

Our people, our place

focus on our future



**Cessnock City Council's  
Service Summaries**

## Service Summaries - Council and General Manager's Unit

<b>Mayors Office</b>	<b>Contact: Mayor Alison Davey</b>	<b>Phone: 4993 4210</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Council Support	1.0	- Support for Mayor and Councillors

### Budget Summary

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	(28,948)	-	-	(55,759)	-
Operating Expenses	569,671	533,000	635,935	424,562	646,690
<b>Net Operating (Income) / Expense</b>	<b>540,723</b>	<b>533,000</b>	<b>635,935</b>	<b>368,803</b>	<b>646,690</b>
Capital Income	-	-	-	-	-
Capital Expenses	-	-	-	-	-
<b>Net Capital (Income) / Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net (Surplus) / Deficit</b>	<b>540,723</b>	<b>533,000</b>	<b>635,935</b>	<b>368,803</b>	<b>646,690</b>

<b>General Managers Office</b>	<b>Contact: Lea Rosser</b>	<b>Phone: 4993 4208</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Executive Management	2.0	<ul style="list-style-type: none"> <li>- Policy formulation</li> <li>- General management</li> <li>- Monitoring of organisational performance</li> </ul>

### Budget Summary

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	-	-	-	-	-
Operating Expenses	450,332	433,700	539,900	573,701	469,910
<b>Net Operating (Income) / Expense</b>	<b>450,332</b>	<b>433,700</b>	<b>539,900</b>	<b>573,701</b>	<b>469,910</b>
Capital Income	-	-	-	-	-
Capital Expenses	-	-	3,874	3,874	-
<b>Net Capital (Income) / Expense</b>	<b>-</b>	<b>-</b>	<b>3,874</b>	<b>3,874</b>	<b>-</b>
<b>Net (Surplus) / Deficit</b>	<b>450,332</b>	<b>433,700</b>	<b>543,774</b>	<b>577,575</b>	<b>469,910</b>

**Organisational Development****Contact: Janette Crosdale****Phone: 4993 4190**

Activity	Staff Establishment	Functions
Human Resources	4.0	<ul style="list-style-type: none"> <li>- Delivery of timely, integrated and professional Human Resource services and programs that meet legislative, best practice and organisational requirements in:</li> <li>- Recruitment and Selection</li> <li>- Training and Development</li> <li>- Salary Administration</li> <li>- Industrial Relations</li> <li>- Performance Management</li> <li>- Workplace Diversity</li> <li>- Human Resources Policies and Procedures</li> </ul>

**Budget Summary**

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	(26,878)	(26,000)	(26,000)	(20,945)	(26,000)
Operating Expenses	880,378	964,500	1,002,693	756,105	985,260
<b>Net Operating (Income) / Expense</b>	<b>853,500</b>	<b>938,500</b>	<b>976,693</b>	<b>735,160</b>	<b>959,260</b>
Capital Income	-	-	-	-	-
Capital Expenses	-	-	-	-	-
<b>Net Capital (Income) / Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net (Surplus) / Deficit</b>	<b>853,500</b>	<b>938,500</b>	<b>976,693</b>	<b>735,160</b>	<b>959,260</b>

**Economic Development****Contact: Kavita Payall****Phone: 4993 4257**

Activity	Staff Establishment	Functions
Economic Development	1.0	<ul style="list-style-type: none"> <li>- Actively canvas and encourage industries and economic activities to locate in the LGA</li> <li>- Research and compile relevant data and statistics for use by existing businesses and potential investors</li> <li>- Foster the local business community to become actively involved in economic development by supporting their operations</li> <li>- Actively participate in community economic development programs within the LGA</li> <li>- Identify and pursue the Commonwealth, State and other funding opportunities to assist employment and economic development in the LGA</li> </ul>
Grants Support	1.0	<ul style="list-style-type: none"> <li>- Research grant information</li> <li>- Coordinate Council and community grant applications as required</li> </ul>

**Budget Summary**

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	(70,122)	(60,800)	(82,372)	(82,372)	(60,800)
Operating Expenses	330,564	375,500	442,429	274,361	403,910
<b>Net Operating (Income) / Expense</b>	<b>260,442</b>	<b>314,700</b>	<b>360,057</b>	<b>191,989</b>	<b>333,110</b>
Capital Income	-	-	-	-	-
Capital Expenses	-	-	-	-	-
<b>Net Capital (Income) / Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net (Surplus) / Deficit</b>	<b>260,442</b>	<b>314,700</b>	<b>360,057</b>	<b>191,989</b>	<b>333,110</b>

<b>Business Improvement</b>	<b>Contact: Business Improvement Manager</b>	<b>Phone:</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Workplace Health & Safety	1.0	- Provision of accurate and timely advice and support on occupational health and safety legislation, policies, procedures and issues for the organisation.
Quality Assurance	1.0	- Establish and monitor compliance with quality workplace systems.
Business Improvement	1.0	- Internal audit - Coordinate enterprise risk management projects

### Budget Summary

<b>Cost Centre</b>	<b>PrevYr Actuals</b>	<b>Annual Original Budget</b>	<b>Annual Current Budget</b>	<b>YTD Actuals (Incl Comm)</b>	<b>Next Year Budget</b>
Operating Income					-
Operating Expenses					311,955
<b>Net Operating (Income) / Expense</b>					<b>311,955</b>
Capital Income					-
Capital Expenses					-
<b>Net Capital (Income) / Expense</b>					<b>-</b>
<b>Net (Surplus) / Deficit</b>					<b>311,955</b>

<b>Integrated Planning</b>	<b>Contact: Bronwyn Rumbel</b>	<b>Phone:</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Integrated Planning	1.5	<ul style="list-style-type: none"> <li>- Manage the development of Council's 10 year Community Strategic Plan</li> <li>- Manage the development of Council's 4 year Delivery Program and annual Operating Plans flowing from the Community Strategic Plan</li> <li>- Monitor Council's performance in implementing these Plans</li> <li>- Manage key performance indicator reporting across Council</li> </ul>
Strategic Property Management	0.5	<ul style="list-style-type: none"> <li>- Strategic planning and management of Council's property portfolio</li> <li>- Strategic management of Cessnock Aerodrome</li> </ul>
Cessnock Performing Arts Centre (CPAC)	2	<ul style="list-style-type: none"> <li>- Management and administration of spaces for hire at the venue</li> <li>- Development and delivery of a program of performances to the community</li> <li>- Encouragement of development of performing arts within the community</li> </ul>

### Budget Summary

<b>Cost Centre</b>	<b>PrevYr Actuals</b>	<b>Annual Original Budget</b>	<b>Annual Current Budget</b>	<b>YTD Actuals (Incl Comm)</b>	<b>Next Year Budget</b>
Operating Income	(330,348)	(248,400)	(412,163)	(286,750)	(291,100)
Operating Expenses	972,853	604,100	812,439	611,385	736,810
<b>Net Operating (Income) / Expense</b>	<b>642,505</b>	<b>355,700</b>	<b>400,276</b>	<b>324,635</b>	<b>445,710</b>
Capital Income	-	-	-	-	-
Capital Expenses	8,010	4,500	4,500	5,326	4,500
<b>Net Capital (Income) / Expense</b>	<b>8,010</b>	<b>4,500</b>	<b>4,500</b>	<b>5,326</b>	<b>4,500</b>
<b>Net (Surplus) / Deficit</b>	<b>650,515</b>	<b>360,200</b>	<b>404,776</b>	<b>329,961</b>	<b>441,210</b>

<b>Communications</b>	<b>Contact: Rowena Scanlan</b>	<b>Phone: 4993 4237</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Media and Community Information	1.0	<ul style="list-style-type: none"> <li>- Community engagement strategy</li> <li>- Media relations</li> <li>- Internal communication</li> </ul>

### Budget Summary

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	-	-	-	-	-
Operating Expenses	117,675	120,900	121,500	84,152	158,200
<b>Net Operating (Income) / Expense</b>	<b>117,675</b>	<b>120,900</b>	<b>121,500</b>	<b>84,152</b>	<b>158,200</b>
Capital Income	-	-	-	-	-
Capital Expenses	-	-	-	-	-
<b>Net Capital (Income) / Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net (Surplus) / Deficit</b>	<b>117,675</b>	<b>120,900</b>	<b>121,500</b>	<b>84,152</b>	<b>158,200</b>

Major Events	Contact: Major Events Place Manager	Phone:
Activity	Staff Establishment	Functions
Tourism		<ul style="list-style-type: none"> <li>- Develop, implement and review marketing activities that promote the economic benefits of the city</li> <li>- Develop, implement and review tourism development initiatives</li> </ul>

### Budget Summary

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	(94,699)	(99,400)	(105,900)	(102,495)	(105,600)
Operating Expenses	433,572	494,100	500,207	379,350	406,700
<b>Net Operating (Income) / Expense</b>	<b>338,873</b>	<b>394,700</b>	<b>394,307</b>	<b>276,855</b>	<b>301,100</b>
Capital Income	-	-	-	-	-
Capital Expenses	3,365	-	-	-	-
<b>Net Capital (Income) / Expense</b>	<b>3,365</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net (Surplus) / Deficit</b>	<b>342,238</b>	<b>394,700</b>	<b>394,307</b>	<b>276,855</b>	<b>301,100</b>

## Service Summaries - Built and Natural Environment

<b>Group Leader &amp; Admin</b>	<b>Contact: Gareth Curtis</b>	<b>Phone: 4993 4133</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Group Management	2.0	- Strategic planning, management and performance monitoring of Group functions

### Budget Summary

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	-	-	-	-	-
Operating Expenses	637,774	463,600	465,650	467,246	396,910
<b>Net Operating (Income) / Expense</b>	<b>637,774</b>	<b>463,600</b>	<b>465,650</b>	<b>467,246</b>	<b>396,910</b>
Capital Income	-	-	-	-	-
Capital Expenses	17,015	7,400	-	-	-
<b>Net Capital (Income) / Expense</b>	<b>17,015</b>	<b>7,400</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net (Surplus) / Deficit</b>	<b>654,789</b>	<b>471,000</b>	<b>465,650</b>	<b>467,246</b>	<b>396,910</b>

<b>Development Services</b>	<b>Contact: Janine McCarthy</b>	<b>Phone:</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Planning Section	17	<ul style="list-style-type: none"> <li>- Process development, subdivision and small scale rezoning applications</li> <li>- Process development related S.138 approvals</li> <li>- Manage Development Advisory Panel and Development Assessment Unit</li> <li>- Research and prepare development related policies</li> <li>- Update S.149 certificate information</li> <li>- Provide general planning advice</li> <li>- Investigate illegal and unauthorised land use activities</li> <li>- Undertake environmental prosecutions as required</li> <li>- Undertake development consent audits</li> </ul>

### Budget Summary

<b>Cost Centre</b>	<b>PrevYr Actuals</b>	<b>Annual Original Budget</b>	<b>Annual Current Budget</b>	<b>YTD Actuals (Incl Comm)</b>	<b>Next Year Budget</b>
Operating Income	(325,150)	(163,400)	(704,000)	(519,932)	(634,100)
Operating Expenses	1,887,947	1,869,100	2,132,400	1,448,665	1,931,460
<b>Net Operating (Income) / Expense</b>	<b>1,562,797</b>	<b>1,705,700</b>	<b>1,428,400</b>	<b>928,733</b>	<b>1,297,360</b>
Capital Income	-	-	-	-	(600,000)
Capital Expenses	-	14,800	-	-	600,000
<b>Net Capital (Income) / Expense</b>	<b>-</b>	<b>14,800</b>	<b>-</b>	<b>-</b>	<b>0</b>
<b>Net (Surplus) / Deficit</b>	<b>1,562,797</b>	<b>1,720,500</b>	<b>1,428,400</b>	<b>928,733</b>	<b>1,297,360</b>

Health and Building		Contact: Colin Davis	Phone: 4993 4290
Activity	Staff Establishment	Functions	
Building Services	9.0	<ul style="list-style-type: none"> <li>- Process applications (development applications, construction certificates, complying development certificates, wastewater management applications, occupation certificates)</li> <li>- Carry out progress inspections of buildings under construction</li> <li>- Investigate and action complaints regarding building matters (illegal building matters, dilapidated/unsafe /fire damaged buildings)</li> <li>- Management of annual fire safety program</li> <li>- Inspection, regulation of caravan parks, camping grounds</li> <li>- Education programs</li> </ul>	
Environmental Health Services	6.0	<ul style="list-style-type: none"> <li>- Inspection and regulation of regulated premises (food shops, mortuaries, cooling towers, potable water supplies, hairdressers/beauticians, skin penetration premises)</li> <li>- Environmental pollution (air, water, noise and land pollution)</li> <li>- Environmental monitoring</li> <li>- Process wastewater management applications and carry out audits of on-site sewage management systems</li> <li>- Investigate and action complaints regarding residential stormwater, water management and pollution</li> <li>- Education programs</li> </ul>	
Ranger Services	7.0	<ul style="list-style-type: none"> <li>- Implement/enforce the requirements of the Companion Animals Act</li> <li>- Environmental protection (air, water &amp; noise pollution of a minor nature, overgrown land)</li> <li>- Impounding of large animals (cattle, horses, goats, ets)</li> <li>- Implement/enforce the requirements of the Road Rules 2008 (parking)</li> <li>- Investigation/control of illegal trading, abandoned vehicles, roads/footpath hazard obstructions, building site control, rubbish dumping/littering</li> <li>- Education programs</li> </ul>	

### Budget Summary

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	(1,828,786)	(1,614,800)	(1,341,450)	(1,099,734)	(1,351,300)
Operating Expenses	2,079,275	2,394,400	2,383,800	1,667,005	3,388,990
<b>Net Operating (Income) / Expense</b>	<b>250,489</b>	<b>779,600</b>	<b>1,042,350</b>	<b>567,271</b>	<b>2,037,690</b>
Capital Income	-	-	-	-	(790,000)
Capital Expenses	9,261	-	91,000	84,383	-
<b>Net Capital (Income) / Expense</b>	<b>9,261</b>	<b>-</b>	<b>91,000</b>	<b>84,383</b>	<b>(790,000)</b>
<b>Net (Surplus) / Deficit</b>	<b>259,750</b>	<b>779,600</b>	<b>1,133,350</b>	<b>651,654</b>	<b>1,247,690</b>

**Business Support****Contact: Roslyn Ashton****Phone: 4993 4120**

Activity	Staff Establishment	Functions
Business Support Team	8.0	<ul style="list-style-type: none"> <li>- Provide administration support to all sections of the Built and Natural Environment Group</li> <li>- Provision of Section 149, 121ZP, 735A and 88G certificates to Council customers</li> <li>- Provision of Companion Animal Register services to Council customers</li> <li>- Provision of timely and accurate reporting to Council and external agencies</li> <li>- Ensure compliance with statutory reporting obligations to external government agencies</li> </ul>

**Budget Summary**

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	(313,250)	(249,300)	(274,145)	(184,585)	(242,300)
Operating Expenses	527,533	472,300	598,376	440,138	523,200
<b>Net Operating (Income) / Expense</b>	<b>214,283</b>	<b>223,000</b>	<b>324,231</b>	<b>255,553</b>	<b>280,900</b>
Capital Income	-	-	-	-	-
Capital Expenses	-	-	-	-	-
<b>Net Capital (Income) / Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net (Surplus) / Deficit</b>	<b>214,283</b>	<b>223,000</b>	<b>324,231</b>	<b>255,553</b>	<b>280,900</b>

## Service Summaries - Customer Service

<b>Group Leader &amp; Admin</b>	<b>Contact: Michael Brady</b>	<b>Phone: 4993 4277</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Group Management	2.0	- Strategic planning, management and performance monitoring of Group functions
Corporate Projects	1.0	- Project management of various corporate projects

### Budget Summary

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	-	-	-	-	-
Operating Expenses	320,356	460,900	457,600	477,421	371,210
<b>Net Operating (Income) / Expense</b>	<b>320,356</b>	<b>460,900</b>	<b>457,600</b>	<b>477,421</b>	<b>371,210</b>
Capital Income	-	-	-	-	-
Capital Expenses	28,172	8,400	2,000	1,455	2,000
<b>Net Capital (Income) / Expense</b>	<b>28,172</b>	<b>8,400</b>	<b>2,000</b>	<b>1,455</b>	<b>2,000</b>
<b>Net (Surplus) / Deficit</b>	<b>348,528</b>	<b>469,300</b>	<b>459,600</b>	<b>478,876</b>	<b>373,210</b>

<b>Financial Services</b>	<b>Contact: Robert Maginness</b>	<b>Phone: 4993 4175</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Financial Services	5.5	<ul style="list-style-type: none"> <li>- Provision of timely and accurate financial management and reporting to the organisation and external bodies</li> <li>- Ensure compliance with statutory financial reporting obligations</li> <li>- Promote and contribute to financial strategy development within Council</li> <li>- Provision of innovative accounting and financial systems support to budget managers</li> <li>- Maximise financial returns to Council and ensure accurate and timely processing of payments</li> </ul>
Revenue	5.5	<ul style="list-style-type: none"> <li>- Levying of rates and charges in accordance with statutory requirements</li> <li>- Minimise the level of outstanding debts due to Council through use of contemporary debt management techniques</li> </ul>
Insurance	1.0	<ul style="list-style-type: none"> <li>- Ensure Councils assets and employees have appropriate insurance cover</li> <li>- Assistance with return to work of injured employees</li> </ul>
Payroll	2.0	<ul style="list-style-type: none"> <li>- Provision timely and accurate payroll services in accordance with the Award and other employment arrangements</li> <li>- Provision of professional and accurate interpretation and advice regarding payroll matters to employees, managers and senior management</li> </ul>

### Budget Summary

<b>Cost Centre</b>	<b>PrevYr Actuals</b>	<b>Annual Original Budget</b>	<b>Annual Current Budget</b>	<b>YTD Actuals (Incl Comm)</b>	<b>Next Year Budget</b>
Operating Income	(33,280,765)	(34,122,300)	(34,583,648)	(32,625,113)	(35,410,040)
Operating Expenses	12,686,947	4,119,900	4,432,412	3,143,894	4,645,410
<b>Net Operating (Income) / Expense</b>	<b>(20,593,818)</b>	<b>(30,002,400)</b>	<b>(30,151,236)</b>	<b>(29,481,219)</b>	<b>(30,764,630)</b>
Capital Income	-	-	-	-	-
Capital Expenses	89,569	39,900	52,025	53,095	2,500
<b>Net Capital (Income) / Expense</b>	<b>89,569</b>	<b>39,900</b>	<b>52,025</b>	<b>53,095</b>	<b>2,500</b>
<b>Net (Surplus) / Deficit</b>	<b>(20,504,249)</b>	<b>(29,962,500)</b>	<b>(30,099,211)</b>	<b>(29,428,124)</b>	<b>(30,762,130)</b>

<b>Depot Services</b>	<b>Contact: Renae Leayr</b>	<b>Phone: 4993 4344</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Purchasing and Stores	3.5	<ul style="list-style-type: none"> <li>- Manage and coordinate works associated with procurement</li> <li>- Ensure the organisation has an efficient and centralised sourcing, procurement and stores system</li> <li>- Develop and maintain Council's procurement policies and procedures</li> </ul>
Plant and Workshop	8.5 1 apprentice	<ul style="list-style-type: none"> <li>- Manage and coordinate works associated with workshop and plant</li> <li>- Provide a quality, timely and cost effective maintenance and repair service for Council's plant, equipment and vehicle fleet which meets industry standards</li> <li>- Manage and coordinate purchase and replacement of Council's plant, equipment and vehicle fleet</li> </ul>
Building Services	10.2 1 apprentice	<ul style="list-style-type: none"> <li>- Manage and coordinate construction and maintenance of Council and community buildings</li> <li>- Manage and coordinate the cleaning of Council, community buildings and commercial areas</li> <li>- Manage and coordinate access security of Council and community buildings</li> </ul>
Depot Complex	1.5	<ul style="list-style-type: none"> <li>- Manage the operational issues and environmental upgrades of the Depot Complex</li> </ul>

### Budget Summary

<b>Cost Centre</b>	<b>PrevYr Actuals</b>	<b>Annual Original Budget</b>	<b>Annual Current Budget</b>	<b>YTD Actuals (Incl Comm)</b>	<b>Next Year Budget</b>
Operating Income	(3,267,621)	(4,691,200)	(4,556,357)	(2,962,036)	(4,590,200)
Operating Expenses	4,550,784	5,421,700	5,219,319	2,721,870	5,335,320
<b>Net Operating (Income) / Expense</b>	<b>1,283,163</b>	<b>730,500</b>	<b>662,962</b>	<b>(240,166)</b>	<b>745,120</b>
Capital Income	(612,255)	(1,050,000)	(1,031,035)	-	(1,200,000)
Capital Expenses	1,198,822	1,629,200	1,718,285	908,281	1,822,000
<b>Net Capital (Income) / Expense</b>	<b>586,567</b>	<b>579,200</b>	<b>687,250</b>	<b>908,281</b>	<b>622,000</b>
<b>Net (Surplus) / Deficit</b>	<b>1,869,730</b>	<b>1,309,700</b>	<b>1,350,212</b>	<b>668,115</b>	<b>1,367,120</b>

<b>Administration Services</b>	<b>Contact:Administration Services Manager</b>	<b>Phone:</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
<b>Corporate Administration and Governance</b>	3.0	<ul style="list-style-type: none"> <li>- Establish and monitor Council's governance policies and procedures</li> <li>- Manage the processing of Government Information (Public Access) applications</li> <li>- Ensure Council's compliance with relevant legislative requirements covering Council's governance activities</li> <li>- Preparation and distribution of Council agendas and minutes</li> <li>- Provision of administration support to Councillors</li> <li>- Monitor administration building functions including security, telephones</li> </ul>
<b>Information Services</b>	7.0	<ul style="list-style-type: none"> <li>- Provide record keeping and archiving services for Council by scanning and storing correspondence (i.e. email, mail, fax) in the Council document management system according to the relevant legislation</li> </ul>
<b>Property</b>	1.0	<ul style="list-style-type: none"> <li>- Manage operational and administrative requirements of Council's property portfolio</li> <li>- Coordinate Wine Interpretive Centre user group</li> <li>- Coordinate agency agreements for sale of residential blocks developed by Council</li> </ul>

### Budget Summary

<b>Cost Centre</b>	<b>PrevYr Actuals</b>	<b>Annual Original Budget</b>	<b>Annual Current Budget</b>	<b>YTD Actuals (Incl Comm)</b>	<b>Next Year Budget</b>
Operating Income	(723,789)	(721,600)	(713,600)	(541,187)	(805,300)
Operating Expenses	1,069,681	1,092,100	1,048,478	687,630	1,135,910
<b>Net Operating (Income) / Expense</b>	<b>345,892</b>	<b>370,500</b>	<b>334,878</b>	<b>146,443</b>	<b>330,610</b>
Capital Income	(2,173,408)	(2,049,300)	(2,559,472)	(1,070,172)	(213,800)
Capital Expenses	2,120,901	2,087,800	2,597,972	94,541	214,300
<b>Net Capital (Income) / Expense</b>	<b>(52,507)</b>	<b>38,500</b>	<b>38,500</b>	<b>(975,631)</b>	<b>500</b>
<b>Net (Surplus) / Deficit</b>	<b>293,385</b>	<b>409,000</b>	<b>373,378</b>	<b>(829,188)</b>	<b>331,110</b>

Technology Systems	Contact: Steven Hepple	Phone: 4993 4195
Activity	Staff Establishment	Functions
Information Technology	4.0	<ul style="list-style-type: none"> <li>- Ensure the successful operation and use of Council's computers, servers, network infrastructure and associated software, including systems support</li> <li>- Provide Help Desk support services to assist staff in the effective and productive use of Information Technology systems and hardware detailed in the Information Systems Service Catalogue</li> <li>- Drive the development, coordination and ongoing maintenance of Council's corporate website and intranet in order to maximise access to information and ensure that the information published is accurate, up-to-date and effectively reflects Council's Communication Strategy</li> </ul>
Geographical Information Systems (GIS)	2.0	<ul style="list-style-type: none"> <li>- Provide GIS support services and develop and maintain the geographic information system used throughout Council</li> </ul>

### Budget Summary

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	(135,071)	(3,800)	(134,652)	(2,657)	(148,800)
Operating Expenses	1,440,923)	1,294,500	1,335,901	1,116,569	1,380,715
<b>Net Operating (Income) / Expense</b>	<b>1,305,852</b>	<b>1,290,300</b>	<b>1,201,249</b>	<b>1,113,912</b>	<b>1,231,915</b>
Capital Income	(206,809)	-	(5,400)	-	-
Capital Expenses	206,809	367,000	510,720	349,617	170,000
<b>Net Capital (Income) / Expense</b>	<b>0</b>	<b>367,000</b>	<b>505,320</b>	<b>349,617</b>	<b>170,000</b>
<b>Net (Surplus) / Deficit</b>	<b>1,305,852</b>	<b>1,657,300</b>	<b>1,706,569</b>	<b>1,463,529</b>	<b>1,401,915</b>

## Service Summaries - Community Services

<b>Group Leader &amp; Admin</b>	<b>Contact: Waid Crockett</b>	<b>Phone: 4993 4274</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Group Management	2.0	- Strategic planning, management and performance monitoring of Group functions
Group Administration	3.0	- Administrative support for Group activities

### Budget Summary

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	(318,610)	(211,000)	(5,500)	(124,827)	(297,900)
Operating Expenses	2,159,925	1,805,500	1,079,795	1,130,379	1,305,710
<b>Net Operating (Income) / Expense</b>	<b>1,841,315</b>	<b>1,594,500</b>	<b>1,074,295</b>	<b>1,005,552</b>	<b>1,007,810</b>
Capital Income	(706,178)	(545,000)	-	-	-
Capital Expenses	179,377	6,000	-	56,558	-
<b>Net Capital (Income) / Expense</b>	<b>(526,801)</b>	<b>(539,000)</b>	<b>-</b>	<b>56,558</b>	<b>-</b>
<b>Net (Surplus) / Deficit</b>	<b>1,314,514</b>	<b>1,055,500</b>	<b>1,074,295</b>	<b>1,062,110</b>	<b>1,007,810</b>

<b>Works Delivery</b>	<b>Contact: Geoff Bent</b>	<b>Phone: 4993 4284</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Road and Drainage Construction	19.0	- Implementation of annual works programmes for the construction of capital works for Roads, Bridges, Drainage and Transport infrastructure
Road and Drainage Maintenance	38.0	- Develop and implement annual works programme for the maintenance of Roads, Bridges, Drainage and Transport infrastructure - Surveillance of private and utility authority works in Council's road reserves
Resources	6.0	- Forward plan, coordinate, allocate and deploy resources including Council labour, plant fleet, contract plant and labour to efficiently meet the needs of Council

### Budget Summary

<b>Cost Centre</b>	<b>PrevYr Actuals</b>	<b>Annual Original Budget</b>	<b>Annual Current Budget</b>	<b>YTD Actuals (Incl Comm)</b>	<b>Next Year Budget</b>
Operating Income	(8,588,903)	(10,632,000)	(12,151,456)	(5,928,792)	(9,003,160)
Operating Expenses	13,340,658	15,268,300	16,383,191	10,456,490	13,236,660
<b>Net Operating (Income) / Expense</b>	<b>4,751,755</b>	<b>4,636,300</b>	<b>4,231,735</b>	<b>4,527,698</b>	<b>4,233,500</b>
Capital Income	(3,495,724)	(3,661,300)	(3,886,291)	(1,817,361)	(3,209,800)
Capital Expenses	8,104,169	6,526,300	8,976,760	6,395,215	7,129,800
<b>Net Capital (Income) / Expense</b>	<b>4,608,445</b>	<b>2,865,000</b>	<b>5,090,469</b>	<b>4,577,854</b>	<b>3,920,000</b>
<b>Net (Surplus) / Deficit</b>	<b>9,360,200</b>	<b>7,501,300</b>	<b>9,322,204</b>	<b>9,105,552</b>	<b>8,153,500</b>

**Design Delivery****Contact: Design Delivery Manager****Phone:**

Activity	Staff Establishment	Functions
Design Delivery	6.0	<ul style="list-style-type: none"> <li>- Manage and coordinate preconstruction development of the adopted four (4) year capital works program for Roads, Bridges, Drainage and Transport Infrastructure</li> <li>- Prepare Tenders and administer Roads, Bridges, Drainage and Transport contract works</li> <li>- Prepare Committee agendas and minutes and issue instructions for approved works</li> <li>- Advise and review transport proposals</li> <li>- Assist with traffic management services for Council construction works</li> <li>- Assess and/or approve private development works in Council's road reserves</li> <li>- Develop and implement road safety initiatives</li> </ul>

**Budget Summary**

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	(284,510)	(355,000)	(356,455)	(309,337)	(334,470)
Operating Expenses	1,031,128	1,275,100	1,340,240	890,569	1,464,810
<b>Net Operating (Income) / Expense</b>	<b>746,618</b>	<b>920,100</b>	<b>983,785</b>	<b>581,232</b>	<b>1,130,340</b>
Capital Income	-	-	-	-	-
Capital Expenses	-	-	-	-	-
<b>Net Capital (Income) / Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net (Surplus) / Deficit</b>	<b>746,618</b>	<b>920,100</b>	<b>983,785</b>	<b>581,232</b>	<b>1,130,340</b>

<b>Environmental &amp; Waste</b>		
	<b>Contact: Michael Alexander</b>	<b>Phone: 4993 4253</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Environmental Services	3.0	<ul style="list-style-type: none"> <li>- Manage and coordinate the development of long term strategies, education and policies to achieve a sustainable environment</li> <li>- Manage and coordinate the implementation of the 4 year delivery program for environmental programs</li> <li>- Manage and support Tidy Towns, Landcare, Adopt-a-Road and Cleanup Australia Day programs</li> <li>- Coordinate Council's Environment Committee meetings</li> <li>- Participate in regional strategy group (HCCREMS) to achieve economies of scale and beneficial regional environmental outcomes</li> </ul>
Waste Management	16.0	<ul style="list-style-type: none"> <li>- Manage and coordinate collection and disposal of municipal waste</li> <li>- Manage waste disposal site in accordance with EPA license requirements</li> <li>- Liaise with Hunter Resource Recovery (HRR) in relation to Council's recycling contract</li> <li>- Participate in regional industry groups to keep abreast of technology advances and regional opportunities/benefits</li> </ul>

### Budget Summary

<b>Cost Centre</b>	<b>PrevYr Actuals</b>	<b>Annual Original Budget</b>	<b>Annual Current Budget</b>	<b>YTD Actuals (Incl Comm)</b>	<b>Next Year Budget</b>
Operating Income	(9,284,398)	(9,768,200)	(10,380,192)	(9,574,503)	(10,667,000)
Operating Expenses	9,435,866	9,727,500	10,337,163	6,410,304	10,549,820
<b>Net Operating (Income) / Expense</b>	<b>151,468</b>	<b>(40,700)</b>	<b>(43,029)</b>	<b>(3,164,199)</b>	<b>(117,180)</b>
Capital Income	-	-	-	-	-
Capital Expenses	239,081	380,000	380,000	643,388	380,000
<b>Net Capital (Income) / Expense</b>	<b>239,081</b>	<b>380,000</b>	<b>380,000</b>	<b>643,388</b>	<b>380,000</b>
<b>Net (Surplus) / Deficit</b>	<b>390,549</b>	<b>339,300</b>	<b>336,971</b>	<b>(2,520,811)</b>	<b>262,820</b>

<b>Recreation Services</b>		
	<b>Contact: Nicole Benson</b>	<b>Phone: 4993 4252</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Public Swimming Pools	6.25	- Manage and operate two seasonal outdoor pools and a year round indoor facility
Cemeteries	2.0	- Manage and coordinate maintenance and operation of Council cemeteries - Inter human remains at Council's lawn cemeteries, columbarium walls and memorial gardens
Recreation and Community Capital Works and Planned Maintenance	20 1 apprentice	- Manage and coordinate the implementation of the 4 year delivery program for recreation, cemetery and community infrastructure - Implement annual capital works programs for community and recreational facilities - Provide maintenance to the street trees in the LGA and administer the Tree Preservation Order in accordance with the organisation policy - Provide daily cleaning services to the CBD areas of Cessnock and Kurri Kurri as well as periodic cleaning of Abermain, Weston, Branxton and Greta - Complete repairs and maintenance to the pavers and street furniture in the CBD areas
Noxious Weeds	2.25	- Manage and coordinate the delivery of the annual weeds spraying program - Provide weed management services to landholders and internal partners

### Budget Summary

<b>Cost Centre</b>	<b>PrevYr Actuals</b>	<b>Annual Original Budget</b>	<b>Annual Current Budget</b>	<b>YTD Actuals (Incl Comm)</b>	<b>Next Year Budget</b>
Operating Income	(1,933,709)	(2,410,500)	(3,320,105)	(533,347)	(2,160,000)
Operating Expenses	5,142,842	6,687,900	6,958,117	3,890,604	6,391,540
<b>Net Operating (Income) / Expense</b>	<b>3,209,133</b>	<b>4,277,400</b>	<b>3,638,012</b>	<b>3,357,257</b>	<b>4,231,540</b>
Capital Income	-	-	-	-	-
Capital Expenses	1,508,151	1,266,000	3,209,837	1,248,006	743,500
<b>Net Capital (Income) / Expense</b>	<b>1,508,151</b>	<b>1,266,000</b>	<b>3,209,837</b>	<b>1,248,006</b>	<b>743,500</b>
<b>Net (Surplus) / Deficit</b>	<b>4,717,284</b>	<b>5,543,400</b>	<b>6,847,849</b>	<b>4,605,263</b>	<b>4,975,040</b>

<b>Community &amp; Cultural</b>			<b>Contact: Simon Eade</b>	<b>Phone: 4993 4293</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>		
Library Services	11.65 fte (21 staff inc casuals)	- Provision of public library and information services and programs		
Cessnock Youth and Community Outreach Services (CYCOS)	1.6 fte (6 staff inc casuals)	- Provision of drop in, support and outreach services and activities for young people		
Cultural Planning	0.1 fte (of Managers time)	<ul style="list-style-type: none"> <li>- Cultural planning and development</li> <li>- Community Cultural Development \$ for \$ Grant Program</li> <li>- City of Cessnock Hall of Fame</li> <li>- Asset management of cultural facilities (Richmond Main Heritage Park, Marthaville, Wollombi Cultural Centre, public art projects)</li> </ul>		
Community Help and Information	9.75	- Delivery of front line customers service on behalf of Councils business units		

### Budget Summary

<b>Cost Centre</b>	<b>PrevYr Actuals</b>	<b>Annual Original Budget</b>	<b>Annual Current Budget</b>	<b>YTD Actuals (Incl Comm)</b>	<b>Next Year Budget</b>
Operating Income	(222,870)	(241,300)	(607,128)	(192,052)	(167,300)
Operating Expenses	1,987,187	2,409,200	2,485,037	1,621,731	2,218,420
<b>Net Operating (Income) / Expense</b>	<b>1,764,317</b>	<b>2,167,900</b>	<b>1,877,909</b>	<b>1,429,679</b>	<b>2,051,120</b>
Capital Income	-	(500,000)	(540,000)	-	-
Capital Expenses	246,853	732,400	873,397	747,348	225,000
<b>Net Capital (Income) / Expense</b>	<b>246,853</b>	<b>232,400</b>	<b>333,397</b>	<b>747,348</b>	<b>225,000</b>
<b>Net (Surplus) / Deficit</b>	<b>2,011,170</b>	<b>2,400,300</b>	<b>2,211,306</b>	<b>2,177,027</b>	<b>2,276,120</b>

## Service Summaries - Strategy and Sustainability Group

<b>Group Leader &amp; Admin</b>	<b>Contact: Louise Gee</b>	<b>Phone:</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Group Management	2.0	- Strategic planning, management and performance monitoring of Group functions

### Budget Summary

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	-	-	-	-	-
Operating Expenses	-	-	-	-	199,930
<b>Net Operating (Income) / Expense</b>	-	-	-	-	<b>199,930</b>
Capital Income	-	-	-	-	-
Capital Expenses	-	-	-	-	-
<b>Net Capital (Income) / Expense</b>	-	-	-	-	-
<b>Net (Surplus) / Deficit</b>	-	-	-	-	<b>199,930</b>

<b>Strategic Asset Planning</b>		<b>Contact: Phil Miles</b>	<b>Phone: 4993 425 1</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>	
Asset Management	3.5	<ul style="list-style-type: none"> <li>- Develop and deliver infrastructure asset management methodology within Council, including provision of best practice asset management expertise; asset management policy, strategy and planning; lifecycle costing; financial valuation and annual infrastructure reporting requirements for Council's transportation and drainage infrastructure</li> <li>- Develop, implement and maintain asset management systems, including software tools and data collection processes to collect, store, audit and maintain infrastructure inventory and condition data</li> </ul>	
Infrastructure Investigation, Strategic Planning and Capital Works Program Development	3.5	<ul style="list-style-type: none"> <li>- Investigate requests to upgrade existing/construct new infrastructure, including options and priorities</li> <li>- Provide strategic planning engineering advice on the impacts of Council, other government authorities and private developments on Council's transport and drainage infrastructure, including technical input into Section 94 Agreements, VPA's , DCP's &amp; LEP's</li> <li>- Develop Council's four-year capital works delivery programs to provide safe, efficient and effective transport and floodplain management outcomes within the LGA</li> <li>- Manage the road administration functions of Council as a Roads Authority, including road status, road acquisitions/closures and road widening</li> <li>- Manage the drainage and flood mitigation administration of Council as a Local Government Authority, including drainage easement administration and drainage reserve acquisitions/closures</li> </ul>	
Recreation and Community Planning	1.0	<ul style="list-style-type: none"> <li>- Manage and coordinate the development of long term new infrastructure Strategy and Asset Management Plans, 4 year delivery program and associated policy development for recreation, cemetery and community infrastructure including input into VPA and Section 94 proposals</li> </ul>	

### Budget Summary

<b>Cost Centre</b>	<b>PrevYr Actuals</b>	<b>Annual Original Budget</b>	<b>Annual Current Budget</b>	<b>YTD Actuals (Incl Comm)</b>	<b>Next Year Budget</b>
Operating Income	-	-	-	-	-
Operating Expenses	1,247,600	1,595,900	1,666,437	920,704	1,700,390
<b>Net Operating (Income) / Expense</b>	<b>1,247,600</b>	<b>1,595,900</b>	<b>1,666,437</b>	<b>920,704</b>	<b>1,700,390</b>
Capital Income	-	-	-	-	-
Capital Expenses	-	-	-	-	-
<b>Net Capital (Income) / Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net (Surplus) / Deficit</b>	<b>1,247,600</b>	<b>1,595,900</b>	<b>1,666,437</b>	<b>920,704</b>	<b>1,700,390</b>

Strategic Landuse	Contact: Bo Moshage	Phone: 4993 4241
Activity	Staff Establishment	Functions
Strategic Planning	3.0	<ul style="list-style-type: none"> <li>- Provide effective and efficient service in the investigation and preparation of strategic planning studies, reports and planning instruments for Council's consideration and the day to day management of consultants engaged to carry out specific projects</li> <li>- Assist the local community through Council to identify, maintain and conserve the heritage of the Cessnock area with funding support from the NSW Heritage Office</li> <li>- Provide an advisory role for Development Applications and assist in applications for the Local Heritage Assistance Fund and provide heritage advice to the community as required</li> </ul>
Section 94 Plan Preparation	0.4	- Management and administration of Council's Section 94 contributions plans

### Budget Summary

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	(51,419)	(114,000)	(156,700)	(2,793)	(114,000)
Operating Expenses	429,585	434,600	486,700	298,623	550,020
<b>Net Operating (Income) / Expense</b>	<b>378,166</b>	<b>320,600</b>	<b>330,000</b>	<b>295,830</b>	<b>436,020</b>
Capital Income	-	-	-	-	-
Capital Expenses	-	-	-	-	-
<b>Net Capital (Income) / Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net (Surplus) / Deficit</b>	<b>378,166</b>	<b>320,600</b>	<b>330,000</b>	<b>295,830</b>	<b>436,020</b>

Strategic Community	Contact: Strategic Planning Coordinator	Phone:
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>
Community Planning	1.6	<ul style="list-style-type: none"> <li>- Social and community strategic planning</li> <li>- Provision and maintenance of community directory and community profile</li> <li>- Development and implementation of strategies for crime prevention</li> </ul>

### Budget Summary

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	(53,942)	(44,500)	(45,150)	(33,530)	(55,900)
Operating Expenses	230,862	195,100	216,650	148,396	205,410
<b>Net Operating (Income) / Expense</b>	<b>176,920</b>	<b>150,600</b>	<b>171,500</b>	<b>114,866</b>	<b>149,510</b>
Capital Income	-	-	-	-	-
Capital Expenses	-	-	-	-	-
<b>Net Capital (Income) / Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net (Surplus) / Deficit</b>	<b>176,920</b>	<b>150,600</b>	<b>171,500</b>	<b>114,866</b>	<b>149,510</b>

<b>Natural Environment</b>	<b>Contact: Natural Environment Planning Manager</b>		<b>Phone:</b>
<b>Activity</b>	<b>Staff Establishment</b>	<b>Functions</b>	
Natural Environment Planning	1.0	<ul style="list-style-type: none"> <li>- Strategic Planning for Natural Assets</li> <li>- Development of Biodiversity Strategy</li> <li>- Establishment of Carbon Management Program</li> </ul>	

### Budget Summary

Cost Centre	PrevYr Actuals	Annual Original Budget	Annual Current Budget	YTD Actuals (Incl Comm)	Next Year Budget
Operating Income	-	-	-	-	-
Operating Expenses	-	-	-	-	144,000
<b>Net Operating (Income) / Expense</b>	-	-	-	-	<b>144,000</b>
Capital Income	-	-	-	-	-
Capital Expenses	-	-	-	-	-
<b>Net Capital (Income) / Expense</b>	-	-	-	-	-
<b>Net (Surplus) / Deficit</b>	-	-	-	-	<b>144,000</b>