



Vincent Street
CESSNOCK 2325.

15 January 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, 23 January 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
12 December 2007

(3) MAYORAL MINUTES.

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2/2008	Charity Cricket Day	4

(4) COMMITTEES' REPORTS.

Report of Works & Services Committee Meeting
held on 23 January 2008

Report of Strategic & Community Services
Committee Meeting held on 23 January 2008

Report of Corporate & Regulatory Services
Committee Meeting held on 23 January 2008

(5) OFFICERS' REPORTS

GENERAL MANAGER

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

(7) COUNCILLORS' REPORTS.

(8) QUESTIONS WITHOUT NOTICE.

**(9) REPORT OF THE COMMITTEE OF THE WHOLE MEETING HELD ON
23 JANUARY 2008**

MAYORAL MINUTES

MAYORAL MINUTE NO. 1/2008

SUBJECT: HEALTH SCREENING PROGRAM FOR COUNCILLORS AND EMPLOYEES

As part of an initiative to promote a healthy workplace I have negotiated with the Lower Hunter Sector of the Cessnock Kurri Kurri Health Service to provide a Health Screening Program that will be available to Councillors and Staff on a voluntary basis.

The Health Screening Program will offer Councillors and Staff health assessments including blood pressure, BMI, nutrition screening and spirometry (lung capacity) testing. The health assessments will be conducted by the Cessnock Kurri Kurri Health Service at Council where a health questionnaire will be completed that will rate each person's health status and future risk of disease such as diabetes or stroke. The questionnaire also covers self care health issues such as prostate checks and mammograms. Finally they will be referred to their own GP for follow up.

The Health Screening Program is voluntary and any information provided by Councillors and Staff will be confidential and will not be provided to Council. Non-identifying data may be used by the Cessnock Kurri Kurri Health Service for educational purposes and to assist Council to initiate targeted Health Education Programs. The use of information is subject to written consent by each person screened and this consent may be withdrawn at any time.

The cost per person for the Health Screening Program is approximately \$30.00 covering the questionnaire, blood pressure, spirometry and issuing of pamphlets. Whilst the Health Screening is voluntary, based on the total number of Councillors and Staff, the maximum cost is approximately \$8,400.00.

RECOMMENDATION that Council fund the Health Screening Program at a cost of up to \$8,400.00.

To: **Ordinary Council Meeting**
- 23 January 2008

JOHN CLARENCE
MAYOR OF THE CITY OF CESSNOCK
16 January 2008

MAYORAL MINUTE NO. 2/2008

SUBJECT: CHARITY CRICKET DAY

Cessnock Council has once again accepted a challenge from Maitland, Port Stephens and Singleton Council's to a Charity Cricket Competition, on Sunday March 30, 2008 at Hunter Valley Gardens, Pokolbin.

The Charity Cricket Day has become an annual event and is now run as a ten-over competition between the Councils. In 2007 Port Stephens City Council was the successful winner.

The organising committee has again selected the Westpac Rescue Helicopter Service as the charity to benefit from the day. The Westpac Rescue Helicopter Service provides assistance at motor vehicles accidents, inter-hospital transfers and search and rescue services in the region. The committee hopes to raise over \$16,000.00 being \$4,000.00 from each of the Local Government Areas. Organisers from Cessnock City Council will be seeking sponsorship from businesses within the Local Government Area, asking staff for donations and seeking Council support to the extent of \$1,000.00.

The Charity Cricket Match has become an annual event, with Cessnock Council the winner for 2001, 2002, 2003 and 2005. The match will attract media coverage and favourable publicity for the four Councils as well as raise much-needed funds for the Westpac Rescue Helicopter Service.

I propose that Council make an appropriate donation of \$1000.00 for the Charity Cricket Day with benefits from the day going to the nominated charity of the Westpac Rescue Helicopter Service.

RECOMMENDATION that Council make an appropriate donation of \$1000.00 for the Charity Cricket Day with benefits from the day going to the nominated charity of the Westpac Rescue Helicopter Service.

To: **Ordinary Council Meeting**
- 23 January 2008

JOHN CLARENCE
MAYOR OF THE CITY OF CESSNOCK
16 January 2008

OFFICERS' REPORT

GENERAL MANAGER'S REPORT NO. 1/2008

SUBJECT: PRIMARY RETURNS - DESIGNATED PERSONS

As required by the Local Government Act 1993, returns under Section 449 of the Act are tabled for the information of Councillors.

I report that all recently designated staff have filed their primary returns within the statutory period.

RECOMMENDATION that the information be noted.

To: **Ordinary Council Meeting**
23 January 2008

B R MORTOMORE
GENERAL MANAGER
15 January 2008

GENERAL MANAGER'S REPORT NO. 2/2008

SUBJECT: INFORMATION NEWS SHEET

Included in the Enclosure document is the Information News Sheet relative to:

Staff Appointments
Outstanding Questions Without Notice

RECOMMENDATION that the information be noted.

To: **Ordinary Council Meeting**
 23 January 2008

B R MORTOMORE
GENERAL MANAGER
8 January 2008

GENERAL MANAGER'S REPORT NO. 3/2008

SUBJECT: DRAFT COMMUNICATIONS STRATEGY 2008-2011

Community and Media Information Officer, Ms Rowena Scanlan reports:

BACKGROUND:

Council adopted its inaugural Communications Strategy in 2004, having employed its first Community Information Officer in 2003.

This document seeks to build on that foundation, to ensure our community continues to be well informed about Council and, more importantly, so Council encourages involvement and input from its community.

Cessnock City Council's aim in adopting a Communications Strategy is to ensure that our residents, our partners, our stakeholders and other organisations are well informed and have a clear understanding about our responsibilities, facilities and services in terms of aims; values; services and facilities; and, achievements.

A study conducted into communication practices of local government authorities in the United Kingdom in 2003, and believed to be the only one of its kind undertaken, identified a definite link between the level of communication and the level of customer satisfaction. It stressed that as communication increased so too did the communities' level of satisfaction with the services and facilities of their local government authorities.

From our last Community Survey, it was evident that some residents did not have a complete understanding of the role and responsibilities of Cessnock City Council.

REPORT:

The Communications Strategy 2008-2011 brings a fresh approach to the communications function of Cessnock City Council through not only identifying strategies but by altering the internal communications culture of the organisation. A copy of the draft Communications Strategy 2008-2011 is provided in Enclosure 1.

Across the organisation, within each department, communication needs will be considered at the beginning of each financial year/planning period and on a project by project/service by service basis. When a communication need is identified, a clearly allocated budget and communications needs will be identified and the Community and Media Information Officer will be informed. This will enable the Community and Media Information Officer to plan, advise and provide support whilst maintaining corporate identity and using appropriate and effective communication channels.

To support this communications practice, a procedural document for officers has been prepared to provide communication needs assessment guidance.

The Communications Strategy 2008–2011 is a comprehensive document which seeks to identify strategies for the complete range of Council's communication needs. It will be noted that the priority for some strategies is low. This is not because the importance of these strategies is regarded in a lesser light than others. Strategies have been prioritised following consideration of current staff resources.

RECOMMENDATION that:

1. The Draft Communications Strategy 2008-2011 be placed on public exhibition until 28 February 2008.
2. On receipt and consideration of comments received, the Communications Strategy 2008-2011 be resubmitted to Council for adoption.

To: **Ordinary Council Meeting**
- 23 January 2008

B R MORTOMORE
GENERAL MANAGER
16 January 2008

BUSINESS OF WHICH WRITTEN NOTICE HAS BEEN GIVEN

NOTICE OF MOTION

It is my intention to move at the meeting of 23 January 2008 the following:

It is my intention to rectify an anomalous situation that exists with Council's Policy C50.17 – Requests for Verbal Submissions to Council (refer Enclosure 1).

Dot point six states:

“• Consideration by Council will be deferred if Council is addressed on a matter that is listed in the business papers of the same Council Meeting”.

It is recommended that this dot point be amended to read:

“Consideration by Council will only be deferred if Council is of the opinion that the addressee has introduced new evidence that requires further investigation”.

Sgd: Clr Jeff Maybury

Date: 4 January 2008