2017–2037 and was based on strategic planning, projected population growth, and community needs including early literacy, employment, and wellbeing. Libraries were identified as key partners in community engagement.

The resulting report, *Cessnock City Library Facilities Needs Analysis* highlighted significant space shortfalls at Cessnock and Kurri Kurri libraries, and recommended the development of a new facility at Branxton/Huntlee to support the growing community in that area.

The *Analysis* emphasised the role of public libraries as vital community hubs that promote early literacy, digital access, and social inclusion, especially for disadvantaged and Aboriginal and Torres Strait Islander communities. It noted increasing demand for library spaces, programs, and internet access, and calls for future planning to focus on sustainable, flexible, and accessible designs, extended hours, and enhanced services. Key priorities included Aboriginal and Torres Strait Islander engagement, youth programs, technology access, and dedicated spaces for learning and cultural activities, with central and accessible site locations essential to their success.

After discussions with Cessnock Library and Council staff and analysis of the suggested sizes in *People Places: a guide*

for public library buildings in New South Wales, the State library made the following recommendations that addressed the key project objectives of sizes for three library buildings, schedule of required functional areas and spatial requirements for a centralised headquarters:

Cessnock Library

- The current location at Cessnock is undersized to meet the needs of the catchment;
- Where possible available space should be repurposed to public use;
- The space required in order to meet the needs of the projected population: 1,882m²;
- An accessible entrance from the car park area is needed (has since been achieved).

Kurri Kurri Library

- This library is well located however it is too small to meet current requirements and lacks suitable meeting room and group study spaces to adequately meet the needs of the local community;
- A larger space, an increase of 79% in size to 1,006m², is required for the projected population in the catchment;
- Pursue opportunities in co-locating and sharing services (e.g. accessible toilet and meeting rooms) with the adjacent community centre. Funding has since been received for an accessible toilet and a small meeting room.

Branxton/Huntlee

- The catchment is projected to grow rapidly in this area and the ideal location for the proposed library would be in the town centre as per the People Places guidelines;
- A branch library offering a full range of services will require 1,127m² to meet the population projections;
- There may be opportunities to consider co-location with other council or community facilities (e.g. community centre). Council should make careful enquiry into any proposed joint-use; library arrangements to ensure best value and appropriate management structures can be achieved as per the Joint-Use Library Guidelines.



2025 Consultancy

The SLNSW Needs Analysis provides a sound basis to move forward in planning for enhanced spaces at Cessnock and Kurri Kurri, and in establishing a physical presence in the Branxton/Huntlee area.

In the period since the Analysis was undertaken, the population of Cessnock LGA has increased significantly, and the forecast population for 2031 used in the Analysis has also increased. In making recommendations for the future, and being mindful of the library's 10-year strategic direction, updated population forecasts for 2031 and 2036 have been used. This growth impacts on the minimum size required for a library building as prescribed by the People Places guidelines. This change is reflected in the table below, and in the discussion around the size of the existing and proposed branch libraries. The calculation for Cessnock includes additional space in consideration of it also housing the administrative functions for the library service.

Service options for the Rural West District have been taken from 3.4 Alternative Models.

Initiatives under this heading could be eligible for funding under the Library Council of NSW's Public Library Infrastructure Grants. To be eligible for funding under this program projects must meet the People Places guidelines.

Minimum library building size – people places

CATCHMENT	METRIC	2024	2031	2036
Cessnock	Population	27,586	36,248	41,065
	Current Library Size	1,071 m ²	-	-
	Recommended Library Size	2,041m ²	2,336m ²	2,496m ²
Kurri Kurri	Population	25,032	27,164	29,462
	Current Library	560m ²	-	-
	Recommended Library Size	1,411m ²	1,485m ²	1,565m ²
Branxton/Huntlee	Population	10,872	15,776	20,264
	Recommended Library Size	750m ²	1,083m ²	1,243m ²
Rural West	Population	5,832	5,991	5,890

Cessnock Library



- Current Floor Space: 1,071m²
- Recommended Floor Space (as at 2025): 2,041m²
- Recommended Floor Space (2036): 2,496m²

Cessnock Library is ideally located in a prime location with dual frontage onto the City's main thoroughfare, Vincent Street, and a rear entrance at a lower level leading to a major retail area off Charlton Street with associated parking. The SLNSW Needs Analysis recommended the installation of an accessible entrance from the car park area. This was addressed in 2020 with the

installation of a lift providing access from the rear entrance to the main library floor. The project was funded through the NSW Public Library Infrastructure Grants program. One focus group participant with mobility issues commented, 'The lift is awesome.'

Despite the excellent location, visibility and access are problematic due to minimal external signage and energy-saving blinds

that reduce curb appeal. A long entrance hallway currently functions as a community art space with rotating exhibitions. While this supports local artists, this prominent area could be more effectively used for library-led exhibitions that clearly signal the space is part of a library and highlight its role in learning, literacy, and culture.

The Library has a welcoming atmosphere, and the staff have been creative in the use of resources to maximise appeal. Despite this, as noted in the State Library's Analysis, internal facilities are limited: meeting rooms are either cramped or overbooked, shelving is inflexible, and there is a shortage of study areas. Limited space also restricts the delivery of programs, reducing the Library's capacity to meet community demand.

Due to space limitations, the Library's outstanding Local History collection is relegated to the building's lower basement level, restricting access and limiting opportunities for public engagement and research. Flooding of basement areas poses ongoing risks to stored collections, despite temporary protective measures.

Cessnock Library also houses the administrative offices for the Library service.

It is also worth noting that the *2031 Community Infrastructure Plan* (p.84)

recommends considering the inclusion of an allocated space for a temporary museum in the design of any new library. Given the strength of the Library's Local History collection, this presents an ideal opportunity for convergence and enhanced community engagement.

Expanding the library on its current site would maintain a high-profile location and continuity of service, while enhancing convenience for users. It would also increase the library's appeal to members and visitors, strengthening its role as a hub for recreation, learning, local history, and community connection.

Short term

Prepare a detailed design for an expanded Cessnock Library Branch and seek funding for construction works.

Medium term

Installation of a Library pick-up-locker located outside of a building to provide convenience for those people unable to collect items during opening hours.

Kurri Kurri Library



- Current Floor Space: 560m²
- Recommended Floor Space (as at 2025): 1,411m²
- Recommended Floor Space (2036): 1,565m²

Housed in the iconic “Store” building Kurri Kurri Library is located near key community facilities, including a public school, community centre and pre-school. Major renovations were undertaken in 2018, and it is an inviting space which is valued by the community. The large children’s area is multipurpose by design, and allows for a range of programming.

Despite its strategic location, the 560m² library is undersized for both current use and the projected 2036 catchment population of 29,462 requires a 179.5% increase in space to meet demand. The library supports a community with significant disadvantage and, with expanded facilities, could offer a broader range of programs addressing job readiness, health, literacy, and digital inclusion. The small meeting room lacks accessibility, and there is unmet demand for larger, compliant spaces. Opportunities include shared spaces with adjacent facilities. Council has noted the potential for expansion to this site in the *2031 Community Infrastructure Plan* (p.84).

The prominent intersection location of Kurri Kurri Library presents an ideal opportunity to attract passers-by; however, this potential is currently underutilised due to the dark security window treatment, which limits visibility into the space.

In the *Needs Analysis* (p.27) SLNSW noted the opportunity to incorporate a demonstration kitchen in a new meeting room space to stage healthy eating, active ageing, and job skills programs as well as providing a facility that could be used in partnership with local wineries and chefs. Given the food and wine focus of the region such an initiative could not only be beneficial for those areas noted but in attracting cultural tourism. Kitchens in libraries play a significant role in literacy and numeracy programs. Best practice examples are [Culinary Literacy Centre, Philadelphia](#) and [Bibliotheca del Fondo, Barcelona](#).

Short term

An accessible toilet and a small meeting room are planned for Kurri Kurri Library. Both projects are funded.

Medium term

Installation of a Library pick-up-locker located outside of a building to provide convenience for those people unable to collect items during opening hours.

Long term

Expansion as noted in *2031 Community Infrastructure Plan* (p.84).

Proposed Branxton/Huntlee Library

As identified in the 2031 *Community Infrastructure Plan* (p.84) Voluntary Planning Agreement for the Huntlee Residential Development makes the provision for a library. The proposed building will be multi-purpose (youth centre and neighbourhood centre) and will be 2000m². The library will occupy a portion of this space. *People Places* identifies the minimum library space should be 1,243m².

The population of this area is estimated to increase from 8,615 since the last Census in 2021 to 20,264 in 2036.

Population forecast Branxton-Greta district

2021	2024	2031	2036
8,615	10,872	15,776	20,264

There are opportunities to offer a range of services to this growing community.

Short term

Installation of a Library pick-up-locker located at Huntlee Shopping Centre;

Use of a Library Outreach Van to visit relevant locations.

Medium term

Introduction of a library kiosk at Huntlee Shopping Centre.

Long term

Construction of a new library to meet the needs of the community and in accordance with *People Places* Guidelines.



Katherine's Landing, Huntlee

Rural West district

Minimal population growth is expected in this area in the next ten years. Of the survey respondents who identified as being resident in the Rural West district 75% indicated that they used Cessnock Library with 25% using the eBranch.

Population forecast Rural West district

2021	2024	2031	2036
5,438	5,832	5,991	5,941

Several options described in Alternative Models 3.4 would provide access to these remote communities including visits from an Outreach Van and installation of a Library pick-up-locker or Kiosk.

Short/medium term

Use of a Library Outreach Van to visit relevant locations;

Installation of a Library pick-up-locker or Kiosk at Wollombi.

3.3.2 24/7 eBranch

The eBranch, Cessnock City Library's digital branch, provides convenient, 24/7 access to a wide range of information, services and online resources, including eBooks, eAudiobooks, newspapers, databases, streaming services, research resources and training courses. Members can borrow items and access information services from any location with internet access. This service is particularly beneficial for those who may face barriers to visiting a physical library.

The site contains extensive information about library services (including member registration). All upcoming events and programs are listed along with the events booking system. The eBranch is supported by the user-friendly Library app, which enhances accessibility and convenience.

Cessnock City Library's website is modern, visually appealing, easy to navigate, and kept up to date. It meets or exceeds

all standards outlined in the Living Learning Libraries guidelines. It serves as a vital gateway to the library's rich online collections, including the Local History and family history resources.



3.3.3 Opening hours

Using Living Learning Libraries, the recommended minimum opening hours per week are 53 hours for Cessnock Library, which is classified as Tier One (Central) library, and 31 hours for Kurri Kurri, a total of 84 hours. Cessnock Library is currently open for 50.5 hours per week and Kurri Kurri 45.5 hours, a total of 96 hours for the LGA. Living Learning Libraries cautions against being prescriptive in applying the opening hours formula in a multi branch system due to variables including library structure, population density and geographic factors. Cessnock City Library currently exceeds the standard.

DAY	CESSNOCK	KURRI KURRI	TOTAL	STANDARD
Monday	9.00am – 5.30pm	9.00am – 5.00pm		
Tuesday	9.00am – 7.00pm	9.00am – 7.00pm		
Wednesday	9.00am – 7.00pm	9.00am – 5.00pm		
Thursday	9.00am – 7.00pm	9.00am – 5.00pm		
Friday	9.00am – 5.30pm	9.00am – 5.00pm		
Saturday	9.00am – 12.30pm	9.00am – 12.30pm		
Sunday	Closed	Closed		
Total	50.5 hours	45.5 hours	96	84

While current opening hours were generally rated positively by the community, feedback from both the survey and focus groups indicated a strong interest in extended hours—particularly in the evenings—to better support students and other users. There was also a clear appetite for expanded weekend hours to allow for a broader range of programs, such as youth activities, family programming and author events. The Library has introduced storytime at both Cessnock and Kurri Kurri branches every Saturday morning at 10 am to allow for families to attend, and has also begun to schedule some programs for Saturday mornings. Both initiatives have proved very successful. Extending hours into Saturday afternoon and Sunday would extend the Library's reach and address community needs.

These changes would not only attract new users but also enhance the library's value as a vibrant and inclusive community space. This aligns with Hunter Regional Plan, which encourages local strategic planning to diversify evening activity options, including the extension of library and gallery hours, in support of healthy, innovative, and prosperous communities (Strategy 8.3, p.84).

'There's not much to do with children at the weekend in Cessnock, especially if they're not sporty. Our main option for a family outing is a trip to Bunnings. It would be so much better to be able to visit the library.'
– Focus group participant, Kurri Kurri.

Ideally, extended opening hours would be implemented; however, staffing and budget constraints mean alternative approaches may need to be considered.

3.4 Alternative models

Consideration should also be given to alternative models of library service delivery to extend access to Cessnock and Kurri Kurri Libraries and to provide services in other locations such as Huntlee and other emerging communities and the Rural West District. This would align with Objective 3 of the Hunter Regional Plan 2041 which maximises the provision of community and cultural facilities at a more localised level.

Survey and focus group feedback highlighted public transport as a major barrier to accessing the library. Exploring alternative service delivery models offers a practical solution to help overcome this challenge.

These initiatives could be eligible for funding under the Library Council of NSW's Public Library Infrastructure Grants or achieved using Local Priority Grant Funding.

3.4.1 Outreach van

What?

An outreach van is a modern take on the traditional mobile library or bookmobile, designed to deliver library services directly to the community. These vans carry a selection of books, media, and other resources to areas where access to a physical library may be limited. They commonly visit rural communities, aged care facilities, schools, and neighbourhoods with limited transport options. By extending library services beyond traditional buildings, outreach vans help make library resources more accessible and inclusive. Routes and schedules are usually planned to cover a wide range of communities, but they can also be adapted to meet specific needs or support local events. Typically, smaller than traditional mobile libraries, these vans can be driven with a standard (Class 1) driver's licence, allowing for greater flexibility in staffing.

Why?

- A visually striking outreach van could become a highly visible and valuable asset for Cessnock City Council, raising the profile of the library and enhancing service flexibility.
- It would allow for trialling new service models in developing communities and areas currently underserved by existing branches.
- The van could operate on a scheduled and publicised route, visiting identified locations across the LGA.
- Provides an effective way to connect with hard-to-reach groups, including attendance at community gatherings to promote borrowing, e-collections, and other library services.
- Offers older residents in retirement villages the independence to select their own materials, unlike traditional home library services where items are chosen on their behalf.
- Enables the delivery of outreach programs such as pop-up storytimes in parks and public spaces.
- Can be used to participate in local events such as community festivals and family fun days.
- Creates opportunities for collaboration with other council departments in service delivery.

- Blacktown City Library provides a strong example, with its mobile library designed for external access, improving usability and engagement at events.
- Wollondilly Shire Council's mobile library combines scheduled visits with appearances at community events, maximising visibility. The "Dilly Wanderer" initiative, a partnership between Wollondilly Library and Council's children's services, demonstrates successful integrated community outreach.

Best practice examples

[Blacktown City Libraries](#), [Wollondilly Library Mobile](#) and [Dilly Wanderer](#)



Blacktown City Libraries Van. Photo: Blacktown City Libraries

3.4.2 Pop-up libraries

What?

A pop-up library is a temporary or mobile service that appears in different locations for a limited time. These libraries can vary widely—from a simple book display in a public space to a fully equipped mini-library in a shopfront, complete with shelving, seating, technology, and staff or volunteers. They might be set up in parks, community centres, shopping centres, transport hubs, or even on public transport. Pop-up libraries typically offer a curated selection of materials for borrowing or digital download, free Wi-Fi, children's reading activities, information about library services, and sometimes special events such as author talks or book clubs. Library vans are also a form of pop-up library.



*City of Melbourne Pop-Up shopfront library.
Photo: Creative Commons*

Why?

- Used to promote library services at special events or as part of outreach programs.
- Help assess community demand for library services in new or underserved areas.

- Provide temporary access to basic library services during refurbishments or while new library buildings are under construction, often operating from shopfronts or similar spaces.
- Extend library reach to communities with limited access to traditional branches.
- Offer additional library services in high-traffic locations such as shopping centres and transport hubs.
- Aim to promote literacy, increase access to books and digital resources, and encourage community engagement with reading and learning.

Best practice examples

[City of Melbourne Pop-Up Libraries](#), [Brisbane City Council](#), [Cairns Regional Council](#)



Mobile pop-up library in Taarnby Main Library, Denmark. Photo: Jan Richards Consulting

3.4.3 Library pick up lockers

What?

One option for extending borrowing services is the implementation of 24/7 library pick-up lockers. These self-service units can be installed outside library buildings or at alternative community locations such as transport hubs or community centres, offering added convenience for individuals unable to visit during standard opening hours. The free-standing lockers are accessed via RFID technology linked to the user's library card. Items are requested through the library app, and members are notified when their items are ready for collection. Return chutes are typically located alongside the pick-up lockers to allow for easy returns.



Brisbane City Council Libraries.
Photo: Brisbane City Library



Cowra, NSW. Photo: Central West Libraries

Why?

- Library pick-up lockers offer a convenient and flexible way for members to access their requested items.
- Enable collection of materials at any time, including outside normal library hours.
- Particularly beneficial for people with busy schedules who can't visit during standard opening times.
- Enhance operational efficiency by reducing the need for staff involvement in item collection.

'I'd love out of hours reservation collection'
– Survey Respondent Kurri Kurri

Best practice examples

[Connected Libraries](#) (City of Casey, Victoria)
[Brisbane City Council](#)

3.4.4 Kiosk/vending machine libraries

What?

Kiosk libraries are compact, self-service stations that operate 24/7 offering a curated selection of books and other materials for borrowing. Typically situated in high-traffic public areas they provide convenient access to reading materials for people on the move. Many kiosks also feature touchscreen interfaces that enable digital borrowing. These units may function as standalone vending-style machines or be integrated into nearby infrastructure as part of a larger pod-style setup.



Kiralee Library Pod, Ipswich and Palm Beach Gold Coast. Photo: Creative Commons

Why?

- **Improved Access:** Kiosk libraries extend access to books in areas where full-scale library branches may not be practical, such as remote locations, shopping centres, and community venues.
- **Round-the-Clock Convenience:** Users can borrow materials at any time of day, offering a flexible solution for those with demanding schedules or limited availability during standard library hours.
- **Tailored Collections:** Each kiosk can feature a curated selection designed to reflect the interests and preferences of the local community, including popular titles, timeless classics, and niche categories.
- **Technology-Enhanced Access:** Many kiosks incorporate digital features such as e-book lending or audiobook access, allowing users to instantly borrow and enjoy content in electronic formats.
- **Helps Grow Library Membership:** by offering a convenient alternative for people who can't visit during standard opening hours due to other commitments.

Best practice examples

[Hong Kong Public Libraries Self Service Library Station](#); [Ipswich Libraries Karalee Library](#), [City of Gold Coast Libraries](#)

3.4.5 24/7

What?

The **24/7** or extended hours library model—or a variation of it—is an effective way to improve accessibility and usage, particularly when planning new library facilities. In this model, libraries are typically staffed only during core hours, while access beyond these times may be supported by security personnel. Borrowing remains available via self-checkout machines.

This approach is well-established in the commercial sector, such as with 24-hour gyms, and is commonly used in European public libraries where a library membership card functions as an access pass. Extended access can apply to all or just parts of a library and doesn't necessarily mean full 24/7 availability. For instance, libraries co-located with other facilities might align their extended hours with those of the host venue.

While this model offers clear benefits in terms of convenience and increased access, it also introduces important considerations around staffing, security, and facility maintenance. These operational challenges must be carefully addressed when implementing or expanding extended access.



Why?

- **Flexible Access:** 24/7 libraries accommodate the varied schedules of users including students, shift workers, and busy professionals—by providing round-the-clock access.
- **Improved Accessibility:** They offer greater access to resources and services for individuals unable to visit during standard hours due to work, family, or other commitments.
- **Extended Study Opportunities:** These libraries provide essential study spaces beyond regular hours, particularly useful during exams or when other venues are unavailable.
- **Responsive to Community Needs:** They fulfil the growing demand for safe, quiet, and accessible public spaces where individuals can read, study, or access digital resources at any time.

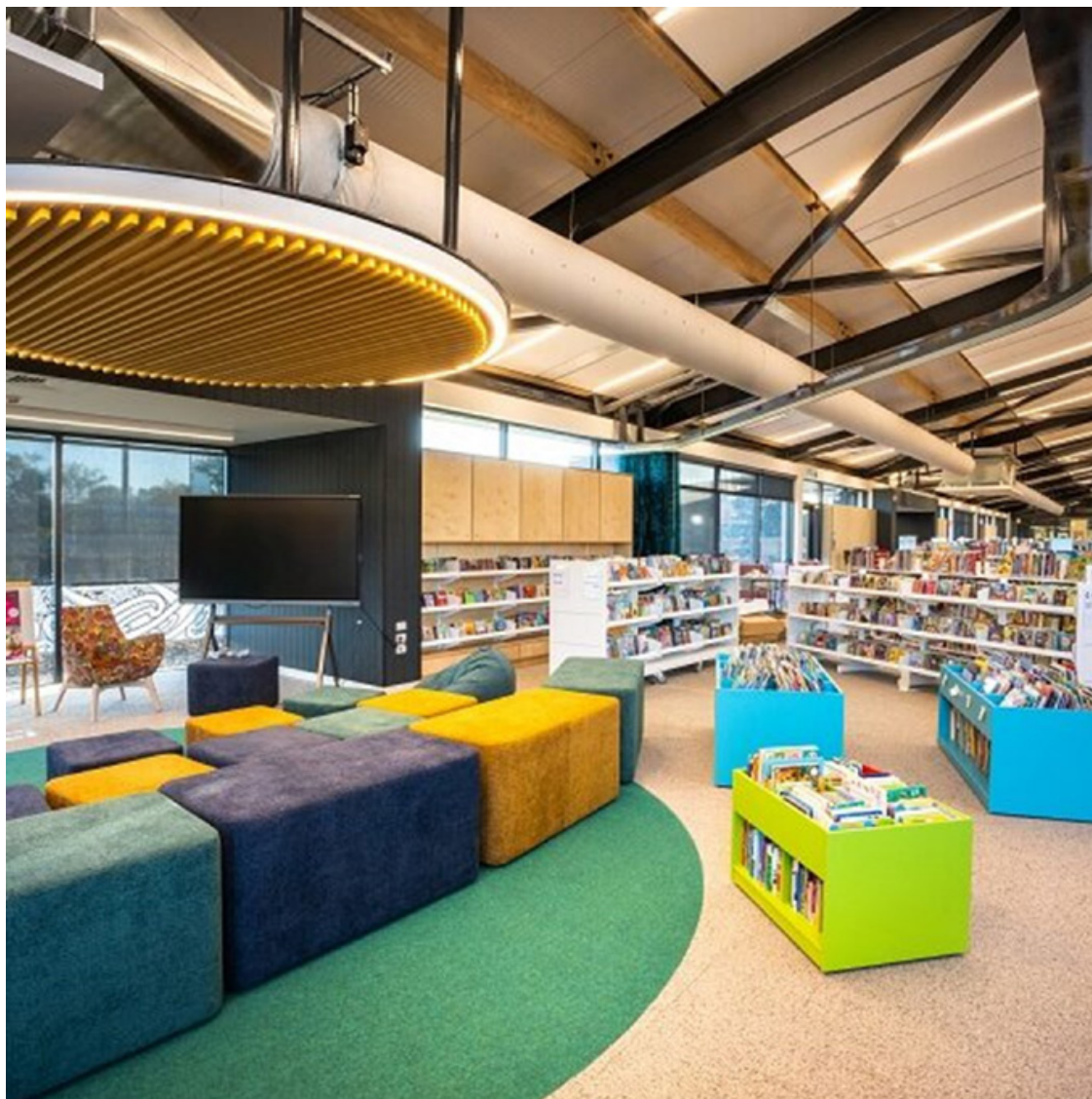
Best practice examples

[Forestville Library](#) Northern Beaches Library, [Harrington Library](#) MidCoast Council, [Wentworth Point Community Centre and Library](#) (City of Parramatta)

'The Central Coast's 'Library at Your Time' where the libraries can be used out of hours once a person had been inducted would be fabulous!.' - Survey respondent, Cessnock



Forestville Library 24/7.
Photo Creative: Commons



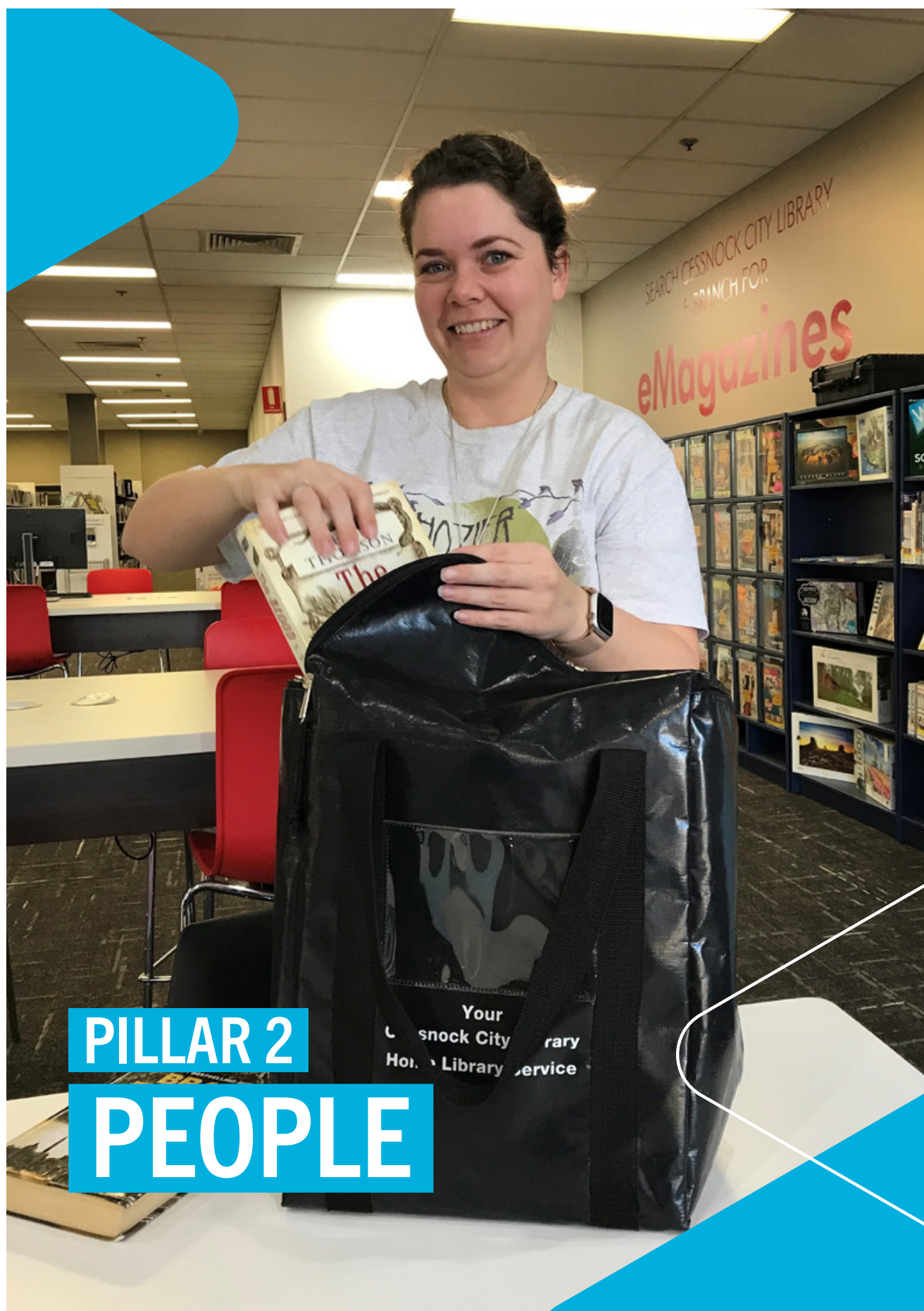
Matatiki-Hornby Centre New Zealand 24/7 Library.
Photo: Christchurch City Library

3.5 Strategic direction

Spaces

Library spaces that are inviting, engaging, and accessible

WE SHAPE AND MAINTAIN WELCOMING ENVIRONMENTS THAT ARE SAFE, INCLUSIVE, AND FLEXIBLE FOR ALL USERS	
Strategies	Actions
Create vibrant, welcoming library spaces that are responsive to the diverse and evolving needs of our community, ensuring they remain engaging, inclusive, and adaptable to emerging trends and expectations.	<ul style="list-style-type: none"> Work in collaboration with Cessnock City Council to align library space development with broader community planning and growth strategies; Seek funding opportunities through state and federal grants, philanthropic sources, and strategic partnerships to support upgrades and new infrastructure projects.
Create culturally welcoming and trusted spaces in libraries that honour and celebrate Aboriginal and Torres Strait Islander Peoples and their stories.	<ul style="list-style-type: none"> Establish a strong Aboriginal and Torres Strait Islander Peoples presence in our libraries through signage that acknowledges the Wonnarua, Awabakal, and Darkinjung peoples as the Traditional Custodians of the land.
Develop an innovative, user-friendly virtual branch that ensures round-the-clock access to library services and resources.	<ul style="list-style-type: none"> Ensure the library's website remains dynamic, informative, and compliant with the Living Learning Libraries guidelines.
Investigate, evaluate and implement innovative service delivery models to enhance access and responsiveness.	<ul style="list-style-type: none"> Review library opening hours to align with community needs and lifestyle. Identify, trial, and evaluate opportunities to implement alternative service delivery models in emerging communities, community centres, and easily accessible locations focusing on funding opportunities and collaborative partnerships to support implementation.
Performance measures	
<ul style="list-style-type: none"> Library visits per capita; Number of visible library spaces acknowledging and connecting with local Aboriginal and Torres Strait Islander Peoples, their culture and history; Web visits per capita; Report on alternative service models. 	



PILLAR 2

PEOPLE

People

4.1 Trends

People at the Heart of Library Services

A vibrant and responsive library service is built around people—its members, staff, volunteers and partners.

Shifting Membership Trends

Over the past decade, public library membership has declined both statewide and nationally, despite continued and in some cases growing usage. In response, libraries around the world are focusing on strategies to retain existing users, re-engage inactive members, and attract new audiences particularly in the wake of disruptions caused by the COVID pandemic.

Challenges in Attracting LIS Professionals

Regional libraries face increasing difficulty in recruiting qualified Library and Information Science (LIS) professionals. This issue has been exacerbated by the reduction in LIS education programs offered by universities and TAFE, limiting entry pathways into the profession.

Evolving Library Workforce

As the scope of library services expands, so too has the diversity of the workforce. Not all roles require formal LIS qualifications and there is renewed emphasis on “growing your own” talent through on-the-job development. The Australian Library and Information Association’s ALIA Skills, Knowledge and Ethics Framework initiative

reflects a sector-wide commitment to building staff capability and nurturing new leaders, including those entering the field from non-traditional backgrounds.

Volunteer Engagement Among Older Adults

An aging, well-educated population is actively seeking meaningful volunteer opportunities and libraries are well-placed to provide fulfilling roles that benefit both individuals and the broader community.

Fostering Social Connection

In an era marked by social isolation and a desire for local engagement, libraries play a crucial role in fostering community connection. By offering shared spaces, resources and opportunities for interaction—both in-person and online—libraries contribute to building a more equitable and cohesive society. The shift towards flexible work arrangements also opens new possibilities for community engagement and participation.

4.2 Insights from the community

They valued:

- The welcoming, knowledgeable and friendly staff – acknowledged as the biggest drawcard of the service;
- The library's strong focus on community engagement;
- The opportunity to contribute through volunteering;
- Partnerships such as the Justice of the Peace service which expanded the services available.

The library would be enhanced by:

- Creating enhanced volunteer opportunities especially around local and family history;
- Building on existing community networks to promote services;
- Expanding partnerships and outreach with health services, baby nurses, schools, heritage groups and tourism;
- Offering respite, refuge and adult conversation, particularly valuable for parents and carers;
- Creating welcoming entry points for new members: welcome packs, prompts on screens and signage.

4.3 Cessnock City Library

4.3.1 Members and visitation

4.3.1.1 Membership

A registered library member refers to an individual or organisation that has signed up with the library service to access its collections and services, either onsite or remotely. This includes digital or cardless members who exclusively use the library's electronic resources. Membership at Cessnock Library is available to anyone who lives, works or studies within the Cessnock LGA.

In line with industry best practices, accounts of expired or inactive borrowers are archived every three years to maintain accurate records and reduce the risk of personal information being compromised in the event of a data breach. Active members

receive a reminder email in the month their membership is due to expire, along with a link to renew.

In common with all NSW public libraries, Cessnock's membership numbers were affected by the COVID pandemic, which changed how the community engaged with the service dropping from 28% of the community in 2018/19 to the current level of 18-20%. When compared to the other libraries in the benchmarked cohort Cessnock's performance is at the lower end of the scale. The Living Learning Libraries minimum standard for a LGA with less than 200,000 residents is 50% of residents as registered members.

Cessnock Library membership by service age group

AGE GROUP	SERVICE DESCRIPTOR	POPULATION*	MEMBERS	% OF POP
0-4	Babies and pre-schoolers	4,283	213	5
5-11	Primary schoolers	6,001	1,641	27
12-17	Secondary schoolers	4,827	1,771	37
18-24	Tertiary education and independence	4,574	1,823	40
25-34	Young workforce	9,104	1,237	13.5
35-49	Parents and homebuilders	11,667	2,556	22
50-59	Older workers and pre-retirees	7,673	1,239	16
60-69	Empty nesters and retirees	7,430	1,923	26
70-84	Seniors	6,165	2,342	38
85+	Elderly	1,167	92	8

**Population breakdown into Service Age Groups based on 2021 Census of Population and Housing.*

There is considerable potential to grow membership among children aged 0-4. Although this age group frequently participates in family literacy programs, borrowing is typically done using a parent's or caregiver's library card. As a result, the contribution of this cohort is underrepresented in membership data, which can make it challenging to demonstrate the value of the library's services for young children and to justify investment in relevant collections and programs.

There is also the opportunity to grow the young workforce, parents and homebuilders, and older workers cohorts by reintroducing them to the library and the services that are available including online. The alternative methods of service delivery discussed in Pillar 1 would feed into this strategy.

Growing membership

A range of strategies can be implemented to rebuild and grow Cessnock City Library's membership base, ultimately fostering a network of library advocates. These include:

- Converting users into members: Encourage individuals who attend programs or use library spaces to formally register as members.
- Engaging the commuter population: Target residents who work outside the LGA and may use libraries in other areas due to limited access (including opening hours) to Cessnock or Kurri Kurri branches. Promote eResources and broaden efforts to attract members within the 20–69 year age group.
- Connecting all programming back to the library: Ensure that every program—whether held offsite or in partnership—reinforces the library's role and identity.
- Sharing member stories: Highlight the achievements and experiences of library members to build awareness and community connection.
- Joining broader campaigns: Actively participate in state and national initiatives run by the NSW Public Libraries Association and the Australian Public Library Alliance.
- Strengthening new resident engagement: Leverage tools like the New Residents Guide and relevant social media to raise awareness of the library's offerings.
- Expanding outreach: Investigate outreach opportunities to increase the library's visibility and accessibility across the community.

4.3.1.2 Visitation

A significant number of people use public libraries without being registered members. These users access a wide range of services, such as consulting reference materials, reading newspapers and magazines, using library computers and internet, attending events and programs, and studying. People need to be library members to borrow items.

Library visitation was significantly affected by the COVID-19 pandemic, with current figures (113,391) still 34% lower than pre-pandemic levels recorded in 2018–2019 (172,009). Despite this, onsite use and visitation have shown steady and encouraging growth since 2020–21 and 2021–22. This positive trend is expected to continue as the Library advances the rollout of its Strategic Plan. The Living Learning Libraries minimum standard for library visits is 4 per capita. Currently Cessnock City Library records 1.67 visits per capita.

Library visitation, as an annual visit per capita – benchmarked cohort

LIBRARY SERVICE	POPULATION	SERVICE POINTS*	TOTAL VISITS	VISITS PER CAPITA
Hawkesbury	68,156	2	108,877	1.5
Cessnock	67,591	2	113,391	1.67
Central Coast	351,934	*11	651,206	1.8
Lake Macquarie	219,249	*10	454,640	2.07
Maitland	95,957	4	213,150	2.22
Singleton	25,332	1	60,132	2.37
Newcastle	261,809	*14	691,715	2.64

**Includes Mobile Libraries.*

Differences in library visitation are influenced by community demographics and the services offered, such as program variety, space quality and internet access. Higher visitation is typical in CBDs, regional centres and tourist areas due to increased foot traffic. However, visitation statistics alone don't fully reflect library use, as they exclude virtual visits, home library services, outreach and offsite program participation.

4.3.2 Library staff

Staff numbers

Library staff are central to the success of any library service. They represent both the largest operational cost and the library's most valuable asset. Of the almost 384 responses to Cessnock City Library's survey 40% highlighted the role that the Library staff played in assisting them and making them feel welcome.

An analysis using Living Learning Libraries (LLL) benchmarks shows that Cessnock City Library does not currently meet the minimum recommended staffing level of 1 full-time equivalent (EFT) staff member per 3,000 residents. Based on this standard, the library should have 23.11 EFT staff but currently operates with only 15.6 EFT.



Library staff numbers (EFT) – benchmarked cohort

LIBRARY SERVICE	POPULATION	LLL (MINIMUM)	STAFF ACTUAL
Central Coast	351,934	117	63.90
Cessnock	67,591	23.11	15.60
Hawkesbury	68,156	22.7	16.82
Lake Macquarie	219,249	73	47.72
Maitland	95,957	32	25.40
Newcastle	261,809	87.26	105.79
Singleton	25,332	8.4	9.88

Libraries like Cessnock that have implemented self-check/RFID systems or outsourced collection management are often able to streamline staffing needs—allowing staff to focus more on delivering professional services and programs or reducing routine materials handling tasks. While Living Learning Libraries does not currently provide a formula to adjust minimum staffing levels based on these efficiencies, it should be considered a flexible guide rather than a fixed requirement.

As new initiatives from the Strategic Plan are implemented, staffing needs may increase. Any expansion in service delivery should be carefully planned to ensure adequate staffing support is in place.



Qualified staff

Attracting qualified staff to regional areas is becoming increasingly challenging, with many positions requiring multiple rounds of advertising. To address this, councils need to continue with flexible recruitment strategies and be willing to mentor and support new appointees. This approach is supported by Living Learning Libraries, which encourages councils to seek the most effective mix of professional and paraprofessional staff. Paraprofessional staff are those eligible for ALIA's library technician membership.

Number of qualified staff (EFT) – benchmarked cohort

LIBRARY SERVICE	POPULATION	LLL (MINIMUM)	STAFF ACTUAL
Central Coast	351,934	35.19	25.13
Cessnock	67,591	6.7	5.60
Hawkesbury	68,156	6.8	4.00
Lake Macquarie	219,249	21.9	12.00
Maitland	95,957	9.5	5.00
Newcastle	261,809	26.18	21.90
Singleton	25,332	3.3	3.00

The LLL minimum standard for qualified staffing for populations over 50,000 is 1 qualified staff member for every 10,000 residents. 'Qualified' is recognised as being eligible for professional membership of ALIA and includes the following categories:

- **Associate:** Library and information science undergraduate or postgraduate qualification
- **Library Technician:** Library technician qualification
- **Allied Field:** Minimum of a diploma qualification and working at a professional level within the profession

The minimum number of qualified staff EFT recommended for Cessnock (calculated per 10,000 residents) is 6.7 Cessnock City Library currently has 5.6 qualified staff members, 1.1 below the minimum standard.

The table above highlights how Cessnock performs in comparison to its cohort in terms of employing qualified staff members.

ALIA recognises that the skill set required in today's public libraries extends beyond traditional librarian and technician roles. Their ALIA Skills, Knowledge and Ethics Framework initiative is a sector-wide response aimed at developing the skills of current staff and supporting new leaders from outside the profession. For staff with backgrounds in education, social work, IT, and other fields, this means acknowledging their existing expertise and offering targeted training to help them better navigate the public library environment.

There is also significant opportunity to invest in local talent by "growing your own" through school-based traineeships and mentoring programs, including those supported by ALIA and the NSW Public Libraries Association.

The Cessnock City Library Staff Training Plan is attached as *Appendix 2*.



4.3.3 Volunteers

There is strong potential to involve volunteers in the Library's programs and activities, in accordance with Council's Volunteer Policy, ALIA's Statement on voluntary work in library and information services, and the Living Learning Libraries guidelines. Volunteers should not replace paid staff, but rather complement and enhance existing or planned services. In public libraries, volunteers commonly support areas such as local and family history research and Home Library services.

Cessnock Library already benefits from dedicated volunteers, including those from the Cessnock Historical Society's Family History Group. These individuals assist with genealogical enquiries on Mondays and Tuesdays. Family history is a highly specialised area where many volunteers

bring extensive expertise and research skills. Their enthusiasm and knowledge greatly enhance service quality and improve access to collections. Individuals also contribute to Children's Services, the Local History collection and Tech Help program.

Engaging family history volunteers to support library staff is becoming standard practice across the sector, with emerging best practice guidelines available through professional networks. While volunteers bring significant value, effective volunteer programs require active staff involvement for coordination and oversight. Volunteers must also be properly supported, trained, and resourced, with clear policies in place to ensure a positive and productive experience for all involved.

4.3.4 Partners

Cessnock City Library has cultivated a diverse network of partnerships that enhance its capacity to serve the community. These collaborations span various stakeholders, including other Council departments, government agencies, community groups, educational institutions, historical and heritage societies, commercial organisations, publishers, the State Library of NSW and the broader NSW public library network. Such partnerships facilitate resource sharing, expand program offerings, and introduce innovative service delivery methods, thereby increasing the library's visibility and attracting individuals who might not typically engage with library services.

To effectively manage and evaluate these partnerships, the State Library of NSW has developed the [FAMOUS Principles](#) framework. This framework

assists in assessing both new and existing collaborations, ensuring they are Feasible, Appropriate, Mutually beneficial, Optional, Useful, and Sustainable. By applying these principles, Cessnock City Library can identify successful initiatives and pinpoint areas for improvement, aligning with the Council's recognition of the importance of partnerships in its *Community Strategic Plan*.

The library's strong community presence and robust membership base make it an attractive partner for various organisations. However, successful partnerships require dedicated time, effort, and ongoing management. Regular reviews and audits of current partnerships are essential to maintain their effectiveness and value to the library, ensuring that collaborative efforts continue to meet community needs and contribute to the library's mission.



4.4 Strategic direction

People

Creating an inclusive and vibrant library community

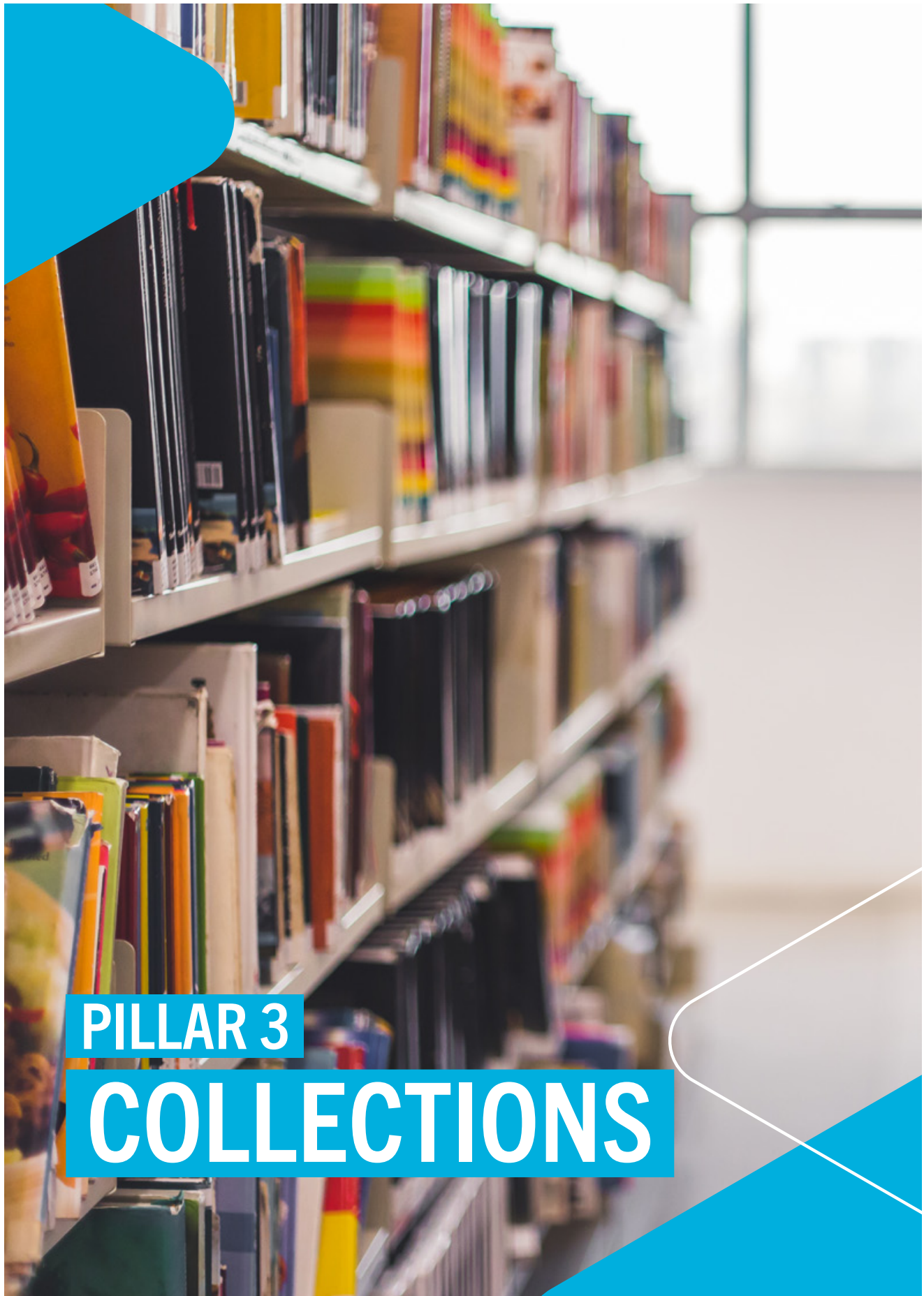
WE FOSTER BELONGING, ENCOURAGE PARTICIPATION, AND CELEBRATE THE DIVERSE VOICES WITHIN OUR COMMUNITY	
Strategies	Actions
Strengthen membership and participation	<ul style="list-style-type: none"> Convert casual library users into registered members through targeted promotion and streamlined sign-up processes; Attract the commuter community by promoting eResources and exploring alternative service delivery models such as mobile services and 24/7 lockers; Participate in NSWPLA and APLA campaigns and initiatives aimed at growing public library membership.
Align staffing with service needs	<ul style="list-style-type: none"> Increase staffing levels in line with population growth and service demand, as funding allows; Strengthen staff capabilities and adaptability through targeted professional development, ensuring readiness to deliver both current and emerging library services.
Explore the use of volunteers to deliver targeted programs and activities	<ul style="list-style-type: none"> Recruit and train volunteers to support the delivery of targeted programs, including the enrichment of local and family history collections.
Strengthen and expand strategic partnerships using the FAMOUS Principles	<ul style="list-style-type: none"> Conduct an audit of existing partnerships to assess their effectiveness and alignment with library goals; Develop and implement a formal partnership policy to guide future collaboration and ensure strategic value.

Performance measures

- Staffing levels meet Living Learning Libraries Guidelines;
- Membership per capita;
- User satisfaction identified through regular surveys;
- Library visits per capita;
- Recruitment of a volunteer cohort who add value to and advocate for the Library;
- Partnerships meet FAMOUS Principles.



*It's all about people – our members and our team. Kurri Kurri Library.
Photo: Cessnock City Library*



PILLAR 3

COLLECTIONS

Collections

5.1 Trends

Collections at the Heart of the Library

Collections remain central to a library's mission, supporting reading for pleasure, lifelong learning, and the preservation of cultural heritage.

Balancing Physical and Digital Formats

While there is a clear shift toward digital content and online services, many library users continue to prefer physical books. Libraries must carefully balance formats to meet diverse preferences. Some areas, like reference materials, have transitioned almost entirely online to improve accessibility and ensure up-to-date information.

Demand-Driven Collection Development

Collection development has evolved from a "just in case" approach to a more strategic "just in time" model, where each item must demonstrate value. Community input plays a key role, and best practices include acquiring or leasing multiple copies of high-demand titles. There is also growing focus on sustainable practices for the responsible disposal of outdated materials.

Retail-Inspired Display and Organisation

Libraries increasingly adopt a bookstore-style layout, with face-out displays to attract attention and boost circulation. Organising collections by genre further enhances discoverability and encourages browsing, leading to increased borrowing through serendipitous discovery.

Consortia and Outsourcing for Efficiency

To make the most of their budgets, many libraries are joining consortia to benefit from collective purchasing power. Additionally, outsourcing tasks such as selection, cataloguing, and processing helps free up staff to focus more on direct service and community engagement.

5.2 Insights from the community

They valued:

- Appreciation of the range and quality of the collection including all formats;
- The ability to discover new releases, genre diversity and well curated displays;
- Availability of eResources;
- The ease of borrowing, returning and reserving materials as the availability of self-service options and online catalogue;
- The rich Local History collection;
- The seed library;
- The Library App.

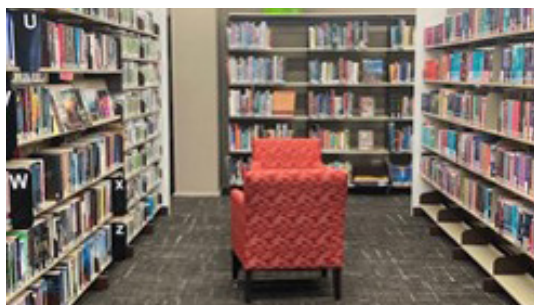
The library would be enhanced by:

- More copies and quicker availability of popular titles/new releases;
- Greater range of eBooks;
- Series gaps, especially in eCollections.

5.3 Cessnock City Library

5.3.1 Collections

Collections are at the heart of every library, supporting reading for pleasure, lifelong learning, and the preservation of cultural memory. Library services ensure universal and equitable access to diverse, inclusive, and comprehensive collections for people of all ages, backgrounds, and abilities. Increasingly the Library's collections are moving into the online environment.



Photos: Jan Richards Consulting

In the Community Survey 80% of respondents said that they came to the library to borrow books or magazines. Online resources were used by 30% of respondents, either alone or in combination with traditional materials.

When benchmarked against the Living Learning Libraries standards, Cessnock City Library showed the following results:

- Above the minimum standard for the percentage of materials purchased in the last five years, reflecting the currency of the collection and the effectiveness of staff selection and management processes;
- Close to the minimum for turnover of stock (i.e. how often items are borrowed);
- Below the Standard for items expenditure on library materials purchased, items held per capita and acquisitions per capita.

LIVING LEARNING LIBRARIES STANDARD	CESSNOCK	NSW MINIMUM
S5 expenditure on library materials per capita	\$4.02	\$5.27
S6 items per capita	1.08	2
S7 acquisitions per capita	0.12	0.20
S8a percentage of collection purchased in the last 5 years	61%	50%
S9 circulation per capita	2.79	5.5
S10 turnover of stock	2.83	3.0

A table detailing the whole Benchmark Cohort is included as Appendix 3.

Cessnock City Library has the opportunity to further explore consortia arrangements—particularly for eContent—as well as fee-for-service partnerships with other library services. These collaborations could help maximise resources and provide the community with access to a broader and more diverse range of content.



5.3.2 Local history/family history

Public libraries are actively involved in securing cultural heritage and creating a sense of place through the creation and curation of locally relevant collections, ranging from extensive digitisation programs where historic and sensitive collections are made available online, to projects that capture local stories and assist citizens in the creation of local content. In an increasingly globalised and connected world, the public library's role in safeguarding, and sharing local content is crucial. It is also each library's point of difference, actively connecting the library to the community in which it is embedded. Emphasising local connections and connotations is a powerful link in strengthening the library's profile and attracting key stakeholders, including politicians, media and volunteers. The appeal of local should never be underestimated.

Cessnock Library has an extensive Local History Collection which illustrates and records the history and development of the local region. This includes printed and pictorial material, newspapers, maps, oral histories, and ephemera. The collection is increasingly available online via the library's website and on the Spydus LMS.

While Spydus is seen as an excellent tool in recording a collection, consideration could be given to creating an integrated online digital presence as a way of capturing the history, heritage and stories of Cessnock making this easily accessible to the community.

Recollect is a software package used by a growing number of public, academic and state libraries to highlight their heritage collections and make them easily discoverable [Blacktown Memories](#), [City of Sydney Archives and History Resources](#),



[Recollect Central West](#), [Picture Ipswich](#). The platform allows for libraries to become a content aggregator providing space for the collections of local historical societies developing relationships, building community engagement and ensuring the long term access to the materials.

There are opportunities for the library to further engage the community and enhance access to local history resources. Through the *Amplify* platform, the library can invite community members to participate in transcribing oral history collections. Additionally, selected digitised local studies publications could be made available via *indyreads*, expanding reach and accessibility. Both platforms are supported by the State Library of NSW. Given the interconnected history of the Hunter region, increased collaboration with neighbouring library services in the area of local studies could also provide mutual

benefits and broader community value.

The library works closely with the Family History Group from the Cessnock Historical Society in research, curating content and developing programs. The group holds its meetings in Cessnock Library.

Cultural tourism presents significant opportunities, with many visitors eager to learn about their ancestors and the places they lived.

As highlighted in *People* (4.3.3), local and family history is a promising area for deeper community engagement. In particular, there is potential to involve volunteers in a range of tasks, drawing on their enthusiasm, expertise, and local knowledge. Formalising volunteer roles and ensuring they are properly resourced and supported can deliver substantial benefits for both the service and the community.

5.4 Strategic direction

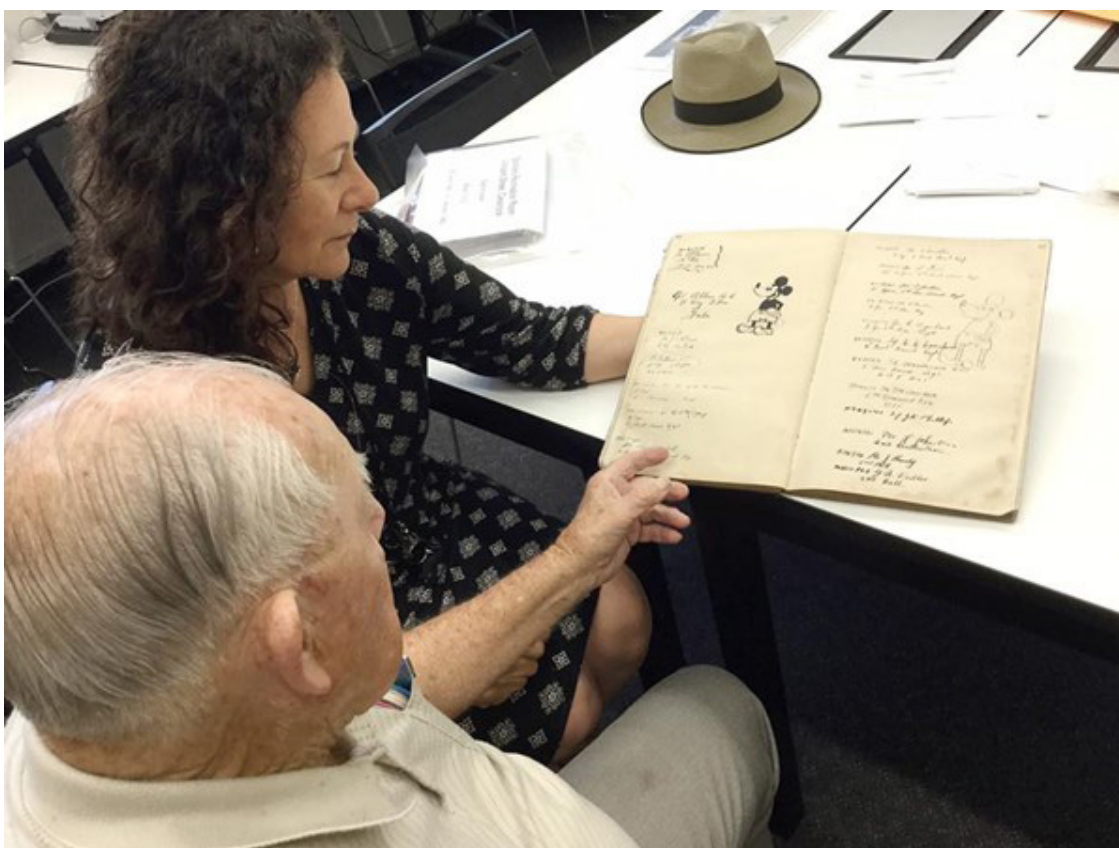
Collections

Collections that reflect diversity, interest, and community needs

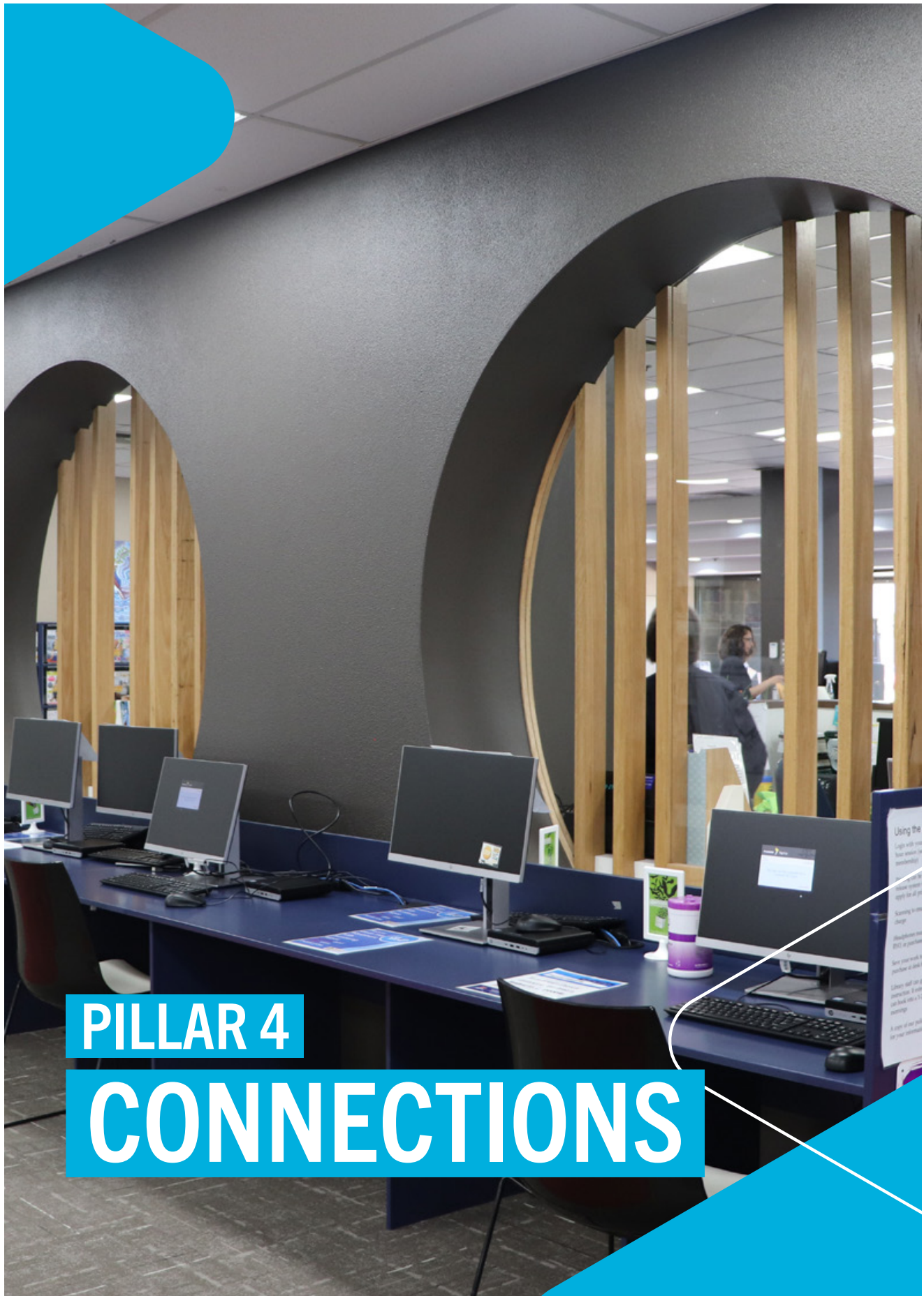
WE CURATE COLLECTIONS THAT ARE CURRENT, REPRESENTATIVE, AND RESPONSIVE TO LOCAL NEEDS AND ASPIRATIONS	
Strategies	Actions
Deliver collections that are relevant, inclusive, and responsive to community needs.	<ul style="list-style-type: none"> Regularly review and update the collection based on usage data, community feedback, statewide health checks and emerging interests; Investigate regional consortia and fee-for-service partnerships with other library services to enhance access to a broader range of collections, with a focus on expanding digital content.
Increase understanding and appreciation of the cultures, histories, and achievements of local Aboriginal and Torres Strait Islander peoples.	<ul style="list-style-type: none"> Build a dedicated collection featuring the stories, language, and history of local Aboriginal and Torres Strait Islander peoples; Partner with local Elders and organisations to guide culturally appropriate collection development; Preserve and share the heritage of local Aboriginal and Torres Strait Islander peoples through oral histories and community-led projects; Ensure collection policies support respectful and inclusive representation of local Aboriginal and Torres Strait Islander peoples.
Capture and share the region's stories and heritage through curated collections and original content.	<ul style="list-style-type: none"> Explore opportunities to make the Library's Local History collections easily discoverable in the online environment; Build on unique local collections to contribute to cultural tourism.

Performance measures

- Loans per capita;
- Age of collections meets Living Learning Libraries Guidelines;
- Local and Family History visitation and enquiry rates;
- Increase in locally created and digitised content.



Local History Collection, an invaluable resource. Photo: Cessnock City Council



Connections

6.1 Trends

Evolving Knowledge Systems

The way we define and engage with knowledge is shifting, bringing both opportunities and challenges. There is a growing focus on expanding what is recognised as knowledge, amplifying diverse perspectives, and addressing the rising impact of misinformation.

The Impact of Emerging Technologies

Technologies such as generative AI are reshaping how information is created, accessed, and understood. These advancements raise critical questions about authenticity and trust, particularly with the rise of deepfakes. However, they also offer new possibilities for preserving and interacting with information in innovative ways.

Expanding Skill Requirements

As information landscapes become more complex, individuals will increasingly need a combination of practical, critical thinking, and digital skills to navigate them effectively. A more information-literate society offers significant benefits, but those lacking these skills face the risk of being left behind.

Digital Inclusion as a Path to Equity

Access to digital technologies remains uneven, creating a widening digital divide. As services continue to shift online, ensuring digital inclusion is essential for equitable participation. At the same time, there is potential to build a more inclusive and culturally responsive information ecosystem.

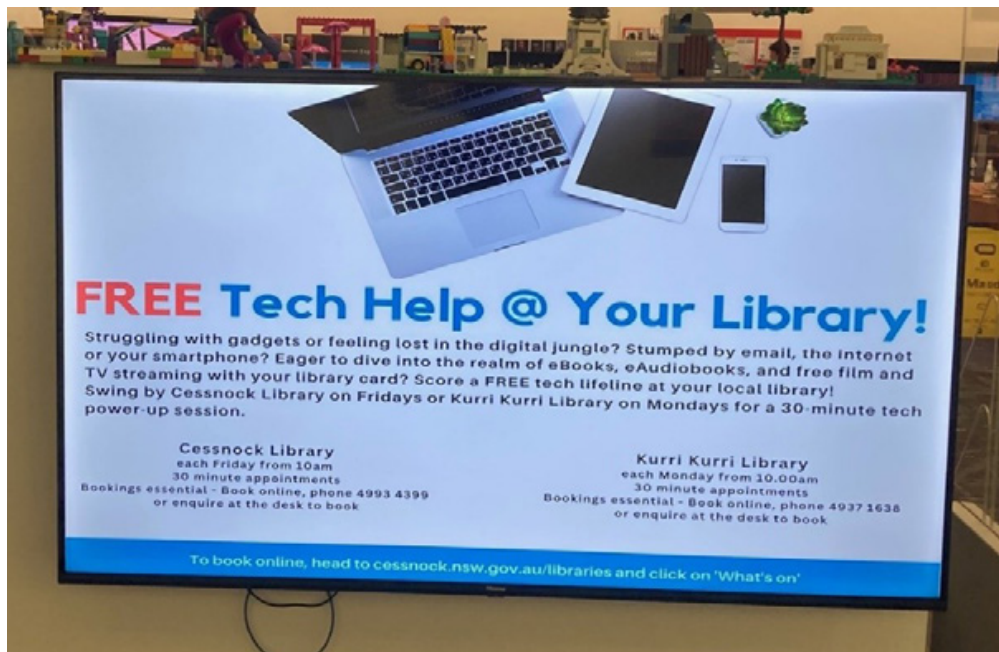
6.2 Insights from the community

They valued:

- Access to computers and internet, especially for those without digital access;
- Ongoing support for tech-savvy programs, and digital skill-building.

The library would be enhanced by:

- Greater printing capabilities;
- Increased digital literacy programs;
- Intergenerational technology programs.



Tech Help @ Your Library. Photo: Cessnock City Council/Jan Richards Consulting

6.3 Cessnock City Library

Digital literacy and access to current technology are essential for full participation in modern life—enabling access to government services, education, information, and community engagement. However, many individuals still lack the confidence or skills to use computers effectively or navigate digital information. Public libraries play a key role in bridging this digital divide.

For some members of the community, Cessnock City Library is the only publicly accessible source of technology, including computers, internet access, and digital devices. As such, the library is a vital point of digital inclusion, offering equitable access to tools and resources that many would otherwise go without.

Cessnock's score of 70.6 on the 2023 Australian Digital Inclusion Index—below the national average of 73.2—highlights local challenges in digital access, affordability, ability, and awareness. This further reinforces the library's role in addressing digital disadvantage. By providing free access to technology, internet services, and digital skills training, the library supports those who may be excluded from opportunities in education, employment, and civic participation.

Cessnock City Library continues to lead in this space by delivering programs that help community members navigate the online environment safely and with confidence. These include participation in state and national initiatives such as Tech Savvy Seniors, as well as tailored one-on-one support sessions like 1-2-1 Tech Help, ensuring responsive and inclusive service delivery for all.

6.4 Strategic direction

Connections

Technology that empowers access, skills, and participation

WE PROVIDE UP-TO-DATE TOOLS AND TRAINING TO HELP THE COMMUNITY NAVIGATE AND THRIVE IN A DIGITAL WORLD

Strategies

Provide access and support to the community in current and emerging technology which addresses the digital divide.

Actions

- Evaluate and build on current digital literacy and inclusion programs;
- Explore intergenerational 'tech -savvy' initiatives;
- Build skills in e-safety, critical thinking skills and responsible use of technology for library staff and the community.

Performance measures

- Usage numbers;
- Enrolment numbers;
- Participation surveys.



Tech Help at Cessnock Library. Photo: Cessnock City Council



PILLAR 5

PROGRAMS

Programs

7.1 Trends

Expanding Program Offerings

While traditional programs like storytime remain central to library services, there is growing community interest in more diverse and interactive activities that appeal to a broader range of age groups and interests. These include a wide variety of STEAM-based initiatives—covering science, technology, engineering, arts, and mathematics—such as coding clubs, writing workshops and hands-on creative sessions.

Collaborative and Funded Program Delivery

Increasingly, libraries are delivering programs in partnership with external organisations or through targeted funding opportunities. Initiatives like Tech Savvy Seniors are examples of how specific programs can be developed to meet particular community needs through collaboration and financial support.

Preserving and Sharing Local History

The library's role as a custodian of local heritage remains essential. This function can be further enriched through community partnerships, collaborative projects, and shared initiatives that help preserve and celebrate local stories and collective memory.

7.2 Insights from the community

They valued:

- The wide-ranging calendar of programs and activities;
- The range of children's programs and school holiday activities;
- The 'Speaking of Books' talks and special events like the Live streaming of the Sydney Writers Festival;
- 'What's on' information easily found;
- Programs and events built a sense of community and connection;
- "It's more than just an event I come to, we've all become friends".

The library would be enhanced by:

- Continuation of pre-school programs during school holidays;
- Provision of afternoon and weekend activities, especially for children and families;
- More intergenerational activities (e.g. aged care visits, joint programs with children);
- Additional local history, genealogy and author talks with an historical focus. There was also an interest in oral histories;
- Local Aunty as part of storytime.



7.3 Cessnock City Library

According to Living Learning Libraries Standard 17, public libraries serving populations over 50,000—such as Cessnock City Library—should provide a range of programs tailored to the community's demographics, staff expertise, and other relevant factors, with some programs offered more than once a week. Cessnock City Library successfully meets this standard by delivering a broad and diverse suite of programs that are well-supported by the community, as demonstrated by strong attendance and positive feedback.

These programs are designed to serve key audience segments, reflecting the program categories defined by the National and State Libraries Australasia (NSLA):

- Stronger and more creative communities
- Personal development and wellbeing
- Informed and connected citizens
- Literacy and lifelong learning
- Digital inclusion

There is also a clear interest in extending programming beyond standard business hours, Monday to Friday to meet community and lifestyle needs. The success of 'Saturday Storytime' at both Cessnock and Kurri Kurri Libraries highlights the benefits of more flexible scheduling. Additionally, there were calls for increased outreach opportunities in this area. Introducing a mobile van and involving the community in planning activities would support the expansion of programs and enhance engagement.

Survey and focus group feedback indicated strong community interest in a broader and more diverse range of programs for adult members. While staffing capacity may limit the library's ability to expand

programs independently, there are valuable opportunities to build on the network of strong partnerships further extending the library's capacity, enabling greater reach and more responsive programming for a wide range of audiences.

Currently, the library offers a mix of ongoing and one-off programs at both its branch libraries and other appropriate venues. Staff also engage in outreach, bringing services directly to the community.

Family literacy is a core component of public library services and both Cessnock and Kurri Kurri libraries maintain a strong focus on programs for children aged 0–5. Staff are consistently praised for their skills, enthusiasm and engagement in delivering these sessions.

The library maintains a strong focus on reading-based activities, which are well supported by the community. These include author talks through the 'Speaking of Books' series, the provision of book club kits, and participation in major literary events such as the Newcastle Writers' Festival and the livestream of the Sydney Writers' Festival.

There is strong community interest in programs focused on local and family history, supported by the library's rich heritage collections and well-established partnerships with local societies. These programs play an important role in fostering personal and community identity while also contributing to cultural tourism. The library's Talking History events are a standout example—consistently popular and often fully booked shortly after being announced.

The library offers a wide range of free weekly drop-in activities catering to diverse interests and age groups. These include Dungeons and Dragons sessions for teens and tweens at both Cessnock and Kurri Kurri, First Thursday/Friday Flicks, Teen Library Lounge for ages 8–11, knitting groups, and LEGO clubs. Many of these activities lend themselves to self-directed formats—such as knitting groups—while also fostering social engagement. In these cases, the library serves as an inclusive and supportive venue for community-led creativity.

"I run an Airbnb, and I recently had a lovely couple stay. They mentioned they had called Cessnock Library because they wanted to attend the recent author talk and were blown away with helpfulness and loveliness she received in that phone call. They had a lovely time at the Author talk and were so very grateful, the whole experience with Cessnock Library was so positive and happy, they can't wait to come back."

This area of library programming is strengthened by the skills and expertise of library staff, who develop engaging activities that connect participants with the library's collections and services—successfully attracting both existing and new audiences.



The popular 'Archives Basement Tour'. Photo: Cessnock City Council

7.4 Strategic direction

Programs

Programs that inspire learning, creativity, and connection

WE DELIVER MEANINGFUL PROGRAMS THAT REFLECT COMMUNITY INTERESTS, PROMOTE LIFELONG LEARNING, AND SPARK CREATIVITY	
Strategies	Actions
Foster a love of reading, a culture of learning and an enthusiasm for creativity and heritage.	<ul style="list-style-type: none"> Position reading and literacy as core program areas, with tailored initiatives for all age groups; Curate inclusive programs and activities adaptable for off-site delivery, extending the library's reach into the community; Develop 'maker' environments within both libraries to encourage hands-on creativity, exploration, and skill-building.
Equip the community with the skills to maximise our resources.	<ul style="list-style-type: none"> Enhance the value of library collections by offering seminars, workshops, and training that build confidence and skills in using specific resources—such as online databases, eResources and local and family history collections.
Explore and develop collaborative opportunities for service and program delivery.	<ul style="list-style-type: none"> Develop programs in partnership with cultural and heritage organisations to support and promote cultural tourism; Collaborate with community groups, schools and service providers to engage hard-to-reach populations, such as youth and marginalised communities; Work with local Aboriginal and Torres Strait Islander communities to co-design culturally respectful programs and events.
Performance measures	
<ul style="list-style-type: none"> Number of participants; Satisfaction with library programs and activities; Engagement with the Library's social media presence. 	



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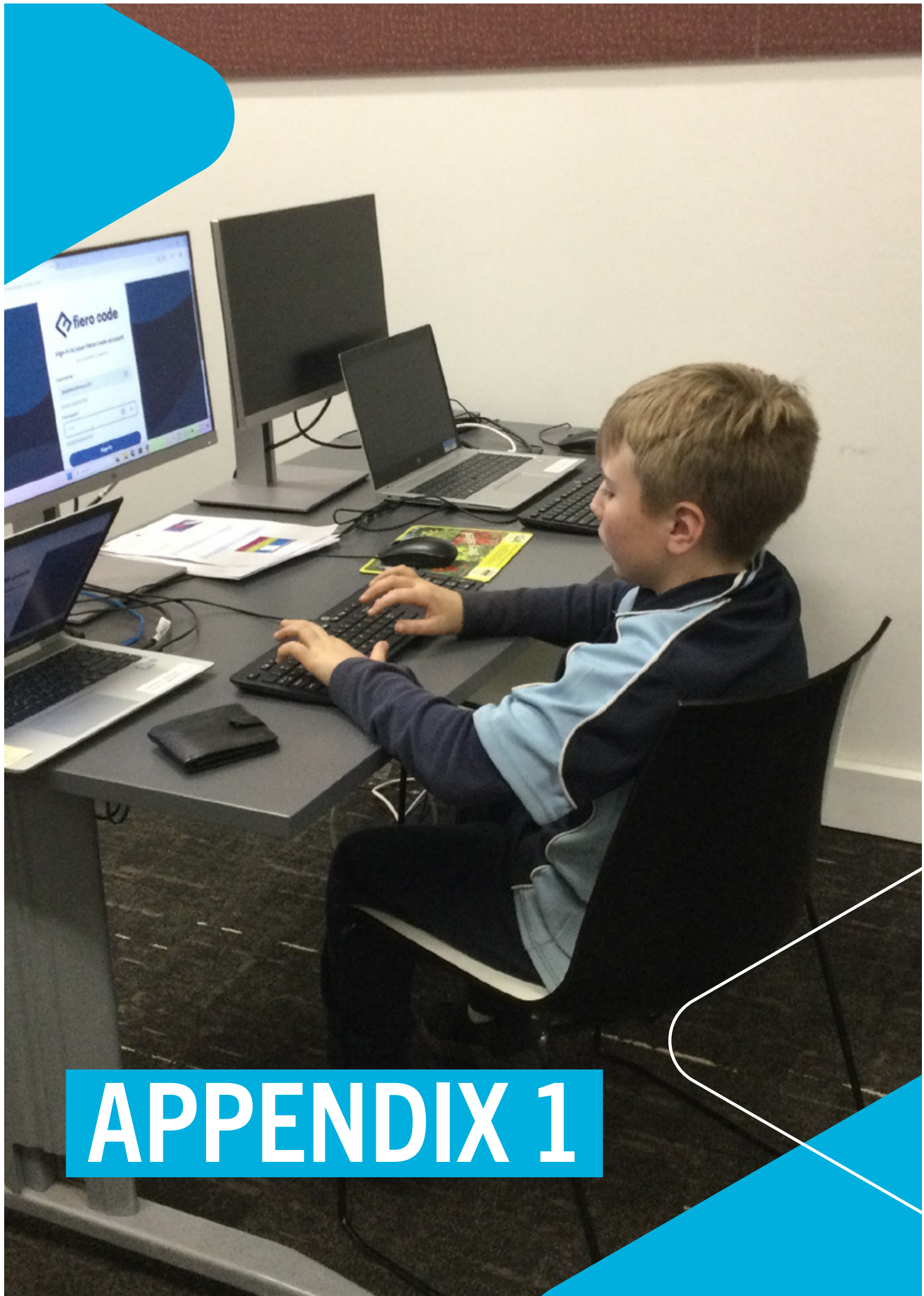
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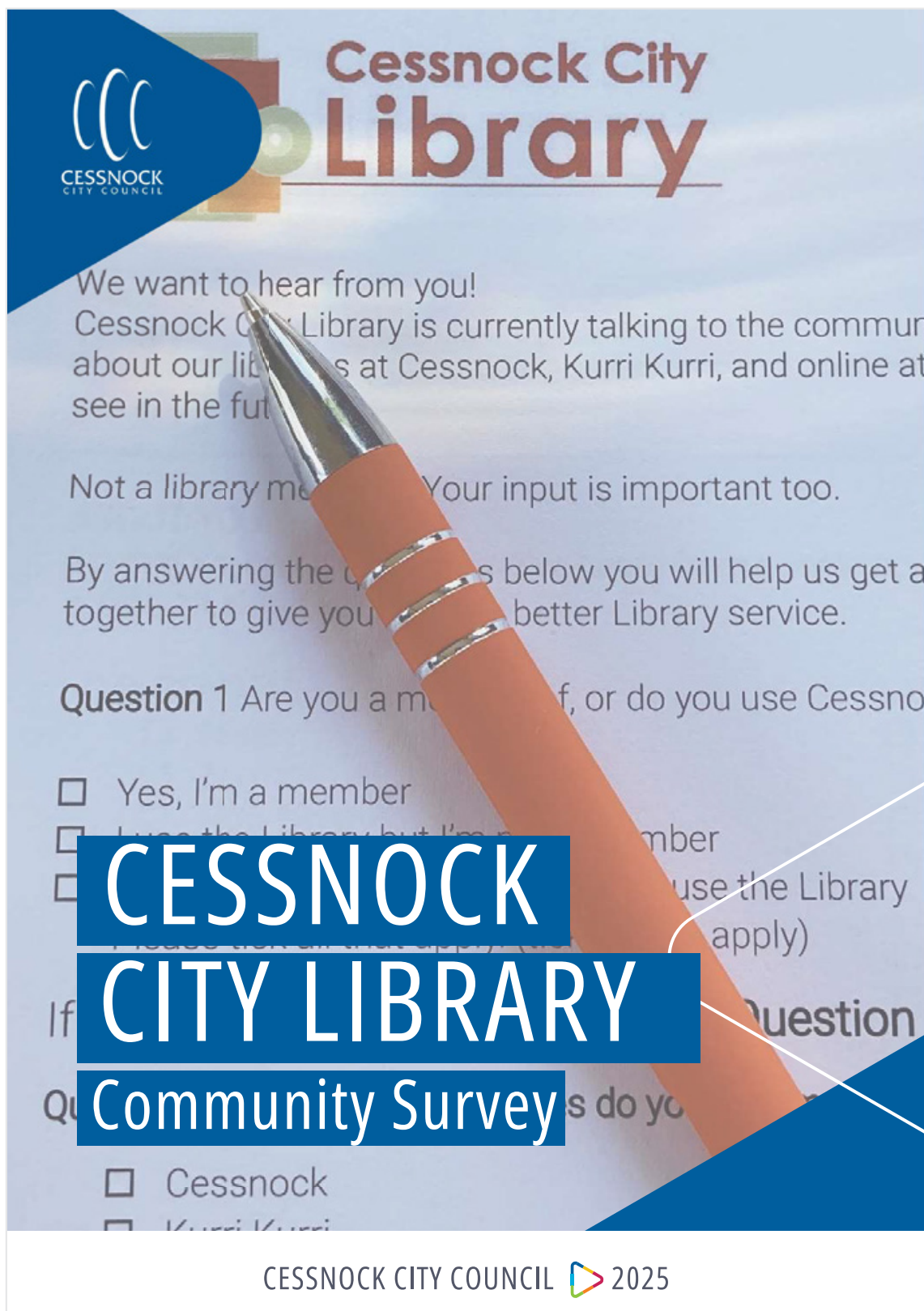
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APPENDIX 1



Cessnock City Library Community Survey

Introduction

To inform the development of the Cessnock City Library Strategic Report and Plan, a community survey was conducted to understand what residents value about the current service and what they envision for the future. The survey was made available at a community Pop-Up on Library Lovers' Day (14 February), as well as online and in hardcopy form throughout **February and March 2025**.

The Survey was promoted in Cessnock and Kurri Kurri Libraries, in the Library's Newsletter and on the Library and Council websites. It was also promoted via social media.

It invited responses from both library users and non-users. 387 responses were received from users and non-users.

Summary

Library Usage:

1. **Membership:** 92.19% of respondents are library members, 2.34% use the library without membership, and 5.47% neither use nor are members.
2. **Most Visited Library:** Cessnock Library is the most visited (64.22%), followed by Kurri Kurri (29.36%) and eLibrary (6.42%).

Services Used:

- **Popular Services:** Borrowing/reading materials (79.82%), adult programs (32.11%), and online services like BorrowBox (29.97%).
- **Other Activities:** Quiet study (13.15%), children's programs (16.21%), and using the Library App (28.44%).

Positive Feedback:

- **Staff:** Praised for being helpful and friendly.
- **Facilities:** Appreciated for being clean, quiet, and welcoming.
- **Resources:** Valued for diverse collections and accessible technology.
- **Community Engagement:** Programs for all ages and social opportunities are highly appreciated.
- **Convenience:** Easy borrowing, returning, and reserving materials.

Areas for Improvement:

- **Facilities:** Requests for better seating, study booths, and a café. Complaints about uncomfortable temperatures.

- **Noise:** Desire for quieter spaces during events or busy times.
- **Resources:** Need for a larger collection, especially eBooks and new releases.
- **Accessibility:** Parking issues and mobility challenges.
- **Opening Hours:** Requests for extended hours, especially weekends/evenings.
- **Technology:** Aging tech and difficulties with online resources.

Suggestions for Enhancements:

- Larger library spaces with quiet zones, meeting rooms, and better layouts.
- Improved air conditioning, lighting, and seating.
- Expanded programs for teens, adults, and seniors.
- Broader book collections and improved online services.
- Better promotion of events via email, social media, and outreach.

Non-User Feedback:

- Reasons for non-use include geographic distance, time constraints, health issues, and preference for owning books.
- Suggestions to attract non-users include adding branches in new areas, hosting more community events, and improving children's sections.

Demographics:

- **Gender:** 77.5% female, 21.43% male, 0.71% non-binary.
- **Age:** Majority are aged 65-74 (32.26%) and 75+ (19.35%).
- **Suburbs:** Most respondents live in Cessnock (72), Kurri Kurri (36), and Weston (14).

Communication Preferences:

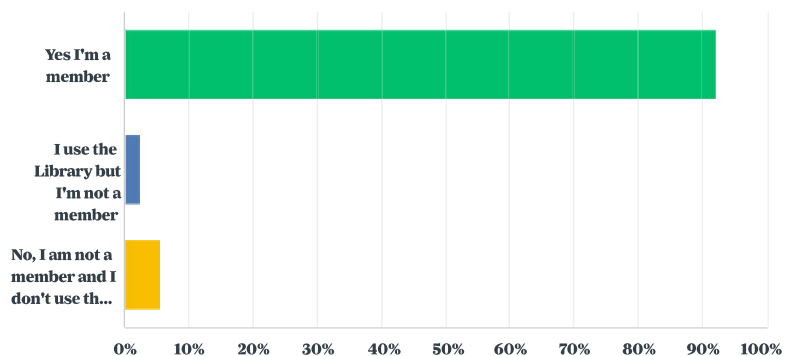
- **Top Methods:** Email (80.16%), Facebook (29.55%), and newsletters (29.96%).

This survey highlights the library's strengths in community engagement and resource availability while identifying areas for improvement in facilities, accessibility, and program offerings.

Cessnock City Library

Q1 Are you a member/do you use Cessnock City Library?

Answered: 384 Skipped: 2

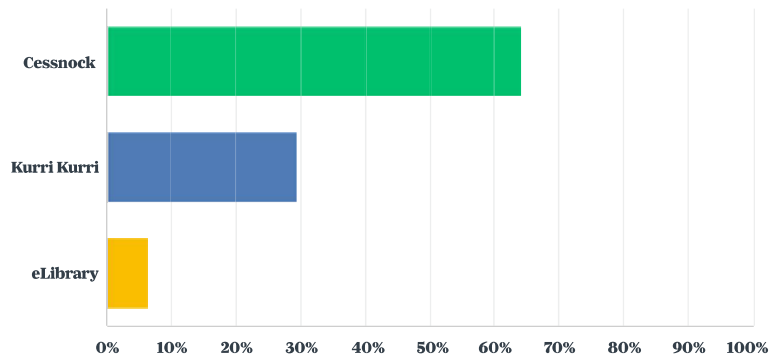


ANSWER CHOICES	RESPONSES	
Yes I'm a member	92.19%	354
I use the Library but I'm not a member	2.34%	9
No, I am not a member and I don't use the Library	5.47%	21
TOTAL		384

Cessnock City Library

Q2 Which of our libraries do you visit most often

Answered: 327 Skipped: 59

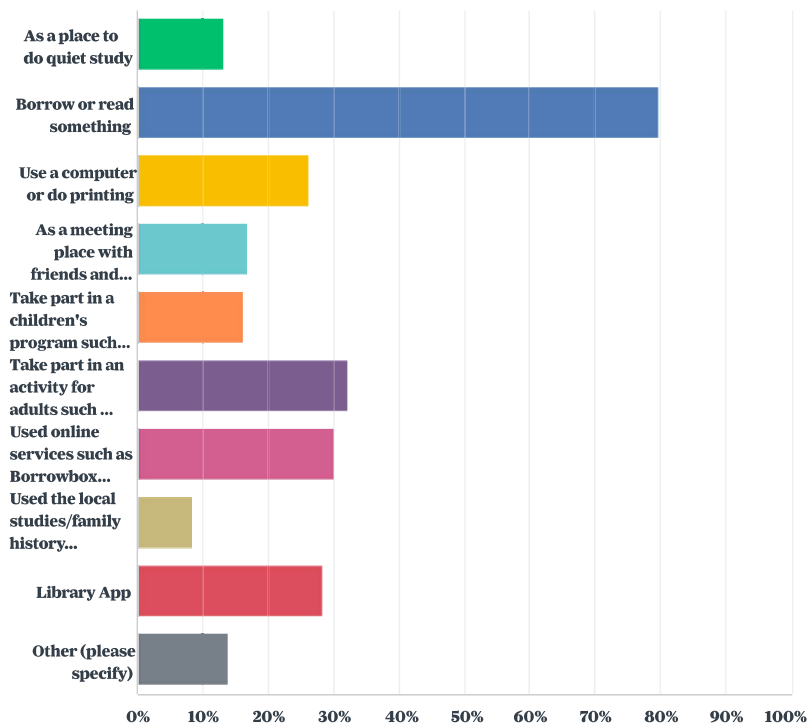


ANSWER CHOICES	RESPONSES	
Cessnock	64,22%	210
Kurri Kurri	29,36%	96
eLibrary	6,42%	21
TOTAL		327

Cessnock City Library

Q3 What Library services or activities have you used in the past 2 years?
Please tick all that apply.

Answered: 327 Skipped: 59



Cessnock City Library

ANSWER CHOICES	RESPONSES	
As a place to do quiet study	13.15%	49
Borrow or read something	79.82%	266
Use a computer or do printing	26.30%	87
As a meeting place with friends and others	16.82%	55
Take part in a children's program such as storytime	16.21%	55
Take part in an activity for adults such as a seminar or author visit	32.11%	112
Used online services such as Borrowbox or reserach databases	29.97%	103
Used the local studies/family history collection	8.26%	27
Library App	28.44%	93
Other (please specify)	13.76%	16
Total Respondents: 327		

Other:

- Seniors Tech Help (4)
- Justice of the Peace service (2)
- Seed Library (2)
- Research assistance (2)
- View displays (2)
- Use the amenities (2)
- Volunteering (1)
- Book sales (1)

Cessnock City Library

Q4 What do you like most about the Library? What is working for you?

Answered: 316 Skipped: 70

ANSWER CHOICES	RESPONSES	
1	100.00%	316
2	68.04%	215
3	47.15%	149

There was consistency in the responses provided by respondents. They can be summarised as:

Helpful and Friendly Staff:

- Consistent praise for the staff's friendliness, responsiveness, and willingness to assist patrons with their needs.

Facilities and Environment:

- Users appreciate the library as a quiet, clean, and welcoming space conducive to reading, studying, and community activities;
- Many noted the importance of a peaceful atmosphere and well-organised layout.

Resource Availability:

- The library's extensive collection of books, audiobooks, eBooks, DVDs, magazines, and online resources is highly valued;
- Members appreciate the ability to borrow a wide variety of materials and access to technology.

Community Engagement:

- The library serves as a community hub, offering programs for all ages, including children's activities, author talks, and workshops;
- Users value the social aspect of the library and the opportunity to meet others.

Convenient Services:

- The ease of borrowing, returning, and reserving materials—both in-person and online—is highlighted, as well as the availability of self-service options and online catalogue.

Programs and Events:

- There is a strong appreciation for children's programs, educational workshops, and events that cater to diverse interests, enhancing community engagement.

Accessible Technology:

- Users find the library's online services, including e-resources and borrowing apps like BorrowBox and Libby, to be user-friendly and beneficial in accessing materials.

Cessnock City Library

Q5 What do you like least about our Library? What could be improved?

Answered: 240 Skipped: 146

ANSWER CHOICES	RESPONSES	
1	100,00%	240
2	22.92%	55
3	12.08%	29

Responses can be summarised as:**Facilities:**

- Many comments about uncomfortable seating and wish for better chairs or study booths;
- Requests for a café or coffee cart to enhance the library experience;
- Mention of the temperature being too hot or stuffy during summer.

Noise and Space:

- Complaints about noise levels, particularly during events or busy times, leading to difficulties in studying or reading quietly;
- Concern over lack of quiet spaces for study and reading.

Resources and Collection:

- Desire for a larger collection, especially regarding eBooks, new releases, and titles for specific age groups (13-16 years old, tweens);
- Some mentioned that essential books, including classics and popular authors, are often not available;
- Limitations on book reservations and accessibility to newly released titles.

Accessibility and Parking:

- Issues with parking availability and accessibility for those with mobility challenges;
- Suggestions for improved pedestrian access from car parks and clearer signage for library facilities.

Opening Hours:

- Requests for extended opening hours, especially on weekends or in the evenings.

Technology and Resources:

- Comments on aging technology and difficulties using online resources and apps for eBook borrowing.

Cessnock City Library

Q6 What suggestions do you have to enhance the Library - changes for the better!

Answered: 218 Skipped: 168

ANSWER CHOICES	RESPONSES	
1	100.00%	218
2	26.61%	58
3	12.84%	28

Responses can be summarised as:

Facilities:

- Requests for a larger library building with more space, including quiet areas, meeting rooms, study zones, and a better layout for computers and children's programs;
- Improved air conditioning, lighting, and accessibility features;
- Suggestions for beanbags, comfy seating, stools in aisles, and a reading room;
- Requests for a café or coffee machine to enhance the user experience;
- Emphasis on maintaining and celebrating the community role of the library.

Noise and Space:

- Noise concerns in shared areas—desire for partitions or designated quiet zones.

Resources and Collection:

- Broader range of books, especially: New releases, popular authors, and complete series;
- Desire for expanded online and digital services, including demonstrations of eResources with a request for these to also be held at weekends.

Programming

- More adult programs, especially in the evenings or weekends;
- Expanded craft, gardening, and lifestyle workshops, including sessions for older adults;
- Greater focus on teen and youth programs, such as Dungeons & Dragons, graphic novel groups, and more clubs;
- Requests for more author talks, book clubs, and writing classes;
- Calls for better promotion of events and services—via email, social media, and outreach (e.g. schools, community groups);
- Support for heritage and cultural displays, including rotating exhibitions, local artifacts, and First Nations history.

Opening Hours:

- Interest in out of hours access models.

Technology and Resources:

- Integration of event bookings and tech bookings with Spydus.

Cessnock City Library

Q7 If you answered No to Question 1 what is the main reason you don't use our libraries?

Answered: 17 Skipped: 369

When asked why they do not use the library, non-users gave a range of reasons, including:

- Geographic distance or location-related barriers (e.g. living in Branxton, or outside the LGA; visitor to the area);
- New to the area and not yet engaged with the library;
- Time constraints or conflicting priorities;
- Health and mobility issues limiting travel;
- Membership or use of libraries closer to home (2 responses);
- Preference for owning books or forgetting the library is an option;
- Limited perceived relevance, with one respondent suggesting greater use for business or community networking could increase appeal;
- Occasional use only for specific events, such as guest speakers;
- Lack of motivation or "lethargy".

Cessnock City Library

Q8 If you answered NO to Question 1 What would have to change to make you more likely to use Cessnock City Library?

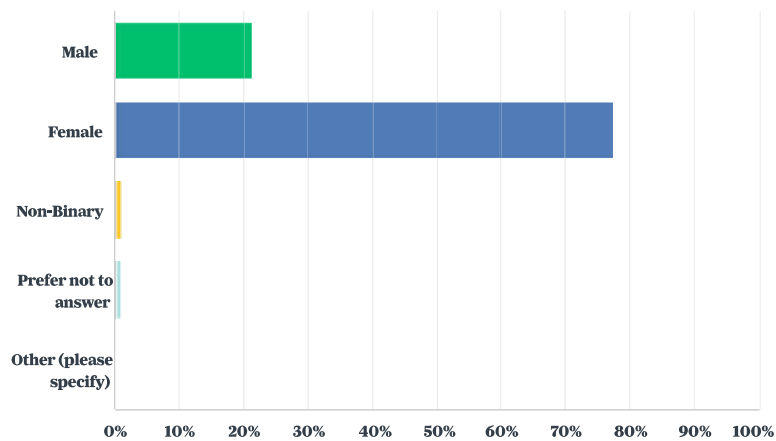
Answered: 12 Skipped: 370

- My main reason in visiting the library is to listen to the guest speakers;
- If I had more spare time;
- I am sorry to see that there is no library bus any more to Branxton;
- Moving to Cessnock or surrounding area;
- I would need to move to Cessnock LGA, but I would also like to see an engaging children's section - that starts out the front of the building and continues a path into the kids' corner. As present it is boring and needs revamping;
- Online;
- Honestly, I love our libraries! The only thing that would need to change for me would be to move to the Cessnock LGA;
- If there was a smaller branch in the Huntlee or Branxton areas. I think a Lot of people would then take advantage of this especially with the development in the area;
- More motivation on my part;
- If the Library had capacity to host meetings, community sessions/workshops or events. If they do I'm not aware they have this option;
- Put a lock on the interior door in the ladies' toilet;
- Move back to Cessnock as I have moved to Raymond Terrace.

Cessnock City Library

Q9 To help us make sure that we've captured the opinions of a broad cross section of our community we'd like to ask you a few questions. What is your gender?

Answered: 280 Skipped: 106



ANSWER CHOICES	RESPONSES	
Male	21.43%	60
Female	77.50%	217
Non-Binary	0.71%	2
Prefer not to answer	0.36%	1
Other (please specify)	0.00%	0
TOTAL		280

Q10 So that we can make sure we've heard from people across our footprint can you please tell what suburb you live in?

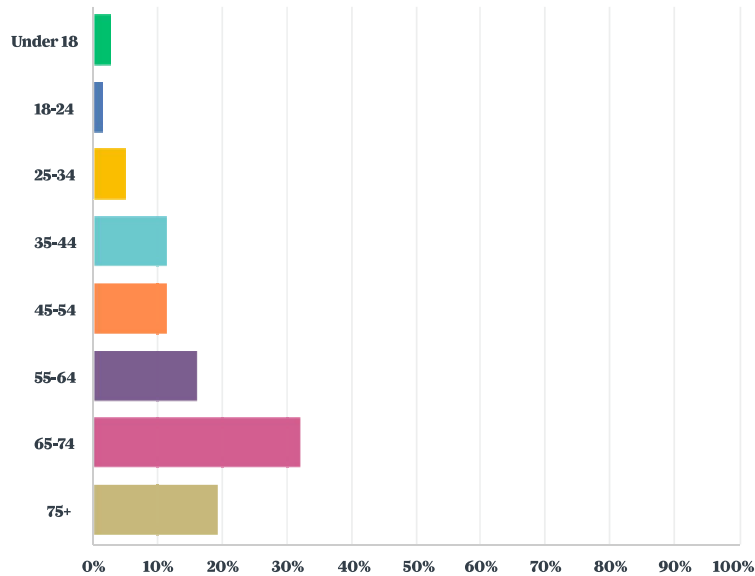
Answered: 275 Skipped: 111

Aberdare	8	East Branxton	2	Murrays Run	1
Abermain	9	Ellalong	3	Neath	1
Abernethy	2	Fishing Point	1	Noraville	2
Bellbird	5	Gillieston Heights	3	North Rothbury	11
Bellbird Heights	3	Heddon Greta	8	Nulkaba	2
Bishops Bridge	1	Kearsley	5	Paxton	6
Black Hill	1	Keinbah	1	Pelaw Main	3
Branxton	2	Kitchener	1	Pokolbin	10
Broke	1	Kurri Kurri	36	Quorrobolong	3
Buchanan	1	Laguna	3	Rutherford	1
Bucketty	1	Lovedale	4	Sawyers Gully	2
Cessnock	72	Maitland	2	Stanford Merthyr	3
Cessnock East	2	Millfield	2	Weston	14
Cessnock West	4	Mount View	2	Wollombi	7
Cliftleigh	4	Mount Vincent	2		
Congewai	1	Mulbring	2		

Cessnock City Library

Q11 What is your age?

Answered: 279 Skipped: 107



ANSWER CHOICES	RESPONSES	
Under 18	2.87%	8
18-24	1.43%	4
25-34	5.02%	14
35-44	11.47%	32
45-54	11.47%	32
55-64	16.13%	45
65-74	32.26%	90
75+	19.35%	54
TOTAL		279

Cessnock City Library

Q12 If you're happy for us to contact you to discuss any of your answers in detail please complete the form below.

Answered: 122 Skipped: 264

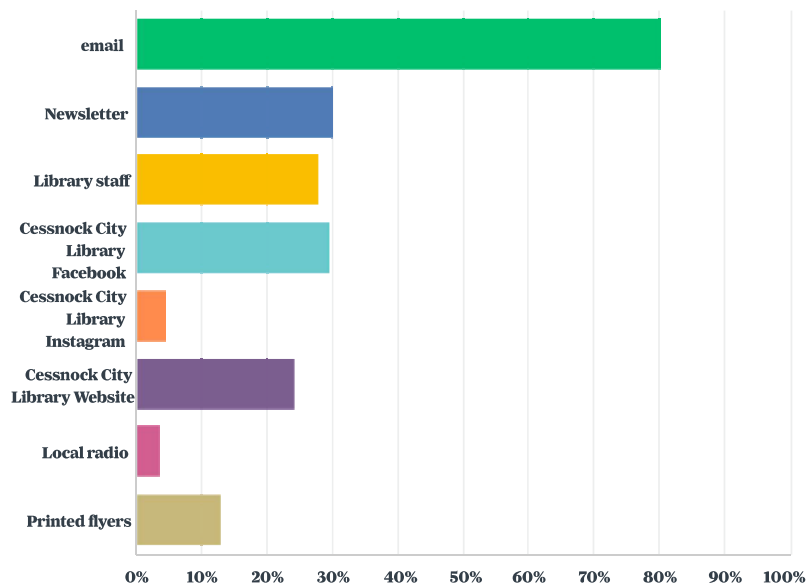
Company		0
Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Name	0.00%	0
		111
		92

Collected for internal purposes only.

Cessnock City Library

Q13 Finally, what is the best way we can communicate with you about library services? Select all that apply.

Answered: 247 Skipped: 139



ANSWER CHOICES	RESPONSES	
email	80.16%	198
Newsletter	29.96%	74
Library staff	27.94%	69
Cessnock City Library Facebook	29.55%	73
Cessnock City Library Instagram	4.45%	11
Cessnock City Library Website	24.29%	60
Local radio	3.64%	9
Printed flyers	12.96%	32
Total Respondents: 247		



Appendix 2

Cessnock City Library staff training plan

This Plan has been divided into the eight core **Public Library competencies** identified by the Australian Library and Information Association (ALIA):

1. Understand the environment in which public libraries operate and the policies, issues and trends that impact the local government sector.
2. Understand the importance of digital literacy across the community and assist in its development.
3. Understand the principles and practices related to providing information services to meet community needs.
4. Know and understand the importance of reading amongst all members of the community and actively promote and support programs for members of the community with identified literacy needs.
5. Understand the management of public library resources in a broad range of formats.
6. Know and understand the application of leadership, finance, communication, marketing and management theory and techniques (administration).
7. Understand and use technology and systems to manage all forms of information.
8. Maintain currency of professional knowledge and practice.

ALIA also recognises competencies for seven specialist areas:

- Aboriginal and Torres Strait Islander
- Accessibility
- Child/Youth
- Community Engagement
- Cultural Diversity
- Digital Literacy
- Local Studies/Genealogy

These have been integrated under the main headings where there are additional suggested requirements.

In February 2025 the International Federation of Library Associations and Institutions (IFLA) released the Skills Agenda for the Trend Report which has identified the skills that should be taken into consideration in equipping the Library and Information workforce for the future.

Where appropriate, the skills identified in the IFLA document have been incorporated into the following table which is based on the ALIA categories.

Environmental

Understand the environment in which public libraries operate and the policies, issues, and trends that impact upon the local government sector.

General

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Cessnock City Council policy & direction Local Government environment Local demographics Library and Information Service (LIS) trends Digital Literacy Ethical and legal issues including local, state, and federal government policies 	<ul style="list-style-type: none"> Council induction ALIA PD SLNSW Professional Development SLNSW Working Groups and email lists NSWPLA conferences, seminars, workshops, meetings

Specialisations

Aboriginal and Torres Strait Islander

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Awareness of cultural practices 	<ul style="list-style-type: none"> Centre for Cultural Competence Australia SLNSW Indigenous Engagement

Accessibility

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Accessibility Principles 	<ul style="list-style-type: none"> Cessnock City Council SLNSW Professional Development SLNSW Working Groups

Cultural diversity

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Awareness of Cultural practices 	<ul style="list-style-type: none"> Cultural Competence Program SLNSW Professional Development SLNSW Working Groups

Local studies/genealogy

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Working with affiliated organisations 	<ul style="list-style-type: none"> Museums of History NSW (State Archives) Society of Australian Genealogists SLNSW Professional Development SLNSW Working Groups Royal Australian Historical Society ALIA PD

Digital

Understand the importance of digital literacy as a means of fostering accessibility, and assist in its development.

General

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Best practice in online safety Technological profile of your community and its implications Importance of digital literacy across the community Legal issues around digital collections 	<ul style="list-style-type: none"> Cessnock City Council Guidelines Australian Digital Inclusion Index ALIA PD SLNSW Professional Development NSWPLA conferences, seminars, workshops, meetings Tech Savvy Seniors/Be Connected

Specialisations

Local studies/genealogy

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Digitisation of local collections 	<ul style="list-style-type: none"> ALIA PD SLNSW Professional Development SLNSW Working Groups NSWPLA conferences, seminars, workshops, meetings

Information services

Understand the principles and practices related to providing information services to meet community needs (e.g. reference services; reader's advisory; information access; document delivery).

General

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Understand the principles and practices related to providing information services to meet community needs Address barriers to community use of the library and its services Customer Service 	<ul style="list-style-type: none"> Sparkle Customer Service Program Council preferred provider Include as a standard agenda item for staff meetings

Specialisations

Aboriginal and Torres Strait Islander

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Appropriate content and perspectives in traditional cultural property Establish mechanisms to allow participation of indigenous community representatives in the library's programs 	<ul style="list-style-type: none"> SLNSW Indigenous Engagement SLNSW Professional Development ALIA PD

Cultural diversity

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Bilingual resources Diverse community representatives in the library's programs 	<ul style="list-style-type: none"> SLNSW Professional Development SLNSW Working Groups

Reading

Know and understand the importance of reading among all members of the community and actively promote and support programs for members of the community with identified literacy needs.

General

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Analysis of information about literacy levels in the community Understanding the principles of preliteracy and importance of storytelling Engagement with other organisations such as schools, community language collections, book clubs Reading challenges 	<ul style="list-style-type: none"> ALIA PD SLNSW Professional Development SLNSW Working Groups NSWPLA conferences, seminars, workshops, meetings Indigenous Literacy Foundation Children's Book Council NSW Writers Centre Australian Children's Laureate Online opportunities from publishers/vendors

Collection/resource manager

Understand the management of public library resources in a broad range of access focused formats.

General

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Collection development and management including policies Electronic licensing Copyright Digital repositories Digitisation of collections Cataloguing; classification; metadata 	<ul style="list-style-type: none"> University/TAFE National Library of Australia ALIA PD SLNSW Professional Development SLNSW Working Groups NSWPLA workshops, meetings

Specialisations

Aboriginal and Torres Strait Islander

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Cataloguing and signage in first languages inclusion of materials by and about Aboriginal and/or Torres Strait Islander peoples in the collection Awareness of cultural sensitivity 	<ul style="list-style-type: none"> SLNSW Indigenous Engagement SL NSW Professional Development SLNSW Working Groups

Cultural diversity

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Signage in languages other than English Cooperative agreements as a means of extending member choices in other languages 	<ul style="list-style-type: none"> SLNSW Professional Development SLNSW Working Groups

Local studies

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Co-operative relationships with museums, galleries, etc. Cataloguing; classification 	<ul style="list-style-type: none"> SLNSW Professional Development SLNSW Working Groups

Administration

Know and understand the application of leadership, finance, communication, marketing and management theory and techniques.

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Strategic planning Organisational policy planning and decision making Financial management Marketing and public relations Review and evaluation of library services Human resources planning and management 	<ul style="list-style-type: none"> Council ALIA mentor scheme SLNSW Professional Development SLNSW Working Groups LGMA

Technology

Understand and use current technology and systems to manage all forms of information, with a focus on accessibility.

TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> Library Management System Web Management Mobile Technologies Database creation and Management Content Management Web applications and social media 	<ul style="list-style-type: none"> CIVICA SPUN user group Libraries Australia SLNSW Professional Development SLNSW Working Groups ALIA Professional Development

Profession

Maintain currency of Professional Practice and Knowledge.

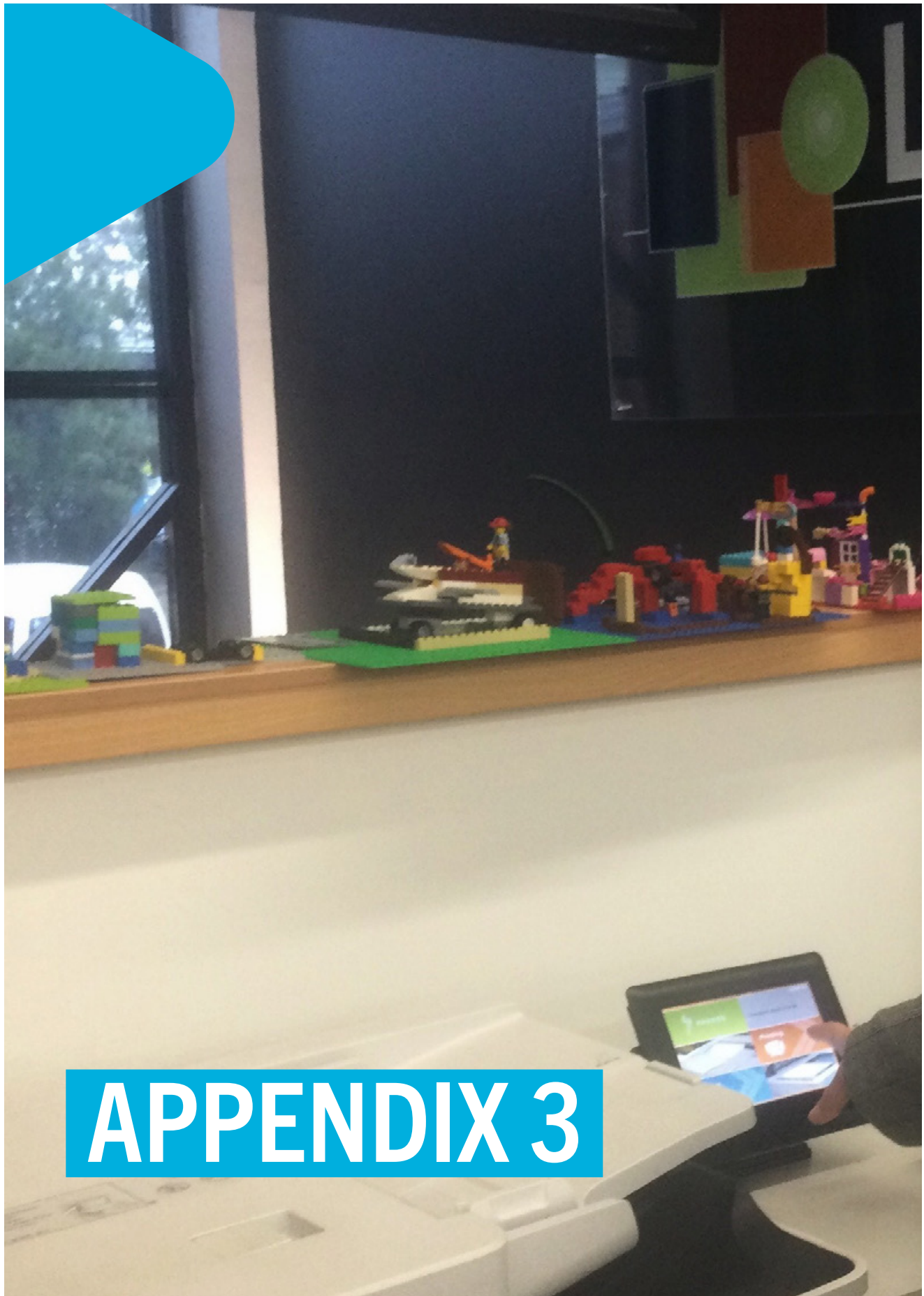
TRAINING NEED	OPTIONS
<ul style="list-style-type: none"> • Participation in professional organisations • Attending formal conferences and workshops • Participating in working groups • Signing up to eLists and contributing to the conversation • Professional reading; sharing items of interest with colleagues at staff meetings • Looking beyond the LIS sector 	<ul style="list-style-type: none"> • NSWPLA Zone & State including project working groups • SLNSW Working • ALIA • IFLA

Training methods

Staff in all branches of Cessnock City Library require regular training to keep up to date and remain engaged with current practices and develop skills. This includes full-time, part-time and casual staff. A range of methods can be employed.

METHOD	COMMENT
Formal Training	A number of opportunities exist including University and TAFE. ALIA is increasingly adding to its offering of short courses, many of which are tied into the Public Library Competencies. Some of these are delivered by one of the accredited providers (e.g. TAFE or University).
Informal training	<p>Many of the options in this plan would fall into the category of informal training and encompass areas such as Conferences, seminars and workshops.</p> <p>SLNSW has long been a source of this type of training, but increasingly other opportunities are becoming available and should be sought out. They may not be library specific, but they relate to the services that libraries provide. Sometimes they will be offered by partner organisations (e.g. Children's Book Council) but others may be left field.</p> <p>Giving staff the license to look for these opportunities helps to promote interest in the subject.</p>

METHOD	COMMENT
Peer to Peer	An important area is peer-to-peer training where colleagues support each other. This is particularly usual in areas such as the LMS or in-house systems. Developing manuals/guidelines around this ensures consistency and is itself a training exercise, particularly if this is done as a shared task.
Meetings/Champions	<p>Staff meetings are an excellent opportunity to incorporate training opportunities. These can be led by staff who are champions in a particular area or guest speakers can be invited. For example, ask representatives from the Council to come and speak to specific issues or policies.</p> <p>Staff often feel uncertainty about Readers Advisory work. Consider including a 'what I'm reading' section into staff meetings and let them develop skills in discussing reading within a trusted environment.</p>
Vendor focused	<p>Vendors are a rich source of training. This ranges from the more formalised training provided by CIVICA to You Tube videos of how to use some of the electronic resources the library holds.</p> <p>If the library holds a range of formats all staff should know how to use them and be able to share this information with library members. Such discussions can also be incorporated into staff meetings.</p>
Online	There is a raft of seminars, workshops and podcasts online. Staff need to be given permission to watch these and an opportunity to discuss them.
Networks	The networks of SLNSW, NSWPLA and ALIA are strong and a great source of information. Joining and contributing to relevant eLists provides many opportunities for professional development and growth.





Library Collections Benchmarking by Cohort

LIVING LEARNING LIBRARIES STANDARD		MINIMUM	CENTRAL COAST	CESSNOCK
S5	Expenditure on library materials per capita	\$5.27	3.67	4.02
S6	Items per capita	2	0.80	1.08
S7	Acquisitions per capita	0.20	0.14	0.12
S8	Percentage of collection purchased in the last 5 years	50%	65.04%	61.00%
S9	Loans per capita	5.5	4.15	2.79
S10	Turnover of stock – loans per item	3.0	5.45	2.83



HAWKESBURY	LAKE MACQUARIE	MAITLAND	NEWCASTLE	SINGLETON
4.22	3.25	3.93	5.93	5.12
3.14	0.89	1.33	4.06	2.32
0.14	0.22	0.16	0.11	0.15
54.50%	63.23%	39.50%	49.00%	37.27%
4.12	4.45	3.89	8.06	5.61
2.94	5.20	3.18	3.36	2.61





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CESSNOCK LGA
2025



CESSNOCK CITY LIBRARY STRATEGY

SUMMARY



CESSNOCK CITY COUNCIL



Journey Through Time, created by local school students and artist Steven Campbell.

Acknowledgement of Country

Cessnock City Council acknowledges that within its local government area boundaries are the traditional lands of the Wonnarua people, the Awabakal people and the Darkinjung people. We acknowledge these Aboriginal peoples as the traditional custodians of the land on which our offices and operations are located, and pay our respects to Elders past and present. We also acknowledge all other Aboriginal and Torres Strait Islander people who now live within the Cessnock Local Government Area.

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Mayor's message

Daniel Watton

Cessnock City Library has long been a cornerstone of life in our community, a place that provides free and equitable access to information, technology, culture, and our shared stories. As our region grows and evolves, so too must our library. The Cessnock City Library Strategic Plan 2025-2035 sets a clear vision for the future, ensuring our library continues to respond to the changing needs and aspirations of our diverse and dynamic population.

This plan is the result of meaningful collaboration between community members, Council staff, and key stakeholders. Through workshops, focus groups, surveys, and benchmarking, we have developed a strategy

that is informed, inclusive, and aligned with broader Council priorities, as well as national and state frameworks.

As Cessnock continues to undergo significant social and economic transformation, our library will remain a vital community space – trusted, inclusive, and welcoming to all. This Strategic Plan reaffirms our commitment to literacy, digital access, cultural celebration, and lifelong learning for every member of our community.



Interim General Manager's message

Peter Chrystal

The Cessnock City Library Strategic Plan 2025-2035 sets a clear and forward-looking vision for how our libraries will continue to serve, inspire and empower our community over the next decade, through welcoming spaces that provide access to knowledge, technology, culture and life-long learning.

Centred on five strategic pillars – spaces, people, collections, connections, and programs – the Plan outlines a practical roadmap that honours our library's proud history while embracing innovation, equity, and opportunity. These pillars are grounded in best practice and guided by the Framework for Australian Public Libraries and the IFLA/

UNESCO Public Library Manifesto.





The Plan builds on a strong foundation of service design and delivery, while expanding our focus on digital access, inclusive programming, and meaningful community partnerships. Under our Integrated Planning and Reporting framework, progress on the plan will be reviewed annually and shared through our annual report.

We're committed to strengthening the role of libraries in our region and look forward to seeing this Strategic Plan utilised as a foundation for ongoing improvements that reflect the needs of our community.





Cessnock City Library: A snapshot

ESTABLISHED	Library service commenced 1 December 1952 <i>Library Act</i> adopted 5 December 1951	
BRANCHES	Cessnock, Kurri Kurri, eBranch	
AREA	1,966 sq km	
POPULATION	69,352 (ABS Resident Population 2024)	
MEMBERSHIP	13,254	
TARGET GROUPS	<ul style="list-style-type: none"> Children Young people Families Adults Older people Home library Students (including home schoolers) CALD communities New residents Business community People with disability and service providers Aboriginal and Torres Strait Islander peoples Job seekers Local and family history Community groups Travellers and casual users Local partners and professionals State wide partners 	
MAJOR LEGISLATION	<i>NSW Library Act 1939</i> & <i>Library Regulation 2018</i> <i>NSW Local Government Act 1993</i>	
GUIDING PRINCIPLES	<i>ALIA Statement on Public Library Services</i> <i>IFLA/UNESCO Public Library Manifesto 2022</i>	
LIBRARY MANAGEMENT SYSTEM (LMS)	Spydus	
PROFESSIONAL AFFILIATIONS	NSW Public Libraries Association SPUN (Spydus Users Group)	
WEBSITE	https://www.cessnock.nsw.gov.au/libraries/Home	
COMMUNICATION	<div>  Facebook  Youtube </div> <div>  Instagram  Cessnock City Library eNews </div>	

Cessnock City Library

Cessnock City Library serves the Cessnock Local Government Area (LGA) with branches in Cessnock and Kurri Kurri, a 24/7 eLibrary, and a range of outreach programs. With the LGA experiencing significant population growth, future library infrastructure is planned for the Branxton/Huntlee area.

The foundation for free public libraries in NSW was laid with the passing of the Library Act in 1939, following years of advocacy by the Free Library Movement. Cessnock Municipal Council adopted the Act in November 1951, and by December 1952, the city had opened its first public library in a meeting room at the Council Chambers near Cessnock swimming pool.

The service rapidly expanded. In 1958, the library moved to North Avenue, becoming the Edgeworth David Memorial Library. Kurri Kurri followed with its own branch in 1961, and Weston opened a library in 1967 (now

closed) using a mix of donated and existing collections.

Cessnock Library opened in its current building at 65-67 Vincent Street in April 1983. Later that year, the Kurri Kurri Library relocated to a newly renovated section of the former

Co-operative Society building, known locally as "The Store." It continues to operate from this site.

Today, Cessnock City Library continues to evolve to meet the needs of a growing and diverse community, maintaining its role as a cornerstone of free and equitable access to information, literacy, and community connection. It is part of the Central East Zone of the NSW Public Libraries Association and is an engaged member of the Association and the NSW public library network.



Cessnock's first library in the Council Chambers

Cessnock Library

- Current Floor Space: 1,071m²
- Recommended Floor Space (as at 2025): 2,041m²
- Recommended Floor Space (2036): 2,496m²



Cessnock Library is ideally located in a prime location with dual frontage onto the City's main thoroughfare, Vincent Street, and a rear entrance at a lower level leading to a major retail area off Charlton Street with associated parking. Cessnock Library also houses administrative offices for the Library service.

The Library has a welcoming atmosphere, and staff have been creative in the use of resources to maximise appeal. Despite this, internal facilities are limited: meeting rooms are either cramped or overbooked, shelving is inflexible, and there is a shortage of study areas. Limited space also restricts the delivery of programs, reducing the Library's capacity to meet community demand.

Due to space limitations, the Library's outstanding Local History collection is relegated to the building's lower basement level, restricting access and limiting opportunities for public engagement and research. Flooding of basement areas poses ongoing risks to stored collections, despite temporary protective measures.

Expanding the library on its current site would maintain a high-profile location and continuity of service, while enhancing convenience for users. It would also increase the library's appeal to members and visitors, strengthening its role as a hub for recreation, learning, local history, and community connection.

Kurri Kurri Library

- Current Floor Space: 560m²
- Recommended Floor Space (as at 2025): 1,411m²
- Recommended Floor Space (2036): 1,565m²



Located at a major intersection in the iconic 'Store' building Kurri Kurri Library is situated near key community facilities, including a public school, community centre and pre-school. Major renovations were undertaken in 2018, and it is an inviting space which is valued by the community. The large children's area is multipurpose by design, and allows for a range of programming.

Notwithstanding its strategic location, the 560m² library is undersized for both current use and the projected 2036 catchment population of 29,462, requires a 79% increase in space to meet demand.

eLibrary

The eBranch, Cessnock Library's digital branch, provides convenient 24/7 access to a wide range of information, services, and online resources, including eBooks, eAudiobooks, newspapers, databases, streaming services, research resources and training courses. This service is particularly beneficial for those who may face barriers in visiting a physical library.

The online site contains extensive information about library services (including member registration). All upcoming events and programs are listed along with the events booking system. The eBranch is supported by the user-friendly Library app, which enhances accessibility and convenience.

Our Community

Cessnock City Council governs a Local Government Area (LGA) of 1,966 square kilometres in the Hunter Valley region of New South Wales. Located around 120 kilometres north of Sydney and 40 kilometres west of Newcastle, the area includes a mix of growing urban centres, rural villages, and natural landscapes.

The Cessnock Local Government Area is situated on the traditional lands of the Wonnarua, Awabakal, and Darkinjung peoples, with a deep Aboriginal heritage that continues to shape the identity of the region. The region also contains many important Aboriginal and Torres Strait Islander sites and holds environmental value, with over 65 threatened species and several critically endangered ecosystems. One-third of the LGA is UNESCO World Heritage-listed, reflecting its biodiversity and conservation importance.

Historically, the region transitioned from early European pastoral settlement in the 1820s to a coal mining hub by the late 19th century. While coal mining defined the local economy for much of the 20th century, industry changes and mine closures have seen a shift toward other sectors, particularly viticulture, tourism, and service industries. The Hunter Valley wine region, centred around Pokolbin, Mount View, and

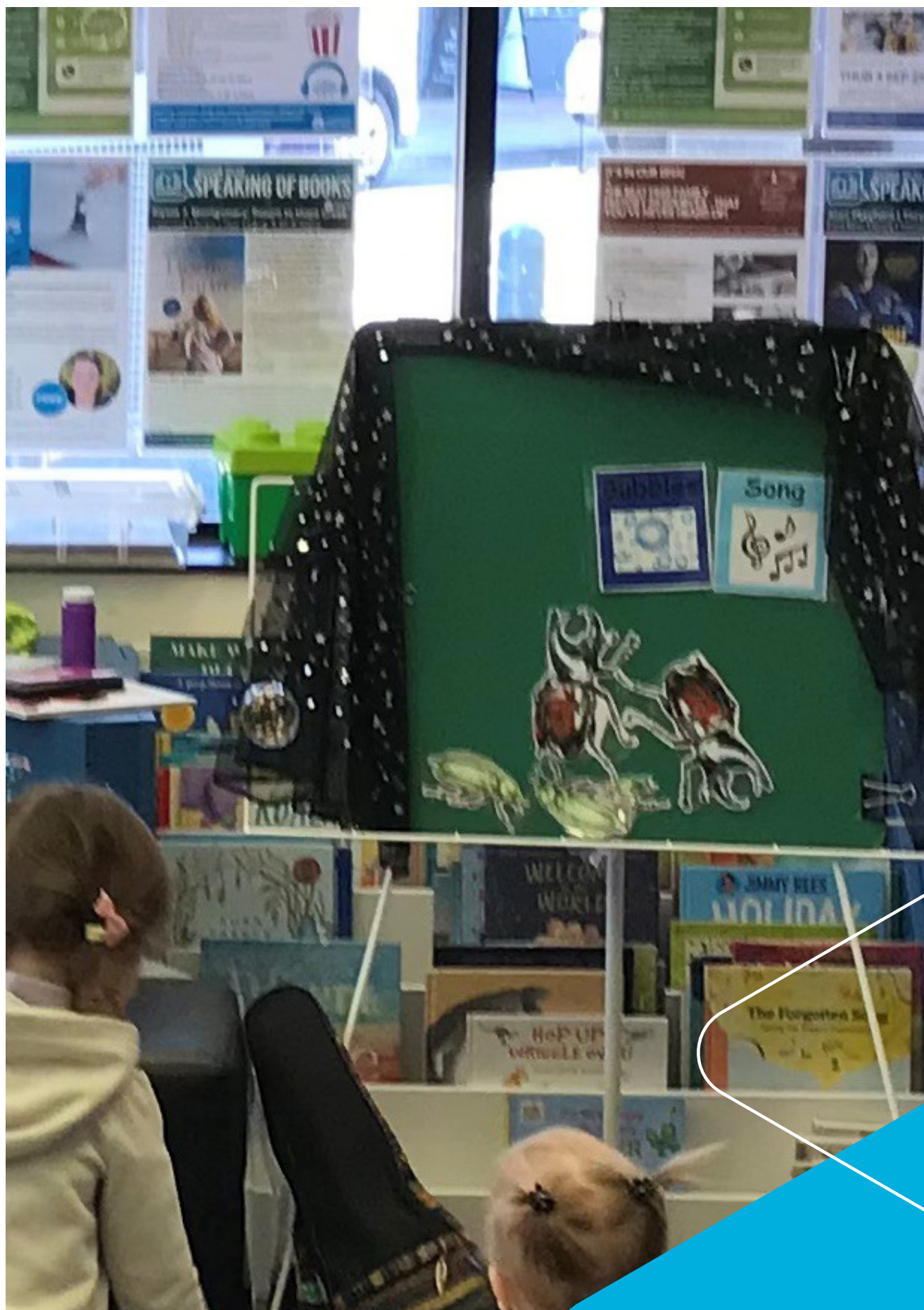
Allandale, is now a major contributor to the local economy.

Today, the leading employment sectors include accommodation and food services, retail, health care and social assistance, education, and manufacturing. The Cessnock LGA is experiencing significant population growth, with an estimated population of 69,352 as of June 2024, an increase of 2.62% from the previous year. Projections suggest the population could reach 96,784 people by 2036, with rapid growth in urban corridors between Cessnock, Kurri Kurri, and Maitland, and from Branxton through to Rutherford.

Infrastructure such as hospitals, TAFE campuses, childcare centres, aged care, and community services are already in place, though ongoing investment will be needed to meet the demands of a growing population. The area is also well-connected, with proximity to the University of Newcastle, Port of Newcastle, and Newcastle Airport, supporting both regional accessibility and economic opportunity.

The towns and villages are characterised by open green spaces, sporting facilities, and strong community identity. As the LGA continues to evolve, its unique combination of heritage, environment, and community spirit positions it well for sustainable growth.





Our Strategic Direction

The process

This report was developed in collaboration with Cessnock City Library staff, Cessnock City Council, and the local community. It reflects the region's unique characteristics, identifies growth opportunities, and draws on adaptable best practice models.

Key research activities included analysis of library usage data, demographic reviews using national datasets, alignment with strategic plans, benchmarking with similar services, and consideration of national and global library trends.

Site visits in December 2024 and March 2025 involved staff workshops, focus groups, stakeholder interviews, and community engagement at both Cessnock and Kurri Kurri branches.

A community survey conducted in early 2025 gathered 387 responses from library users and non-users, with results informing the strategic direction. Additional insights were drawn from the library's ongoing community feedback mechanisms.





Our vision

Our vision

Vibrant, inclusive spaces where people connect, create, and grow.

Our purpose

To empower our community through welcoming spaces that provide access to knowledge, technology, culture, and shared stories—supporting lifelong learning, creativity, and connection.

Our

- **Integrity:** We are open, honest, and transparent. We build trust.
- **Respect:** We treat people fairly and consistently. We respect others' views, ideas, and opinions.
- **Teamwork:** We work as one to get the job done. We work together with our community.
- **Accountability:** We are committed to safety in all we do. We take ownership of our decisions and actions. We are accountable to our community.
- **Excellence:** We strive to do it once and do it right. We take pride in our work and strive for efficiency and innovation.





The five pillars

In collaboration with the Cessnock City Library team, Five Pillars were identified to guide the development of this plan:



Spaces

Library Spaces That are Inviting, Engaging, and Accessible



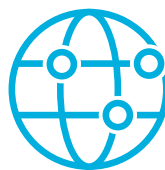
People

Creating an Inclusive and Vibrant Library Community



Collections

Collections That Reflect Diversity, Interest, and Community Needs



Connections

Technology That Empowers Access, Skills, and Participation



Programs

Programs That Inspire Learning, Creativity, and Connection

These Pillars are drawn from the *Framework for Australian Public Libraries*, which identifies essential elements for the effective and efficient operation of public libraries.



Pillar 1 – Spaces

Library spaces that are inviting, engaging, and accessible

WE SHAPE AND MAINTAIN WELCOMING ENVIRONMENTS THAT ARE SAFE, INCLUSIVE, AND FLEXIBLE FOR ALL USERS

Strategies	Actions
Create vibrant, welcoming library spaces that are responsive to the diverse and evolving needs of our community, ensuring they remain engaging, inclusive, and adaptable to emerging trends and expectations.	<ul style="list-style-type: none"> • Work in collaboration with Cessnock City Council to align library space development with broader community planning and growth strategies; • Seek funding opportunities through state and federal grants, philanthropic sources, and strategic partnerships to support upgrades and new infrastructure projects.
Create culturally welcoming and trusted spaces in libraries that honour and celebrate Aboriginal and Torres Strait Islander Peoples and their stories.	<ul style="list-style-type: none"> • Establish a strong Aboriginal and Torres Strait Islander Peoples presence in our libraries through signage that acknowledges the Wonnarua, Awabakal, and Darkinjung peoples as the Traditional Custodians of the land.
Develop an innovative, user-friendly virtual branch that ensures round-the-clock access to library services and resources.	<ul style="list-style-type: none"> • Ensure the library's website remains dynamic, informative, and compliant with the Living Learning Libraries guidelines.
Investigate, evaluate and implement innovative service delivery models to enhance access and responsiveness.	<ul style="list-style-type: none"> • Review library opening hours to align with community needs and lifestyle: Identify, trial, and evaluate opportunities to implement alternative service delivery models in emerging communities, community centres, and easily accessible locations focusing on funding opportunities and collaborative partnerships to support implementation.
Performance measures	
<ul style="list-style-type: none"> • Library visits per capita; • Number of visible library spaces acknowledging and connecting with local Aboriginal and Torres Strait Islander Peoples, their culture and history; • Web visits per capita; • Report on alternative service models. 	

Pillar 2 – People

Creating an inclusive and vibrant library community

WE FOSTER BELONGING, ENCOURAGE PARTICIPATION, AND CELEBRATE THE DIVERSE VOICES WITHIN OUR COMMUNITY	
Strategies	Actions
Strengthen membership and participation	<ul style="list-style-type: none"> Convert casual library users into registered members through targeted promotion and streamlined sign-up processes; Attract the commuter community by promoting eResources and exploring alternative service delivery models such as mobile services and 24/7 lockers; Participate in NSWPLA and APLA campaigns and initiatives aimed at growing public library membership.
Align staffing with service needs	<ul style="list-style-type: none"> Increase staffing levels in line with population growth and service demand, as funding allows; Strengthen staff capabilities and adaptability through targeted professional development, ensuring readiness to deliver both current and emerging library services.
Explore the use of volunteers to deliver targeted programs and activities	<ul style="list-style-type: none"> Recruit and train volunteers to support the delivery of targeted programs, including the enrichment of local and family history collections.
Strengthen and expand strategic partnerships using the FAMOUS Principles	<ul style="list-style-type: none"> Conduct an audit of existing partnerships to assess their effectiveness and alignment with library goals; Develop and implement a formal partnership policy to guide future collaboration and ensure strategic value.
Performance measures	
<ul style="list-style-type: none"> Staffing levels meet Living Learning Libraries Guidelines; Membership per capita; User satisfaction identified through regular surveys; Library visits per capita; Recruitment of a volunteer cohort who add value to and advocate for the Library; Partnerships meet FAMOUS Principles. 	

Pillar 3 – Collections

Collections that reflect diversity, interest, and community needs

WE CURATE COLLECTIONS THAT ARE CURRENT, REPRESENTATIVE, AND RESPONSIVE TO LOCAL NEEDS AND ASPIRATIONS	
Strategies	Actions
Deliver collections that are relevant, inclusive, and responsive to community needs.	<ul style="list-style-type: none"> Regularly review and update the collection based on usage data, community feedback, statewide health checks and emerging interests; Investigate regional consortia and fee-for-service partnerships with other library services to enhance access to a broader range of collections, with a focus on expanding digital content.
Increase understanding and appreciation of the cultures, histories, and achievements of local Aboriginal and Torres Strait Islander peoples.	<ul style="list-style-type: none"> Build a dedicated collection featuring the stories, language, and history of local Aboriginal and Torres Strait Islander peoples; Partner with local Elders and organisations to guide culturally appropriate collection development; Preserve and share the heritage of local Aboriginal and Torres Strait Islander peoples through oral histories and community-led projects; Ensure collection policies support respectful and inclusive representation of local Aboriginal and Torres Strait Islander peoples.
Capture and share the region's stories and heritage through curated collections and original content.	<ul style="list-style-type: none"> Explore opportunities to make the Library's Local History collections easily discoverable in the online environment; Build on unique local collections to contribute to cultural tourism.
Performance measures	
<ul style="list-style-type: none"> Loans per capita; Age of collections meets Living Learning Libraries Guidelines; Local and Family History visitation and enquiry rates; Increase in locally created and digitised content. 	

Pillar 4 – Connections

Technology that empowers access, skills, and participation

WE PROVIDE UP-TO-DATE TOOLS AND TRAINING TO HELP THE COMMUNITY NAVIGATE AND THRIVE IN A DIGITAL WORLD

Strategies

Provide access and support to the community in current and emerging technology which addresses the digital divide.

Actions

- Evaluate and build on current digital literacy and inclusion programs;
- Explore intergenerational 'tech -savvy' initiatives;
- Build skills in e-safety, critical thinking skills and responsible use of technology for library staff and the community.

Performance measures

- Usage numbers;
- Enrolment numbers;
- Participation surveys.



Tech Help at Cessnock Library. Photo: Cessnock City Council

Pillar 5 – Programs

Programs that inspire learning, creativity, and connection

WE DELIVER MEANINGFUL PROGRAMS THAT REFLECT COMMUNITY INTERESTS, PROMOTE LIFELONG LEARNING, AND SPARK CREATIVITY	
Strategies	Actions
Foster a love of reading, a culture of learning and an enthusiasm for creativity and heritage.	<ul style="list-style-type: none"> Position reading and literacy as core program areas, with tailored initiatives for all age groups; Curate inclusive programs and activities adaptable for off-site delivery, extending the library's reach into the community; Develop 'maker' environments within both libraries to encourage hands-on creativity, exploration, and skill-building.
Equip the community with the skills to maximise our resources.	<ul style="list-style-type: none"> Enhance the value of library collections by offering seminars, workshops, and training that build confidence and skills in using specific resources—such as online databases, eResources, and local and family history collections.
Explore and develop collaborative opportunities for service and program delivery.	<ul style="list-style-type: none"> Develop programs in partnership with cultural and heritage organisations to support and promote cultural tourism; Collaborate with community groups, schools, and service providers to engage hard-to-reach populations, such as youth and marginalised communities; Work with local Aboriginal and Torres Strait Islander communities to co-design culturally respectful programs and events.
Performance measures	
<ul style="list-style-type: none"> Number of participants; Satisfaction with library programs and activities; Engagement with the Library's social media presence. 	



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**MINUTES OF THE ABORIGINAL AND TORRES STRAIT ISLANDER ADVISORY
COMMITTEE MEETING OF THE CESSNOCK CITY COUNCIL HELD IN ANTE ROOM
AND COUNCIL CHAMBERS GALLERY ON FRIDAY, 1 AUGUST 2025, COMMENCING
AT 9:15 AM**

PRESENT:

Councillor Hill
Councillor Palmowski
Councillor Madden
Kerrie Roberts – Community Representative
Cory Robertson – Community Representative
Christine Blackwood – Community Representative
Deb Dacey – Community Representative
Sue Hodges – Community Representative
Lucy Reed – Community Representative
Sonia Sharpe – Community Representative

ABSENT:

Tara Dever – Community Representative (apology received into
Council during the meeting however it was not tabled at the
meeting)

IN ATTENDANCE:

Paul McLachlan – Director Works and Infrastructure
Megan Barnes – Principal Community Planner
Jessica Elliott – Community Development Officer
Craig Kenny – People and Culture Coordinator
Sarah Kidd – Business Partner People and Culture
Joh Honnef – Senior Strategic Planner
Melissa Boucher – Emergency Management and Resilience
Coordinator
Kylie Wallace - Emergency Management and Resilience Project
Officer
Natalie Drage – Community and Cultural Development Manager
(Minute Taker)

INVITEES:

Nil

ELECTION OF CHAIRPERSON

Cory Robertson was elected as Chairperson for the meeting and delivered an
Acknowledgment of Country.

APOLOGIES

APOLOGY:

That the apologies tendered on behalf of Richard Edwards,
Stephanie Earl, Tracey Skene, Paul Mason and Councillor Lea
(alternate) for unavoidable absence, be accepted.

CONFIRMATION OF MINUTES

MINUTES: **RECOMMENDED** that the Minutes of the Aboriginal and Torres Strait Islander Advisory Committee held on 2 May 2025, as circulated, be taken as read and confirmed as a correct record.

MOTION **Moved:** Councillor Hill **Seconded:** Sue Hodges

MEETING ROOM SELECTION

Committee members by a majority vote elected to move the meeting from the Ante Room to the Council Chambers Gallery. The remainder of the meeting business occurred in the Council Chambers Gallery.

INTRODUCTION AND CONFIRMATION OF MEMBERSHIP REPRESENTATION

Introductions and confirmation of membership representation noted.

DISCLOSURES OF INTEREST

Nil

BUSINESS ARISING FROM THE MINUTES

MATTER - COMMITTEE NO. AACLM1/2025

SUBJECT: **INDUCTION TO THE ABORIGINAL AND TORRES STRAIT ISLANDER
ADVISORY COMMITTEE**

In acknowledging the technical online audio matters that occurred at the previous committee meeting for report AACLM1/2025 Induction to the Aboriginal and Torres Strait Islander Advisory Committee and its Charter, the Committee was asked if a repeat session should occur. The outcome of the discussion was that a repeat session was not required.

LISTED MATTERS

LISTED MATTERS - COMMITTEE NO. AACLM5/2025

SUBJECT: 2025 - 2026 MEETING DATES AND VENUES

MOTION **Moved:** Sue Hodges **Seconded:** Councillor Palmowski

RECOMMENDATION

1. That the Committee determine the meeting schedule for the remainder of 2025 and 2026.
2. That the Committee consider and identify venues for the holding of future Aboriginal and Torres Strait Islander Advisory Committee Meetings.

Commentary:

It was agreed that the meetings be held on a Friday and the following dates were selected by the Committee:

- 17 October 2025
- 5 December 2025 (subject to there being Agenda items)
- 13 February 2026
- 1 May 2026

In addition to meeting within the Council Chambers Gallery, it was supported for meetings to be also held at other venues. It was decided that community representatives can forward suggestions to the Committee Contact Person and is Natalie Drage, Community and Cultural Development Manager.

Where there is no venue nominated, the meeting venue will default to the Council Chambers Gallery.

LISTED MATTERS - COMMITTEE NO. AACLM6/2025

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

MOTION **Moved:** Councillor Palmowski **Seconded:** Corey Robertson

RECOMMENDATION

**That the Committee notes the Aboriginal and Torres Strait Islander Community
Action Plan 2025-2029 was adopted by Council.**

Commentary:

In providing an update on the report tabled to the previous Committee Meeting, it was discussed that the Aboriginal and Torres Strait Islander Community Action Plan 2025-2029 was adopted by Council on the 18 June 2025. A discussion occurred at the meeting on the received submission along with the naming of Business Unit Responsibility and who is the Council Business Unit People and Culture. It was asked that printed copies be provided to local groups and orders for printed copies can be lodged by contacting Council's Principal Community Planner, Megan Barnes.

A discussion occurred on the previous two Aboriginal and Torres Strait Islander community actions plans, they being the Reflect and Innovate Plan and both were developed with the endorsement from Reconciliation Australia. In developing the current plan, the previous Aboriginal and Torres Strait Islander Committee discussed and agreed that it be developed outside of the requirements from Reconciliation Australia. This was based on the length of time taken to have the plan reviewed by Reconciliation Australia and there being no agreement by Council for actions related to procurement and employment associated with a Stretch Reconciliation Action Plan. Meaning, the legislation that Council must follow as a local government organisation did not allow for the Reconciliation Australia actions for procurement and employment. A discussion occurred on the non-alignment between State Government and Local Government for procurement legislation and that there is opportunity for Council to develop and strengthen procurement with Aboriginal and Torres Strait Islander businesses.

LISTED MATTERS - COMMITTEE NO. AACLM7/2025

**SUBJECT: OVERVIEW OF STRATEGIC PLANNING PROJECT FOR ANAMBAH
TO BRANXTON REGIONALLY SIGNIFICANT GROWTH AREA**

Kerrie Roberts left the meeting, and did not return, the time being 10.28am

Councillor Hill left the meeting, and did not return, the time being 10.30am

MOTION **Moved:** Christine Blackwood **Seconded:** Lucy Reed

RECOMMENDATION

That the Committee notes that the preparation of supporting technical studies and Structure Plan for the Anambah to Branxton Regionally Significant Growth Area has commenced.

Commentary:

The growth corridor has the potential to deliver between 65,000 and 100,000 additional dwellings over a more than 40 year period. The investigation is in its very early stages and the report has been tabled to the Committee for its awareness. The project will include the preparation of a Heritage Assessment by Urbis' Heritage and Archeology technical stream and will include Aboriginal heritage for the Anambah to Branxton Regionally Significant Growth Area. There will be a further report tabled to the Committee as the project progresses.

LISTED MATTERS - COMMITTEE NO. AACLM8/2025

**SUBJECT: NATIONAL RECONCILIATION WEEK AND NATIONAL NAIDOC
WEEK**

MOTION **Moved:** Sue Hodges **Seconded:** Sonia Sharpe

RECOMMENDATION

That the Committee note the report on local activities held for National Reconciliation Week 2025 and National NAIDOC Week 2025.

Commentary:

The Committee commented on the success of the Reconciliation Week event at Performance Arts Culture Cessnock (PACC) and encouraged that the same venue be used for 2026. Other suggestions for next year included a didgeridoo performer on arrival, a Smoking Ceremony event at Bridges Hill Park and engaging young people for the delivery of event hospitality services.

The Committee acknowledged and expressed their gratitude to Sue Hodges and Kerrie Roberts for speaking at the event and sharing their histories. Sonia Sharpe was also acknowledged and thanked for her support in encouraging and facilitating with schools the availability of youth speakers. The quality of the presentations delivered by young people was noted as impressive.

A report will be tabled to the February 2026 Committee meeting to further consider Reconciliation Week and NAIDOC Week events, including increasing Council's awareness for Aboriginal and Torres Strait Islander businesses.

LISTED MATTERS - COMMITTEE NO. AACLM9/2025

**SUBJECT: EMERGENCY PREPAREDNESS, RESPONSE AND RECOVERY FOR
ABORIGINAL AND TORRES STRAIT ISLANDER COMMUNITIES
WITHIN CESSNOCK LGA**

Sonia Sharpe left the meeting, and did not return, the time being 11am.

MEETING NOTES

The Committee became inquorate and a general discussion occurred for this item.

The Cessnock City Council Emergency Management and Resilience Team has been consulting with local Aboriginal and Torres Strait Islander community organisations to identify gaps in emergency preparedness and disaster resilience.

A discussion occurred that in a disaster, at times mobile devices and electricity is limited and needs to be considered when developing an action plan. Deb Dacey provided an overview of the emergency preparedness kits developed and distributed by Barkuma Neighbourhood Centre.

In regards to the proposed actions identified in the report to the Committee, no amendments were proposed.

Prior to the close of the meeting, People and Culture Coordinator Craig Kenny asked the Committee to consider if there would be up to two community representatives available to assist in the recruitment of the Aboriginal and Torres Strait Islander identified position, Business Support and Customer Relations Officer. An email will be circulated to the Committee with more details and how to express interest.

The Meeting Was Declared Closed at 11:30am



Nomination of Deputy Mayor

We, the undersigned Councillors, do hereby propose for nomination:

Councillor _____

as a candidate for Deputy Mayor at the election to be held on



Councillor _____

Date: _____

Signature _____

Councillor _____

Date: _____

Signature _____

Form of Consent

I, Councillor _____

(full name of person proposed for nomination)

hereby consent to my being proposed for nomination

(signature of person proposed for nomination)

Date: _____

Please note: A nomination must be made in writing by two (2) or more Councillors and is not valid unless the nominee has indicated consent to the nomination in writing.

Nomination to be returned to the General Manager, as returning officer.



CORPORATE PLANNING
2025



ANNUAL FINANCIAL STATEMENTS



CESSNOCK CITY COUNCIL



Journey Through Time, created by local school students and artist Steven Campbell.

Acknowledgement of Country

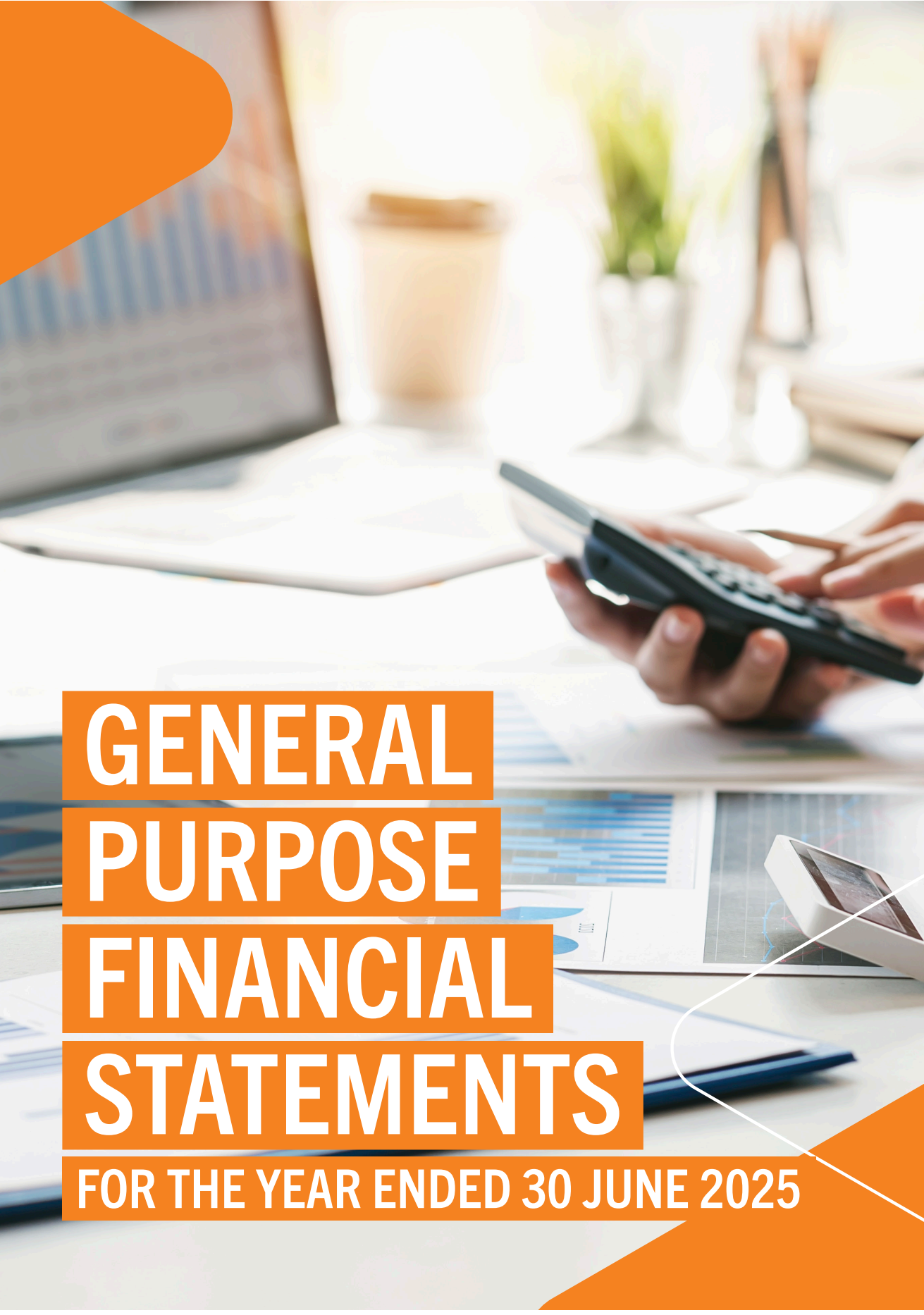
Cessnock City Council acknowledges that within its local government area boundaries are the traditional lands of the Wonnarua people, the Awabakal people and the Darkinjung people. We acknowledge these Aboriginal peoples as the traditional custodians of the land on which our offices and operations are located, and pay our respects to Elders past and present. We also acknowledge all other Aboriginal and Torres Strait Islander people who now live within the Cessnock Local Government Area.

August 2025

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GENERAL PURPOSE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2025

Cessnock City Council | Notes to the Financial Statements 30 June 2025

Cessnock City Council

General Purpose Financial Statements

for the year ended 30 June 2025

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Overview

Cessnock City Council is constituted under the Local Government Act 1993 (NSW) and has its principal place of business at:

62 - 78 Vincent Street
Cessnock NSW 2325

Council's guiding principles are detailed in Chapter 3 of the LGA and includes:

- principles applying to the exercise of functions generally by council,
- principles to be applied when making decisions,
- principles of community participation,
- principles of sound financial management, and
- principles for strategic planning relating to the development of an integrated planning and reporting framework.

A description of the nature of Council's operations and its principal activities are provided in Note B1-2.

Through the use of the internet, we have ensured that our reporting is timely, complete and available at minimum cost. All press releases, financial statements and other information are publicly available on our website:
www.cessnock.nsw.gov.au.

Cessnock City Council

General Purpose Financial Statements

for the year ended 30 June 2025

Understanding Council's Financial Statements

Introduction

Each year NSW local governments are required to present audited financial statements to their council and community.

What you will find in the Statements

The financial statements set out the financial performance, financial position and cash flows of Council for the financial year ended 30 June 2025.

The format of the financial statements is standard across all NSW Councils and complies with both the accounting and reporting requirements of Australian Accounting Standards and requirements as set down by the Office of Local Government.

About the Councillor/Management Statement

The financial statements must be certified by senior staff as 'presenting fairly' the Council's financial results for the year and are required to be adopted by Council – ensuring both responsibility for and ownership of the financial statements.

About the Primary Financial Statements

The financial statements incorporate five "primary" financial statements:

1. The Income Statement

Summarises Council's financial performance for the year, listing all income and expenses. This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

2. The Statement of Comprehensive Income

Primarily records changes in the fair value of Council's Infrastructure, property, plant and equipment.

3. The Statement of Financial Position

A 30 June snapshot of Council's financial position indicating its assets, liabilities and "net wealth".

4. The Statement of Changes in Equity

The overall change for the year (in dollars) of Council's "net wealth".

5. The Statement of Cash Flows

Indicates where Council's cash came from and where it was spent. This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

About the Notes to the Financial Statements

The Notes to the Financial Statements provide greater detail and additional information on the five primary financial statements.

About the Auditor's Reports

Council's financial statements are required to be audited by the NSW Audit Office.

In NSW the auditor provides 2 audit reports:

1. an opinion on whether the financial statements present fairly the Council's financial performance and position, and
2. their observations on the conduct of the audit, including commentary on the Council's financial performance and financial position.

Who uses the Financial Statements?

The financial statements are publicly available documents and must be presented at a Council meeting between seven days and five weeks after the date of the audit report.

The public can make submissions to Council up to seven days subsequent to the public presentation of the financial statements.

Council is required to forward an audited set of financial statements to the Office of Local Government.

Cessnock City Council

General Purpose Financial Statements

for the year ended 30 June 2025

Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993*

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards issued by the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on dd MMMM yyyy.

Daniel Watton

Mayor

dd MMMM yyyy

Mitchell Hill

Deputy Mayor

dd MMMM yyyy

Peter Chrystal

Interim General Manager

dd MMMM yyyy

Matthew Plumridge

Responsible Accounting Officer

dd MMMM yyyy

Cessnock City Council | Income Statement | for the year ended 30 June 2025

Cessnock City Council

Income Statement

for the year ended 30 June 2025

Original unaudited budget 2025	\$ '000	Notes	Actual 2025	Actual 2024
Income from continuing operations				
70,359	Rates and annual charges	B2-1	71,193	65,986
9,962	User charges and fees	B2-2	9,926	9,531
2,522	Other revenues	B2-3	3,339	2,836
13,193	Grants and contributions provided for operating purposes	B2-4	15,706	19,301
64,736	Grants and contributions provided for capital purposes	B2-4	99,801	104,578
2,784	Interest and investment income		3,891	3,853
–	Other income		642	842
163,556	Total income from continuing operations		204,498	206,927
Expenses from continuing operations				
46,800	Employee benefits and on-costs	B3-1	49,318	42,362
32,526	Materials and services	B3-2	37,269	36,596
376	Borrowing costs		922	263
6,899	Other expenses	B3-5	7,359	5,555
5,000	Net loss from the disposal of assets	B4-1	17,405	10,220
91,601	Total expenses from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		112,273	94,996
71,955	Operating result from continuing operations excluding depreciation, amortisation and impairment of non-financial assets		92,225	111,931
20,815	Depreciation, amortisation and impairment of non-financial assets	B3-4	26,202	22,987
51,140	Operating result from continuing operations		66,023	88,944
51,140	Net operating result for the year attributable to Council		66,023	88,944
(13,969)	Net operating result for the year before grants and contributions provided for capital purposes		(33,778)	(15,634)

The above Income Statement should be read in conjunction with the accompanying notes.

Cessnock City Council | Statement of Comprehensive Income | for the year ended 30 June 2025

Cessnock City Council

Statement of Comprehensive Income

for the year ended 30 June 2025

\$ '000	Notes	2025	2024
Net operating result for the year – from Income Statement		66,023	88,944
Other comprehensive income:			
Amounts which will not be reclassified subsequent to operating result			
Gain on revaluation of infrastructure, property, plant and equipment	C1-6	194,222	(85,434)
Total items which will not be reclassified subsequent to operating result		194,222	(85,434)
Total other comprehensive income for the year		194,222	(85,434)
Total comprehensive income for the year attributable to Council		260,245	3,510

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Cessnock City Council | Statement of Financial Position | as at 30 June 2025

Cessnock City Council

Statement of Financial Position

as at 30 June 2025

\$ '000	Notes	2025	2024
ASSETS			
Current assets			
Cash and cash equivalents	C1-1	34,226	18,994
Investments	C1-2	62,474	64,139
Receivables	C1-4	14,617	15,429
Inventories		481	518
Non-current assets classified as 'held for sale'		3,093	1,313
Other		867	1,049
Total current assets		115,758	101,442
Non-current assets			
Infrastructure, property, plant and equipment (IPPE)	C1-6	1,567,624	1,295,120
Total non-current assets		1,567,624	1,295,120
Total assets		1,683,382	1,396,562
LIABILITIES			
Current liabilities			
Payables	C2-1	19,236	14,214
Contract liabilities	C2-2	32,744	20,424
Borrowings	C2-3	1,575	969
Employee benefit provisions	C2-4	10,109	9,607
Provisions	C2-5	42	42
Total current liabilities		63,706	45,256
Non-current liabilities			
Payables	C2-1	3,208	3,924
Borrowings	C2-3	18,171	6,146
Employee benefit provisions	C2-4	803	770
Provisions	C2-5	25,301	28,518
Total non-current liabilities		47,483	39,358
Total liabilities		111,189	84,614
Net assets		1,572,193	1,311,948
EQUITY			
Accumulated surplus		787,758	724,860
IPPE revaluation surplus	C3-1	784,435	587,088
Total equity		1,572,193	1,311,948

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Cessnock City Council | Statement of Changes in Equity | for the year ended 30 June 2025

Cessnock City Council

Statement of Changes in Equity

for the year ended 30 June 2025

		2025			2024		
		Accumulated surplus	IPPE revaluation surplus	Total equity	Accumulated surplus	IPPE revaluation surplus	Total equity
\$ '000	Notes						
Opening balance at 1 July		724,860	587,088	1,311,948	635,916	672,522	1,308,438
Net operating result for the year		66,023	–	66,023	88,944	–	88,944
Other comprehensive income							
Gain on revaluation of infrastructure, property, plant and equipment	C1-6	–	194,222	194,222	–	(85,434)	(85,434)
Total comprehensive income		66,023	194,222	260,245	88,944	(85,434)	3,510
Transfers between equity items		(3,125)	3,125	–	–	–	–
Closing balance at 30 June		787,758	784,435	1,572,193	724,860	587,088	1,311,948

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Cessnock City Council | Statement of Cash Flows | for the year ended 30 June 2025

Cessnock City Council

Statement of Cash Flows

for the year ended 30 June 2025

Original unaudited budget 2025	\$ '000	Notes	Actual 2025	Actual 2024
Cash flows from operating activities				
Receipts:				
70,359	Rates and annual charges		70,951	65,158
9,963	User charges and fees		10,924	11,105
2,784	Interest received		4,872	3,052
77,929	Grants and contributions		74,139	71,254
–	Bonds, deposits and retentions received		561	838
2,522	Other		12,736	6,000
Payments:				
(46,800)	Payments to employees		(48,849)	(42,274)
(32,526)	Payments for materials and services		(41,729)	(34,561)
(373)	Borrowing costs		(922)	(263)
–	Bonds, deposits and retentions refunded		(696)	–
(6,899)	Other		(11,608)	–
76,959	Net cash flows from operating activities	F1-1	70,379	80,309
Cash flows from investing activities				
Receipts:				
95,000	Sale of investments		182,000	40,000
–	Proceeds from sale of IPPE		1,008	2,161
Payments:				
–	Purchase of investments		(91,346)	(40,036)
(85,000)	Acquisition of term deposits		(89,000)	(12,000)
(79,217)	Payments for IPPE		(70,440)	(71,488)
(69,217)	Net cash flows from investing activities		(67,778)	(81,363)
Cash flows from financing activities				
Receipts:				
13,600	Proceeds from borrowings		13,600	–
Payments:				
(1,053)	Repayment of borrowings		(969)	(1,186)
–	Principal component of lease payments		–	(2)
12,547	Net cash flows from financing activities		12,631	(1,188)
20,289	Net change in cash and cash equivalents		15,232	(2,242)
18,994	Cash and cash equivalents at beginning of year		18,994	21,236
39,283	Cash and cash equivalents at end of year	C1-1	34,226	18,994
31,000	plus: Investments on hand at end of year	C1-2	62,474	64,139
70,283	Total cash, cash equivalents and investments		96,700	83,133

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

Cessnock City Council

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Cessnock City Council

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A About Council and these financial statements

A1-1 Basis of preparation

These financial statements were authorised for issue by Council on dd MMMM yyyy.

Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the Office of Local Government (OLG) directs Council to amend the financial statements.

The material accounting policy information related to these financial statements are set out below. Accounting policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993* (Act) and *Local Government (General) Regulation 2021* (Regulation), and the Local Government Code of Accounting Practice and Financial Reporting.

Council is a not for-profit entity.

The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain infrastructure, property, plant and equipment and investments.

Significant accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- (i) fair values of infrastructure, property, plant and equipment – refer Note C1-6
- (ii) tip remediation provisions
- (iii) employee benefit provisions

Significant judgements in applying the Council's accounting policies

- i. Impairment of receivables – refer Note C1-4.
- ii. Determination of whether performance obligations are sufficiently specific and whether the contract is within the scope of AASB 15 *Revenue from Contracts with Customers* and / or AASB 1058 *Income of Not-for-Profit Entities* – refer to Notes B2-2 – B2-4.

Monies and other assets received by Council

The Consolidated Fund

In accordance with the provisions of Section 409(1) of the *Local Government Act 1993*, all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

The Consolidated Fund has been included in the financial statements of the Council.

Cash and other assets of the following entities have been included as part of the Consolidated Fund:

- General purpose operations
- Section 355 Committees

A1-1 Basis of preparation (continued)

The Trust Fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993*, a separate and distinct Trust Fund is maintained to account for all money and property received by the council in trust which must be applied only for the purposes of, or in accordance with, the trusts relating to those monies.

Trust monies and property subject to Council's control have been included in these reports.

A separate statement of monies held in the Trust Fund is available for inspection at the council office by any person free of charge.

Volunteer services

Volunteer services are used throughout a variety of Council functions. These include Section 355 Committees for community halls and tidy towns projects, library services and performing arts centre services. The value to Council of these services has not been recognised in the income statement as they cannot be readily measured.

New accounting standards and interpretations issued but not yet effective

New accounting standards and interpretations issued but not yet effective

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2025 reporting period. Council has not applied any pronouncements before its operative date in the annual reporting period beginning 1 July 2024.

As at the date of authorisation of these financial statements Council does not consider that any of these new (and still to be applied) standards and interpretations are likely to have a material impact on the Council's future financial statements, financial position, financial performance or cash flows.

New accounting standards adopted during the year

The following new standard is effective for the first time at 30 June 2025:

- **AASB 2022-10 Amendments to Australian Accounting Standards – Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities.**

There is not expected to be significant impact on the Council's reported financial position.

Cessnock City Council | Notes to the Financial Statements 30 June 2025

B Financial Performance**B1 Functions or activities****B1-1 Functions or activities – income, expenses and assets**

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note B1-2.

\$ '000	Income		Expenses		Operating result		Grants and contributions		Carrying amount of assets	
	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024
Functions or activities										
A connected, safe, and creative community	11,568	10,901	29,555	21,993	(17,987)	(11,092)	7,413	6,714	286,515	277,882
A sustainable and prosperous economy	405	1,296	1,683	1,385	(1,278)	(89)	31	815	57	2
A sustainable and healthy environment	30,680	27,190	22,265	17,450	8,415	9,740	7,402	6,247	234,969	160,326
Accessible infrastructure, services and facilities	30,972	30,917	37,805	22,470	(6,833)	8,447	28,545	27,662	1,044,421	850,991
Civic leadership and effective governance	130,873	136,623	47,167	54,685	83,706	81,938	72,116	82,441	117,420	107,361
Total functions and activities	204,498	206,927	138,475	117,983	66,023	88,944	115,507	123,879	1,683,382	1,396,562

B1-2 Components of functions or activities

Details relating to the Council's functions or activities as reported in B1-1 are as follows:

A connected, safe and creative community

Developing safe and connected neighbourhoods that support healthy and fulfilling lifestyles for people of all ages.

A sustainable and prosperous economy

Achieving long term economic security through a mix of diverse business and employment options.

A sustainable and healthy environment

Acting on climate change, building resilience and promoting a sustainable balance between development and preserving our natural environment.

Accessible Infrastructure, services and facilities

Increasing the range and accessibility of the services we need along with the investment in improved infrastructure.

Civic leadership and effective governance

Ensuring that we have strong leadership and good governance and that we foster community participation in decision making.

Cessnock City Council | Notes to the Financial Statements 30 June 2025

B2 Sources of income**B2-1 Rates and annual charges**

\$ '000	2025	2024
Ordinary rates		
Residential	39,648	37,032
Farmland	2,874	2,748
Mining	1,607	1,528
Business	7,012	6,315
Less: pensioner rebates (mandatory)	(762)	(763)
Less: pensioner rebates (Council policy)	(102)	(97)
Rates levied to ratepayers	50,277	46,763
Pensioner rate subsidies received	413	420
Total ordinary rates	50,690	47,183
Annual charges (pursuant to s496, 496A, 496B, 501 & 611)		
Domestic waste management services	19,037	17,410
Stormwater management services	638	610
Waste management services (non-domestic)	1,066	1,011
Section 611 charges	(3)	(5)
Other	–	1
Less: pensioner rebates (mandatory)	(401)	(393)
Less: pensioner rebates (Council policy)	(51)	(47)
Annual charges levied	20,286	18,587
Pensioner annual charges subsidies received:		
– Domestic waste management	217	216
Total annual charges	20,503	18,803
Total rates and annual charges	71,193	65,986

Council has used 2022 year valuations provided by the NSW Valuer General in calculating its rates.

Material accounting policy information

Rates and annual charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area that are not subsidised by the NSW Government.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates and are recognised within the underlying revenue item based on their substance.

Cessnock City Council | Notes to the Financial Statements 30 June 2025

B2-2 User charges and fees

\$ '000	2025	2024
Other user charges and fees		
(i) Fees and charges – statutory and regulatory functions (per s608)		
Inspection services	394	311
Regulatory/ statutory fees	191	201
Section 10.7 certificates (EP&A Act)	316	310
Section 603 certificates	202	167
Town planning	2,636	2,185
Building permits and fees	337	551
Total fees and charges – statutory/regulatory	4,076	3,725
(ii) Fees and charges – other (incl. general user charges (per s608))		
Aerodrome	318	121
Cemeteries	286	225
Transport for NSW works (state roads not controlled by Council)	2,058	2,312
Waste disposal tipping fees	1,610	1,559
Cessnock performing arts centre	324	428
Onsite sewerage management fees	556	508
Swimming pool fees	290	234
Other	408	419
Total fees and charges – other	5,850	5,806
Total other user charges and fees	9,926	9,531
Total user charges and fees	9,926	9,531
Timing of revenue recognition for user charges and fees		
User charges and fees recognised at a point in time	7,290	7,346
User charges and fees recognised over time	2,636	2,185
Total user charges and fees	9,926	9,531

Material accounting policy information

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases the customer is required to pay on arrival or a deposit in advance. There is no material obligation for Council in relation to refunds or returns.

Where an upfront fee is charged the fee is recognised on a straight-line basis over the expected life of the membership.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than over the term of the licence.

Cessnock City Council | Notes to the Financial Statements 30 June 2025

B2-3 Other revenues

\$ '000	2025	2024
Fines	1,035	949
Legal fees recovery – rates and charges (extra charges)	647	463
Commissions and agency fees	18	157
Diesel rebate	70	62
Sales – general	762	581
Section 355 committees	231	181
Other	204	30
Metal Sales	372	413
Total other revenue	3,339	2,836

Cessnock City Council | Notes to the Financial Statements 30 June 2025

B2-4 Grants and contributions

\$ '000	Operating 2025	Operating 2024	Capital 2025	Capital 2024
General purpose grants and non-developer contributions (untied)				
Current year allocation				
Financial assistance – general component	1,034	264	–	–
Financial assistance – local roads component	378	182	–	–
Payment in advance - future year allocation				
Financial assistance – general component	3,549	5,716	–	–
Financial assistance – local roads component	1,268	2,075	–	–
Amount recognised as income during current year	6,229	8,237	–	–
Special purpose grants and non-developer contributions (tied)				
Cash contributions				
Airport Upgrades	–	–	–	–
Community and Culture	3,410	627	–	854
Drainage/flood mitigation	71	178	2,734	1,456
Environmental programs	443	248	23	–
Natural disasters	757	2,995	8,955	5,800
Other	928	1,056	–	711
Other Roads, Bridges and Transport	196	3,129	14,208	14,016
Recreation	6	8	7,022	5,036
Rural Fire Services	–	–	–	1,120
Transport (roads to recovery)	1,875	1,065	–	–
Transport for NSW contributions (regional roads, block grant)	1,791	1,757	–	–
Total special purpose grants and non-developer contributions – cash	9,477	11,064	32,942	28,993
Non-cash contributions				
Dedications – subdivisions (other than by s7.4 and s7.11 – EP&A Act, s64 of the LGA)	–	–	54,237	63,520
Total other contributions – non-cash	–	–	54,237	63,520
Total special purpose grants and non-developer contributions (tied)	9,477	11,064	87,179	92,513
Total grants and non-developer contributions	15,706	19,301	87,179	92,513
Comprising:				
– Commonwealth funding	8,216	9,469	7,892	4,228
– State funding	6,178	5,772	23,786	23,623
– Other funding	1,312	4,060	55,501	64,662
	15,706	19,301	87,179	92,513

continued on next page ...

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Cessnock City Council | Notes to the Financial Statements 30 June 2025

B2-4 Grants and contributions (continued)

Developer contributions

\$ '000	Notes	Operating 2025	Operating 2024	Capital 2025	Capital 2024
Developer contributions:					
(s7.4 & s7.11 - EP&A Act, s64 of the LGA):					
Cash contributions					
S 7.4 – contributions using planning agreements	F4	–	–	3,233	2,598
S 7.11 – contributions towards amenities/services		–	–	8,855	8,028
S 7.12 – fixed development consent levies		–	–	534	439
Total developer contributions – cash		–	–	12,622	11,065
Non-cash contributions					
S 7.11 – contributions towards amenities/services		–	–	–	1,000
Total developer contributions non-cash		–	–	–	1,000
Total developer contributions		–	–	12,622	12,065
Total contributions		–	–	12,622	12,065
Timing of revenue recognition					
Grants and contributions recognised over time		–	–	–	28,993
Grants and contributions recognised at a point in time		15,706	19,301	99,801	75,585
Total grants and contributions		15,706	19,301	99,801	104,578

Unspent grants and contributions ¹

Certain grants and contributions are obtained by Council on the condition they be spent in a specified manner or in a future period but which are not yet spent in accordance with those conditions are as follows:

\$ '000	Operating 2025	Operating 2024	Capital 2025	Capital 2024
Unspent grants and contributions				
Unspent funds at 1 July	3,739	3,895	19,764	8,274
Add: Funds recognised as revenue in the reporting year but not yet spent in accordance with the conditions	2,800	3,304	–	–
Add: Funds received and not recognised as revenue in the current year	–	–	19,940	18,928
Less: Funds recognised as revenue in previous years that have been spent during the reporting year	(3,300)	(3,460)	–	–
Less: Funds received in prior year but revenue recognised and funds spent in current year	–	–	(7,448)	(7,438)
Unspent funds at 30 June	3,239	3,739	32,256	19,764

(1) Development contributions are not included here. Development contributions are recognised as revenue in the reporting year they are received. Full details of development contributions revenue, expenditure and unspent amounts can be found in Note F4.

Material accounting policy information

Grants and contributions – enforceable agreement with sufficiently specific performance obligations

Grant and contribution revenue from an agreement which is enforceable and contains sufficiently specific performance obligations is recognised as or when control of each performance obligations is transferred.

continued on next page ...

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B2-4 Grants and contributions (continued)

The performance obligations vary according to the agreement. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Performance obligations may be satisfied either at a point in time or over time and this is reflected in the revenue recognition pattern. Point in time recognition occurs when the beneficiary obtains control of the goods / services at a single time (e.g. completion of the project when a report / outcome is provided), whereas over time recognition is where the control of the services is ongoing throughout the project (e.g. provision of community health services through the year).

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

Capital grants

Capital grants received by Council under an enforceable contract for the acquisition or construction of infrastructure, property, plant and equipment to identified specifications which will be under Council's control on completion are recognised as revenue as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project.

For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by the Council.

Developer contributions

Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of sections 7.4, 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but Council may apply contributions according to the priorities established in work schedules for the contribution plan.

Other grants and contributions

Assets, including cash, received from other grants and contributions are recognised at fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

Cessnock City Council | Notes to the Financial Statements 30 June 2025

B3 Costs of providing services**B3-1 Employee benefits and on-costs**

\$ '000	2025	2024
Salaries and wages	38,038	33,658
Employee leave entitlements (ELE)	8,623	7,491
Superannuation	5,392	4,789
Workers' compensation insurance	3,112	2,030
Fringe benefit tax (FBT)	587	384
Other	20	169
Total employee costs	55,772	48,521
Less: capitalised costs	(6,454)	(6,159)
Total employee costs expensed	49,318	42,362

Material accounting policy information

Council participates in a defined benefit plan under the Local Government Superannuation Scheme, however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer to Note D3-1 for more information.

Cessnock City Council | Notes to the Financial Statements 30 June 2025

B3-2 Materials and services

\$ '000	Notes	2025	2024
Raw materials and consumables		7,536	9,216
Contractor costs		17,259	19,136
Audit Fees	E2-1	117	—
Councillor and Mayoral fees and associated expenses	E1-2	517	—
Election expenses		524	5
Electricity and heating		522	530
Insurance		2,439	2,132
Street lighting		869	979
Telephone and communications		268	265
Valuation fees		289	264
Other expenses		3,594	2,665
Section 355 committees		221	185
Legal expenses:			
– Legal expenses		3,114	1,219
Total materials and services		37,269	36,596
Total materials and services		37,269	36,596

Cessnock City Council | Notes to the Financial Statements 30 June 2025

B3-3 Borrowing costs

\$ '000	2025	2024
(i) Interest bearing liability costs		
Interest on leases	–	–
Interest on loans	307	263
Total interest bearing liability costs	307	263
Total interest bearing liability costs expensed	307	263
(ii) Other borrowing costs		
Discount adjustments relating to movements in provisions (other than ELE)	615	–
Total borrowing costs expensed	922	263

Cessnock City Council | Notes to the Financial Statements 30 June 2025

B3-4 Depreciation, amortisation and impairment of non-financial assets

\$ '000	Notes	2025	2024
Depreciation and amortisation			
Plant and equipment		2,191	2,174
Office equipment		378	404
Furniture and fittings		14	19
Library books		158	173
Infrastructure:	C1-6		
– Buildings		2,637	2,613
– Roads		14,786	7,740
– Bridges		1,092	745
– Footpaths		992	394
– Stormwater drainage		1,915	1,397
– Swimming pools		68	68
– Other open space/recreational assets		1,734	1,600
– Other infrastructure		142	119
Right of use assets		–	5
Reinstatement, rehabilitation and restoration assets:			
– Tip assets	C1-6	95	5,536
Total gross depreciation and amortisation costs		26,202	22,987
Total depreciation and amortisation costs		26,202	22,987
Total depreciation, amortisation and impairment for non-financial assets		26,202	22,987

Material accounting policy information**Depreciation and amortisation**

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives.

Impairment of non-financial assets

Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are not tested for impairment since these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore an impairment loss would be captured during this assessment.

Other non-financial assets that do not meet the criteria above are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units).

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

Cessnock City Council | Notes to the Financial Statements 30 June 2025

B3-5 Other expenses

\$ '000	Notes	2025	2024
Impairment of receivables			
Other		(4)	(465)
Total impairment of receivables	C1-4	(4)	(465)
Other			
Contributions/levies to other levels of government			
– Emergency services levy (includes FRNSW, SES, and RFS levies)		235	292
– NSW fire brigade levy		500	500
– NSW rural fire service levy		793	804
– Waste levy		5,549	4,536
Donations, contributions and assistance to other organisations (Section 356)		286	126
Adjustment for remediation provision estimates		–	(238)
Total other		7,363	6,020
Total other expenses		7,359	5,555

Cessnock City Council | Notes to the Financial Statements 30 June 2025

B4 Gains or losses**B4-1 Gain or loss from the disposal, replacement and de-recognition of assets**

\$ '000	Notes	2025	2024
Gain (or loss) on disposal of infrastructure, property, plant and equipment			
	C1-6		
Proceeds from disposal		1,008	1,292
Less: carrying amount of assets sold/written off		(18,413)	(11,406)
Gain (or loss) on disposal		(17,405)	(10,114)
Gain (or loss) on disposal of investments			
	C1-2		
Proceeds from disposal/redemptions/maturities – investments		91,000	40,000
Less: carrying amount of investments sold/redeemed/matured		(91,000)	(40,000)
Gain (or loss) on disposal		–	–
Gain (or loss) on disposal of non-current assets classified as 'held for sale'			
	C1-5		
Proceeds from disposal – non-current assets 'held for sale'		–	869
Less: carrying amount of 'held for sale' assets sold/written off		–	(975)
Gain (or loss) on disposal		–	(106)
Net gain (or loss) from disposal of assets		(17,405)	(10,220)

Cessnock City Council | Notes to the Financial Statements 30 June 2025

B5 Performance against budget**B5-1 Material budget variations**

Council's original budget was adopted by the Council on 19 June 2024 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, environmental factors, and by decisions made by Council.

While these General Purpose Financial Statements include the original budget adopted by Council, the Act requires Council to review its financial budget on a quarterly basis, so it is able to manage the variation between actuals and budget that invariably occur during the year.

Material variations of more than 10% between original budget and actual results or where the variance is considered material by nature are explained below.

Variation Key: **F** = Favourable budget variation, **U** = Unfavourable budget variation.

\$ '000	2025 Budget	2025 Actual	2025 ----- Variance -----	
Revenues				
Rates and annual charges	70,359	71,193	834	1% F
User charges and fees	9,962	9,926	(36)	0% U
Other revenues	2,522	3,339	817	32% F
The favourable variance was due to increase in legal costs recovered from ratepayers compared to the budget, an increase in infringements revenue and a one-off emergency reform payment.				
Operating grants and contributions	13,193	15,706	2,513	19% F
Financial Assistance Grant was budgeted at a 85% pre-payment as per prior years but only 50% pre-payment received resulting in a reduced payment of \$2.9m. Favourable variance due to council's success in achieving additional grants under the regionally significant growth area \$2.8m, emergency works \$0.8m and other general grants programs \$1.5m				
Capital grants and contributions	64,736	99,801	35,065	54% F
Favourable dedicated assets and developer contributions income due to higher than expected housing demand. Capital grant for the landfill development not received as anticipated partially offset by success in obtaining other capital grants.				
Interest and investment revenue	2,784	3,891	1,107	40% F
Interest and investment income was above the budget due to higher than anticipated cash balance, better than anticipated returns on the investments, and also due to an increase in overdue interest income on outstanding rates than budgeted.				
Other income	–	642	642	∞ F
Expenses				
Employee benefits and on-costs	46,800	49,318	(2,518)	(5)% U
Materials and services	32,526	37,269	(4,743)	(15)% U
The unfavourable variance is due to increased expenses relating to grant projects not included in the original budget and operating expenses related to projects originally budgeted in the capital works program. Increased legal expenses partly offset by increased legal cost recovery also contributed to the variance to original budget.				
Borrowing costs	376	922	(546)	(145)% U
Unwinding of discount on provision for current waste cell and orphan sites following a revision of expected rehabilitation costs.				
Depreciation, amortisation and impairment of non-financial assets	20,815	26,202	(5,387)	(26)% U
Depreciation has increased as a result of revaluation of assets as well as increases in infrastructure assets dedicated and acquired by Council, all of which result in an increase in deprecation expense not included in the original budget.				
Other expenses	6,899	7,359	(460)	(7)% U

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Cessnock City Council | Notes to the Financial Statements 30 June 2025

B5-1 Material budget variations (continued)

\$ '000	2025 Budget	2025 Actual	2025 ----- Variance -----	
Net losses from disposal of assets	5,000	17,405	(12,405)	(248)% U
Losses on disposal occurred due to infrastructure renewed prior to the end of its effective life. Many of these disposals were as a result of grant funded projects that have led to complete asset renewal.				

Statement of cash flows

Cash flows from operating activities	76,959	70,379	(6,580)	(9)% U
Cash flows from investing activities	(69,217)	(67,778)	1,439	(2)% F
Cash flows from financing activities	12,547	12,631	84	1% F

Cessnock City Council | Notes to the Financial Statements 30 June 2025

C Financial position**C1 Assets we manage****C1-1 Cash and cash equivalents**

\$ '000	2025	2024
Cash assets		
Cash on hand and at bank	4,384	15,509
Deposits at call	29,842	3,485
Total cash and cash equivalents	34,226	18,994

Reconciliation of cash and cash equivalents

Total cash and cash equivalents per Statement of Financial Position	34,226	18,994
Balance as per the Statement of Cash Flows	34,226	18,994

C1-2 Financial investments

\$ '000	2025 Current	2024 Current
Financial assets at fair value through the profit and loss		
Managed funds	4,474	4,139
Total	4,474	4,139
Debt securities at amortised cost		
Term deposits	58,000	60,000
Total	58,000	60,000
Total financial investments	62,474	64,139
Total cash assets, cash equivalents and investments	96,700	83,133

Material accounting policy information

Financial instruments are recognised initially on the date that the Council becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

Classification

On initial recognition, Council classifies its financial assets into the following categories – those measured at:

- amortised cost
- fair value through profit and loss (FVTPL)

Financial assets are not reclassified subsequent to their initial recognition.

Amortised cost

Council's financial assets measured at amortised cost comprise trade and other receivables, term deposits and cash and cash equivalents in the Statement of Financial Position. Term deposits with an initial term of more than 3 months are classified as investments rather than cash and cash equivalents.

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C1-2 Financial investments (continued)

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, impairment and gains or loss on de-recognition are recognised in profit or loss.

Financial assets through profit or loss

All financial assets not classified as measured at amortised cost or fair value through other comprehensive income as described above are measured at fair value through profit or loss.

Net gains or losses, including any interest or dividend income, are recognised in profit or loss.

Council's financial assets measured at fair value through profit or loss comprise investments in Treasury Corporation's TCorpIM Medium Term Growth Fund in the Statement of Financial Position.

Cessnock City Council | Notes to the Financial Statements 30 June 2025

C1-3 Restricted and allocated cash, cash equivalents and investments

\$ '000	2025	2024
----------------	-------------	-------------

(a) Externally restricted cash, cash equivalents and investments

Total cash, cash equivalents and investments **96,700** **83,133**

Less: Externally restricted cash, cash equivalents and investments **(92,682)** **(69,035)**

Cash, cash equivalents and investments not subject to external restrictions **4,018** **14,098**

External restrictions**External restrictions – included in liabilities**

External restrictions included in cash, cash equivalents and investments above comprise:

Specific purpose unexpended grants – general fund **29,976** **17,256**

External restrictions – included in liabilities **29,976** **17,256**

External restrictions – other

External restrictions included in cash, cash equivalents and investments above comprise:

Developer contributions – general **54,315** **41,945**

Stormwater management **413** **945**

Sale of Land for Unpaid Rates - Trust Account **744** **721**

Waste Depot, Rehabilitation & Domestic Waste **7,234** **8,168**

External restrictions – other **62,706** **51,779**

Total external restrictions **92,682** **69,035**

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

\$ '000	2025	2024
----------------	-------------	-------------

(b) Internal allocations

Cash, cash equivalents and investments not subject to external restrictions **4,018** **14,098**

Less: Internally restricted cash, cash equivalents and investments **(14,081)** **(10,789)**

Unrestricted and unallocated cash, cash equivalents and investments **(10,063)** **3,309**

Internal allocations

At 30 June, Council has internally allocated funds to the following:

Plant and vehicle replacement **778** **622**

Employees leave entitlement **1,551** **1,624**

Deposits, retentions and bonds **4,405** **4,205**

Bridge replacement **–** **296**

Energy efficiency **145** **141**

Financial assistance grant in advance **4,816** **–**

Insurance provisions **–** **50**

Miscellaneous and property **385** **494**

Operations and programs **255** **639**

Property investment fund **1,705** **2,133**

Unexpended Loan Funds **41** **585**

Total internal allocations **14,081** **10,789**

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or

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Cessnock City Council | Notes to the Financial Statements 30 June 2025

C1-3 Restricted and allocated cash, cash equivalents and investments (continued)

policy of the elected Council.

Cessnock City Council | Notes to the Financial Statements 30 June 2025

C1-4 Receivables

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Rates and annual charges	5,776	–	5,188	–
User charges and fees	26	–	24	–
Accrued revenues				
Interest on investments	707	–	1,688	–
Competitive building fees	211	–	171	–
Government grants and subsidies	5,859	–	6,298	–
Net GST receivable	854	–	1,437	–
Premises inspections	152	–	142	–
Transport for NSW	215	–	265	–
Other debtors	1,028	–	483	–
Total	14,828	–	15,696	–
Less: provision for impairment				
Rates and annual charges	(71)	–	(23)	–
Other debtors	(140)	–	(244)	–
Total provision for impairment – receivables	(211)	–	(267)	–
Total net receivables	14,617	–	15,429	–

Material accounting policy information

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

Cessnock City Council | Notes to the Financial Statements 30 June 2025

C1-5 Non-current assets classified as held for sale

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Non-current assets held for sale				
Land and Buildings	3,093	–	1,313	–
Total non-current assets held for sale	3,093	–	1,313	–
Total non-current assets classified as held for sale	3,093	–	1,313	–

Material accounting policy information

Non-current assets (or disposal groups) are classified as held for sale if their carrying amount will be recovered principally through a sale transaction rather than through continued use and are measured at the lower of their carrying amount and fair value less costs to sell.

Non-current assets (including those that are part of a disposal group) are not depreciated or amortised while they are classified as held for sale.

Cessnock City Council | Notes to the Financial Statements 30 June 2025

C1-6 Infrastructure, property, plant and equipment

By aggregated asset class	At 1 July 2024			Asset movements during the reporting period									At 30 June 2025		
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals ¹	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers renewals	WIP transfers new assets	Other movements (details...)	Tfrs from/to 'held for sale' category	Revaluation increments/ (decrements)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
\$ '000															
Capital work in progress	50,026	–	50,026	16,713	26,783	–	–	(20,417)	(12,263)	(1)	–	–	60,841	–	60,841
Plant and equipment	30,674	(20,687)	9,987	–	6,564	(676)	(2,191)	–	–	24	–	–	31,295	(17,586)	13,709
Office equipment	6,278	(5,108)	1,170	–	211	(22)	(378)	–	3	–	–	–	2,551	(1,567)	984
Furniture and fittings	1,551	(1,418)	133	–	18	(5)	(14)	–	–	–	–	–	658	(525)	133
Land:															
– Operational land	54,751	–	54,751	–	215	(239)	–	–	–	(934)	(1,780)	(466)	51,546	–	51,546
– Community land	63,336	–	63,336	–	–	(2,530)	–	–	–	934	–	11,808	73,549	–	73,549
– Crown land	18,864	–	18,864	–	10	(1,864)	–	–	–	–	–	842	17,852	–	17,852
– Land under roads (post 30/6/08)	3,081	–	3,081	–	–	–	–	–	–	–	–	156	3,237	–	3,237
Infrastructure:															
– Buildings	161,605	(76,849)	84,756	398	320	(304)	(2,637)	73	–	–	–	3,666	168,581	(82,309)	86,272
– Roads	909,052	(255,028)	654,024	3,684	19,755	(9,468)	(14,786)	18,559	7,623	–	–	83,907	1,021,961	(258,663)	763,298
– Bridges	85,956	(8,584)	77,372	1,106	7,300	(1,321)	(1,092)	1,419	–	(4,012)	–	56,065	148,233	(11,396)	136,837
– Footpaths	81,449	(7,868)	73,581	3,256	1,617	(1,007)	(992)	–	3,195	–	–	1,914	90,588	(9,024)	81,564
– Stormwater drainage	169,483	(26,066)	143,417	393	34,577	(440)	(1,915)	–	–	4,012	–	31,135	240,466	(29,287)	211,179
– Swimming pools	6,338	(3,177)	3,161	38	–	–	(68)	–	–	–	–	60	6,455	(3,264)	3,191
– Other open space/recreational assets	58,115	(18,386)	39,729	1,339	2,502	(533)	(1,734)	366	1,406	–	–	666	63,526	(19,784)	43,742
– Other infrastructure	11,504	(167)	11,337	–	–	–	(142)	–	–	–	–	4,469	15,941	(278)	15,663
Other assets:															
– Library books	6,747	(5,888)	859	–	148	(5)	(158)	–	36	–	–	–	1,767	(888)	879
Reinstatement, rehabilitation and restoration assets (refer Note C2-5):															
– Tip assets	21,943	(16,407)	5,536	–	–	(2,292)	(95)	–	–	–	–	–	19,651	(16,503)	3,148
Total infrastructure, property, plant and equipment	1,740,753	(445,633)	1,295,120	26,927	100,020	(20,706)	(26,202)	–	–	23	(1,780)	194,222	2,018,698	(451,074)	1,567,624

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

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Cessnock City Council | Notes to the Financial Statements 30 June 2025

C1-6 Infrastructure, property, plant and equipment (continued)

By aggregated asset class	At 1 July 2023			Asset movements during the reporting period										At 30 June 2024		
	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals ⁽¹⁾	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers renewals	WIP transfers new assets	Found assets (Other Comprehensive Income)	Other movements (details...)	Tf's from/(to) 'held for sale' category	Revaluation increments/ (decrements)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
\$ '000																
Capital work in progress	31,360	–	31,360	21,956	13,744	(804)	–	(6,423)	(9,813)	–	5	–	–	50,026	–	50,026
Plant and equipment	28,386	(20,635)	7,751	–	5,106	(964)	(2,174)	–	264	–	4	–	–	30,674	(20,687)	9,987
Office equipment	5,755	(4,700)	1,055	–	402	–	(404)	–	122	–	(4)	–	–	6,278	(5,108)	1,170
Furniture and fittings	1,496	(1,398)	98	–	55	–	(19)	–	–	–	–	–	–	1,551	(1,418)	133
Land:																
– Operational land	40,403	–	40,403	–	–	–	–	–	–	–	(505)	(1,313)	16,167	54,751	–	54,751
– Community land	59,322	–	59,322	–	–	–	–	–	–	1,850	(12,346)	–	14,509	63,336	–	63,336
– Crown land	–	–	–	–	–	–	–	–	–	–	12,851	–	6,013	18,864	–	18,864
– Land under roads (post 30/6/08)	2,039	–	2,039	–	–	–	–	–	–	–	–	–	1,042	3,081	–	3,081
Infrastructure:																
– Buildings	148,660	(71,297)	77,363	948	1,989	(2,186)	(2,613)	3,534	402	–	–	–	5,319	161,605	(76,849)	84,756
– Roads	953,518	(161,252)	792,266	10,869	38,412	(5,571)	(7,740)	888	4,180	–	–	–	(179,279)	909,052	(255,028)	654,024
– Bridges	75,079	(7,822)	67,257	3,570	3,206	(1,698)	(745)	1,855	–	–	–	–	3,926	85,956	(8,584)	77,372
– Footpaths	30,616	(4,149)	26,467	111	5,665	(816)	(394)	–	2,452	–	–	–	40,097	81,449	(7,868)	73,581
– Stormwater drainage	143,343	(23,430)	119,913	47	17,946	(36)	(1,397)	–	1,617	–	–	–	5,327	169,483	(26,066)	143,417
– Swimming pools	6,152	(3,012)	3,140	–	–	–	(68)	–	–	–	–	–	88	6,338	(3,177)	3,161
– Other open space/recreational assets	51,960	(16,710)	35,250	545	4,018	(133)	(1,600)	100	722	–	–	–	826	58,115	(18,386)	39,729
– Other infrastructure	10,895	(67)	10,828	–	–	–	(119)	–	97	–	–	–	531	11,504	(167)	11,337
Other assets:																
– Library books	6,586	(5,715)	871	–	158	–	(173)	–	3	–	–	–	–	6,747	(5,888)	859
Reinstatement, rehabilitation and restoration assets (refer Note C2-5):																
– Tip assets	15,735	(10,871)	4,864	–	6,208	–	(5,536)	–	–	–	–	–	–	21,943	(16,407)	5,536
Total infrastructure, property, plant and equipment	1,611,305	(331,058)	1,280,247	38,046	96,909	(12,208)	(22,982)	(46)	46	1,850	5	(1,313)	(85,434)	1,740,753	(445,633)	1,295,120

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

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C1-6 Infrastructure, property, plant and equipment (continued)

Material accounting policy information**Useful Life**

Land and road formation is not depreciated. Depreciation on other assets is calculated using the straight-line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

Plant and equipment	Years	Other equipment	Years
Office equipment	4 to 10	Playground equipment	23
Office furniture	4 to 10	Benches, seats etc.	10 to 20
Computer equipment	2 to 5		
Vehicles	6.5 to 8	Buildings	
Heavy plant/road making equipment	4 to 8	Sub-structure	30 to 110
Other plant and equipment	4 to 15	Superstructure	35 to 110
		Roof Frame	150
Stormwater Drainage assets		Roof	20 to 110
Culverts	100	Electrical	45
Stormwater Pipes	100	Hydraulic	20 to 105
Stormwater Pits	100	Mechanical	22
		Fit-Out Fittings	35
Transportation assets		Fit-outs Floor Coverings	25
Sealed roads: surface	20 to 25		
Sealed roads: Base and sub base	65 to 200	Other infrastructure assets	
Unsealed roads: surface and base	10 to 65	Swimming pools	94
Bridge: concrete: structure	100	Other open space/recreational assets	11 to 120
Bridge: concrete: other	38	Playgrounds	23
Bridge: timber - structure	80	Runways and Taxiways: surface	20
Bridge: timber - other	38	Runways and Taxiways: structure	65 to 200
Kerb, gutter and footpaths	100		

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date.

Revaluation Model

Infrastructure, property, plant and equipment are held at fair value. Comprehensive valuations are performed at least every 5 years, however the carrying amount of assets is assessed by Council at each reporting date to confirm that it is not materially different from current fair value.

Increases in the carrying amounts arising on revaluation are credited to the IPPE revaluation reserve. To the extent that the increase reverses a decrease previously recognising profit or loss relating to that asset class, the increase is first recognised as profit or loss. Decreases that reverse previous increases of assets in the same class are first charged against IPPE revaluation reserve to the extent of the remaining reserve attributable to the class; all other decreases are charged to the Income Statement.

Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008. Land under roads acquired after 1 July 2008 is recognised in accordance with the IPPE accounting policy.

Crown reserves

Crown reserves under Council's care and control are recognised as assets of the council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated. Where the Crown reserves are under a lease arrangement, they are accounted for under AASB 16 Leases, refer to Note C2-1.

Improvements on Crown reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

Rural Fire Service assets

Under Section 119 of the *Rural Fire Services Act 1997 (NSW)*, "all firefighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the firefighting equipment has been purchased or constructed".

C1-6 Infrastructure, property, plant and equipment (continued)

Based on a review of relevant accounting standards, legislation, service agreements, current finance management agreements and the manner the RFS plant and equipment is purchased, managed and utilised, Council has assessed that it does not have control over RFS plant and equipment and consequently does not recognise these assets as Council assets.

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C2 Liabilities of Council**C2-1 Payables**

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Goods and services – operating expenditure	13,088	–	8,960	–
Prepaid rates	2,931	–	2,633	–
Accrued expenses:				
- Salaries and wages	712	–	467	–
- Other expenditure accruals	67	–	–	–
Security bonds, deposits and retentions	2,418	3,208	1,837	3,924
Other	20	–	317	–
Total payables	19,236	3,208	14,214	3,924

Current payables not anticipated to be settled within the next twelve months

\$ '000	2025	2024
The following liabilities, even though classified as current, are not expected to be settled in the next 12 months.		
Payables – security bonds, deposits and retentions	97	149
Total payables	97	149

Payables represent liabilities for goods and services provided to Council prior to the end of financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

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C2-2 Contract Liabilities

\$ '000	Notes	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Grants and contributions received in advance:					
Unexpended capital grants (to construct Council controlled assets)	(i)	32,256	–	19,826	–
Total grants received in advance		32,256	–	19,826	–
User fees and charges received in advance:					
Upfront fees facilities		42	–	73	–
Development Application fees	(iii)	446	–	525	–
Total user fees and charges received in advance		488	–	598	–
Total contract liabilities		32,744	–	20,424	–

Notes

(i) Council has received funding to construct assets including sporting facilities and other infrastructure. The funds received are under an enforceable contract which require Council to construct an identified asset which will be under Council's control on completion. The revenue is recognised as Council constructs the asset and the contract liability reflects the funding received which cannot yet be recognised as revenue. The revenue is expected to be recognised in the next 12 months.

(ii) Development application fees are recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided. The undetermined DA fees do not meet the definition of a performance obligation and therefore the funds received are recorded as a contract liability at end of the year.

Revenue recognised that was included in the contract liability balance at the beginning of the period

\$ '000	2025	2024
Grants and contributions received in advance:		
Capital grants (to construct Council controlled assets)	7,510	7,372
Total revenue recognised that was included in the contract liability balance at the beginning of the period	7,510	7,372

Significant changes in contract liabilities

The increase in contract liabilities is due to grant income received for projects to be completed next year.

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C2-3 Borrowings

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Loans – secured ¹	1,575	18,171	969	6,146
Total borrowings	1,575	18,171	969	6,146

⁽¹⁾ Loans are secured over the general rating income of Council.

Disclosures on liability interest rate risk exposures, fair value disclosures and security can be found in Note E1 and E2.

(a) Changes in liabilities arising from financing activities

	2024		Non-cash movements				2025
\$ '000	Opening Balance	Cash flows	Acquisition	Fair value changes	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
Loans – secured	7,115	12,631	–	–	–	–	19,746
Lease liability (Note C2-1)	–	–	–	–	–	–	–
Total liabilities from financing activities	7,115	12,631	–	–	–	–	19,746

	2023		Non-cash movements				2024
\$ '000	Opening Balance	Cash flows	Acquisition	Fair value changes	Acquisition due to change in accounting policy	Other non-cash movement	Closing balance
Loans – secured	8,301	(1,186)	–	–	–	–	7,115
Lease liability (Note C2-1)	2	(2)	–	–	–	–	–
Total liabilities from financing activities	8,303	(1,188)	–	–	–	–	7,115

(b) Financing arrangements

\$ '000	2025	2024
Total facilities		
Total financing facilities available to Council at the reporting date are:		
Bank overdraft facilities ¹	1,000	1,000
Credit cards/purchase cards	100	100
Total financing arrangements	1,100	1,100

Drawn facilities

Financing facilities drawn down at the reporting date are:

Undrawn facilities

Undrawn financing facilities available to Council at the reporting date are:

– Bank overdraft facilities	1,000	1,000
– Credit cards/purchase cards	100	100
Total undrawn financing arrangements	1,100	1,100

⁽¹⁾ The bank overdraft facility may be drawn at any time and may be terminated by the bank without notice.

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C2-4 Employee benefit provisions

\$ '000	2025 Current	2025 Non-current	2024 Current	2024 Non-current
Annual leave	3,896	–	3,596	–
Sick leave	278	–	318	–
Long service leave	5,935	803	5,693	770
Total employee benefit provisions	10,109	803	9,607	770

Current employee benefit provisions not anticipated to be settled within the next twelve months

\$ '000	2025	2024
The following provisions, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions – employees benefits	8,105	7,695
	8,105	7,695

Material accounting policy information**Other long-term employee benefit obligations**

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

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C2-5 Provisions

\$ '000	2025 Current	2025 Non-Current	2024 Current	2024 Non-Current
Asset remediation/restoration:				
Asset remediation/restoration (future works)	42	25,301	42	28,518
Sub-total – asset remediation/restoration	42	25,301	42	28,518
Total provisions	42	25,301	42	28,518

Description of and movements in provisions

\$ '000	Other provisions	
	Asset remediation	Total
2025		
At beginning of year	28,560	28,560
Other	(3,217)	(3,217)
Total other provisions at end of year	25,343	25,343
2024		
At beginning of year	22,590	22,590
Additional provisions	5,970	5,970
Total other provisions at end of year	28,560	28,560

Material accounting policy information

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as a borrowing cost.

Asset remediation – tips and quarries

Close-down and restoration costs include the dismantling and demolition of infrastructure, and the removal of residual materials and remediation of disturbed areas. Estimated close-down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs. Provisions for close-down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The cost estimates are calculated annually during the life of the operation to reflect known developments, e.g. updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

Council uses the Cessnock Waste Management Centre at 1967 Old Maitland Road, Cessnock for current disposal of waste. Council or its past entities, has previously used the following sites for waste disposal:

1. Dunlop Drive, Paxton – former sanitary depot
2. Old Maitland Road, Cessnock – former landfill
3. Albury Street, Abermain – former landfill
4. Off Mitchell Avenue, Kurri Kurri – former sanitary depot adjacent to Hunter Expressway
5. Hollingshed Road, Greta – former landfill
6. Stanford Road, Heddons Greta – former landfill adjacent to Hunter Expressway

Due to the location or access complications, it is unlikely that Council will remediate the following site:

1. Heddons Greta, former landfill

Council resigned as Crown Land Manager on 27 June 2018 for the below sites with care and control of these sites now residing with the state government. Council acknowledges that there is a risk of future rehabilitation of these sites in the event of contamination. Council can not reliably estimate costs on these sites given that access and control is not available to assess any contamination or estimated costs. Further, Council has not been advised of any legal requirement to remediate these sites.

1. Abermain – former landfill

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C2-5 Provisions (continued)

2. Kurri Kurri – former sanitary depot adjacent to Hunter Expressway
3. Greta – former landfill

Council engaged experts to provide cost estimates for remediating the current and former waste sites remaining in the care and control of Council. Australian Government Bond rates (ranging from 3.21% to 5.05%) were used to discount the future cash flows for the sites.

The after-care costs estimated for the current waste site is \$976,104 as at 30 June 2025, noting that this does not include the cost of capping and closure of the site.

The ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors, including changes to the relevant legal requirements, the emergence of new restoration techniques, or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates. As a result, there could be significant adjustments to the provision for close down and restoration and environmental clean-up, which would affect future financial results.

Other movements in the provisions for close-down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations, and revisions to discount rates, are capitalised within infrastructure, property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

Where movements in provisions relate to change in estimates or discount rates for former landfill sites, adjustments will be made directly to the operating statement. Estimates will continue to be updated as Council continues to investigate its obligations for remediation of contaminated sites.

C3 Reserves

C3-1 Nature and purpose of reserves

IPPE Revaluation Surplus

The infrastructure, property, plant and equipment revaluation reserve is used to record increments / decrements of non-current asset values due to their revaluation.

D Risks and accounting uncertainties

D1-1 Risks relating to financial instruments held

Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital. The finance team manages the cash and Investments portfolio with the assistance of independent advisors. Council has an investment policy which complies with the s 625 of the Act and the Ministerial Investment Order. The policy is regularly reviewed by Council and a monthly investment report is provided to Council setting out the make-up performance of the portfolio as required by local government regulations.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance team under policies approved by the Councillors.

The fair value of Council's financial assets and financial liabilities approximates their carrying amount.

The risks associated with the financial instruments held are:

- Market risk - interest rate risk – the risk that movements in interest rates could affect returns.
- liquidity risk – the risk that Council will not be able to pay its debts as and when they fall due.
- credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument, resulting in a financial loss to the Council.

Council manages these risks by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees. Council also seeks advice from independent advisers before placing any cash and investments.

(a) Market risk – interest rate and price risk

\$ '000	2025	2024
The impact on the result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.		
Impact of a 1% movement in interest rates		
– Equity / Income Statement	593	678
Impact of a 10% movement in price of investments		
– Equity / Income Statement	447	414

(b) Credit risk

Council's major receivables comprise (i) rates and annual charges and (ii) user charges and fees.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery policies. Council also encourages ratepayers to pay rates by the due date.

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

There are no significant concentrations of credit risk other than Council has significant credit risk exposures in its local area given the nature of Council activities.

The level of outstanding receivables are reviewed monthly and benchmarks are set and monitored for acceptable collection performance. The balances of receivables that remain within initial trade terms are considered to be of high credit quality.

The maximum exposure to credit risk at the reporting date is the carrying amount of each class of receivable in the financial statements.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

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D1-1 Risks relating to financial instruments held (continued)

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

A profile of Council's receivables credit risk at balance date follows:

Credit risk profile**Receivables – rates and annual charges**

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land; that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages payment.

\$ '000	Not yet overdue	overdue rates and annual charges < 5 years	≥ 5 years	Total
2025				
Gross carrying amount	–	5,776	–	5,776
2024				
Gross carrying amount	–	5,188	–	5,188

Receivables - non-rates and annual charges and contract assets

Council applies the simplified approach for non-rates and annual charges debtors and contract assets to provide for expected credit losses, which permits the use of the lifetime expected loss provision at inception. To measure the expected credit losses, non-rates and annual charges debtors and contract assets have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision is determined as follows. The expected credit losses incorporate forward-looking information.

\$ '000	Not yet overdue	0 - 30 days	Overdue debts 31 - 60 days	61 - 90 days	> 91 days	Total
2025						
Gross carrying amount	8,843	13	1	14	181	9,052
Expected loss rate (%)	4.50%	9.50%	19.50%	34.50%	49.50%	5.46%
ECL provision ¹	44	1	–	5	90	140
2024						
Gross carrying amount	10,031	–	–	66	411	10,508
Expected loss rate (%)	4.40%	8.90%	18.90%	34.40%	49.40%	6.35%
ECL provision ¹	18	–	–	23	203	244

(1) The provision excludes government grants and government agency payments

(c) Liquidity risk

Payables, lease liabilities and borrowings are both subject to liquidity risk; that is, the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels, and by maintaining an adequate cash buffer. Payment terms can be extended, and overdraft facilities drawn upon in extenuating circumstances.

Borrowings are also subject to interest rate risk: the risk that movements in interest rates could adversely affect funding costs. Council manages this risk through diversification of borrowing types, maturities and interest rate structures.

The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

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D1-1 Risks relating to financial instruments held (continued)

The amounts disclosed in the table are the undiscounted contracted cash flows for non-lease liabilities (refer to Note C2-1(b) for lease liabilities) and therefore the balances in the table may not equal the balances in the Statement of Financial Position due to the effect of discounting.

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D1-1 Risks relating to financial instruments held (continued)

\$ '000	Weighted average interest rate	Subject to no maturity	≤ 1 Year	payable in:		Total cash outflows	Actual carrying values
				1 - 5 Years	> 5 Years		
2025							
Payables	0.00%	5,626	16,818	–	–	22,444	22,444
Borrowings	4.74%	–	1,575	6,071	12,100	19,746	19,746
Total financial liabilities		5,626	18,393	6,071	12,100	42,190	42,190
2024							
Payables	0.00%	5,761	12,061	–	–	17,822	18,138
Borrowings	3.62%	–	969	3,677	2,469	7,115	7,115
Total financial liabilities		5,761	13,030	3,677	2,469	24,937	25,253

D2-1 Fair value measurement

The Council measures the following asset and liability classes at fair value on a recurring basis:

- Financial assets and liabilities
- Infrastructure, property plant and equipment (excluding work in progress)

Fair value hierarchy

All assets and liabilities measured at fair value are assigned to a level in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The table below shows the assigned level for each asset and liability held at fair value by Council:

Recurring fair value measurements

		Fair value measurement hierarchy					
\$ '000	Notes	Level 2 Significant observable inputs		Level 3 Significant unobservable inputs		Total	
		2025	2024	2025	2024	2025	2024
Recurring fair value measurements							
Financial assets							
Managed Funds	C1-2	4,474	4,138	—	—	4,474	4,138
Total financial assets		4,474	4,138	—	—	4,474	4,138
Infrastructure, property, plant and equipment							
	C1-6						
Plant and Equipment		—	—	13,709	9,987	13,709	9,987
Office Equipment		—	—	984	1,170	984	1,170
Furniture and Fittings		—	—	132	133	132	133
Operational Land		51,546	54,751	—	—	51,546	54,751
Community Land		—	—	73,549	63,336	73,549	63,336
Crown Land		—	—	17,852	18,864	17,852	18,864
Land Under Roads (post 30/6/08)		—	—	3,237	3,081	3,237	3,081
Buildings		86,273	84,757	—	—	86,273	84,757
Roads		—	—	763,297	654,024	763,297	654,024
Bridges		—	—	136,837	77,372	136,837	77,372
Footpaths		—	—	81,564	73,581	81,564	73,581
Stormwater Drainage		—	—	211,180	143,417	211,180	143,417
Swimming Pools		—	—	3,191	3,162	3,191	3,162
Other Open Space / Recreational Assets		—	—	43,742	39,729	43,742	39,729
Other Infrastructure		—	—	15,663	11,337	15,663	11,337
Library Books		—	—	879	859	879	859
Landfill Rehabilitation		—	—	3,149	5,536	3,149	5,536
Total infrastructure, property, plant and equipment		137,819	139,508	1,368,965	1,105,588	1,506,784	1,245,096
Non-current assets classified as held for sale							
	C1-5						
Land and Buildings		3,093	1,313	—	—	3,093	1,313
Total NCA's classified as held for sale		3,093	1,313	—	—	3,093	1,313

Transfers between level 1 and level 2 fair value hierarchies

During the year there were no transfers between level 1 and 2 fair value hierarchies for recurring fair value measurements.

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D2-1 Fair value measurement (continued)

Valuation techniques

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

Financial assets

Council holds units in the TCorpIM Medium Term Growth Fund. Prices are observable, however, no active market exists for these funds as they are only accessible to government agencies. The unit price of each fund is equal to the total fair value of the net assets held by the fund divided by the total number of units on issue for that fund. Unit prices are calculated and published daily.

Infrastructure, property, plant and equipment (IPPE)

Roads

A comprehensive revaluation has been undertaken on the road assets including carparks by Council's asset management staff utilising unit rates. In addition, a condition assessment has been undertaken by external consultants during the year on the road network which identified changes to written down values.

Footpaths

A comprehensive revaluation has been undertaken on the road assets including carparks by Council's asset management staff utilising unit rates. In addition, a condition assessment has been undertaken by internal staff during the year on the footpath network which identified changes to written down values.

Fair value measurements using significant unobservable inputs (level 3)

The valuation process for level 3 fair value measurements

Plant, equipment, office equipment, furniture, fittings and library books

Council reports these assets at depreciated historical cost which is not materially different from fair value. There has been no change to the valuation process during the reporting period.

Operational Land

Operational land was last comprehensively revalued in 2023 by a registered property valuer. Values were determined based on sales of land in the locality and standard valuation principles adopted. In the years when a comprehensive revaluation is not required, valuations are based on the land values provided by the Valuer-General. There has been no change to the valuation process during the reporting period.

Community and Council Controlled Crown Land

Valuations of Community land and Council controlled Crown land have been based on the land values provided by the Valuer-General. There has been no change to the valuation process during the reporting period.

Land Under Roads

Land under roads is defined as land acquired after 1 July 2008 and includes land under footpaths, nature strips and median strips in accordance with AASB 1051 Land Under Roads. The valuation was calculated using the average square kilometre rate calculated using the Valuer-General average LGA unit value. A discount of 90% was applied to the average unit value to reflect restrictions placed on land under roads.

There has been no change to the valuation process during the reporting period.

Buildings, Bridges, Stormwater Drainage, Swimming Pools, Other Open Space/Recreational Assets and Other Infrastructure

Comprehensive revaluations are carried out every five years or sooner if there is any indication that the current carrying value of assets is materially different from their fair value. In years when a comprehensive valuation is not due, indexation has been applied per the appropriate producer price indexes from the Australian Bureau of Statistics or the Department of Primary Industries (Stormwater Drainage).

Landfill Rehabilitation

Council recognises a provision that reflects the estimated future costs to rehabilitate its landfill site at the time the work is needed. A discount rate is applied to reflect the present value of the provision for the current waste site. Council reviews the carrying amount of the provision at each reporting date to determine whether it continues to reflect management's best estimate of the costs to be incurred.

There has been no change to the valuation techniques during the reporting period.

Significant unobservable valuation inputs used (for level 3 asset classes) and their relationship to fair value.

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D2-1 Fair value measurement (continued)

The following table summarises the quantitative information relating to the significant unobservable inputs used in deriving the various level 3 asset class fair values.

	Valuation technique/s	Unobservable inputs
Plant, equipment, office equipment, furniture, fittings and library books	Cost approach	Current replacement cost of modern equivalent asset, asset condition, useful life and residual value.
Operational Land	Market value, Valuer-General	Market value, land value
Community and Crown Land	Valuer-General	Land value, land area, level of restriction
Land under roads	Discounted Valuer-General	Land value, discount rate
Infrastructure assets	Cost approach	Asset condition, remaining lives using componentisation
Landfill rehabilitation	Discounted cash flow	Environmental legislation, timing of expected cash outflows required to settle the obligation, discount percentage, rehabilitation cost estimates.

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D2-1 Fair value measurement (continued)

A reconciliation of the movements in recurring fair value measurements allocated to Level 3 of the hierarchy by class of assets is provided below:

\$ '000	Plant and equipment		Land		Buildings		Infrastructure	
	2025	2024	2025	2024	2025	2024	2025	2024
Opening balance	12,149	9,774	140,032	55,788	84,757	–	1,002,619	1,055,120
Total gains or losses for the period								
Recognised in profit or loss – realised (refer to Note B4-1)	–	–	–	–	–	–	–	–
Recognised in other comprehensive income – revaluation surplus	–	–	12,340	37,731	3,666	5,319	178,217	(128,484)
Other movements								
Transfers from/(to) level 2 FV hierarchy	–	–	–	42,841	–	77,363	–	–
Purchases (GBV)	6,940	5,721	225	8,746	63	2,937	53,957	84,389
Disposals (WDV)	(708)	(964)	(4,633)	(3,761)	(304)	(2,186)	(12,768)	(8,254)
Depreciation and impairment	(2,740)	(2,770)	–	–	(2,622)	(2,613)	(20,739)	(12,063)
Transfer from WIP	39	388	–	–	726	3,937	54,179	11,911
Adjustments and transfers	24	–	(1,780)	(1,313)	(12)	–	9	–
Closing balance	15,704	12,149	146,184	140,032	86,274	84,757	1,255,474	1,002,619

\$ '000	Rehabilitation Assets		Total	
	2025	2024	2025	2024
Opening balance	5,536	4,864	1,245,093	1,125,546
Recognised in profit or loss – realised (refer to Note B4-1)	–	–	–	–
Recognised in other comprehensive income – revaluation surplus	(2,293)	–	191,930	(85,434)
Transfers from/(to) level 2 FV hierarchy	–	–	–	120,204
Purchases (GBV)	–	6,208	61,185	108,001
Disposals (WDV)	–	–	(18,413)	(15,165)
Depreciation and impairment	(95)	(5,536)	(26,196)	(22,982)
Transfer from WIP	–	–	54,944	16,236
Adjustments and transfers	–	–	(1,759)	(1,313)
Closing balance	3,148	5,536	1,506,784	1,245,093

Highest and best use

All assets valued at fair value in this note are being used for their highest and best use.

continued on next page ...

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Cessnock City Council | Notes to the Financial Statements 30 June 2025

D2-1 Fair value measurement (continued)

D3-1 Contingencies

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

LIABILITIES NOT RECOGNISED

1. Guarantees

(i) Defined benefit superannuation contribution plans

Council is party to an Industry Defined Benefit Plan under the Local Government Superannuation Scheme, named The Active Super Defined Benefit Division of Vision Super (the Fund) which is a defined benefit plan that has been deemed to be a 'multi-employer fund' for purposes of AASB119 Employee Benefits for the following reasons:

- Assets are not segregated within the sub-group according to the employees of each sponsoring employer.
- The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer.
- Benefits for employees of all sponsoring employers are determined according to the same formulae and without regard to the sponsoring employer.
- The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers, and hence shares in the associated gains and losses (to the extent that they are not borne by members).

Description of the funding arrangements

Pooled employers are required to pay future service employer contributions and past service employer contributions to the Fund.

The future service employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current future service employer contribution rates are:

Division B	1.9 times member contributions for non-180 Point Members; Nil for 180 Point Members*
Division C	2.5% salaries
Division D	1.64 times member contributions

*For 180 Point Members, employers are required to contribute 9.5% of salaries from 1 July 2025 of salaries to these members' accumulation accounts in line with current level of Superannuation Guarantee contributions, which are paid in addition to members' defined benefits.

The past service contribution for each pooled employer is a share of the total past service contributions of \$20.0m per annum for 1 January 2022 to 31 December 2024, apportioned according to each employer's share of the accrued liabilities as at 30 June. Given the funding position of the Fund as at 30 June 2024, it was recommended to cease these past service contributions effective 1 January 2025.

The adequacy of contributions is assessed at each actuarial investigation which will be conducted annually, the next of which is due effective 30 June 2025.

Description of the extent to which Council can be liable to the plan for other Council's obligations under the terms and conditions of the multi-employer plan

As stated above, each sponsoring employer (Council) is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding past service contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the Council.

There are no specific provisions under the Fund's trust deed dealing with deficits or surplus on wind-up.

D3-1 Contingencies (continued)

Council's expected contribution to the plan for the next annual reporting period is \$89,918.

The estimated employer reserves financial position for the Pooled Employers at 30 June 2024 is:

Defined Benefits reserves only *	\$millions	Asset Coverage
Assets	2,197.6	
Past Service Liabilities	2,092.9	105.0%
Vested Benefits	2,130.4	103.2%

* excluding other accumulation accounts and reserves in both assets and liabilities.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	6.0% per annum
Salary inflation *	3.5% per annum
Increase in CPI	2.5% per annum

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group. Please note that the estimated employer reserves financial position above is a preliminary calculation, and once all the relevant information has been received by the Funds Actuary, the final end year of review will be completed by December 2025.

Indication of the level of participation of the entity in the plan compared with other participating entities.

An employer's share of any funding surplus or deficit (1.08%) that can be attributed to each organisation provides an indication of the level of participation of that employer compared with other employers in the Pooled Employer sub-group. Given the funding position of the Fund as at 30 June 2024, it was recommended that these past service contributions cease effective 1 January 2025.

(ii) Statewide Mutual Limited

Council is a member of Statewide Mutual Limited, Australia's largest member owned Local Government self-insurance pool, working with Councils to reduce their exposure to risk.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the net assets or liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to 30 June 2025 this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

(iii) StateCover Mutual Limited

Council is a member of the StateCover Mutual Limited which provides workplace compensation insurance.

StateCover Mutual Limited provides support and advice to Council on developing return to work programs, incident and claims management and assistance with meeting legislative compliance.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

2. Other liabilities

continued on next page ...

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D3-1 Contingencies (continued)

(i) Third party claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and at 30 June 2025 and does not expect any material liabilities to eventuate.

Council had the following pending legal matters:

- Various actions in appeal against Council planning decisions.

The potential costs of the claims are unlikely to be significant and amounts of any claims are unable to be quantified at 30 June 2025.

(ii) Rehabilitation Works

Council may own properties that may be subject to rehabilitation works due to possible contamination. This may result in future liabilities but it is not presently known the extent or value of this liability.

Council may also be responsible for rehabilitation works on former sites used by Council due to possible contamination. Having resigned as the Reserve Trust Manager in July 2018 the below sites are not able to be accessed to undertake cost estimates. These are considered a contingent liability due to the unlikely nature of the rehabilitation occurring due to ongoing location and/or access complications:

1. Kurri Kurri, former sanitary depot
2. Heddon Greta, former landfill
3. Abermain, former landfill
4. Greta, former landfill

Council management have assessed the above sites and have determined that council does not have an existing legal obligation to rehabilitate these sites and consequently have not provided for any future rehabilitation as at 30 June 2025. Any confirmation that Council does have a legal obligation will require Council to provide for the sites and face future liabilities to rehabilitate.

ASSETS NOT RECOGNISED

(i) Land under roads

As permitted under AASB 1051, Council has elected not to bring to account land under roads that it owned or controlled up to and including 30 June 2008.

Cessnock City Council | Notes to the Financial Statements 30 June 2025

E People and relationships**E1 Related party disclosures****E1-1 Key management personnel (KMP)**

Key management personnel (KMP) of the council are those persons having the authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

\$ '000	2025	2024
Compensation:		
Short-term benefits	1,592	1,558
Post-employment benefits	183	193
Other long-term benefits	253	219
Total	2,028	1,970

Other transactions with KMP and their related parties

Council has determined that transactions at arm's length between KMP and Council as part of Council delivering a public service objective (e.g. access to library or Council swimming pool by KMP) will not be disclosed.

Nature of the transaction	Transactions during the year	Outstanding balances including commitments	Terms and conditions	Impairment provision on outstanding balances	Impairment expense
\$ '000					
2025					
Payments for recycling bin services ¹	2,964	-	14 day terms on invoices	-	-
Payments received for other services provided	-	-	Nil	-	-
Payments made for services received ²	112	-	14 day terms on invoices	-	-
2024					
Payments for recycling bin services ¹	2,502	-	14 day terms on invoices	-	-
Payments received for other services provided	-	-	Nil	-	-
Payments made for services received ²	120	-	14 day terms on invoices	-	-

(1) Relates to payments to Hunter Resources Recovery, a company in which Council has an interest, to provide recycling services. The contract was awarded through a competitive tender process based on market rates for these services. Amounts are payable on a monthly basis for the term of the contract. Hunter Resource Recovery details have not been consolidated into Council's financial statements as the amounts are not material to Council operations.

continued on next page ...

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E1-1 Key management personnel (KMP) (continued)

(2) Council uses Arrow Collaborative Services Limited, a company in which Council has an association with, for a variety of services including legal services, training and environment management.

Cessnock City Council | Notes to the Financial Statements 30 June 2025

E1-2 Councillor and Mayoral fees and associated expenses

\$ '000	2025	2024
The aggregate amount of Councillor and Mayoral fees and associated expenses included in materials and services expenses in the Income Statement are:		
Mayoral fee	64	64
Councillors' fees	334	332
Other Councillors' expenses (including Mayor)	119	71
Total	517	467

Cessnock City Council | Notes to the Financial Statements 30 June 2025

E2 Other relationships

E2-1 Audit fees

\$ '000	2025	2024
Auditors of the Council - NSW Auditor-General:		
Audit and other assurance services		
Audit and review of financial statements	117	101
Remuneration for audit and other assurance services	117	101
Total Auditor-General remuneration	117	101
Total audit fees	117	101

Cessnock City Council | Notes to the Financial Statements 30 June 2025

F Other matters**F1-1 Statement of Cash Flows information****(a) Reconciliation of Operating Result**

\$ '000	2025	2024
Operating result	66,023	88,944
Add/(less) non-cash items:		
Depreciation and amortisation	26,202	22,987
(Gain) / loss on disposal of assets	17,405	10,220
Non-cash capital grants and contributions	(54,237)	(64,520)
Losses/(gains) recognised on fair value re-measurements through the P&L:		
– Investments classified as 'at fair value' or 'held for trading'	11	(213)
Movements in operating assets and liabilities and other cash items:		
(Increase) / decrease of receivables	868	(161)
Increase / (decrease) in provision for impairment of receivables	(56)	(464)
(Increase) / decrease of inventories	37	(17)
(Increase) / decrease of other current assets	182	2,035
Increase / (decrease) in payables	4,128	2,518
Increase / (decrease) in other accrued expenses payable	312	(336)
Increase / (decrease) in other liabilities	(134)	1,386
Increase / (decrease) in contract liabilities	12,320	11,547
Increase / (decrease) in employee benefit provision	535	413
Increase / (decrease) in other provisions	(3,217)	5,970
Net cash flows from operating activities	70,379	80,309

(b) Non-cash investing and financing activities

Other dedications	54,237	70,417
Total non-cash investing and financing activities	54,237	70,417

F2-1 Commitments

Capital commitments (exclusive of GST)

\$ '000	2025	2024
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:		
Property, plant and equipment		
Office Equipment	152	19
Furniture & Fittings	–	14
Buildings	5,298	2
Roads	39,489	10,329
Bridges	66	1,368
Footpaths	949	670
Stormwater Drainage	3,394	688
Other Open Space / Recreational Assets	4,169	234
Other Infrastructure (Cessnock Airport Runway and Taxiways)	3	–
Library Books	7	10
Tip Asset	9,163	383
Plant and Equipment	1,067	4,969
Community Land	26	–
Total commitments	63,783	18,686

Details of capital commitments

Major projects that Council has material commitments for at 30 June 2025 and anticipated to be spent during 2025-2026 include:

- Wollombi Rd - Major road project - \$21m Grant funded
- New Landfill Development - \$9.2m
- Western Bears amenities and grandstand - \$5.3m Grant funded
- Kurr Kurri Netball Facilities - \$3.9m Grant funded
- Thomas St, North Rothbury Stormwater - \$3.1m Grant funded
- Sawyers Gully Road Rehabilitation - \$938k Grant funded

F3 Changes from prior year statements

F3-1 Correction of errors

Nature of prior period error

Changes to the opening Statement of Financial Position at 1 July 2023

Statement of Financial Position

Adjustments to the comparative figures for the year ended 30 June 2024

Statement of Financial Position

Income Statement

Statement of Comprehensive Income

Cessnock City Council | Notes to the Financial Statements 30 June 2025

F4 Statement of developer contributions

F4-1 Summary of developer contributions

\$ '000	Opening balance at 1 July 2024	Contributions received during the year		Non-cash Other	Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land						
Drainage	43	–	–	–	–	(43)	–	–	–
Roads	4,297	2,215	–	–	313	(2)	–	7,826	–
Parking	141	–	–	–	6	–	–	147	–
Open space	7,569	3,216	–	–	418	(558)	–	10,647	–
Community facilities	4,333	1,047	–	–	256	31	–	5,668	–
Other	382	303	–	–	21	(343)	–	365	–
Tourist facilities	773	–	–	–	1	(189)	–	13	–
Transport	4,767	584	–	–	214	–	–	5,131	–
Cycleway Facilities	2,793	1,490	–	–	158	(146)	–	4,296	–
S7.11 contributions – under a plan	25,098	8,855	–	–	1,387	(1,250)	–	34,093	–
S7.12 levies – under a plan	1,378	534	–	–	72	(71)	–	1,913	–
Total S7.11 and S7.12 revenue under plans	26,476	9,389	–	–	1,459	(1,321)	–	36,006	–
S7.4 planning agreements	15,469	3,233	–	–	668	(852)	–	18,518	–
Total contributions	41,945	12,622	–	–	2,127	(2,173)	–	54,524	–

Under the *Environmental Planning and Assessment Act 1979*, local infrastructure contributions, also known as developer contributions, are charged by councils when new development occurs. They help fund infrastructure like parks, community facilities, local roads, footpaths, stormwater drainage and traffic management. It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

F4-2 S7.11 Contributions - under a plan

\$ '000	Opening balance at 1 July 2024	Contributions received during the year		Non-cash Other	Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land						
S7.11 contributions – under a plan									
CONTRIBUTION PLAN NUMBER 2 - TOURIST DEVELOPMENT									
Tourist facilities	200	–	–	–	1	(189)	–	12	–
Total	200	–	–	–	1	(189)	–	12	–
CONTRIBUTION PLAN NUMBER 4 - NULKABA FLOOD MITIGATION									
Drainage	43	–	–	–	–	(43)	–	–	–
Total	43	–	–	–	–	(43)	–	–	–

continued on next page ...

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Cessnock City Council | Notes to the Financial Statements 30 June 2025

F4-2 S7.11 Contributions - under a plan (continued)

\$ '000	Opening balance at 1 July 2024	Contributions received during the year		Non-cash	Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land	Other					
CONTRIBUTION PLAN NUMBER 5 - CARPARKING CESSNOCK CBD									
Parking	141	-	-	-	6	-	-	147	-
Total	141	-	-	-	6	-	-	147	-
CONTRIBUTION PLAN NUMBER 6 - RESIDENTIAL CONTRIBUTIONS PLAN									
Open space	-	30	-	-	1	-	-	31	-
Community facilities	619	27	-	-	28	34	-	708	-
Roads	70	(39)	-	-	3	(1)	-	33	-
Other	210	67	-	-	9	-	-	288	-
Total	899	85	-	-	41	33	-	1,060	-
CONTRIBUTION PLAN NUMBER 7 - TOURISM CONTRIBUTIONS PLAN									
Roads	70	4	-	-	29	-	-	675	-
Tourist facilities	573	-	-	-	-	-	-	1	-
Other	149	-	-	-	6	-	-	155	-
Total	792	4	-	-	35	-	-	831	-
CONTRIBUTION PLAN NUMBER 8 - BLACKHILL QUARRY CONTRIBUTION PLAN									
Roads	371	52	-	-	19	-	-	442	-
Total	371	52	-	-	19	-	-	442	-
Site Specific Contributions Plan - Bellbird North									
Open space	1,101	258	-	-	59	-	-	1,418	-
Community facilities	938	219	-	-	50	-	-	1,207	-
Transport	1,925	584	-	-	108	-	-	2,617	-
Other	(27)	18	-	-	-	(2)	-	(11)	-
Total	3,937	1,079	-	-	217	(2)	-	5,231	-
Site Specific Contributions Plan - Nulkaba									
Open space	187	-	-	-	8	-	-	195	-
Roads	-	-	-	-	19	-	-	451	-
Community facilities	235	-	-	-	10	-	-	245	-
Transport	432	-	-	-	-	-	-	-	-
Other	12	-	-	-	-	-	-	12	-
Commercial Precincts	-	-	-	-	-	-	-	1	-
Total	866	-	-	-	37	-	-	904	-
Site Specific Contributions Plan - Mount View Road Millfield									
Roads	-	166	-	-	4	-	-	172	-
Open space	2	17	-	-	1	-	-	20	-
Community facilities	3	203	-	-	5	-	-	212	-
Other	-	131	-	-	4	-	-	135	-
Transport	2	-	-	-	-	-	-	-	-

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Cessnock City Council | Notes to the Financial Statements 30 June 2025

F4-2 S7.11 Contributions - under a plan (continued)

\$ '000	Opening balance at 1 July 2024	Contributions received during the year		Non-cash Other	Interest and investment income earned	Amounts expended	Internal borrowings	Held as restricted asset at 30 June 2025	Cumulative balance of internal borrowings (to)/from
		Cash	Non-cash Land						
Other	–	–	–	–	–	–	–	–	–
Total	7	517	–	–	14	–	–	539	–
Site Specific Contributions Plan - Aveyry Village Heddon Greta									
Open space	1,162	–	–	–	49	(50)	–	1,162	–
Community facilities	1,130	–	–	–	49	–	–	1,179	–
Transport	2,408	–	–	–	106	–	–	2,514	–
Other	47	–	–	–	2	–	–	49	–
Total	4,747	–	–	–	206	(50)	–	4,904	–
City Wide Infrastructure Contributions Plan									
Open space	5,117	2,911	–	–	300	(508)	–	7,821	–
Community facilities	1,408	598	–	–	114	(3)	–	2,117	–
Roads	3,786	2,032	–	–	239	(1)	–	6,053	–
Cycleway facilities	2,793	1,490	–	–	158	(146)	–	4,295	–
Other	(9)	87	–	–	–	(341)	–	(263)	–
Total	13,095	7,118	–	–	811	(999)	–	20,023	–

(*) City Wide Infrastructure Contributions Plan - Cycleway Facilities & Roads previously consolidated

S7.12 Levies – under a plan

Section 7.12 Contributions									
Commercial Precincts	1,378	534	–	–	72	(71)	–	1,913	–
Total	1,378	534	–	–	72	(71)	–	1,913	–

F4-3 S7.4 planning agreements

S7.4 planning agreements									
Roads	2,183	–	–	–	75	(116)	–	2,553	–
Open space	4,218	30	–	–	173	(660)	–	4,113	–
Community facilities	8,613	49	–	–	357	(71)	–	7,808	–
Other	455	3,154	–	–	47	(5)	–	3,670	–
Cycleway Facilities	–	–	–	–	16	–	–	374	–
Total	15,469	3,233	–	–	668	(852)	–	18,518	–

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Cessnock City Council | Notes to the Financial Statements 30 June 2025

End of the audited financial statements

Cessnock City Council | Notes to the Financial Statements 30 June 2025

G Additional Council disclosures (unaudited)**G1-1 Financial review****Key financial figures of Council over the past 5 years**

\$ '000	2025	2024	2023	2022	2021
Inflows:					
Rates and annual charges revenue	71,193	65,986	62,120	59,210	55,899
User charges revenue	9,926	9,531	12,069	21,684	14,128
Interest and investment revenue (losses)	3,891	3,853	2,288	656	445
Grants income – operating and capital	102,885	111,814	67,497	57,619	53,246
Total income from continuing operations	204,498	206,927	156,284	150,114	132,554
Sale proceeds from IPPE	1,008	2,161	1,749	4,917	3,367
New loan borrowings and advances	13,600	–	4,363	–	2,948
Outflows:					
Employee benefits and on-cost expenses	49,318	42,362	35,841	33,271	35,449
Borrowing costs	922	263	107	188	263
Materials and contracts expenses	37,269	36,596	46,653	39,165	33,121
Total expenses from continuing operations	138,475	117,983	122,273	99,736	95,910
Total cash purchases of IPPE	70,440	71,488	57,546	27,591	20,909
Total loan repayments (incl. leases)	969	1,188	1,202	1,577	1,667
Operating surplus/(deficit) (excl. capital income)	(33,778)	(15,634)	(23,056)	618	(9,950)
Financial position figures					
Current assets	115,758	101,442	92,490	92,792	72,275
Current liabilities	63,706	45,256	30,167	29,308	26,824
Net current assets	52,052	56,186	62,323	63,484	45,451
Available working capital (Unrestricted net current assets)	(10,633)	6,031	10,685	10,479	4,464
Cash and investments – unrestricted	(10,063)	3,309	3,810	1,721	1,713
Cash and investments – internal restrictions	14,081	10,789	30,331	36,581	29,903
Cash and investments – total	96,700	83,133	73,126	73,944	54,766
Total borrowings outstanding (loans, advances and finance leases)	19,746	7,115	8,301	5,136	6,689
Total value of IPPE (excl. land and earthworks)	1,890,366	1,619,585	1,509,541	1,380,752	1,269,470
Total accumulated depreciation	451,074	445,633	331,058	316,556	291,226
Indicative remaining useful life (as a % of GBV)	76%	72%	78%	77%	77%

Source: published audited financial statements of Council (current year and prior years)

G1-2 Council information and contact details

Principal place of business:

62 - 78 Vincent Street
Cessnock NSW 2325

Contact details**Mailing Address:**

PO Box 152
Cessnock NSW 2325

Telephone: 02 49934100**Facsimile:** 02 49932500**Opening hours:**

9:00am - 5:00pm
Monday to Friday

Internet: www.cessnock.nsw.gov.au**Email:** council@cessnock.nsw.gov.au**Officers****GENERAL MANAGER**

Mr Ken Liddell

RESPONSIBLE ACCOUNTING OFFICER

Mr Matthew Plumridge

PUBLIC OFFICER

Mr Robert Maginnity

AUDITORS

Audit Office of New South Wales
Level 15, 1 Margaret Street
Sydney NSW 2000

GPO Box 12 Sydney NSW 2001

Elected members**MAYOR**

Councillor Jay Suvaal

COUNCILLORS

Councillor John Moores (Deputy Mayor)

Councillor Anthony Burke

Councillor Paul Dunn

Councillor Rosa Grine

Councillor James Hawkins

Councillor Mitchell Hill

Councillor Karen Jackson

Councillor Jessica Jurd

Councillor Ian Olsen

Councillor Paul Paynter

Councillor Anne Sander

Councillor Daniel Watton

Other information**ABN:** 60 919 148 928

Cessnock City Council | Notes to the Financial Statements 30 June 2025

Cessnock City Council

General Purpose Financial Statements

for the year ended 30 June 2025

Independent Auditor's Reports:

On the Financial Statements (Sect 417 [2])

Independent Auditor's Report

Please uplift Council's Audit Report PDF (opinion) for inclusion in the GPFS report (via the Home screen).

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Cessnock City Council | Notes to the Financial Statements 30 June 2025

Cessnock City Council

General Purpose Financial Statements

for the year ended 30 June 2025

Independent Auditor's Reports: (continued)

On the Financial Statements (Sect 417 [3])

Independent Auditor's Report

Please uplift Council's Audit Report PDF (commentary) for inclusion in the GPFS report (via the Home screen).



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Cessnock City Council

Special Schedules

for the year ended 30 June 2025

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Cessnock City Council

Permissible income for general rates

\$ '000	Notes	Calculation 2024/25	Calculation 2025/26
Notional general income calculation ¹			
Last year notional general income yield	a	47,943	51,437
Plus or minus adjustments ²	b	904	—
Notional general income	c = a + b	48,847	51,437
Permissible income calculation			
Percentage increase	d	5.30%	0.00%
Plus percentage increase amount ³	f = d x (c + e)	2,589	—
Sub-total	g = (c + e + f)	51,436	51,437
Plus (or minus) last year's carry forward total	h	15	14
Sub-total	j = (h + i)	15	14
Total permissible income	k = g + j	51,451	51,451
Less notional general income yield	l	51,437	—
Catch-up or (excess) result	m = k - l	14	51,451
Carry forward to next year ⁴	p = m + n + o	14	51,451

Notes

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the *Valuation of Land Act 1916 (NSW)*.
- (3) The 'percentage increase' is inclusive of the rate-peg percentage, and/or special variation and/or Crown land adjustment (where applicable).
- (4) Carry-forward amounts which are in excess (an amount that exceeds the permissible income) require Ministerial approval by order published in the *NSW Government Gazette* in accordance with section 512 of the Act. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.

Permissible income for general rates

Permissible income for general rates: PLUS PDF inserted here

Council needs to uplift custom PDF here - please uplift via "PLUS PDF" choice in the Home/TOC screen

Cessnock City Council

Report on infrastructure assets as at 30 June 2025

Asset Class	Asset Category	Estimated cost to bring assets to satisfactory standard	Estimated cost to bring to the agreed level of service set by Council	2024/25 Required maintenance ^a	2024/25 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
		\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	1	2	3	4	5
Buildings	Buildings	15,014	45,118	1,765	1,451	86,273	168,581	12.7%	15.4%	41.3%	24.4%	6.2%
	Sub-total	15,014	45,118	1,765	1,451	86,272	168,581	12.7%	15.4%	41.3%	24.4%	6.2%
Roads	Sealed roads	23,362	106,767	8,598	8,346	495,647	723,202	33.8%	22.4%	36.2%	6.1%	1.6%
	Unsealed roads	3,547	11,368	2,218	1,596	63,702	86,248	48.5%	17.9%	26.0%	3.0%	4.7%
	Bridges	277	1,577	551	258	136,837	148,233	75.6%	22.0%	2.0%	0.2%	0.3%
	Footpaths	414	2,031	918	68	81,564	90,588	68.5%	23.9%	5.7%	1.7%	0.1%
	Other road assets	328	1,550	1,241	218	203,959	212,521	88.4%	9.2%	1.8%	0.5%	0.1%
	Sub-total	27,928	123,293	13,526	10,486	981,699	1,260,792	51.4%	19.9%	23.5%	3.9%	1.3%
Stormwater drainage	Stormwater drainage	725	6,599	858	448	211,180	240,466	63.2%	25.7%	10.4%	0.5%	0.2%
	Sub-total	725	6,599	858	448	211,179	240,466	63.2%	25.7%	10.4%	0.5%	0.2%
Open space / recreational assets	Open Space	3,446	9,523	3,832	4,019	43,742	63,526	39.9%	20.2%	23.1%	13.6%	3.3%
	Swimming Pools	230	1,650	309	297	3,191	6,455	0.0%	2.8%	94.7%	2.6%	0.0%
	Sub-total	3,676	11,173	4,141	4,316	46,933	69,981	36.2%	18.6%	29.7%	12.5%	3.0%
Other infrastructure assets	Other	79	169	288	293	15,663	15,931	97.3%	0.1%	1.4%	0.5%	0.7%
	Sub-total	79	169	288	293	15,663	15,931	97.3%	0.1%	1.4%	0.5%	0.7%
Total – all assets		47,422	186,352	20,578	16,994	1,341,746	1,755,751	49.1%	20.1%	23.4%	5.8%	1.6%

^(a) Required maintenance is the amount identified in Council's asset management plans (excluding operational costs).

Infrastructure asset condition assessment 'key'

#	Condition	Integrated planning and reporting (IP&R) description
1	Excellent/very good	No work required (normal maintenance)
2	Good	Only minor maintenance work required
3	Satisfactory	Maintenance work required
4	Poor	Renewal required
5	Very poor	Urgent renewal/upgrading required

Cessnock City Council

Report on infrastructure assets as at 30 June 2025

Infrastructure asset performance indicators (consolidated) *

\$ '000	Amounts 2025	Indicator 2025	Indicators 2024 2023		Benchmark
Buildings and infrastructure renewals ratio					
Asset renewals ^{1, 2}	47,344	202.62%	329.31%	181.96%	> 100.00%
Depreciation, amortisation and impairment	23,366				
Infrastructure backlog ratio					
Estimated cost to bring assets to a satisfactory standard	47,422	3.38%	3.27%	3.08%	< 2.00%
Net carrying amount of infrastructure assets ²	1,402,587				
Asset maintenance ratio					
Actual asset maintenance	16,994	82.58%	123.02%	117.02%	> 100.00%
Required asset maintenance	20,578				
Cost to bring assets to agreed service level					
Estimated cost to bring assets to an agreed service level set by Council	186,352	10.61%	32.89%	17.92%	
Gross replacement cost	1,755,751				

(*) All asset performance indicators are calculated using classes identified in the previous table.

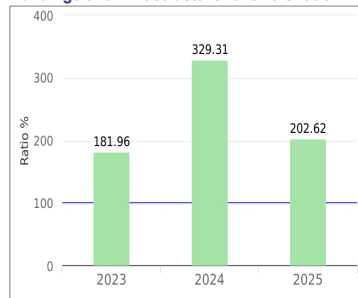
(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

(2) As per the Local Government Code of Accounting Practice and Financial Reporting 2020/21, WIP is now included in the applicable ratios.

Cessnock City Council

Report on infrastructure assets as at 30 June 2025

Buildings and infrastructure renewals ratio



Buildings and infrastructure renewals ratio

To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.

Commentary on result

24/25 ratio 202.62%

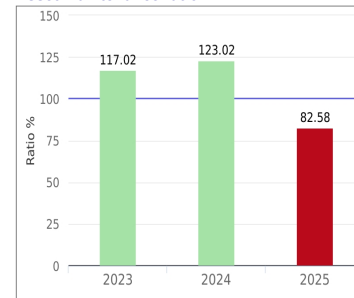
Benchmark: — > 100.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

Asset maintenance ratio



Asset maintenance ratio

Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the infrastructure backlog growing.

Commentary on result

24/25 ratio 82.58%

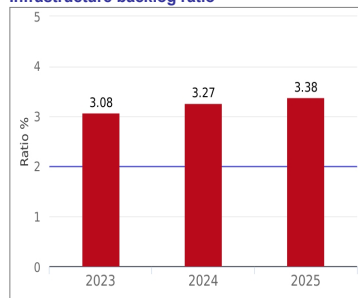
Benchmark: — > 100.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

Infrastructure backlog ratio



Infrastructure backlog ratio

This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.

Commentary on result

24/25 ratio 3.38%

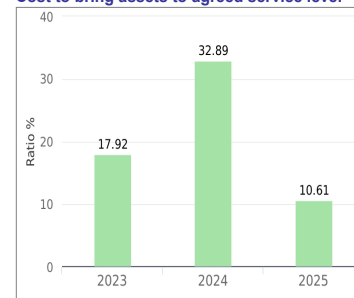
Benchmark: — < 2.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

Cost to bring assets to agreed service level



Cost to bring assets to agreed service level

This ratio provides a snapshot of the proportion of outstanding renewal works compared to the total value of assets under Council's care and stewardship.

Commentary on result

24/25 ratio 10.61%



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Media Policy

Last Updated: 20/08/2025 Revision: 5

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ACKNOWLEDGEMENT

Council acknowledges that within its local government area boundaries are the traditional lands of the Wonnarua people, the Awabakal people and the Darkinjung people. We acknowledge these Aboriginal peoples as the traditional custodians of the land on which our offices and operations are located, and pay our respects to Elders past and present. We also acknowledge all other Aboriginal and Torres Strait Islander people who now live within the Cessnock Local Government Area.

COUNCIL VALUES

Integrity, Respect, Teamwork, Accountability, and Excellence.

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Media Policy

1 PRINCIPLES

- 1.1 We, the councillors, staff, and other officials of Cessnock City Council, are committed to upholding and promoting the following principles of media engagement:

Openness

- 1.2 We will ensure that we promote an open exchange of information between our council and the media.

Consistency

- 1.3 We will ensure consistency by all councillors and staff when communicating with the media.

Accuracy

- 1.4 The information we share with the media will be a source of truth for our council and community and we will prioritise the need to correct inaccuracies when they occur.

Timeliness

- 1.5 We will ensure that we respond to media enquiries in a timely manner.

2 OBJECTIVES

- 2.1 The objectives of this policy are to:

- 2.1.1 Clearly indicate Council's Authorised spokespersons and define roles and responsibilities within Council for communicating with the Media;
- 2.1.2 Ensure appropriate, accurate and authorised information is provided to the Media in order to limit risk to Council's reputation;
- 2.1.3 Promote open exchange of information between Council and the Media;
- 2.1.4 Provide the Media with a single point of contact with Council, enhancing the provision of Council information and enabling the building of positive Media relationships; and
- 2.1.5 Ensure Council is communicating with its community through a variety of Media Channels.

3 SCOPE

- 3.1 This policy applies to Council Officials and their liaison, engagement and communication with the Media.

4 STATEMENT

- 4.1 Council encourages open communication with the community through a range of communication methods, with an emphasis on promoting a positive, progressive and professional image of Council and Council Officials.
- 4.2 To ensure information released publicly about Council is accurate, consistent, reliable and in the best interests of the organisation, commentary to the Media must be released in accordance with this policy.
- 4.3 Council will openly discuss matters of interest with the Media unless disclosure of certain information contravenes Council's obligations of confidentiality or privacy, duty of care, or could infringe other laws or regulations that govern its operations.

5 ADMINISTRATIVE FRAMEWORK FOR ENGAGEMENT WITH THE MEDIA

Appointment and role of the Communications and Engagement Manager

Media Policy

- 5.1** The General Manager will appoint a suitably qualified Communications and Engagement Manager with responsibility for leading Council's media and communications functions.
- 5.2** The role of the Communications and Engagement Manager includes responsibility to:
- 5.2.1 be the lead point of contact for all media enquiries, requests for interviews, requests to film or photograph Council Officials, facilities or events for news and current affairs purposes
 - 5.2.2 be responsible for preparing all media statements prior to their release
 - 5.2.3 liaise with relevant staff officials where appropriate
 - 5.2.4 ensure that media statements are approved by the Mayor and/or General Manager prior to their release
 - 5.2.5 provide media training and/or messaging support to Council Officials authorised to engage with the media
 - 5.2.6 maintain a record of all media enquiries and responses
 - 5.2.7 ensure that media enquiries are dealt with promptly
 - 5.2.8 provide guidance to councillors approached by the media for comment to avoid communication of misinformation, and
 - 5.2.9 ensure that all media releases are published on the Council's website.
- 5.3** The General Manager or Communications and Engagement Manager may delegate responsibilities to a suitably qualified member of staff, including members of the Communications and Engagement Unit, as required.

6 WHO CAN ENGAGE WITH THE MEDIA

The General Manager

- 6.1** The General Manager is the official spokesperson for the Council on operational and administrative matters.
- 6.2** The General Manager may delegate to other council staff to speak on their behalf where appropriate, (for example, where the delegated staff member has professional expertise regarding the subject matter, or the general manager is unavailable).

The Mayor

- 6.3** The Mayor is the principal member and spokesperson of the governing body of the Council, including representing the views of the Council as to its local priorities (section 226(c) of the *Local Government Act 1993* (NSW)).
- 6.4** If the Mayor is unavailable, the Deputy Mayor may act as the Council's spokesperson.
- 6.5** The Mayor may delegate their role as spokesperson to other Councillors where appropriate.

Councillors

- 6.6** As a member of the governing body and as a representative of the community, Councillors are free to express their personal views to the media.
- 6.7** When engaging with the media, Councillors:
- 6.7.1 must not purport to speak for the Council unless authorised to do so
 - 6.7.2 must clarify when speaking to the media that they are expressing their personal views as an individual councillor and that they are not speaking for the Council (unless authorised to do so)

Media Policy

- 6.7.3 must uphold and accurately represent the policies and decisions of the Council
- 6.7.4 must not disclose council information unless authorised to do so, and
- 6.7.5 must seek information and guidance from the Communications and Engagement Manager where appropriate before providing comment to the media to ensure they have the most up-to-date and relevant information and have considered reputational or other risks.
- 6.8 In the interests of promoting a positive, safe and harmonious organisational culture, Councillors should endeavour to resolve personal differences privately and must not prosecute them publicly through the media.
- 6.9 Where Councillors (including the Mayor) become aware of potential issues that could result in media interest, they should provide this information to the Communications and Engagement Manager.

Council Staff

- 6.10 Council staff must not speak to the media about matters relating to the Council unless authorised by the General Manager to do so.
- 6.11 If Council staff receive a media enquiry or they are invited to comment to the media on a matter relating to the Council, they must refer the enquiry to the Communications and Engagement Manager.
- 6.12 Council staff are free to express their personal views to the media on matters that do not relate to the Council, but in doing so, must not make comments that reflect badly on the Council or that bring it into disrepute.
- 6.13 If authorised to speak to the media, Council staff:
 - 6.13.1 must uphold and accurately represent the policies and decisions of the Council
 - 6.13.2 must not disclose Council information unless authorised to do so by the Communications and Engagement Manager, and
 - 6.13.3 must seek information and guidance from the Communications and Engagement Manager where appropriate before providing comment to the media to ensure they have the most up-to-date and relevant information and have considered reputational or other risks.
- 6.14 Where Council staff become aware of potential issues that could result in media interest, they should provide this information to the Communications and Engagement Manager.

Councillors' questions about media engagement

- 6.15 Councillors must direct any questions about their obligations under this policy to the Communications and Engagement Manager.

7 STANDARDS OF CONDUCT WHEN ENGAGING WITH THE MEDIA

- 7.1 Council Officials must comply with the Council's code of conduct when engaging with the media in an official capacity or in connection with their role as a council official.
- 7.2 Council Officials must not share information or make comments to the media through either direct or indirect mechanisms that:
 - 7.2.1 are defamatory, offensive, humiliating, threatening, or intimidating to other Council Officials or members of the public
 - 7.2.2 contains profane language or is sexual in nature
 - 7.2.3 constitutes harassment and/or bullying within the meaning of the Code of Conduct, or is unlawfully discriminatory

Media Policy

- 7.2.4 is contrary to their duties under the *Work Health and Safety Act 2011* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
- 7.2.5 contains content about the Council, council officials or members of the public that is misleading or deceptive
- 7.2.6 divulges confidential Council information
- 7.2.7 breaches the privacy of other council officials or members of the public
- 7.2.8 contains allegations of suspected breaches or information about the consideration of a matter under the Code of Conduct or its procedures.
- 7.2.9 could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
- 7.2.10 commits the Council to any action
- 7.2.11 violates an order made by a court
- 7.2.12 breaches copyright
- 7.2.13 advertises, endorses, or solicits commercial products or business.

8 DEALING WITH THE MEDIA

- 8.1 All Media Statements provided by Council to the Media will be accurate and provided as soon as practicable, having regard to Media deadlines.
- 8.2 Council will take into account staff availability and time constraints of both Council Officials and the Media when responding to Media requests for information/interview.
- 8.3 All Council related Media enquiries should initially be directed to Council's Media and Communications Unit.
- 8.4 A Media Statement quoting a Council Official must not be issued without that person's knowledge and consent.
- 8.5 Council Officials should be aware that anything said to any Media representative may be published, and should be shared and managed accordingly.
- 8.6 Media Statements of Council must be approved by the General Manager or their delegate before release to the Media.
- 8.7 All Media engagement by Council Officials must be conducted in a professional, timely and respectful manner.

9 USE OF MEDIA DURING EMERGENCIES

- 9.1 During emergencies, such as natural disasters or public health incidents, Council's Media and Communications Unit will be responsible for coordinating media releases and statements on behalf of the Council.
- 9.2 Council Officials must not provide comment or information to the media that is inconsistent with official advice issued by the Council and any other agency coordinating the emergency response.
- 9.3 Training on Media engagement during emergencies will be provided to Councillors and relevant Council Officials as required.

10 MEDIA ENGAGEMENT IN THE LEAD UP TO ELECTIONS

- 10.1 This policy does not prevent the Mayor or Councillors who are candidates at a Council or any other election from providing comment to the Media in their capacity as candidates at the election.

Media Policy

- 10.2** Any Media comment provided by the Mayor or Councillors who are candidates at a council or another election must not be provided in an advertisement, newspaper column, or a radio or television broadcast paid for by Council or produced by Council with Council resources.

11 BREACHES AND COMPLAINTS AS PER THIS POLICY

- 11.1** To ensure compliance with the different legislative and regulatory requirements Council is obligated to conform with, the following is not permitted under any circumstance and will constitute a breach of this policy:

- 11.1.1 Offensive, humiliating, bullying, threatening, intimidating, profane or abusive language;
- 11.1.2 Information which is false, misleading or defamatory;
- 11.1.3 Behaviour, comments or remarks which are discriminatory or could constitute bullying or harassment within the meaning of the Code of Conduct, including in relation to a person or group based on age, colour, creed, disability, family status, gender, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, sex or sexual orientation;
- 11.1.4 Behaviour, comments or information which is illegal or designed to encourage law breaking;
- 11.1.5 Behaviour, comments or information which would breach applicable laws (defamation, privacy, trade practices, financial rules and regulations, fair use, trademarks);
- 11.1.6 Making comments that have the capacity to bring Council into disrepute;
- 11.1.7 Behaviour that is contrary to their duties under the *Work Health and Safety Act 2011* (NSW) and their responsibilities under any policies or procedures adopted by Council to ensure workplace health and safety;
- 11.1.8 Behaviour that would otherwise be in breach of Council's Code of Conduct and any other legislation.

- 11.2** Any complaints or breaches under this policy should be lodged and managed in accordance with Council's Code of Conduct and/or Council's Complaints Handling Policy.

- 11.3** Complaints regarding the handling of personal information should be lodged as a privacy complaint in accordance with Council's Privacy Management Plan.

- 11.4** Complaints lodged in accordance with clause 11.22 may still be assessed and deemed to be a privacy complaint. Such deemed privacy complaints will be referred to the appropriate Council Official and dealt with in accordance with Council's Privacy Management Plan.

12 RECORDS MANAGEMENT REQUIREMENTS

Records management

- 12.1** Media content created and received by Council Officials acting in their official capacity is a Council record and may be subject to information access applications made under the *Government Information (Public Access) Act 2009* (NSW). These records must also be managed in accordance with the requirements of the *State Records Act 1998* (NSW) and the Council's approved records management policies and practices.

Privacy and personal information handling

- 12.2** Any personal information collected and received by Council Officials in their dealings with the Media or when creating Media content will be used for Media engagement by Council Officials. This personal information may also be used for related administrative functions, compliance and complaint handling, internal auditing and in accordance with Council's [Privacy Management Plan](#) and [Privacy Statement](#).

Media Policy

12.3 Individuals may access, correct or update their personal information by visiting Council's website, contacting Council's Privacy Contact Officer on 4993 4100 or by sending an email to council@cessnock.nsw.gov.au.

12.4 Council Officials are responsible for ensuring personal information they collect or receive is protected as well as the privacy of those individuals.

13 POLICY DEFINITIONS AND ABBREVIATIONS

Act	means the <i>Local Government Act 1993</i> (NSW).
Authorised spokesperson	means a Council Official who has been given authorisation to communicate with the Media on behalf of Council.
Council	means Cessnock City Council.
Council Affairs	Includes matters before the elected Council and other Council affairs and business, policy, interpretation of policy, management of Council business or staff, or other matters that may commit Council's resources.
Council Official	includes Councillors, members of staff (permanent, casual or temporary), Council advisors, administrators, Council committee members, volunteers and delegates of Council.
Council Staff	Means members of staff of Council and includes committee members.
Councillors	Means the elected representative of Cessnock City Council.
Media	Means organisations that prepare or disseminate mass media information (including but not limited to newspapers, magazine, internet publishers, radio and television broadcasters), including reporters, journalists and researchers working for or on behalf of such organisations, either accredited with or regulated by a recognised media industry peak body, or that acts in accordance with the Media, Entertainment and Arts Alliance Code of Ethics for journalists and/or the Australian Press Council's Standards of Practice and Advisory Guidelines.
Media Channels	Means print or electronic publications, including, but not limited to television, radio, newspapers, magazines, newsletter, digital media, internet and social media.
Media Statement	Any verbal or written statement provided to the Media or published on Media Channels.
Personal information	means information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
Social media	means online platforms and applications, such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards, that allow people to easily publish, share and discuss content.

14 POLICY AUTHORISATIONS

Note: The General Manager may update this section to appoint a new/additional Communications and Engagement Manager at any time, without the need to report to Council for adoption.

Media Policy

No.	Authorised Function	Authorised Business Unit / Role(s)
	Be Council's designated spokesperson on operational and administrative matters and communicate with the Media.	General Manager
	Act as Council's designated spokesperson and communicate with the Media when sub-delegated in accordance with this policy.	Council Officials
	Draft, approve and distribute any outgoing material for the Media; Respond to the Media and Media enquiries; Brief the Mayor, General Manager and other relevant Council Officials on issues that may generate media interest; Identify and embrace the opportunities presented by the Media and actively pursue positive Media exposure in a professional manner.	Communications and Engagement Manager

15 POLICY ADMINISTRATION

Directorate	Corporate and Community Services		
Responsible Officer	Communications and Engagement Manager		
Associated Procedure	N/A		
Policy Review Date	20 August 2025	Is this a local policy pursuant to Part 3, Chapter 7 of the <i>Local Government Act 1993 (NSW)</i> ?	No
Document Reference Number	DOC2014/002728 (Final web version) DOC2024/181301 (Word version)		
This policy supports Council's compliance with the following legislation: <ul style="list-style-type: none">– Division 2 of Part 2, Clause 26 of Schedule 1, <i>Defamation Act 2005</i> (NSW)– Part 2 of <i>State Records Act 1998</i> (NSW)– <i>Government Information (Public Access) Act 2009</i> (NSW)– <i>Privacy and Personal Information Protection Act 1998</i> (NSW)			
This policy contributes to the achievement of the following desired outcome or objectives as per Council's Delivery Program: <ul style="list-style-type: none">– Objective 5.2: Encouraging more community participation in decision.			
Related Documents (include reference document numbers)	<ul style="list-style-type: none">▪ Code of Conduct (DOC2018/086716)▪ Procedures for the Administration of the Code of Conduct (DOC2018/086682)		

Media Policy

	<ul style="list-style-type: none"> ▪ Code of Meeting Practice (DOC2018/103094) ▪ Complaints Handling Policy (DOC2018/048382) ▪ Complaints Handling Procedure (DOC2019/123194) ▪ Records Management Policy (DOC2019/038769) ▪ Social Media Protocol (DOC2018/008576) ▪ Social Media Policy (DOC2014/002471) ▪ Social Media Community Guidelines (DOC2024/181299) ▪ Privacy Management Plan (DOC2014/005148) ▪ Privacy Statement
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16 POLICY HISTORY

Revision	Date Approved / Authority	Description Of Changes
1	7 July 2004 / (GM29/2004 - 60)	New policy adopted
2	7 November 2007 / (GM55/2007 - 779)	Policy Review
3	18 September 2013 / (PM91/2013 – 581)	Policy Review
4	7 May 2019 / (GMU5/2019)	Policy Review
5	TBA	Incorporation of the Office of Local Government's Model Media Policy New policy template



Cessnock City Council Media Policy

Date Adopted: 7/05/2019 Revision: 4

1. POLICY OBJECTIVES

1.1. The objectives of this policy are:

- 1.1.1. To clearly indicate Council's authorised spokespersons and define roles and responsibilities within Council for communicating with the Media.
- 1.1.2. Ensure appropriate, accurate and authorised information is provided to the Media in order to limit risk to Council's reputation.
- 1.1.3. Promote open exchange of information between Council and the Media.
- 1.1.4. To provide the Media with a single point of contact with Council, enhancing the provision of Council information and enabling the building of positive media relationships.
- 1.1.5. To ensure Council is communicating with its community through a variety of Media Channels.

2. POLICY SCOPE

- 2.1. This policy applies to Council Officials and their liaison, engagement and communication with the Media.

3. POLICY STATEMENT

- 3.1. Council encourages open communication with the community through a range of communication methods, with an emphasis on promoting a positive, progressive and professional image of Council and Council Officials.
- 3.2. To ensure information released publicly about Council is accurate, reliable and in the best interests of the organisation, commentary to the Media must be released in accordance with this policy.
- 3.3. Council will openly discuss matters of interest with the Media unless disclosure of certain information contravenes Council's obligations of confidentiality or privacy, duty of care, or could infringe other laws or regulations that govern its operations.



4. DEALING WITH THE MEDIA

- 4.1. All Media Statements provided by Council to the Media will be accurate and provided as soon as practicable, having regard to media deadlines.
- 4.2. Council will take into account staff availability and time constraints of both Council Staff and media when responding to media requests for information/interview.
- 4.3. All Council related media enquiries should initially be directed to Council's Media and Communication Unit.
- 4.4. A Media Statement quoting a Councillor or Council Staff must not be issued without that person's knowledge and consent.
- 4.5. Information is not to be provided to the Media on an "*off the record*" basis. It should always be assumed that everything said to any media representative may be published.
- 4.6. Councillors may communicate with the Media with the following restrictions:
 - a) Their comments are not perceived as representing official Council Affairs.
 - b) Their comments do not bring Council into disrepute.
 - c) Their comments do not contain confidential information relating to Council.
- 4.7. Media Statements of Council must be approved by the General Manager or the delegated authority before released to the Media and publically.

5. ROLES AND RESPONSIBILITIES

5.1. Mayor

- 5.1.1. The Mayor is the elected spokespersons for Council. All Council communication with the media will be authorised by the Mayor and by Council Staff when delegated by the General Manager.
- 5.1.2. The Mayor may delegate Councillors to act as spokespersons for Council.

5.2. Councillors

- 5.2.1. Councillors are entitled to enter into public debate and make comment on civic affairs, provided they do not give the impression they are speaking on behalf of Council. This communication must not contain confidential information or bring Council into disrepute.
- 5.2.2. When using social media Councillors must do so in accordance with Council's Social Media Policy.

5.3. The Media and Communication Unit

- 5.3.1. The Media and Communication Unit is responsible for:



- i. Drafting, approving and distributing any outgoing material for the Media;
- ii. Responding to the Media and enquiries;
- iii. Briefing the Mayor, General Manager and all other Council Staff on issues that may generate media interest;
- iv. Identifying and embracing the opportunities presented by the Media and actively pursuing positive Media exposure in a professional manner.

5.4. Council Staff

- 5.4.1. Council Staff are allowed to make Media Statements if authorised by the General Manager or delegated authority.
- 5.4.2. Council Staff must refer any media enquiries to Council's Media and Communication Unit.

6. COMPLIANCE, MONITORING AND REVIEW

- 6.1. The General Manager is responsible for the implementation of this policy and is responsible for ensuring this policy:
 - aligns with relevant legislation, government policy and/or Council's requirements/strategies/values;
 - is implemented and regularly monitored; and
 - is reviewed to evaluate its continuing effectiveness.

7. RECORDS MANAGEMENT

- 7.1. Council Officials must maintain all records relevant to administering this policy in accordance with Council's [Records Management Policy](#).

8. BREACHES AND COMPLAINTS AS PER THIS POLICY

- 8.1. To ensure compliance with the different legislative and regulatory requirements Council is obligated to conform with, the following is not permitted under any circumstance and will constitute a breach of this policy:
 - 8.1.1. Offensive, humiliating, bullying, threatening, intimidating profane or abusive language;
 - 8.1.2. Information which is false or misleading, is a personal attack on someone, or is defamatory;
 - 8.1.3. Behaviour, comments or remarks which are discriminatory in relation to a person or group based on age, colour, creed, disability, family status, gender, nationality, marital status, parental status, political opinion/affiliation, pregnancy or potential pregnancy, race or social origin, religious beliefs/activity, responsibilities, sex or sexual orientation;



8.1.4. Behaviour, comments or information which is illegal or designed to encourage law breaking;

8.1.5. Behaviour, comments or information which would breach applicable laws (defamation, privacy, trade practices, financial rules and regulations, fair use, trademarks);

8.1.6. Making comments that have the capacity to bring Council into disrepute;

8.1.7. Behaviour that would otherwise be in breach of Council's Code of Conduct and any other legislation.

8.2. Any complaints or breaches under this policy will be lodged and managed in accordance with Council's Code of Conduct and/or Council's Complaint's Handling Policy.

9. POLICY DEFINITIONS

Authorised spokesperson	A Council Official who has been given authorisation by the Mayor to communicate with the Media on behalf of Council.
Council	Means Cessnock City Council.
Council Affairs	Includes matters before the elected Council and other Council affairs and business, policy, interpretation of policy, management of Council business or staff, or other matters that may commit Council's resources.
Council Staff	Means members of staff of Council.
Council Officials	Means members of staff of Council, including Councillors and other approved delegates, including volunteers, and members of Council committees.
Councillors	Means the elected representative of Cessnock City Council.
Media	Means organisations that prepare or disseminate mass media information, including reporters, journalists and researchers working for or on behalf of such organisations, either accredited with or regulated by a recognised media industry peak body, or that acts in accordance with the Media, Entertainment and Arts Alliance Code of Ethics for journalists and/or the Australian Press Council's Standards of Practice and Advisory Guidelines.
Media Channels	Means print or electronic publications, including, but not limited to television, radio, newspapers, magazines, newsletter, digital media, internet and social media.



Media Statement Any verbal or written statement provided to the Media or published on Media Channels.

10. POLICY ADMINISTRATION

Business Group:	Media and Communication
Responsible Officer:	Senior Media and Communication Officer
Policy Review Date:	Three years from date of adoption unless legislated otherwise
File Number / Document Number:	DOC2014/002728
Relevant strategic objectives	Objective 5.2: Encouraging more community participation in decision
Relevant Legislation (reference specific sections):	<ul style="list-style-type: none"> Division 2 of Part 2, Clause 26 of Schedule 1, <i>Defamation Act 2005</i> (NSW). Part 2 of <i>State Records Act 2005</i> (NSW).
Related Policies / Protocols / Procedures	<ul style="list-style-type: none"> Code of Conduct Procedures for the Administration of the Code of Conduct Code of Meeting Practice Social Media Protocol Social Media Community Guidelines Records Management Policy Complaints Handling Policy Unreasonable Customer Policy Unreasonable Customer Guideline



11. POLICY AUTHORISATIONS

No.	Authorised Function	Authorised Business Unit / Role(s)
1	Be Council's designated spokesperson and communicate with the Media. <i>(This policy authorisation was drafted to complement Council resolution MM21/2012 that the Mayor is the designated spokesperson for Council).</i>	Mayor
2	Act as Council's designated spokesperson and communicate with the Media when sub-delegated by the Mayor.	Council Officials
	<ul style="list-style-type: none"> Draft, approve and distribute any outgoing material for the Media; Respond to the Media and Media enquiries; Brief the Mayor, General Manager and all other Council Officials on issues that may generate media interest; Identify and embrace the opportunities presented by the Media and actively pursue positive Media exposure in a professional manner. Sub-delegate this authorisation as necessary 	Senior Media and Communication Officer
3	<ul style="list-style-type: none"> Manage all matters relating to the Media: approve, distribute and respond to the Media. Sub-delegate this authorisation as necessary 	General Manager
4	Manage all breaches under this policy: review and determine any potential breaches or complaints under this policy and refer them to Council's Code of Conduct Coordinator if needed	General Manager

12. POLICY HISTORY

Revision	Date Approved / Authority	Description Of Changes
4	7 May 2019	Policy Review
3	18 September 2013 / (PM91/2013 – 581)	Policy Review
2	7 November 2007 / (GM 55/2007 – 779)	Policy Review
1	7 July 2004 / (A/GM 29/2004 – 60)	Policy Review

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<p>Bellbird Park Bowling Club officials have confirmed that Marshall Scott Surveyors were engaged by the previous Board to prepare a plan of acquisition. Once the draft plan is provided to Council for review and verification, the process to reclassify the identified portion of Bellbird Park can be commenced. Transfer of the land to the Club can only be effected on gazettal of the reclassification.</p> <p>26 May 2022 9:50am Waghorn, Peter - Target Date Revision Target date changed by Waghorn, Peter from 15 June 2022 to 30 December 2022 - The planning proposal to amend the LEP and reclassify a portion of Bellbird Park is a lengthy process and yet be commenced. Transferring ownership to the Club is deferred pending gazettal of the land reclassification for Community to Operational land.</p> <p>30 Jun 2022 3:12pm Waghorn, Peter An LEP amendment request to reclassify the portion of Bellbird Park the Club requires has been scheduled with Strategic Planning.</p> <p>28 Jul 2022 2:49pm Waghorn, Peter A survey plan prepared by Marshall Scott Surveyors on behalf of Bellbird Park Bowling Club has been provided to Strategic Planning. A planning proposal requesting amendment of the Cessnock LEP land classification of the nominated portion of Bellbird Park is in progress.</p> <p>31 Aug 2022 4:46pm Keegan, Robyn Further updates are subject to progression of a planning proposal to amend the Cessnock LEP and change the community land classification of the nominated portion of Bellbird Park.</p> <p>25 Nov 2022 3:47pm Waghorn, Peter Internal Property staff followed up with Marshall Scott Surveyors 24/11/2022 and were advised that the survey plan detailing the area to be acquired by the club and prepared by their firm on behalf of Bellbird Park Bowling Club is yet to be lodged with Land Registry Services for assessment. Council staff actions are deferred pending plan registration and gazettal of the proposed land reclassification.</p> <p>16 Jan 2023 12:12pm Waghorn, Peter Property staff visited BPBC on 4/1/2023 to enquire with management as to the status of survey plan approval and were advised that they will follow up with Marshall Scott Surveyors. As at 16/1/2023, Mark Scott of MSS has not been contacted by BPBC.</p> <p>16 Jan 2023 12:21pm Waghorn, Peter - Target Date Revision Target date changed by Waghorn, Peter from 30 December 2022 to 31 March 2023 - Delayed pending Bellbird Park Bowling Club approval of draft survey plan of acquisition and the outcome of a Council request to reclassify the relevant of portion of Carmichael Park to be acquired</p> <p>03 Apr 2023 10:44am Waghorn, Peter The Strategic Planning unit has scheduled a report seeking approval to submit the LEP amendment required to reclassify the portion of Bellbird Park the Club requires. Reclassification to operational land is required to facilitate any transfer of council community land. The report will be considered at the April 2023 Ordinary Council Meeting. .</p> <p>03 Apr 2023 11:11am Waghorn, Peter - Target Date Revision Target date changed by Waghorn, Peter from 31 March 2023 to 30 June 2023 - The report seeking approval to submit an LEP amendment to reclassify the required portion of Bellbird Park is scheduled for the April 2023 OCM. Reclassifications necessarily involve state planning departments and completion of that process cannot be accurately determined at this time.</p> <p>26 May 2023 3:16pm Waghorn, Peter - Target Date Revision Target date changed by Waghorn, Peter from 30 June 2023 to 31 March 2024 - A planning proposal to amend the Cessnock LEP community land classification of a portion of Carmichael Oval adjoining Bellbird Park Bowling Club was approved for submission to Dept. of Planning & Environment (DPE) on 19 April 2023. Subject to obtaining a DPE Gateway determination to reclassify the land from community to operational use, consultation will be undertaken with public authorities and the community. Unresolved objections must be submitted to Council for consideration before DPE is requested to make the Plan and publish LEP changes in the Government Gazette. This process is anticipated to take six to nine months. On completion, Property staff will prepare contract documentation to transfer the required land.</p> <p>25 Sep 2023 3:37pm Waghorn, Peter - Email On 15 September, Officers arranged for surveyors to attend and mark the site, allowing a partially installed fence to be completed along the new boundary with a lockable pedestrian access. Illegal private vehicular use of CCC community land is understood to have been occurring and neighbouring residents will be notified prior to erection of the final stage of fencing. Formal transfer of the land portion to BPBC is subject to land reclassification and the revised target date is still projected as March 2024.</p> <p>24 Nov 2023 9:41am Waghorn, Peter No further updates from Property Services pending completion of land reclassification process and subsequent land transfer</p> <p>28 Mar 2024 11:17am Waghorn, Peter - Target Date Revision Target date changed by Waghorn, Peter from 31 March 2024 to 30 May 2024 - Council's Strategic Planning unit advise the planning proposal seeking to amend the LEP land classification is currently being reviewed by the relevant state government planning department</p> <p>25 Jun 2024 10:52am Waghorn, Peter - Target Date Revision Target date changed by Waghorn, Peter from 30 May 2024 to 29 November 2024 - On 29/5/2024 Council's Strategic Planner advised Planning proposal PP-2023-1296 to amend Cessnock Local Environmental Plan 2011 (LEP) has received Gateway determination. The advice refers to issues remaining to be addressed and requires the amending LEP to be finalised on or before 6 months of the Gateway determination date.</p>		

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<p>27 Nov 2024 4:33pm Waghorn, Peter - Target Date Revision Target date changed by Waghorn, Peter from 29 November 2024 to 31 January 2025 - Department Planning Housing and Infrastructure has endorsed the Planning Proposal to rezone and reclassify the strip of land at Bellbird Park Bowling Club for finalization. Once the public reserve status is removed from title, the portion required by the club can be excised from Carmichael Park and transferred to the Club in accordance with the resolution.</p> <p>26 Mar 2025 2:27pm Waghorn, Peter - Target Date Revision Target date changed by Waghorn, Peter from 31 January 2025 to 31 March 2025 - Planning Proposal PP-2023-1296 was sent to DPHI for gazettal on 27 November 2024. The Department recently advised to expect further delays associated with the PP dealing with reclassification of land owned by a council.</p> <p>06 May 2025 3:05pm Waghorn, Peter - Target Date Revision Target date changed by Waghorn, Peter from 31 March 2025 to 30 June 2025 - Planning Proposal PP-2023-1296 to amend Cessnock Local Environmental Plan 2011 (LEP) is still with Department of Planning, Housing and Infrastructure</p> <p>01 Aug 2025 9:15am Waghorn, Peter - Target Date Revision Target date changed by Waghorn, Peter from 30 June 2025 to 31 October 2025 - It was previously advised the reclassification proposal was sent to the Department of Planning Housing, Planning and Infrastructure (DPHI) for finalisation in November last year. Recent advice from DPHI regarding the extended delay: The proposal is with the Executive Council and must be referred to the NSW Governor for approval prior to finalisation.</p>
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Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI75/2022	Ordinary Council 14/12/2022	Dennis, Johanna	Works and Infrastructure	Cessnock LGA Hall Booking/Management	31/10/2025	
383 MOTION 383 RESOLVED	Moved:	McLachlan, Paul Councillor Watton	Seconded:	Councillor Burke		
<ol style="list-style-type: none"> That Council notes the information contained within the report with regard to the implications and resourcing requirements required to overhaul the current practices has adopted relating to hall bookings, maintenance and potential promotions; That Council completes a hall booking trial using the Bookeasy system at four community halls; and That if the hall booking trial is successful, that Council implements the Bookeasy system at all community halls in consultation with the s355 volunteer management committees as resources allow. 						
<p>16 Jan 2023 4:28pm Eveleigh, Nathan - Target Date Revision Target date changed by Eveleigh, Nathan from 11 January 2023 to 30 June 2023 - Test webpage and platform completed for Bellbird Hall. Officers liaising with BookEasy on some minor amendments required for regular bookings. Additional halls will come online after testing is completed with Bellbird Community Hall as per the Council report.</p> <p>02 Mar 2023 9:41am Eveleigh, Nathan BookEasy set-up in final testing phase for Bellbird Community Hall before going live.</p> <p>27 Mar 2023 11:56am Eveleigh, Nathan Bellbird Community Hall Bookeasy portal went live on 20/3/2023. Will roll out 3 additional facilities following initial trials and feedback.</p> <p>28 Jun 2023 11:36am Eveleigh, Nathan Hunter Valley VIC staff have commenced work on Ellalong & Millfield Community Halls following successful roll-out of the BookEasy online bookings at Bellbird Community Hall for 3 months.</p> <p>28 Jun 2023 11:40am Eveleigh, Nathan - Target Date Revision Target date changed by Eveleigh, Nathan from 30 June 2023 to 30 September 2023 - 2 additional halls being set-up. A 4th hall will be added once these two halls are online in the coming months.</p> <p>25 Aug 2023 8:36am Eveleigh, Nathan - Target Date Revision Target date changed by Eveleigh, Nathan from 30 September 2023 to 20 December 2023 - VIC staff working on 2nd & 3rd hall in consultation with open Space staff and s355 committee's.</p> <p>01 Mar 2024 11:29am McNally, Kate</p>						

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<p>1. Noted, 2. The Bookeasy system is in place for Bellbird Hall. Ellalong and Millfield Hall are ready to go live following training and engagement with the s355 committees., 3. To be completed after item 2.</p> <p>01 Mar 2024 11:31am McNally, Kate - Target Date Revision Target date changed by Harris, Kate from 30 April 2024 to 28 June 2024 - Training must be undertaken with S355 Committee members prior to online bookings progressing.</p> <p>24 Jun 2024 1:26pm McNally, Kate 1. Noted, 2. The Bookeasy system is in place for Bellbird Hall with Millfield Hall coming on line by the end of July 2024. Ellalong Hall will be the next facility to provide online bookings., 3. To be completed after item 2.</p> <p>24 Jun 2024 1:29pm McNally, Kate - Target Date Revision Target date changed by Harris, Kate from 28 June 2024 to 30 August 2024 - Council Officers are in the process of transitioning community halls to the online booking system. Millfield Hall will be complete by the end of July and then moving to Ellalong Hall.</p> <p>30 Oct 2024 1:00pm Dennis, Johanna Council staff undertook system training with Millfield Hall s355 committee volunteers in August and the booking system has been set up and will go live in November.</p> <p>30 Oct 2024 1:05pm Dennis, Johanna - Target Date Revision Target date changed by Dennis, Johanna from 30 August 2024 to 31 December 2024 - AGM being held for Ellalong s355 Committee 18 November. New committee will be trained on booking system before implementation.</p> <p>02 Dec 2024 12:24pm Dennis, Johanna Booking system for Millfield Hall has gone live and is being utilised.</p> <p>03 Feb 2025 1:36pm Dennis, Johanna Booking system for Ellalong Hall is now live. Fourth community hall for online booking system currently being determined in consultation with s355 committees.</p> <p>03 Feb 2025 1:40pm Dennis, Johanna - Target Date Revision Target date changed by Dennis, Johanna from 31 December 2024 to 30 June 2025 - Fourth site for trial will be determined in consultation with s355 committees and training undertaken.</p> <p>30 Apr 2025 9:15am Dennis, Johanna Council Officers are liaising with s355 committees investigating the fourth trial site for online booking system.</p> <p>27 May 2025 9:23am Dennis, Johanna Council staff will be meeting with Branxton Community Hall s355 committee on 4 June to discuss this facility being the fourth trial site for the online booking system.</p> <p>27 May 2025 9:29am Dennis, Johanna - Target Date Revision Target date changed by Dennis, Johanna from 30 June 2025 to 31 July 2025 - Once a fourth facility is determined, volunteers will need to be trained in the booking system.</p> <p>30 Jun 2025 9:58am Dennis, Johanna Branxton Community Hall s355 committee have met with staff about being the fourth trial site for the online booking system. Volunteers will undertake system training before implementation.</p> <p>24 Jul 2025 1:23pm Dennis, Johanna Hunter Valley VIC staff have been liaising with Branxton Community Hall s355 committee to build the online booking profile for this site.</p> <p>24 Jul 2025 1:27pm Dennis, Johanna - Target Date Revision Target date changed by Dennis, Johanna from 31 July 2025 to 31 October 2025 - Volunteers will still require training once system is developed for Branxton Community Hall.</p> <p>28 Aug 2025 9:35am Dennis, Johanna Hunter Valley VIC staff have confirmed that the intend to train Branxton Community Hall s355 committee in September on the online booking system.</p>

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Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE24/2024	Ordinary Council 20/11/2024	Lewis-Curnoe, Olivia	Planning and Environment	Planning Proposal 18 2022 6 1 - Reclassification and Rezoning of Council Land - Post exhibition	1/10/2025	
50 MOTION 50 RESOLVED	Moved:	Page, Sue Councillor Hill	Seconded:	Councillor Pascoe		
1.	That Council note the outcomes of community consultation for Planning Proposal 18/2022/6/1 - Reclassification and Rezoning of Land at Bellbird and Abermain.					
2.	That Council forwards the Planning Proposal for Reclassification and Rezoning of Council Land to the Minister for Planning and Public Spaces with a recommendation that the plan be made pursuant to Section 3.36 of the <i>Environmental Planning and Assessment Act 1979</i> .					
3.	That Council remove the Public Reserve Status from Part of Lot 3 DP 624793.					
26 Nov 2024 9:43am Lewis-Curnoe, Olivia - Target Date Revision Target date changed by Lewis-Curnoe, Olivia from 18 December 2024 to 15 January 2025 - Liaising with PC for finalisation.						
24 Jan 2025 1:42pm Lewis-Curnoe, Olivia - Target Date Revision Target date changed by Lewis-Curnoe, Olivia from 15 January 2025 to 31 March 2025 - Liaising with DPHI to finalise the Planning Proposal.						
01 Apr 2025 9:03am Lewis-Curnoe, Olivia - Target Date Revision Target date changed by Lewis-Curnoe, Olivia from 31 March 2025 to 10 May 2025 - DPHI is the plan making authority. The Planning Proposal is with DPHI for finalisation.						
30 Apr 2025 9:11am Lewis-Curnoe, Olivia - Target Date Revision Target date changed by Lewis-Curnoe, Olivia from 10 May 2025 to 31 May 2025 - Planning Proposal still with the Department for Finalisation.						
27 May 2025 10:09am Lewis-Curnoe, Olivia - Target Date Revision Target date changed by Lewis-Curnoe, Olivia from 31 May 2025 to 01 August 2025 - Currently with Parliamentary Council for Finalisation.						
24 Jul 2025 11:19am Lewis-Curnoe, Olivia - Target Date Revision Target date changed by Lewis-Curnoe, Olivia from 01 August 2025 to 01 October 2025 - DPHI (the Plan Making Authority for this Planning Proposal) have advised it is still with Parliamentary Counsel for finalisation.						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
BN6/2025	Ordinary Council 19/03/2025	McNally, Kate	Business With Notice	Investigation for Opportunities to Reduce Vandalism in Public Spaces	28/11/2025	
123 MOTION 123 RESOLVED	Moved:	McLachlan, Paul Councillor King	Seconded:	Councillor Jurd		
That Council reconvene to further consider options available to help address impacts of crime within the Cessnock LGA after further consultation is undertaken between Cessnock Councillors and NSW Police.						
05 May 2025 3:53pm Meyers, Kristy A Councillor Briefing to be organised for Crime Prevention Through Environmental Design (CPTED).						
05 May 2025 3:55pm Meyers, Kristy - Target Date Revision						

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Target date changed by Meyers, Kristy from 30 June 2025 to 30 June 2025 - To organise Councillor Briefing.
30 Jun 2025 9:59am McNally, Kate A Councillor Briefing to be organised for Crime Prevention Through Environmental Design (CPTED).
30 Jun 2025 10:01am McNally, Kate - Target Date Revision Target date changed by McNally, Kate from 30 June 2025 to 29 August 2025 - Competing priorities have resulted in this briefing being delayed.
29 Aug 2025 9:33am McNally, Kate - Target Date Revision Target date changed by McNally, Kate from 29 August 2025 to 28 November 2025 - Competing priorities have resulted in this briefing being delayed.

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
BN7/2025	Ordinary Council 19/03/2025	Martin, Cam	Business With Notice	Report on Unsealed Roads and Costs	31/10/2025	
124		McLachlan, Paul				
		Total (13)		Total (0)		
MOTION	Moved:	Councillor Hill	Seconded:	Councillor Suvaal		
124						
RESOLVED						
1.	That the General Manager provide a report to Council on the unsealed road network review, including information on Unsealed Road Maintenance Schedule, Council's Asset Management Framework and budget in line with the Long Term Financial Plan.					
2.	Currently what grants are available to help with our unsealed road program.					
09 Apr 2025 10:10am Meyers, Kristy Investigating data set.						
05 May 2025 2:49pm Meyers, Kristy Report expected June/July 2025.						
29 Jul 2025 2:17pm Meyers, Kristy - Target Date Revision Target date changed by Meyers, Kristy from 30 July 2025 to 30 September 2025 - Ongoing and expected September Council meeting.						
26 Aug 2025 12:04pm Meyers, Kristy Moved to October 2025 Council meeting.						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE12/2025	Ordinary Council 21/05/2025	Brown, Keren	Planning and Environment	Planning Proposal 18/2024/6/1 - Reclassification of Council Land - Post Exhibition	30/10/2025	
152		Page, Sue				
MOTION	Moved:	Councillor King	Seconded:	Councillor Harrington		
152						
RESOLVED						
1.	That Council notes the outcome of the community consultation for Planning Proposal 18/2024/6/1 - Reclassification of part Lot 312 DP 566724 (Old Maitland Road, Cessnock) from Community Land to Operational Land.					
2.	That Council forwards the Planning Proposal 18/2024/6/1 for Reclassification of Council Land 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.					

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3. That Council notifies submission makers of the Minister's decision.

CARRIED

05 Aug 2025 7:34am Larsen, Robyn - Reallocation

Action reassigned to Brown, Keren by Larsen, Robyn - .

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE15/2025	Ordinary Council 18/06/2025	Brown, Keren	Planning and Environment	Exhibition of Draft Housing Theme Review Discussion Paper	25/09/2025	
169 MOTION 169 RESOLVED	Moved:	Page, Sue Councillor Lea	Seconded:	Councillor Palmowski		
<p>1. That Council place the Draft Housing Theme Review Discussion Paper on public exhibition for a period of 28 days.</p> <p>2. That Council receive a further report following public exhibition of the Draft Housing Theme Review Discussion Paper.</p> <p>3. That a workshop be held with Councillors after the feedback from the exhibition period.</p>						
<p>05 Aug 2025 7:35am Larsen, Robyn - Reallocation</p> <p>Action reassigned to Brown, Keren by Larsen, Robyn - .</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE16/2025	Ordinary Council 18/06/2025	Brown, Keren	Planning and Environment	Draft Amendments to Cessnock Development Control Plan Chapter - D8, Events	27/11/2025	
170 MOTION 170 RESOLVED	Moved:	Page, Sue Councillor Lea	Seconded:	Councillor Pascoe		
<p>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.</p> <p>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.</p> <p>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.</p>						
<p>05 Aug 2025 7:35am Larsen, Robyn - Reallocation</p>						

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Action reassigned to Brown, Keren by Larsen, Robyn - .

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
BN11/2025	Ordinary Council 20/08/2025	Page, Sue	Business With Notice	Proposal to Remove the Shared Zone and Install Temporary Foot Crossings on Charlton Street, Cessnock	30/09/2026	
226 MOTION 226 RESOLVED	Moved:	Page, Sue Councillor Jurd	Seconded:	Councillor King		
<p>a. That the General Manager investigate options to remove the shared zone at the Cooper and Charlton Streets intersection and reinstate marked foot crossings to enhance pedestrian safety in the area.</p> <p>b. That Councillors be provided a briefing on the draft CBD Public Domain Plan and how it proposes to address the pedestrian safety concerns before going on public exhibition.</p>						
<p>28 Aug 2025 3:35pm Meyers, Kristy Resolution a. being actioned by W&I via a Councillor memo., Resolution b. Councillor Briefing being actioned by P&E.</p> <p>28 Aug 2025 3:37pm Meyers, Kristy - Reallocation Action reassigned to Page, Sue by Meyers, Kristy - For P&E to action Councillor Briefing.</p> <p>04 Sep 2025 10:22am Blake, Yvonne - Target Date Revision Target date changed by Blake, Yvonne from 17 September 2025 to 30 September 2026 - The current CBD Public Domain Plan is currently under review subject to the following two key reports/studies being completed., 1. Traffic Assessment report (received by Council in August 2025 and is currently being reviewed by Strategic Planning)., 2. Flood study to be completed by mid 2026 (this study is broader than just the CBD so will take approximately twelve months to complete)., Once both reports have been received and reviewed allowing the draft plan to progress, a Councillor briefing will be organised.</p>						

Action Sheets Report	Division:	Ordinary Council	Date From:
	Committee:		Date To:
	Officer:		Printed: Tuesday, 9 September 2025 3:24:45 PM

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
CC19/2025	Ordinary Council 16/04/2025	Plumridge, Matthew	Corporate and Community	Engagement of Advisor for Special Rate Variation	29/08/2025	27/08/2025
141 MOTION 141 RESOLVED	Moved:	Maginnity, Robert Councillor Pascoe	Seconded:	Councillor Mason		
<p>1. That Council notes the report of the Institute for Regional Futures of the University of Newcastle, outlining the financial sustainability challenges for Cessnock City Council.</p> <p>2. That Council authorises the General Manager to:</p> <p style="padding-left: 40px;">a. engage an independent advisor to provide further advice to Council on the potential for a special rate variation</p> <p style="padding-left: 40px;">b. report to Council on the recommendations of the advisor prior to any decision being made on a Special Rate Variation application by Council.</p> <p>06 May 2025 9:18am Anderson, India - Target Date Revision Target date changed by Anderson, India from 14 May 2025 to 30 June 2025 - Commenced discussions and currently negotiating contract.</p> <p>28 Jul 2025 9:22am Plumridge, Matthew - Target Date Revision Target date changed by Plumridge, Matthew from 30 June 2025 to 29 August 2025 - Prof Drew has committed, still working on finer details of the contract.</p> <p>27 Aug 2025 10:35am Plumridge, Matthew - Completion Completed by Plumridge, Matthew (action officer) on 27 August 2025 at 10:35:47 AM - Engaged as at 26 August 2025, work has commenced.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
UB2/2025	Ordinary Council 21/05/2025	Waghorn, Peter		Review of Existing Policy governing leasing agreements with Sporting Clubs	18/09/2025	27/08/2025
160 MOTION 161 RESOLVED	Moved:	Maginnity, Robert Councillor Jurd	Seconded:	Councillor Madden		
<p>That Council urgently reviews the existing policy governing leasing agreements with sporting clubs with a view to simplifying processes and supporting sustainability of local clubs.</p> <p>27 May 2025 8:47am Meyers, Kristy - Reallocation Action reassigned to Maginnity, Robert by Meyers, Kristy - Hi Robert - Paul has advised this one is for C&CS.</p> <p>27 May 2025 11:23am Anderson, India - Reallocation Action reassigned to Waghorn, Peter by Anderson, India - Per DC&CS request</p> <p>28 May 2025 4:31pm Waghorn, Peter Review in progress</p> <p>24 Jun 2025 3:07pm Waghorn, Peter - Completion Completed by Waghorn, Peter (action officer) on 24 June 2025 at 3:07:29 PM - A working party comprising internal community facilities and cultural development participants undertook and completed a review of the existing procedure for granting leases to community-based, not for profit organisations in April. The revised Procedure is now being applied to assessment of all applications to grant or renew facility licences.</p> <p>16 Jul 2025 12:17pm Larsen, Robyn - Completion</p>						

Action Sheets Report	Division:	Ordinary Council	Date From:
	Committee:		Date To:
	Officer:		Printed: Tuesday, 9 September 2025 3:24:45 PM

Uncompleted by Larsen, Robyn
24 Jul 2025 3:18pm Waghorn, Peter - Target Date Revision
Target date changed by Waghorn, Peter from 18 June 2025 to 18 September 2025 - Although an internal process for leasing agreements with sporting clubs was recently revised, reviewing the existing Policy governing the procedure requires a Council resolution to adopt approved amendments and/or authorise public exhibition. A report is scheduled for the August OCM and granting of any new or renewed licences is on hold.
27 Aug 2025 4:30pm Waghorn, Peter - Completion
Completed by Waghorn, Peter (action officer) on 27 August 2025 at 4:30:12 PM - The revised Property Management Policy was considered and adopted on 20 August 2025.

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
MM7/2025	Ordinary Council 20/08/2025	Lorenzen, Cherie	Mayoral Minutes	Digital Inclusion and Mobile Coverage Blackspots in the Cessnock LGA	17/09/2025	5/09/2025
216 MOTION 216 RESOLVED	Moved:	Chrystal, Peter Councillor Watton				
<ol style="list-style-type: none"> That Council writes to the Federal Minister for Communications, the NSW Minister for Customer Service and Digital Government, the Federal Member for Hunter and relevant telecommunications providers outlining the urgent need to address mobile coverage blackspots in our LGA, such as Bucketty and surrounding communities. That Council request inclusion of Cessnock LGA in future rounds of the Mobile Black Spot Program and any relevant funding initiatives. That Council advocate for a coordinated approach to mobile service delivery in regional NSW that prioritises public safety and economic participation. 						
05 Sep 2025 1:51pm Cocking, Tracey 1. Issued correspondence 5/9/2025 to Federal Minister for Communications, the NSW Minister for Customer Service and Digital Government, the Federal member for Hunter and relevant telecommunications providers., 2. Request for inclusion of Cessnock LGA in future rounds of Mobile Black Spot Program and any relevant funding initiatives included in issued correspondence., 3. Advocacy for a coordinated approach to mobile service delivery in regional NSW that prioritise public safety and economic participation included in issued correspondence.						
05 Sep 2025 1:56pm Cocking, Tracey - Completion Completed by Cocking, Tracey on behalf of Lorenzen, Cherie (action officer) on 05 September 2025 at 1:56:45 PM - Correspondence issued inclusive of all 3 actions						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
MM8/2025	Ordinary Council 20/08/2025	Lorenzen, Cherie	Mayoral Minutes	NSW Government's Role in Telecommunications Infrastructure Funding	17/09/2025	5/09/2025
217 MOTION 217 RESOLVED	Moved:	Chrystal, Peter Councillor Watton				
<ol style="list-style-type: none"> That Council write to both the NSW Minister for Customer Service and Digital Government, and the State Members for Cessnock, Maitland and the Upper Hunter requesting that the NSW Government begin contributing to telecommunications infrastructure funding in line with other states and territories. That Council seek the support of the Hunter Joint Organisation to lobby collectively for this policy change. That Council request that the NSW Government prioritise high-risk, no-coverage areas such as Bucketty in any future mobile coverage funding programs. 						

Action Sheets Report	Division:	Ordinary Council	Date From:
	Committee:		Date To:
	Officer:		Printed: Tuesday, 9 September 2025 3:24:45 PM

4. That Council raise this as a motion for submission to the LGNSW annual conference.	
<p>05 Sep 2025 2:15pm Cocking, Tracey</p> <p>1. Issued correspondence 5/9/2025 to NSW Minister for Customer Service and Digital Government, and the State Members for Cessnock, Maitland and the Upper Hunter requesting that the NSW Government begin contributing to telecommunications infrastructure funding in line with other states and territories., 2. Hunter Joint Organisation currently lobbying collectively for policy change regarding NSW Governments role in telecommunications Infrastructure funding under Advocacy Priority, Infrastructure and Connectivity, 3.4 Digital connectivity improvements., 3. Included in issued correspondence, request that NSW Government prioritise high-risk, no-coverage areas such as Bucketty in any future mobile coverage funding programs. , 4. Submission for LGNSW annual conference currently being compiled to be submitted by 26 October 2025.</p> <p>05 Sep 2025 2:19pm Cocking, Tracey - Completion</p> <p>Completed by Cocking, Tracey on behalf of Lorenzen, Cherie (action officer) on 05 September 2025 at 2:19:19 PM - Correspondence issued and tasks completed or underway.</p>	

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE23/2025	Ordinary Council 20/08/2025	Murphy, Warren	Planning and Environment	Review of Council's Compliance and Enforcement Policy	17/09/2025	28/08/2025
218 MOTION 218 RESOLVED	Moved:	Page, Sue Councillor Grine	Seconded:	Councillor Hill		
That Council adopt the revised Compliance and Enforcement Policy 2025 to replace the existing policy.						
<p>28 Aug 2025 10:32am Blake, Yvonne - Completion</p> <p>Completed by Blake, Yvonne on behalf of Murphy, Warren (action officer) on 28 August 2025 at 10:32:15 AM - Council resolved to adopt updated policy at the Ordinary Council Meeting held 20 August 2025.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
CC48/2025	Ordinary Council 20/08/2025	Plumridge, Matthew	Corporate and Community	Property Management Policy Review	17/09/2025	27/08/2025
219 MOTION 219 RESOLVED	Moved:	Maginnity, Robert Councillor Hill	Seconded:	Councillor Grine		
<p>1. That Council adopts the revised Property Management Policy 2025.</p> <p>2. That Council notes that a lease or licence decision can be brought before the Council for determination by resolution.</p>						
<p>27 Aug 2025 10:37am Plumridge, Matthew - Completion</p> <p>Completed by Plumridge, Matthew (action officer) on 27 August 2025 at 10:37:38 AM - Policy updated on council's website</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
CC49/2025	Ordinary Council 20/08/2025	Barnes, Megan	Corporate and Community	Adoption of the Disability Inclusion Action Plan 2025-2029	17/09/2025	27/08/2025

Action Sheets Report	Division:	Ordinary Council	Date From:
	Committee:		Date To:
	Officer:		Printed: Tuesday, 9 September 2025 3:24:45 PM

220 MOTION 220 RESOLVED	Moved:	Maginnity, Robert Councillor Lea	Seconded:	Councillor Harrington
That Council adopts the Disability Inclusion Action Plan 2025-2029.				
27 Aug 2025 10:22am Barnes, Megan Disability Inclusion Action Plan 2025-2029 adopted and relevant Council webpages updated with new document and copy.				
27 Aug 2025 10:23am Barnes, Megan - Completion Completed by Barnes, Megan (action officer) on 27 August 2025 at 10:23:46 AM - New Plan live on Council's website and webpage copy updated.				

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
CC50/2025	Ordinary Council 20/08/2025	Plumridge, Matthew	Corporate and Community	Carry Forwards and Revotes 2025-26	17/09/2025	27/08/2025
221 MOTION 221 RESOLVED	Moved:	Maginnity, Robert Councillor Lea	Seconded:	Councillor Hill		
1. That Council notes that there are no revotes proposed. 2. That Council notes that the following carry forward expenditure is automatically carried forward as per Clause 211(3) of the <i>Local Government (General) Regulation 2021</i> : - Carry forward operating expenditure of \$1,641,541. - Carry forward capital expenditure of \$8,453,393 for capital projects commenced prior to 30 June 2025. And that General Funds component of the above is \$767,092.						
27 Aug 2025 10:38am Plumridge, Matthew - Completion Completed by Plumridge, Matthew (action officer) on 27 August 2025 at 10:38:05 AM - Budget adjustments have been made as per resolution and will be reported to council via QBRs						



Waste Management Policy

Last Updated: **August 2025** Revision: **3**

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ACKNOWLEDGEMENT

Council acknowledges that within its local government area boundaries are the traditional lands of the Wonnarua people, the Awabakal people and the Darkinjung people. We acknowledge these Aboriginal peoples as the traditional custodians of the land on which our offices and operations are located, and pay our respects to Elders past and present. We also acknowledge all other Aboriginal and Torres Strait Islander people who now live within the Cessnock Local Government Area.

COUNCIL VALUES

Integrity, Respect, Teamwork, Accountability, and Excellence.

DISCLAIMER

The information contained in this publication is based on knowledge and understanding at the time of the adoption date and may not be accurate, current or complete at the time of viewing. While every effort has been made to ensure the accuracy of the information in this publication, Cessnock City Council expressly disclaims any liability to any person in respect of anything done or not done as a result of the contents of this publication or the data provided therein. Readers should make their own inquiries and rely on their own advice when making decisions and taking any action based on the information contained in this publication.

Waste Management Policy

1 OBJECTIVES

- 1.1. Clearly identify waste management services provided by Council to the community.
- 1.2. Details the types of waste management charges, how they are applied, and specify any relevant exemptions.
- 1.3. Provide direction on the acceptance of waste from outside of the LGA.

2 SCOPE

- 2.1 This policy applies to waste management services provided by Cessnock City Council (Council).

3 POLICY STATEMENT

- 3.1. This policy sets out Council's position for waste management and resource recovery in the Cessnock Local Government Area (LGA).
- 3.2. The purpose of the policy is to provide guidance on waste management services, to enable delivery in an efficient manner which promotes environmental and financial sustainability.
- 3.3. Council will deliver waste services that:
 - 3.3.1 Encourage resource recovery and recycling.
 - 3.3.2 Reduce waste to landfill.
 - 3.3.3 Consider social, environmental and financial impacts on the community.
 - 3.3.4 Meet the needs of the community.
 - 3.3.5 Have fees and charges in accordance with the Local Government Act 1993(NSW) (Act) while being fair and equitable to all members of the community.

4 DOMESTIC WASTE MANAGEMENT SERVICES

4.1. Application of Charges

- 4.1.1 The Domestic Waste Management Charge (DWMC) is applied in accordance with Council's Fees and Charges, Council's Revenue policy and section 496 of the Act.
- 4.1.2 Each property rated as Residential or Farmland, or any sub-category, with an approved residence within the Waste Collection Service Area will be charged the DWMC.
- 4.1.3 New waste management services will be charged from the date Council processes the application for the service. If evidence suggests the service was in use prior to the application, the DWMC will be charged from the date use of the service commenced. Council will only charge for the current financial year in which it becomes aware.
- 4.1.4 There is no opt-out of the DWMC, unless Council cannot deliver the waste management service at the property boundary. These properties will be subject to the Domestic Waste Availability Charge (DWAC).
- 4.1.5 The DWAC is applied to vacant Residential and Farmland within the Waste Collection Service Area.

Waste Management Policy

4.2 Waste Collection Service Area

4.2.1 The Domestic Waste Management Service (DWMS) is provided to most residential properties, and some eligible non-residential properties, in the Cessnock LGA. The waste collection service is available if the waste collection vehicle travels past the driveway or private road on which the property is located and Council can safely service the property.

4.2.2 The Waste Collection Service Area is determined by:

- i. Capacity in the current collection zone and fleet;
- ii. Accessibility of the road for the waste collection vehicle;
- iii. Road condition and capacity to accommodate the collection vehicle both during collection and any associated turning manoeuvres;
- iv. Road safety for all road users (collection crew and residents);
- v. Efficiency of any extension (time, cost, distance, number of services); and
- vi. Financial considerations (cost versus return).

4.2.3 The extension of the Waste Collection Service Area will be reviewed on request from a resident. Extensions will only occur if deemed feasible according to the conditions at clause 4.2.2.

4.2.4 Residents outside of the Waste Collection Service Area may be eligible to receive a Remote Waste Service or purchase Alternate Waste Vouchers as outlined in clauses 4.5 and 6.

4.3 Service Days

4.3.1 The kerbside collection service will take place as normal on all public holidays, with the exception of the general waste collection on Christmas Day, Good Friday and Union Picnic Day. Waste collection for these days will take place a day later or as otherwise arranged.

4.3.2 Changes to waste collection days will be advertised.

4.3.3 Changes may be made to service times on Anzac Day so as not to disrupt any ceremonies and recognise the solemnity of the day.

4.4 Service Inclusions

4.4.1 The current service includes kerbside collection of:

- i. mixed general waste on a weekly basis (red lid bin),
- ii. commingled recyclables on a fortnightly basis (yellow lid bin), and
- iii. food organics garden organics (FOGO) on a weekly basis (lime green lid bin).

4.4.2 An alternate Domestic Waste Management Service may be available for residents to opt-in. This alternate service will include fortnightly general waste collection, or 26 collections per year, and will be provided at a discounted fee in accordance with Council's adopted Fees and Charges. Households found to be contaminating the recycling and/or organics service will not be eligible for this alternate service and transferred back to the full rate service. Landlords will require agreement of tenants before this alternate service will be approved.

Waste Management Policy

4.4.3 240L mobile garbage bins are provided to residents for waste collection, with the option to upsize to a 360L bin for recyclables. Arrangements can be made where a smaller number of bins are provided to Multi-Unit Dwellings (MUDs).

4.4.4 Bins for the kerbside collection service are provided and owned by Council or its' contractors. These bins must remain at the relevant property and in the event of damage or theft will be repaired or replaced by Council or its' contractors.

4.4.5 Collection will only occur when waste materials are presented in bins supplied by Council or its contractors.

4.4.6 Elderly residents or those with a disability may be approved to receive an assisted bin collection (Blue Disc) service following application. Application includes documented support from their physician or doctor.

4.4.7 Council and its contractors will return to collect bins that have been missed or half-emptied, however will not return to collect bins:

- i. that were not placed on the kerb prior to 5am,
- ii. where collection was obstructed by trees, power lines or vehicles,
- or
- iii. when bins were not collected due to being over-full or heavier than 65kg.

The In Vehicle Management System (IVMS) in the collection truck will be used to determine if a bin was presented at the time the truck passed the property, was obstructed or over weight.

4.4.8 Properties found to be contaminating their recycling and/or organics bins will receive education and advice regarding correct use of the service. Continued contamination may result in their recycling and/or organics bin being removed.

4.4.9 The service also includes the provision of waste vouchers for use by households at the Cessnock Waste Management Centre. These vouchers include strict conditions for use to prevent misuse, including:

- i. Waste vouchers are issued each financial year and expire on 30 June.
- ii. Each voucher has a unique barcode with the property address and can only be used by, or on behalf of, residents that live at the address to which the voucher is issued. Owners of a property that do not live at the property may request use of a waste voucher for the property if it is vacant. To receive authorisation, they must contact Council and provide written evidence that the property is vacant. If Council agrees, an authorisation letter may be issued for use at the CWMC within one month of issue.
- iii. Proof of address (e.g., driver's license or utilities bill) matching that on the voucher is required in order to use the voucher. Council rate notices can be used as proof of residency if the property address and postal address match.
- iv. Waste disposed in excess to the value of the voucher will be charged for in accordance with Council's Fees and Charges.
- v. Vouchers cannot be used for disposing of tyres or special waste, such as asbestos.

Waste Management Policy

- vi. Vouchers can only be used for domestic household waste and will not be accepted for commercial waste. There is a limit of one mattress on each recycling voucher, and disposal of these items is included in the weight limit of the voucher.
- vii. Waste materials must not be transported by a commercial enterprise, including businesses appointed by real estate agents or landlords, except in accordance with clause 4.4.9 viii.
- viii. Eligible businesses may be approved to bring waste materials on behalf of residents upon submitting the relevant application.
- ix. Vouchers will be deemed invalid if the holder does not follow directions from site staff including appropriately disposing of recyclables and mixed waste.
- x. Valid vouchers must be presented at the time of disposal and refunds will not be provided for residents that do not present a valid voucher at the time of disposal.
- xi. Vouchers are for a single use only and are not transferable, refundable or redeemable for cash.
- xii. Council will take into consideration the impact of any interruption to operations and/or services beyond Council control such as pandemic, state or federal legislation.
- xiii. Additional vouchers will not be issued under any circumstance. Requests from residents or organisations for assistance will be assessed as a request to waive fees and must be managed in accordance with clause 7.6.
- xiv. Properties who pay the DWAC are not eligible to receive vouchers.
- xv. Commercial Waste Services are not entitled to receive waste vouchers.

4.4.10 As part of the food organics garden organics (FOGO) service all new domestic services will be issued with kitchen caddies at the time of bin delivery. A replacement caddy may be issued on request at a fee in accordance with Council's adopted Fees and Charges.

4.4.11 Compostable liners will be provided to each domestic premises for use in the FOGO service. Ongoing supply of liners will be provided to domestic premises. Residents being supplied with in excess of 2 rolls (150 liners per roll) per year may be charged a fee in accordance with Council's Fees and Charges. This fee will only be applied if total supply of liners is found to be excessive.

4.5 Remote Waste Services

4.5.1 Residents that live outside of the Waste Collection Service Area can request a Remote Waste Service. This service includes all the provisions of a Domestic Waste Management Service with the bins collected from the nearest Remote Service Point to the residence on the collection route.

4.5.2 Residents with Remote Waste Services must retrieve bins from the collection location between collections. If bins are not removed, liability for any damage caused by bins will be the responsibility of the resident. Failure to comply may result in the service being cancelled.

4.6 Multiple Waste Services

4.6.1 Multiple Waste Services are those provided to MUDs, including any property that contains multiple residences such as units, villas, apartments, townhouses, dual occupancies and residences with granny flats.

Waste Management Policy

4.6.2 Where these properties have strata title, each individual residence will be charged the DWMC via their rates notice. An agreement may be made to reduce the number of bins provided, however the full DWMC will be applied.

4.6.3 For MUDs with a single owner, including dual occupancies, and residences with granny flats, the DWMC will apply for each individual residence within the property.

4.6.4 Upon request made in writing, a subsidy may be applied to the DWMC for MUDs where Council is not able to service the standard number of bins for the property.

4.6.5 If Council is unable to suitably service the property, the DWMC will not apply. These properties will be subject to the DWAC.

4.7 Additional Waste Services

4.7.1 Property owners or managing agents may request additional waste services, including an additional full service, or additional, waste, recycling and/or organics service for an additional charge that appears annually on the rates for the property.

4.7.2 Charges will apply from the date Council process the application for additional services.

4.7.3 Additional waste services will only be provided if Council has the ability to provide the requested service.

4.7.4 Properties with ratings that are categorised as Business with a Residential component or known to be undertaking business on the premises are eligible for one DWMS. Additional services will be classified as Commercial Waste Services.

4.8 Cancellation of Waste Charges

4.8.1 DWMSs cannot be cancelled, in accordance with section 496 of the Act, including Multiple Waste Services.

4.8.2 Additional Waste Services and Remote Waste Services can be cancelled on request, subject to a cancellation fee and bins being retrieved by Council and its contractors.

4.8.3 Premises with residences that have been demolished, have been issued a demolition order or are deemed uninhabitable by Council will, on request, have the DWMC converted to the DWAC, from the date of request.

4.9 Exemption of Waste Charges

4.9.1 An exemption may be granted to residents who generate unavoidable medical waste, requiring additional garbage or recycling capacity. The supply of an additional general waste bin, additional recycling bin and/or 360 L recycling bin, without an additional charge to be imposed and will be considered on a case-by-case basis, where the applicant can demonstrate a legitimate need. Requests for exemption for medical reasons will be required each financial year.

4.10 Requests for Refunds – Non-delivery of Additional Services

4.10.1 Where a customer indicates that Council has not provided an additional service as charged on their rates notice, Council will review the claim and determine an appropriate refund for services not delivered. The following will be considered in the review and determination of a suitable recompense:

- i. Record of bins collected from premises;
- ii. Record of bins supplied or bins currently on property;

Waste Management Policy

iii. Return of current voucher or portion removed from DWMC refund.

4.10.2 Where claims of overpayment or non-delivery of service are substantiated, the current plus one previous financial year only rates will be reimbursed by a credit or refund on the properties' rates.

5 COMMERCIAL WASTE MANAGEMENT SERVICE

5.1 Waste Collection Service Area

5.1.1 Upon request by the commercial property owner or managing agent, businesses within the Waste Collection Service Area can request provision of a Commercial Waste Service by Council.

5.1.2 Council will not extend the waste service area at the request of commercial premises.

5.2 Service Days

5.2.1 Collection of Commercial Waste Services occurs as part of the weekly DWMS and will occur on the same days.

5.3 Service Inclusions

5.3.1 The service includes kerbside collection of:

- i. mixed general waste on a weekly basis,
- ii. commingled recyclables on a fortnightly basis if requested, and
- iii. food organics garden organics (FOGO) collection is provided weekly when requested and deemed necessary for the property (i.e. the property includes gardens or grassed areas).

5.3.2 Generally, 240L mobile garbage bins are provided to businesses for waste collection, with the option to upsize to a 360L bin for recyclables.

5.3.3 Bins for the kerbside collection service are provided and owned by Council or its' contractors. These bins must remain at the relevant property and in the event of damage or theft will be repaired or replaced by Council or its' contractors.

5.3.4 Waste vouchers are not included in the Commercial Waste Service.

5.4 Application of charges

5.4.1 Charges are applied in accordance with Council's Fees and Charges, and the Revenue policy.

5.4.2 Properties with ratings that are categorised as Business with a Residential component are eligible for one DWMS. Additional services to such businesses will be classified as Commercial Waste Services and charged accordingly.

5.4.3 In respect of non-rateable properties such as halls, churches and similar facilities, Council applies commercial waste collection charges on services requested.

5.5 Cancellation of charges

5.5.1 Commercial Waste Services can be cancelled on request, subject to a cancellation fee and bins being retrieved by Council and its contractors.

Waste Management Policy

5.6 Requests for Refunds – Non-delivery of Commercial Services

5.6.1 Where a customer indicates that the Council has not provided a commercial service as charged on their rates notice, Council will review the claim and determine an appropriate refund for services not delivered. The following will be considered in the review and determination of suitable recompense:

- i. Record of request for supply or removal;
- ii. Record of bins collected from premises;
- iii. Record of bins supplied or bins currently on property.

5.6.2 Where claims of overpayment or non-delivery of service are substantiated, the current year plus one previous financial year only rates will be reimbursed by a credit or refund on the properties rates.

6 ALTERNATE WASTE VOUCHERS

6.1 Residential properties outside the Waste Collection Service Area are eligible to purchase alternate waste vouchers for use at the Cessnock Waste Management Centre. These vouchers include strict conditions for use, including:

- 6.1.1 The vouchers are for residential waste only and cannot be purchased by commercial premises or used for commercially generated waste.
- 6.1.2 Vouchers are charged in accordance with Council's Fees and Charges and are non-refundable.
- 6.1.3 Vouchers can be purchased to dispose of up to 20kg of mixed waste or up to 20 kg of commingled recyclables.
- 6.1.4 A maximum of 110 mixed waste and 110 recyclable vouchers can be purchased per eligible household each financial year.

7 CESSNOCK WASTE MANAGEMENT CENTRE

7.1 The Cessnock Waste Management Centre is operated in a manner to encourage source separation of recyclable materials to minimise waste to landfill.

7.2 The Centre operates in accordance with the NSW Environmental Protection Licence (EPL) 6121.

7.3 Cessnock Waste Management Centre operates seven days per week with the exception of Christmas Day, Good Friday and Union Picnic Day.

7.4 Changes to operating hours, including operation on public holidays will be advertised prior to any change.

7.5 Fees and charges at the Centre are charged in accordance with Council's adopted Fees and Charges.

7.6 Exemptions to fees can be requested in accordance with Council's Community Sponsorship and Fee Waiving Policy, Council's Hardship Policy or Council's Financial Assistance for the Disposal of Waste Policy.

Waste Management Policy

7.7 Commercial customers can apply for an account billed monthly for waste disposed at the Centre. Application for such an account is subject to appropriate financial checks. If accounts are more than 3 months in arrears the account will be cancelled and recovery action initiated.

8 CHARITY CLOTHING BINS

8.1 That charity clothing bins are not placed on Council owned land that is managed by Council.

8.2 That approval for the placement of charity clothing bins may be given on Council owned land that is managed by a third party under licence or lease, on the provision that the clothing bins are managed by and align with the services of the third party.

9 WASTE FROM OUT OF THE CESSNOCK LGA

9.1 Council will not accept waste at its waste facility from the Sydney metropolitan area.

9.2 Council will consider environmental, financial and social impacts prior to accepting waste at its facility from outside of the Cessnock LGA.

10 ROLES AND RESPONSIBILITIES

Compliance, monitoring and review

10.1 Environment and Waste Manager

10.1.1 Is responsible for all operational aspect of this policy.

10.1.2 Is responsible for monitoring and reviewing this policy.

Records Management

10.2 Staff must maintain all records relevant to administering this policy in accordance with Council's Records Management Policy.

Waste Management Policy

11 POLICY DEFINITIONS AND ABBREVIATIONS

Act	Local Government Act 1993 (NSW)
Council	Cessnock City Council
Council Official	includes Councillors, members of staff (permanent, casual or temporary), Council advisors, administrators, Council committee members, volunteers and delegates of Council.
DWMC	Domestic Waste Management Charge The charge under Section 496 of the Local Government Act 1993 (NSW) applied to domestic premises
Farmland	A rating category under Section 514 of the Local Government Act 1993 (NSW)
Residential	A rating category under Section 514 of the Local Government Act 1993 (NSW)
DWAC	Domestic Waste Availability Charge. The charge under Section 496 of the Local Government Act 1993 (NSW) applied to vacant land
Waste Collection Service Area	The area within the Cessnock Local Government Area where kerbside collection of waste is undertaken.
DWMS	Domestic Waste Management Services Waste services provided to residential premises
FOGO	Food Organics and Garden Organics service
Remote Waste Service	Services provided to residents outside the Waste Collection Service Area
Alternate Waste Vouchers	Vouchers available to residents outside the Waste Collection Service Area
MUDs	Multi-Unit Dwellings A dwelling with multiple housing units contained within one building or multiple buildings within a complex
Multiple Waste Services	Services provided to MUDs
Commercial Waste Service	Optional waste services provided to businesses in the local government area by Council
Additional Waste Services	Optional services provided on request
Business	A rating category under Section 514 of the Local Government Act 1993 (NSW)

12 POLICY AUTHORISATIONS

No.	Authorised Function	Authorised Business Unit / Role(s)
	All operational aspects of this policy.	Environment and Waste Manager

13 POLICY ADMINISTRATION

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Waste Management Policy

Directorate	Works and Infrastructure		
Responsible Officer	Environment and Waste Manager		
Associated Procedure	NA	Policy Review Date	three years from date of adoption
Is this policy part of Council's Ethical Behaviour Framework?	Yes No	Is this a local policy pursuant to Part 3, Chapter 7 of the Local Government Act 1993 (NSW)?	Yes – is automatically revoked at the expiration of 12 months after the declaration of the poll for that election.
Document Reference Number	DOC2021/01506 [To be updated by Governance upon finalisation of Policy]		
This policy supports Council's compliance with the following legislation: -- Sections 356, 496, 501 & 502, Local Government Act 1993 (NSW) -- Protection of the Environment Operations Act 1997 -- Protection of the Environment Operations (Waste) Regulation 2014			
This policy contributes to the achievement of the following desired outcome or objectives as per Council's Delivery Program: A sustainable and healthy environment -- Objective 3.3 Better waste management and recycling			
Related Documents (include reference document numbers)	<ul style="list-style-type: none">▪ Records Management Policy (DOC2019/038769)▪ Complaints Handling policy (DOC2018/048382)▪ Privacy Management Plan (DOC2014/005148)▪ Revenue Policy▪ Financial Hardship Policy▪ Financial Assistance for the Disposal of Waste Policy (Charitable and Not for Profit Organisations)▪ Community Sponsorship and Fee Waiving Policy▪ Waste and Resource Recovery Strategy 2026-2031		

14 POLICY HISTORY

Revision	Date Approved / Authority	Description Of Changes
1	21/07/2021	New policy adopted
2	15/06/2022 – WI39/2022	Amend clause 4.4.7viii
3	??/??/2025 – WI??/2025	Amend for 2026-31 Waste & Resource Recovery Strategy changes

Summary of Submissions – Facility Naming Proposal: Molly Worthington Netball Facility

Submitter	Feedback	Council officer Response	Outcome
1	The new facility should be named Molly Worthington Netball Facility, her contribution to netball in the community should continue to be recognised at the new facility.	Noted. This submission is supportive of the proposal.	No change.
2	Keep as Molly Worthington. Would be disrespectful if it was called anything else.	Noted. This submission is supportive of the proposal.	No change.
3	Retain Molly Worthington.	Noted. This submission is supportive of the proposal.	No change.
4	Molly Worthington was a founding member of Kurri netball & it's great to have her named still associated with the new venue. She still has living relatives who know full well how much time & effort she spent establishing netball for the Kurri Community.	Noted. This submission is supportive of the proposal.	No change.
5	Bring the name to the new courts.	Noted. This submission is supportive of the proposal.	No change.
6	It would be wonderful to honour Molly and the name of the new netball precinct.	Noted. This submission is supportive of the proposal.	No change.
7	I believe the current name Molly Worthington should go with the new courts.	Noted. This submission is supportive of the proposal.	No change.
8	Retain Molly Worthington.	Noted. This submission is supportive of the proposal.	No change.
9	Facility Naming Proposal - Molly Worthington Netball Facility, agree.	Noted. This submission is supportive of the proposal.	No change.
10	Molly Worthington Netball Facility.	Noted. This submission is supportive of the proposal.	No change.
11	Keep the name Molly Worthington Netball Facility.	Noted. This submission is supportive of the proposal.	No change.
12	Change the name of the courts.	This submission does not provide an alternative option or reasons for the lack of support for the current proposal. The proposal put forward by the Kurri Kurri Netball Association is recognising the significant contribution of Molly Worthington to the development of netball in Kurri Kurri.	No change.