



Vincent Street
CESSNOCK 2325.

13 May 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, 21 May 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
7 May 2008

(3) MAYORAL MINUTES.

(4) COMMITTEES' REPORTS.

Report of Infrastructure & Services Committee
Meeting held on 21 May 2008

Report of Strategic & Community Services
Committee Meeting held on 21 May 2008

Report of Corporate & Regulatory Services
Committee Meeting held on 21 May 2008

(5) OFFICERS' REPORTS

GENERAL MANAGER

25/2008	Review of the Management Plan for Quarter Ending 31 March 2008	3
26/2008	Renewal of the Licence Agreement for the Operation of the Cessnock Reuse Centre, Old Maitland Road, Cessnock	9

(6) COUNCILLORS' REPORTS.

(7) QUESTIONS WITHOUT NOTICE.

**(8) REPORT OF THE COMMITTEE OF THE WHOLE MEETING HELD ON
21 MAY 2008**

OFFICERS' REPORT

GENERAL MANAGER'S REPORT NO. 25/2008

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

- Enclosures 1-3 - Reports on Objectives & Performance Targets – 31 March 2008
- Enclosure 4 – Schedule of Works – 31 March 2008
- Enclosure 5 – Budget Review – 31 March 2008
- Enclosure 6 - Requests for Information from Staff by Councillors – 31 March 2008

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:

- ◇ **Information Systems**
 - Review into Records Operations completed.
 - IAB Audit of IT completed.
 - ECMS Review project started.

- ◇ **Information Systems (Cont'd)**
 - Improvements to Depot Network link and Council Administration Internet link initiated.
 - Electronic business paper software installed for testing purposes.
- ◇ **Financial & Administrative Services**
 - 3rd Rates instalment processed
 - Investment policy revised and adopted by Council
 - Roof mounted projectors funded and installed in meeting Room 6 & Ante Room
 - Electronic business paper software installed for testing purposes
 - Election liaison continuing in lead up to September elections, adverts placed for returning officer
 - Interim audit undertaken by external auditor, prosperity Advisors
 - December budget review presented to council in accordance with Local Government Regulations
 - Results received from Statewide Mutual Liability self audit
- ◇ **Human Resources**
 - Successfully settled an appeal by the United Services Union to the full bench of the New South Wales Industrial Relations Commission.
 - Results received from the Statewide insurance audit.
 - Engaged Local Government Employment Solutions to assist with the recruitment of the two vacant Director positions.
- ◇ **Development Services**
 - The provision of E-services progressed with the installation of the Infomaster software.
 - DA tracking is being trialled internally and will be installed on Council’s website prior to 30 June 2008.
 - Independent Colleges Australia rezoning for an early education centre and school approved by the Minister for Planning.
 - Appointment of staff:
 - Planning Services Co-ordinator
 - Major Project Co-ordinator
 - Two (2) Planning Officers
 - Two (2) Compliance Officers
 - Two (2) Building Officers
- ◇ **Waste Management**
 - Completion and release of the first draft project deed for the HIR project.
 - Launch of the new Day After Collection kerbside recycling service. The new service commenced collections in April 2008.
 - Successful delivery of Clean Up Australia Day in March, with 43 tonnes of rubbish collected from over 25 sites.
- ◇ **Civic Precinct**
 - Construction of the Cessnock Civic Performing Arts Centre continued to make good progress, despite some delays being incurred due to inclement weather.
- ◇ **Recreation & Community Services**
 - Decision made to relocate CYCOS from the PCYC to premises on Aberdare Road. The service closed temporarily in mid March to enable the move to take place.
 - A grant application for funds to deliver a *Beyond Blue* mental health program of workshops for youth was successful with Council offering to match the funds to enable a second cycle of workshops to be delivered later in the year.
- ◇ **Cultural Services**
 - 20 applications were received for funding through the Community Cultural Development \$ for \$ Program, with 19 being successful and recommended for full funding as per their applications.
 - Repainting of Marthaville completed.

- ◇ **Local Use Planning**
 - Initial Draft Comprehensive Local Environment Plan submitted to the Department of Planning for consideration in January, with further refinements being made prior to the revised Plan being submitted to Council for consideration.
 - Discussions underway with Huntlee proponents regarding content of a local Voluntary Planning Agreement.
 - 2008 Heritage \$ for \$ Program finalised with five projects receiving funding.
- ◇ **Civil Construction**
 - McDonalds Road between Palmers and Gillards Road – widening in progress.
 - Broke Road reconstruction east of Halls Road – complete.
 - Aberdare Street, Kurri Kurri reconstruction between Gillies and Alexandra Streets – complete.
 - Cessnock Road between Swamp Creek and Grafton Street, Abermain – in progress.
 - Galloway Street, Kurri Kurri reconstruction – drainage in progress.
 - Majors Lane reconstruction east of Mears Lane – in progress.
- ◇ **Civil Maintenance**
 - Kalingo Street, Bellbird improvements to drainage system in Bellbird Creek – complete.
 - Filey Street, Greta rehabilitation including preparation of pavement and full width sealing from Nelson Street to Florence Street - complete.
 - Sergeant Street, Cessnock asphalt repairs to damaged sections of pavement – complete.
 - Wine Country Drive, North Rothbury asphalt rhyolite overlay with upgrading of signage to improve road safety – complete.
- ◇ **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 – utility relocation arranged.
 - Cessnock Waste Depot – final landfill cell and leachate pond further extension underway.
 - Majors Lane/Lovedale Road intersection – underway.
 - Majors Lane design – complete.
 - Performing Arts Centre Carpark – nearing completion.
 - Mathieson Street, Bellbird – nearing completion.
 - Dill Street, Kurri Kurri – bridge replacement design nearing completion.
 - Debeyers Road, Pokolbin – road design underway.
 - Church Street, Ellalong – drainage easement design underway.
 - Paynes Crossing Road – traffic threshold design complete.
 - Paynes Crossing Road – widening of gravel section near ‘The Grange’ commenced.
- ◇ **Recreation Operations**
 - Miller Park, Branxton – floodlights installed.
 - Turner Park, Cessnock – installation of retaining wall and fencing.
 - Baddeley Park – installation of fencing and seating.
 - Cessnock Pool - reinstatement of the memorial plaques for Campbell Estate.
 - KKAC Carpark – extensions complete.
 - Preparations for the winter season for sporting fields, including linemarking and goal post installation.

◇ **Buildings, Plant & Waste**

- Cyber Locks - installation at Birralee Juniors and Seniors, installation ongoing at Baddeley Park, Vernon Street Netball Courts and Cessnock Civic Indoor Sports Centre.
- Carmichael Park Amenities Stage 2 extensions completed.
- White-ants and spider spraying - various locations ongoing.
- Basketball Stadium works recommenced and 90% complete.
- Fibre optic upgrade at Depot complete.
- Demountable relocation and refurbishment at Depot 70% complete.
- Baddeley Park Sportsground – access adjustments continuing.
- E-procurement project continued with preparation for software installation and training.
- 2 x 8 tonne trucks ordered.
- Tenders called and received for grader, backhoe, and two skidsteer loaders.
- Cessnock Waste and Re-use Centre - Landfill Extension works stalled due to excess leachate water accumulating on site.

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 MARCH 2008 (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 March 2008 reflects an estimated working funds surplus of \$853,000 at 31 March 2008. 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 March 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 31 MARCH 2008 (ENCLOSURE 6)

The enclosed table lists information requests received by Staff from Councillors for the period 1 January 2008 to 31 March 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 -**
21 May 2008

B R MORTOMORE
GENERAL MANAGER
13 May 2008

GENERAL MANAGER'S REPORT NO. 26/2008

SUBJECT: RENEWAL OF THE LICENCE AGREEMENT FOR THE OPERATION OF THE CESSNOCK REUSE CENTRE, OLD MAITLAND ROAD, CESSNOCK

Acting Manager Marketing and Economic Development, Mr Joseph Lorriman, reports:

PURPOSE

To seek a resolution of Council to renew the Licence Agreement for operation of the Cessnock Reuse Centre located at the Cessnock Waste and Reuse Centre, Old Maitland Road, Cessnock.

REPORT

The current Licence Agreement for the continued operation of the Cessnock Reuse Centre was entered into with East Cessnock Recycling Pty Ltd in early 2005 for a two (2) year period, subject to Council continuing with waste disposal at the current location.

Information was sought from Council's Environmental Manager as to the anticipated lifespan of the Cessnock Waste and Reuse Centre, in order to determine an appropriate length for the proposed Licence Agreement. He advised that it is intended for Council to continue with waste disposal at the current location for at least another four (4) years.

The current Licensee's, East Cessnock Recycling Pty Ltd, have advised Council that they are happy to renew the Licence Agreement subject to the existing terms and conditions of the current Agreement, for another four (4) year period.

RECOMMENDATION that:

1. Council renew the Licence Agreement with East Cessnock Recycling Pty Ltd, for the operation of the Cessnock Reuse Centre area at the Cessnock Waste and Reuse Centre for a further four (4) year period.
2. Council's Seal be affixed to all necessary documentation pertaining to the Licence Agreement.

To: Ordinary Council Meeting
21 May 2008

B R MORTOMORE
GENERAL MANAGER
12 May 2008