



Vincent Street
CESSNOCK 2325.

12 February 2008

To All Councillors

You are hereby notified that the next Ordinary Meeting of the Council will be held in the Council Chambers, on Wednesday, 20 February 2008, immediately following the conclusion of the Corporate and Regulatory Services Committee Meeting, for the purpose of transacting the undermentioned business.

**B R MORTOMORE
GENERAL MANAGER**

AGENDA:

PAGE NO.

(1) APOLOGIES.

(2) CONFIRMATION OF MINUTES.

Minutes of the Ordinary Meeting of the Council held on 6
February 2008

(3) MAYORAL MINUTES.

(4) COMMITTEES' REPORTS.

Report of Strategic & Community Services
Committee Meeting held on 20 February 2008

Report of Corporate & Regulatory Services
Committee Meeting held on 20 February 2008

(5) OFFICERS' REPORTS

GENERAL MANAGER

5/2008	Review of the Management Plan for Quarter ending 31 December 2007	3
6/2008	Classification of Land – Cnr Mitchell & Johnston Avenues, Kurri Kurri	8

- (6) COUNCILLORS' REPORTS.**
- (7) QUESTIONS WITHOUT NOTICE.**
- (8) REPORT OF THE COMMITTEE OF THE WHOLE MEETING HELD ON
20 FEBRUARY 2008**

OFFICERS' REPORT

GENERAL MANAGER'S REPORT NO. 5/2008

**SUBJECT: REVIEW OF THE MANAGEMENT PLAN FOR QUARTER ENDING
31 DECEMBER 2007**

Section 407 of the Local Government Act, 1993 requires the General Manager to report to Council each quarter as to the extent to which the performance targets set in the Management Plan have been achieved during that quarter.

Under Clause 203(1) of the Local Government (General) Regulations the responsible accounting officer must submit for each quarter a budget review statement showing a revised estimate for the year. In view of the direct relationship between the Management Plan and the budget review process, both statutory reports have been combined in a single report.

Provided as separate enclosure documents are the following:

- Enclosures 1-3 - Reports on Objectives & Performance Targets – 31 December 2007
- Enclosure 4 – Schedule of Works – 31 December 2007
- Enclosure 5 – Budget Review – 31 December 2007
- Enclosure 6 - Requests for Information from Staff by Councillors – 31 December 2007

A. REPORT ON OBJECTIVES AND PERFORMANCE TARGETS (ENCLOSURES 1-3)

In the Management Plan, the objectives for each principal activity are shown in Part D Operational Plan. The performance measures are listed with progress to date indicated.

The objectives have been examined with a view to bringing into sharper focus the definite tasks included in the current Management Plan. For this purpose the objectives and targets have been stated in the form of a Business Plan for each principal activity showing reasonable and achievable targets. This will enable Council to more easily monitor progress through the quarterly reports during the year and to report to the community at the close of the year in relation to its achievements.

The Management reporting process is intended to reflect the position as at the conclusion of the period to which it refers. Changes will occur for a variety of reasons and the reporting process will reflect these changes over time.

The information contained in the quarterly reports is obtained through a structured monthly reporting system by the Directors to the General Manager. This process allows regular monitoring of progress as well as providing the mechanism for meaningful quarterly reports and the annual report.

Enclosures 1-3 outline the progress made on each objective with brief comments on likely outcomes such as whether or not the target will be achieved.

Achievements, statutory reporting and operational highlights for the quarter were:

ACTIVITIES:

- ◇ Annual Statements for financial year ended 30 June 2007 completed within statutory timeframes.
- ◇ Electronic business paper specifications signed off.

- ◇ New Employee Internet Policy implemented. WebMarshal implemented to enforce new Internet Policy.
- ◇ Proposal received for a rationalisation of Council printers.
- ◇ Remote system access for Council Pools and Dog Pound improved.
- ◇ The restructure of Development Services completed with the Major Projects Unit replacing the Subdivision & Engineering Unit.
- ◇ The number of outstanding applications has been reduced to 253 from 274 at the end of the previous quarter. 308 development applications were lodged and 324 development applications were determined.
- ◇ The E-services Working Party completed an investigation of software solutions that will enhance the online services provided by the Development Services Section and improve the efficiency and effectiveness of the activities undertaken.
- ◇ Significantly reduced Council’s list of longstanding outstanding fire safety statements.
- ◇ Education pamphlets and three media releases produced as part of Council’s swimming pool safety program and all well received.
- ◇ Companion Animals Management Plan and SOPs Urban Animal Management Control Regulation and Enforcement and the Management of Dangerous Dogs, Restricted and Declared Restricted Breeds were adopted.
- ◇ Workplace Health & Safety Officer commenced in November 2007 and is currently reviewing Council’s Occupational Health & Safety systems.
- ◇ Completed Statewide insurance audit.
- ◇ 26 community representatives attended annual Tidy Town Awards in Leeton in November – 7 awards received by 3 groups.
- ◇ Signing by HIR and Thiess of the Heads of Agreement document represents a major milestone for both the project and the partnership between the member Councils.
- ◇ Work commenced on the “infill” proposal to extend the life of the current landfill operation. The expected lifespan increase is in the order of 3-5 years.
- ◇ Contract signed for installation of landfill gas capture system at landfill depot. Contract perceives installation at no cost to Council, saving approximately \$1M.
- ◇ Extension to HRR contract has also allowed for expansion of service for “new” day after collection for used clothing, electronics, batteries etc. The service has been successfully trialled in Victoria by FM Recycling. The service will be introduced in 2008 and provide collection service 3 times per year. Program has been developed so that arrangements are between Solo and FM with HRR taking oversee role.
- ◇ North Construction and Building Pty Ltd commenced works at the Cessnock Community Performing Arts Centre (PAC) in October. Demolition works occurred in November and regular progress reports will also be presented to the community and Council on a bi-monthly basis, or as major milestones are reached.
- ◇ Approximately 50 people attended the official opening of the Liberty Swing at Peace Park (Weston) by Cr Jeff Maybury in October. The Liberty Swing not only caters for people in wheelchairs, it also caters for people with any disability that prevents them from using a standard swing.
- ◇ The first of three Hunter Area Assistance Scheme funded Youth Life Skills Programs was completed at CYCOS. Youth Life Skills covers a wide range of topics including cooking, budgeting, nutrition, personal hygiene and an introduction to Centrelink services. Participants have been involved in a “Rent Ready” program and have shopped for, prepared and cooked a healthy balanced meal using the information they have learnt throughout the duration of the Youth Life Skills Program. Two more programs are scheduled to occur in 2008. A total of 1,258 young people accessed other CYCOS services including drop-in, programs and outreach during the quarter.

- ◇ Obtaining total of \$2,987,592 from RTA flood damage June 2007 Natural Disaster for roads and bridges, particularly \$604,749 for Whitebridge and \$630,800 for Regional Roads restoration.
- ◇ Investigation of damage and repair options and preparation of estimate Whitebridge Mulbring.
- ◇ Emergency sidetrack “design” and management Dill Street Kurri Kurri.
- ◇ Obtaining \$160,000 funding from DECC Floodplain Management Program 2007/2008 for Flood Studies, Floodplain Management Studies & Plans.
- ◇ Input to Major Project Developments, VPA for Rezoning.
- ◇ “Contribution” to Cunneens Bridge.
- ◇ **Civil Construction**
 - McDonalds Road between Palmers and Gillards Road – widening in progress.
 - Broke Road reconstruction east of Halls Road – in progress.
 - Northcote Road, Aberdare Stage 2 between Pokolbin and Kearsley Street kerb and gutter with roundabout at the corner of Pokolbin Street – complete.
 - Aberdare Street Kurri Kurri reconstruction between Gillies and Alexandra Streets – in progress.
 - Camp Road and Lovedale Road intersection reconstruction and upgrade – complete.
 - Wilderness Road easterly from Wine Country Drive gravel and seal – complete.
 - Anstey Street Cessnock pedestrian refuge – complete.
 - Harle Street drainage – complete.
- ◇ **Civil Maintenance**
 - Great North Road at Wollombi – rehabilitation including preparation of pavement and sealing from Wollombi Road to Gleghorns Bridge (1 km in length).
 - Wollombi Road Bellbird – rehabilitation including preparation of pavement, extensive heavy patching and sealing from Hickey Street Cessnock to Abbottsford Street Bellbird (2 km in length).
 - MR527 George Booth Drive – resealing and linemarking for 7 km.
 - MR220 The Gap – resealing and linemarking for 1 km.
- ◇ **Design & Contracts**
 - Baddeley Park – ongoing rectification of defects and variation negotiation with Contractor.
 - Cunneen’s Bridge Wollombi – realignment options and site investigation continuing.
 - Mulbring Main Drainage Scheme – utility relocation arranged.
 - Cessnock Waste Depot – final landfill cell and leachate pond complete.
 - Majors Lane design – nearing completion.
 - Performing Arts Centre carpark – nearing completion.
 - Mathieson Street Bellbird – commenced.
 - Hopetoun Street Kurri Kurri – estimate completed.
 - Reid Street Rothbury – drainage completed.
 - Galloway Street Kurri Kurri – kerb & gutter and drainage design completed.
- ◇ **Recreation Operations**
 - Johns Park – practice cricket nets complete.
 - Greta Central – floodlights installed.
 - Bruner Park Branxton – shelter installed.
 - Lions Park Branxton – shelter installed.
 - Greta Tennis Courts – retaining wall complete.
 - Field slicing – complete.
 - Howe Park – topdressing complete.
 - Greta Central – topdressing complete.
 - Neath (RTA garden and fence) – complete.
 - Jefferies Park Kearsley – retaining wall complete.

◇ **Buildings, Plant & Waste**

- Cyber Locks – installation at various locations including installation commencing at Baddeley Park.
- Carmichael Park Amenities Stage 2 extensions - 85% complete.
- White ants and spider spraying – various locations.
- Completion of renovation work to Wollombi Pony Club.
- Minor repairs for insurance works from the June Flood.
- Preparation works in Waste and Weed demountable for relocation of Records at Depot.
- Baddeley Park Sportsground – access adjustments continuing.
- E-procurement project commenced with information session to Outdoor Staff completed.
- Depot clean up commenced with scrap metal collected and sold in November.
- Successful stocktake completed at Store in December.
- Two garbage trucks ordered.
- Six motor vehicles replaced.
- Annual Return to DECC completed.
- Cessnock Waste and Reuse Centre – landfill extension works commenced with new leachate pond completed.

The Performance reports are numbered using the 2007-2010 Management Plan goals:

1. Enclosure 1 - Corporate and Regulatory Services.
2. Enclosure 2 - Strategic and Community Services.
3. Enclosure 3 - Works and Services.

B. SCHEDULE OF WORKS (ENCLOSURE 4)

The Management Plan includes the works programmes for 2007/08 including proposed expenditure on the acquisition and construction of new infrastructure assets and the improvement, rehabilitation and refurbishment of existing infrastructure assets.

Details of programmes are provided in Enclosure 4 showing the cost of each programme.

C. BUDGET REVIEW - QUARTER ENDED 31 DECEMBER 2007 (ENCLOSURE 5)

The enclosed budget report presents the revised budget for the year 2007/08 and identifies variations.

The revised budget position as at 31 December 2007 reflects an estimated working funds surplus of \$888,000 at 31 December 2007. The policy level is \$850,000.

Certification by Responsible Accounting Officer

In accordance with Section 203(2) of the Local Government (General) Regulation 2005, I certify that, the state of Council's financial position as at 31 December 2007 is satisfactory having regard to the original estimates of income and expenditure.

R Maginnity
Responsible Accounting Officer

D. REQUESTS FOR INFORMATION FROM STAFF BY COUNCILLORS - QUARTER ENDED 31 DECEMBER 2007 (ENCLOSURE 6)

The enclosed table lists information requests received by Staff from Councillors for the period 1 October 2007 to 31 December 2007.

RECOMMENDATION that:

1. The report be received.
2. Council internally restrict \$38,000 for the purpose of Special Projects.
3. The Quarterly Financial Review, as presented, be adopted as the revised budget for the 2007/08 year.

To: **Ordinary Council Meeting -**
20 February 2008

B R MORTOMORE
GENERAL MANAGER
13 February 2008

GENERAL MANAGER'S REPORT NO. 6/2008

SUBJECT: CLASSIFICATION OF LAND - LOTS 1, 2 & 3 CNR. MITCHELL & JOHNSTON AVENUES, KURRI KURRI

Property Officer, Mr Joseph Lorriman, reports:

Council has recently acquired Lots 1, 2 & 3 DP 1102889, Corner Johnston & Mitchell Avenues, Kurri Kurri. The reason for the acquisition is that it was recently discovered that this was blocking access between the two (2) streets on the map, while physically this access exists.

In line with the Local Government Act 1993, Council is now required to classify the land as either operational or community land. It is proposed that Council classify Lots 1 & 3 DP 1102889 as Operational, to allow Council to look at different options available to dispose of these lots.

It is proposed that Council dedicate Lot 2 DP 1102889 as public road, in accordance with the Roads Act 1993.

A copy of the Deposited Plan (DP) is included within Enclosure 1.

RECOMMENDATION that:

1. Council classify Lots 1 & 3 DP 1102889, Corner Johnston & Mitchell Avenues, Kurri Kurri as Operational in accordance with Section 31 of the Local Government Act 1993.
2. Council dedicate Lot 2 DP 1102889, Corner Johnston & Mitchell Avenues, Kurri Kurri as public road, in accordance with the Roads Act 1993.
3. A further report be prepared for Council's consideration detailing what should be done with Lots 1 & 3 DP 1102889.

To: **Ordinary Council Meeting -**
20 February 2008

B R MORTOMORE
GENERAL MANAGER
8 February 2008