



Vincent Street
CESSNOCK 2325.

12 August 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 August 2008, immediately following the conclusion of the City Planning 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 August 2008

(3) MAYORAL MINUTES.

(4) COMMITTEES' REPORTS.

Report of Infrastructure & Services Committee
Meeting held on 20 August 2008

Report of Corporate & Community Committee
Meeting held on 20 August 2008

Report of City Planning Committee Meeting held
on 20 August 2008

(5) OFFICERS' REPORTS

GENERAL MANAGER

38/2008	Report of Major Projects Committee Meeting held 6 August 2008	3
39/2008	Review Of The Management Plan For Quarter Ending 30 June 2008	6

(8) BUSINESS OF WHICH WRITTEN NOTICE HAS BEEN GIVEN.

(9) COUNCILLORS' REPORTS.

(11) QUESTIONS WITHOUT NOTICE.

(12) REPORT OF THE COMMITTEE OF THE WHOLE MEETING HELD ON 20 AUGUST 2008

OFFICERS' REPORT

GENERAL MANAGER'S REPORT NO. 38/2008

**SUBJECT: REPORT OF THE MAJOR PROJECTS COMMITTEE MEETING HELD
6 AUGUST 2008**

A meeting of the Major Projects Committee was held on 6 August 2008 and reports as follows:

Committee Members present were His Worship the Mayor, Councillor Clarence OAM, (in the Chair), Councillors Bedford, Pynsent and Parsons, General Manager, Director Corporate & Community. In attendance at the meeting was Councillor Ryan, Director City Planning, Economic Development Manager, Property Officer, Finance & Administration Manager, Council's Estate Consultant (Mr A Vogon), Personal Assistant to General Manager.

CONFIDENTIAL

GENERAL MANAGER'S REPORT NO. 7/2008

SUBJECT: 17 DATE AVENUE

Moved: Cr Bedford

Seconded: Cr Pynsent

RECOMMENDED that:

1. Council agree in principle to the construction of a new house for the Hughes' of 17 Date Avenue, up to \$180,000 completed.
2. Council agree to pay for the driveway, fencing and the costs associated with the relocation of an existing Colorbond garage, located on their existing property. The approximate costs for these items will be approximately \$30,000.
3. The house will be constructed upon Proposed Lot 101.
4. The Hughes' enter into a Licence with Council to occupy the new dwelling once constructed until the land is subdivided, at which time they will be required to purchase the lot from Council for \$94,400.
5. A further report be presented to Council once a Development Application (DA) for the property is approved, detailing whether there is existing funds available to undertake construction of the dwelling.
6. Council's Seal be affixed to all necessary legal and contract documents relevant to the construction of the property.

GENERAL MANAGER’S REPORT NO. 8/2008

SUBJECT: HEBBURN ESTATE ASBESTOS

Moved: B Mortomore
RECOMMENDED that:

Seconded: Cr Pynsent

1. Residents be notified of the monitoring that has been undertaken and results obtained to date and that monitoring is to be ongoing.
2. The information be noted.

GENERAL MANAGER’S REPORT NO. 9/2008

SUBJECT: VINEYARD GROVE - STAGE 11

Moved: Cr Bedford
RECOMMENDED that:

Seconded: Cr Pynsent

1. Council release the lots for sale within Stage 11 at the following prices:

Lot 1101.....\$153,000	Lot 1102.....\$159,000
Lot 1103.....\$159,000	Lot 1104.....\$159,000
Lot 1105.....\$152,500	Lot 1106.....\$152,500
Lot 1107.....\$167,000	Lot 1108.....\$159,900
Lot 1109.....\$159,900	
2. Potential purchaser’s are to be advised that Council will not negotiate on these prices.
3. Council’s seal be affixed to all necessary legal and contract documents relevant to the sale of Stage 11 Vineyard Grove lots.

CONFIDENTIAL

GENERAL MANAGER’S REPORT NO. 10/2008

SUBJECT: CALLING OF TENDERS FOR STAGE 4 AT HEBBURN ESTATE

Moved: Cr Parsons
RECOMMENDED that:

Seconded: Cr Pynsent

1. Council accept the tender from Enviropacific Services for the remediation works associated with Stage 4 at Hebburn Estate and part of Peace Park at the following costs:

A) Establishment, site excavation, cartage to the containment pit, consolidation and covered with 500mm of clean soil	\$33,003.00
B) Excavate the containment pit	\$29,400.00
C) Supply and install fabric silt fencing to the existing security fence	\$ 1,538.00
D) Contingency provision	<u>\$10,000.00</u>
TOTAL	\$73,941.00 + GST

2. Council appoint ESP as contamination consultant in accordance with their fee quote of \$17,000 + GST.
3. Council's Seal be affixed to the document or be signed by the General Manager under delegated authority on behalf of Council, to all necessary legal and contract documents relevant to the tender.
4. The General Manager be given delegated authority to negotiate with Enviropacific Services for the additional works required in terms of encapsulation of the contaminated soil.
5. A report be prepared on the outcome of the Tender process for the construction works associated with Stage 4 at Hebburn Estate for Council’s consideration, once the remediation works are completed.

RECOMMENDATION that Council endorse the report of the Major Projects Committee Meeting held on 6 August 2008.

To: **Ordinary Council Meeting**
20 August 2008

B R MORTOMORE
GENERAL MANAGER
11 August 2008

GENERAL MANAGER'S REPORT NO. 39/2008

**SUBJECT: REVIEW OF THE MANAGEMENT PLAN FOR QUARTER ENDING
30 JUNE 2008**

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:

- Enclosure 1 - Report on Strategic Initiatives – 30 June 2008
- Enclosure 2 – Schedule of Works – 30 June 2008
- Enclosure 3 - Requests for Information from Staff by Councillors – 30 June 2008

A. REPORT ON STRATEGIC INITIATIVES (ENCLOSURE 1)

In the Management Plan, the objectives for each principal activity are shown in Part C Strategic Initiatives. 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.

Enclosure 1 outlines 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:

- ◇ **Information Systems**
 - ECMS Project presented final report to Management.
 - IAB IT Review recommendations being implemented.
 - Improvements to Depot Network link and Council Administration Internet link completed.

- ◇ **Information Systems (Contd)**
 - Infomaster DA Tracking System rolled out to Council Officers and on Council Internet Site.
 - Sophos anti-virus protection rolled out onto Council computers.
 - Blackberrys rolled out to improve communication for Council Executives.
- ◇ **Financial & Administrative Services**
 - Fourth rates instalment processed.
 - March budget review presented to Council as per Local Government General (2005) Regulation.
 - Draft Budget and Rating Options submitted to Council in April.
 - Operating hours for customer service section altered to reflect workload.
 - Agreement for Fair Valuation of Assets issued.
 - BPAY payment facility implemented and operational.
 - Revenue policy (rating structure and fees and charges) adopted to Council.
- ◇ **Human Resources**
 - Appointments have been made to the Director City Planning and Director Corporate & Community positions with the successful applicants both commencing in June 2008.
 - Successfully negotiated Council agreements for the Waste Depot and Relief Waste Service areas.
 - Position Descriptions and Job Evaluation of Manager positions under the new Infrastructure & Services Department structure completed in preparation for recruitment of positions in early July 2008.
- ◇ **Development Services**
 - The provision of E-services progressed with the installation of the Infomaster software for DA Tracking and negotiations commenced for the Masterplan Assessor module.
 - DA tracking installed on Council's website.
- ◇ **Regulatory Services**
 - Report to Council endorsed Category B agreement with the NSW Food Authority mandating Council as responsible for food retail outlets. Report also endorsed on the employment of an additional EHO.
 - New hand washing display sheets and temperature magnets produced through HRHEC to be provided to Regulated premises.
 - Support provided from Hunter Valley Wine Country Tourism Inc to develop a food safety incentive reward scheme with their endorsement.
 - Correspondence forwarded to Kitchener residents not connected to the HWC sewer requesting connection with a good response received identifying connection dates.
 - Kurri Kurri Animal Shelter upgraded to comply with Occupational Health and Safety requirements.
 - Mr Steve Larson contracted to complete review of all procedures and protocols of Ranger Services.
 - Redesign of Senior Ranger position carried out to industry standards.
 - Appointment of staff: Trainee Environmental Health Officer.
- ◇ **Cultural Services**
 - Library staff delivered the first training sessions on the Library's online resources to Council staff, with very positive feedback being received. This will assist staff with their information needs which have to be sourced external to Council.
 - The Community Cultural Development \$ for \$ Grant Program 2007/2008 funds were distributed to the successful applicant groups.
 - Council provided in principle support for the establishment of a Cessnock Regional Art Gallery to be operated by a community based not-for-profit incorporated association.

◇ **Cultural Services (Contd)**

- A very successful Seniors Week was delivered, including Council's *Celebrating our Cultural Heritage* tour to Wollombi and the annual Presentation of Senior Citizen of the Year at Hunter Valley Gardens. 53 and 250 senior citizens respectively attended these events. Across the LGA, approximately 1,000 Seniors participated in the week's events.
- Youth Week was celebrated with *YouthFest*, an event held the East Cessnock Skate Park featuring a bike and skate competition and live band music. Approximately 350 people attended.
- CYCOS relocated from the PCYC to its new premises on Aberdare Road. Initial feedback from clients has been positive, with many new members joining the service.

◇ **Economic Development**

- Coal and Allied funding for Grants Officer finalised - position commenced in June.
- Grants Advisory Group charter proposed.
- HRBEC - federal funding confirmed - assisted with position description development for two Business Facilitators.
- Main Street Program - coordinated planning for 2009 Nostalgia event.
- Finalised Town Coordinator salary review.
- Visitor Information Centre - in principle sign off from current tenants to progress with office redesign.
- Vineyard Grove - Marketing campaign implemented.
- Affordable Housing - Compass Housing has accepted CCC proposal for two blocks of land in Lightfoot Street.
- Economic Development Forum - provided Council update on proposed rezoning.
- Light Metals Task force - literature review finalised - brochure designed and printed.
- Freight Hub - provided feedback to Premier's to assist consultant in finalising brief.
- Tourism Monitor - increased scope for statistics collected for Cessnock LGA.
- Hunter Region Tourism Organisation - facilitated submission for North American Corroboree.
- Network Functions - Three breakfast functions implemented May – TWH, Wendy Franklin; June - Kurri Kurri Chamber, Garbis Simonian; July – Council, Inna Segal re Business Development.
- HVWCT Inc - coordinated E-commerce seminar for tourism and business practitioners.

◇ **Civil Construction**

- McDonalds Road between Palmers and Gillards Road – second coat outstanding.
- Cessnock Road between Swamp Creek and Grafton Street Abermain – in progress.
- Galloway Street Kurri Kurri reconstruction – complete.
- Majors Lane reconstruction east of Mears Lane – first coat completed and minor patching required at Tie-ins.
- Neath Street reconstruction – in progress. Has been sealed and second coat outstanding.
- Lang Street Kurri Kurri footpath – in progress.
- Rothbury Street Nulkaba gravel and seal – in progress.
- Performing Arts carpark – in progress.
- Cessnock Tip earthworks – in progress.

- ◇ **Civil Maintenance**
 - Main Road 220 Brunkerville – overlay works for the RTA.
 - Aberdare Road – milling and filling works for the RTA.
 - Wattagan Creek Road and Narone Lane – gravel resheeting complete.
 - Sandy Creek Road near Fosters Bridge – repairs to embankment complete.
- ◇ **Depot, Plant, Waste & Stores**
 - Cyber Locks – installation at Birralee Juniors and Seniors complete, installation ongoing at Baddeley Park, Vernon Street Netball Courts ongoing and Cessnock Civic Indoor Sports Centre now complete.
 - Carmichael Park amenities Stage 2 extensions – complete.
 - White ants and spider spraying – various locations ongoing.
 - Basketball Stadium works recommenced – 90% complete.
 - Demountable relocation and refurbishment at Depot – complete.
 - Baddeley Park Sportsground – cheaper design commissioned for access adjustments.
 - E-procurement project – complete, software now live.
 - 2 x 8 tonne trucks delivered.
 - 2 x garbage trucks delivered.
 - 8 vehicles replaced.
 - Tenders evaluation for grader, backhoe and two skidsteer loaders – complete.
 - Cessnock Waste and Reuse Centre – landfill extension works recommenced.
- ◇ **Design & Contracts**
 - Baddeley Park – ongoing rectification of defects and variation negotiation with Contractor.
 - Cuneen’s Bridge Wollombi – realignment options and site investigation continuing. Tender documents for bridge components being prepared.
 - Mulbring Main Drainage Scheme – complete.
 - Cessnock Waste Depot – complete.
 - Majors Lane/Lovedale Road intersection – nearing completion.
 - Performing Arts Centre carpark – complete.
 - Mathieson Street Bellbird – complete.
 - Dill Street Kurri Kurri – complete.
 - Debeyers Road Pokolbin – road design underway.
 - Church Street Ellalong – nearing completion.
 - Paynes Crossing Road – widening of gravel section near ‘The Grange’ – realignment options and site investigation continuing.
 - Whitebridge Mulbring – site investigations commenced.
 - Neath Street Cessnock – complete.
 - DA Submission review and comments – ongoing.
 - North Bellbird S94 Road & Traffic Plan – comments prepared.
- ◇ **Environment Planning**
 - New Lifecycle service commenced as part of kerbside recycling contract extension.
 - Investigation of overseas (France, Germany) Strabag waste plants in support of the “change of brand” request from Thiess.
 - Annual drumMUSTER campaign held with 1769 drums collected for recycling.
 - Waste Audit undertaken in compliance with DECC annual Performance Payment.
 - Successful litter reduction, grant received \$30,906 as joint initiative between Maitland, Singleton, Muswellbrook.
 - Annual Waste as Art Exhibition held Newcastle.

- ◇ **Environment Planning (Contd)**
 - Seven groups have entered this year’s Tidy Towns Awards (two more than last year).
 - Contract for Reuse Centre renewed (extension of 4 years) adopted by Council at meeting 21/5/08 – Report No.26/2008.
- ◇ **Recreation Operations**
 - Mt View Park – repairs to detention basin walls complete.
 - Jefferies Park Abermain – installation of weldmesh fencing and gates complete.
 - Mulbring Park – earthworks, installation of steps from field to grandstand and fencing works.
 - Abermain adjacent to Fire Brigade – landscaping of garden area.
 - Howe Park – tree planting.
 - Kurri Kurri and Cessnock CBD – pavers cleaned.
 - Cessnock Indoor Sports Centre landscaping – complete.
 - North End Park – renewed light pole and light.
 - Abermain Central Park – concrete pathways complete.
- ◇ **Recreation Planning**
 - Recreation and Open Space Strategic Plan on public exhibition until late June. A total of five community workshops on the plan were held in various locations across the LGA.
 - Masterplans developed and exhibited for the quarter include:
 - Weston Park Draft Masterplan,
 - Greta Central Oval Draft Masterplan and Plan of Management,
 - North Rothbury Park Draft Plan of Management.
 - Continuation of the construction of the Cessnock Community Performing Arts Centre.
 - Coordination of seminar on “Contemporary Sports Field Development” to be held in August at Hunter Valley Gardens was completed.
- ◇ **Roads, Bridges & Drainage**
 - Tenders have been called for Consultancy Surveying Services and appeared in Saturday, 12 July 2008 Newcastle Herald.
 - Council has entered into a partnership agreement with the Department of Lands for the closure of Public Roads.
 - Urban Roads, Rural Roads and Drainage Construction Programs have been completed and adopted by Council.
 - Urban & Rural Reseal including Minor Rehabilitation Program and Infrastructure Improvement Program including Minor Rehabilitation has been completed and adopted by Council.
 - Carman Surveyors have completed the additional Topographic Survey along Swamp Creek at Abermain and this has been forwarded to Consultant Worley Parsons.
 - Project Development Plans for Urban and Rural Reseals and Minor Rehabilitation Projects are in progress.
- ◇ **Traffic & Road Safety**
 - Cumberland Street Linemarking – Millfield Street to Aberdare Road.
 - Traffic Committee Inspection, Agendas and Minutes for April, May and June.
 - Local Development Committee Inspections for Agenda and Minutes for April and May.
 - Traffic Calming Intersection treatment at Aberdare and Greta Street Kurri Kurri – concept.
 - Pedestrian Refuge in Westcott Street at Boomerang Street.
 - Signposting and pavement markings for new roundabout Northcote Street at Pokolbin Street Aberdare.
 - Linemarking Programs in East Cessnock and Kurri Kurri CBD.
 - Signposting and linemarking proposal for Performing Arts Centre.

- ◇ **Traffic & Road Safety (Contd)**
 - HEZ Lighting Charges – investigate and report.
 - Street Lighting SLI Program.
 - 40 Special Event Signposting in Pokolbin for five major event venues – in conjunction with RTA.
 - Classifiers – 10 sites completed, 4 sites currently underway.
 - Development – investigated and provided comments on two development applications, attended three meetings:
 - DA 8/2008/30735/{20735 Sullivans Road camping ground with Heliport,
 - DA 8/2008/420/1 Old North Road Just Jump Sky Dive.
 - Road Closure – provided comments for closure of Crown Road off Sullivans Road Laguna.
 - Airport – investigated application for fee increase – quarterly inspection carried out.
 - Bus Shelters – maintenance audit for all bus shelters completed – Disability Access audit started.
 - Vineyards – audit of all maps and fingerboard listings completed, database brought up to date. Maintenance audit of maps and fingerboards completed.
 - Signs – applications for new signs inspected and CRMS issued for sign installations at Heddon Greta, Weston, Sawyers Gully and Kurri Kurri.
 - Application for replacement of signs at Kurri Kurri inspected. CRMS issued for 82 replacement signs.
 - Street Furniture – Kurri Kurri seating plotted and CRMS issued for installation.
 - Street Lighting – constructed database for all street lights – 90% completed.

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

B. SCHEDULE OF WORKS (ENCLOSURE 2)

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 2 showing the cost of each programme.

C. BUDGET REVIEW - QUARTER ENDED 30 JUNE 2008

The financial accounts for the year ended 30 June 2008 are in the course of preparation with the annual audit to take place in September following which formal reporting of the financial position at 30 June 2008 will occur.

The revised financial position at 30 June 2008 (unaudited) reflects an estimated working capital surplus of \$854,000. the policy level is \$850,000.

The estimated working capital surplus reported to Council at the March 2008 Budget Review was \$853,000 with a net increase in the June Quarter of \$1,000, resulting in the figure at 30 June 2008 of \$854,000.

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 30 June 2008 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 30 JUNE 2008 (ENCLOSURE 3)

The enclosed table lists information requests received by Staff from Councillors for the period 1 April 2008 to 30 June 2008.

RECOMMENDATION that:

1. The report be received.
2. The Quarterly Financial Review, as presented, be adopted as the revised budget for the 2007/08 year.

To: **Ordinary Council Meeting -**
11 August 2008

B R MORTOMORE
GENERAL MANAGER
20 August 2008