



Vincent Street  
CESSNOCK

16 February 2018

## ORDINARY MEETING OF COUNCIL

**WEDNESDAY, 21 FEBRUARY 2018**

### ENCLOSURES

*PAGE NO.*

#### PLANNING AND ENVIRONMENT

- PE2/2018**     **Section 96(1A) Application proposing to modify Development Consent 2017/348 which granted approval for construction of a dual occupancy. The Application seeks to delete Condition 5 which requires the construction of kerb and gutter**

**27 Margaret Street, Cessnock**

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**27 Margaret Street, Cessnock**

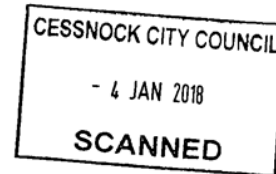
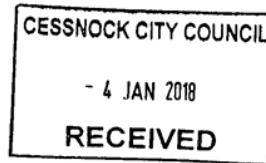
DOC2018/000958 - 04/01/2018

# THOMAS

Cessnock City Council  
PO Box 152  
CESSNOCK NSW 2325

19<sup>th</sup> December 2017.

The General Manager  
Cessnock City Council  
PO Box 152  
CESSNOCK NSW 2325



Dear Sir

**RE: S96 DETACHED DUAL OCCUPANCY LOT 10 SEC 9 DP 5465 (NO. 27) MARGARET STREET, CESSNOCK. DA 8/2017/348/1**

We write on behalf of Mr Hilder requesting Council's consideration to modify consent conditions for DA8/2017/348/1 using the provisions of Section 96(1) of the Environmental Planning and Assessment Act, 1979. Consent of this section 96 (1A) will allow this development to proceed.

## **BACKGROUND**

Mr Hilder purchased the property with the intention to construct a dual occupancy on the lot.

## **INTRODUCTION**

Council's consent dated 4<sup>th</sup> September 2017 relates to a construction of a new dwelling to create a detached dual occupancy.

The owners seek Council's approval of amendments to the development consent for DA 8/2017/348/1.

## **JUSTIFICATION FOR REMOVAL/ALTERATIONS OF CONDITIONS**

### **Condition 5 – Kerb and Gutter**

The proposed development is to occur on the corner of Margaret and Michael Street Cessnock. While Michael Street has kerb and guttering, the lot in question that fronts Margaret Street are not kerbed and guttered. Council are requested to consider the following factors for not enforcing this condition:

- The access to both the existing dwelling and the new dwelling will be off Michael Street not Margaret Street. The residence fronting Margaret Street will continue to use Michael Street, and in essence the status quo will remain.
- If kerb and guttering were provided in Margaret Street it would be in isolation.
- The cost of providing the kerb and guttering is substantial and effects the viability of the project.
- The removal of this condition will not have a negative impact on the adjoining properties;
- The removal of this condition will not create any adverse impact upon the local built environment;

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Thomas & Associates Consulting Pty Ltd.

**27 Margaret Street, Cessnock**

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DOC2018/000958 - 04/01/2018

**CONCLUSION**

Based on the information provided it is considered that the Section 96(1A) application is legitimate and can be determined by Council as:

- It is considered that the modifications proposed are of minimal environmental impact; and
- The modifications sought will result in the development being substantially the same as originally approved.

We trust that the information contained herewith supports the request to amend the selected conditions. If you require any further information please do not hesitate to contact Mel Greene on 4937 1562.

Yours sincerely



Mel Greene

Para Planner

**Thomas and Associates Consulting Pty Ltd**



**27 Margaret Street, Cessnock**

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**From:** [Melanie Greene](#)  
**To:** [Hilder, Denis MR](#); [Madaline Smith](#)  
**Subject:** 8 2017 348 1 \_ Additional Justification by Applicant  
**Date:** Tuesday, 16 January 2018 10:47:41 AM

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Hi Madaline

The application we looked at in regards to seeking modification to our consent is 47 Hall Street Cessnock. Although I understand there are some other examples for kerb and guttering removal over the last few years brought to council meetings.

Sorry I can't provide further examples as I'm not in the office today.

Kind Regards

--

**Over the Christmas period our office will be closed from the 19th of December and will re  
open on the 15th of January. Thomas Consulting would like to wish all of our clients a happy and  
safe Christmas.**

**Thomas and Associates Consulting**

**Melanie Greene**

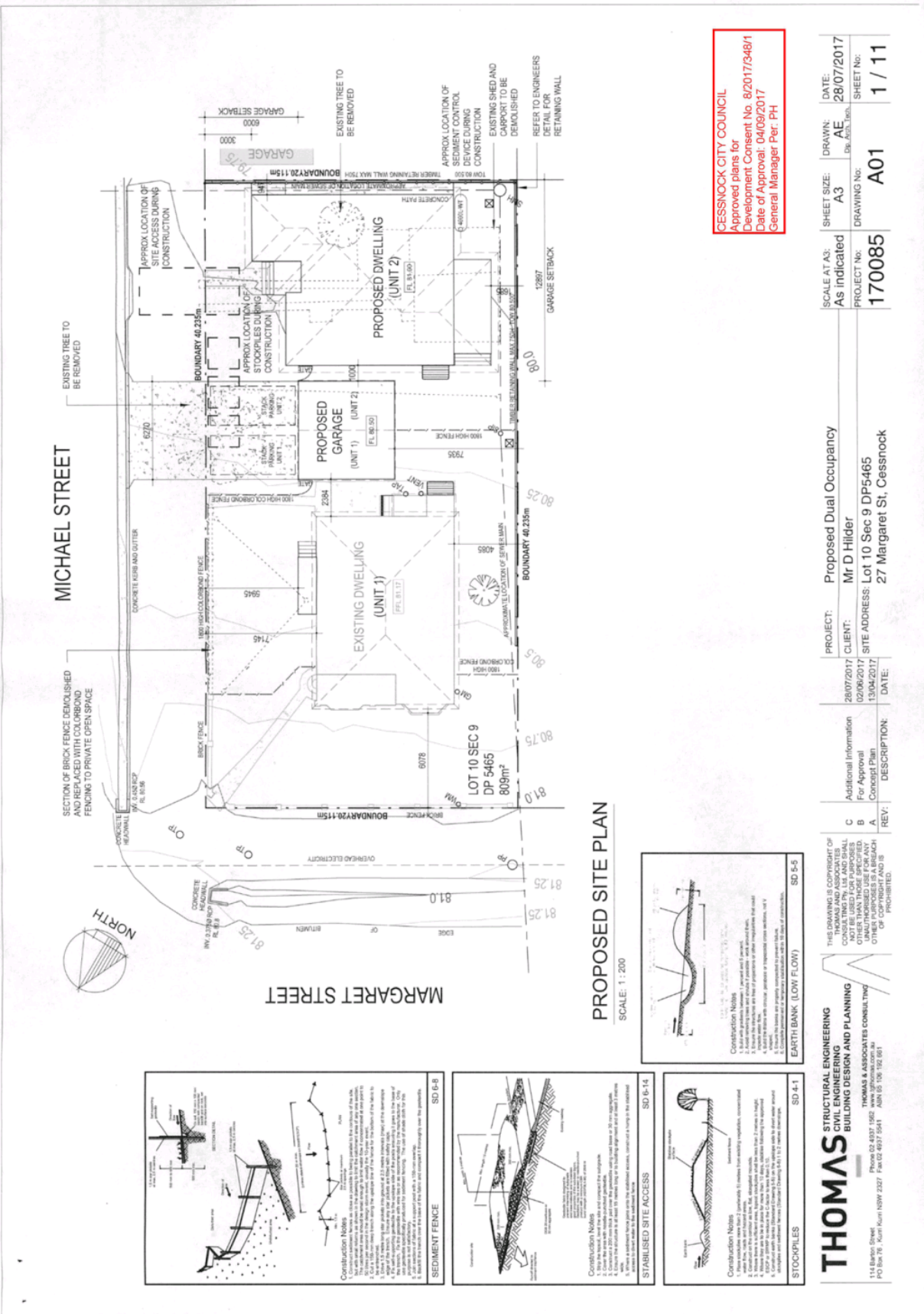
Planning Consultant

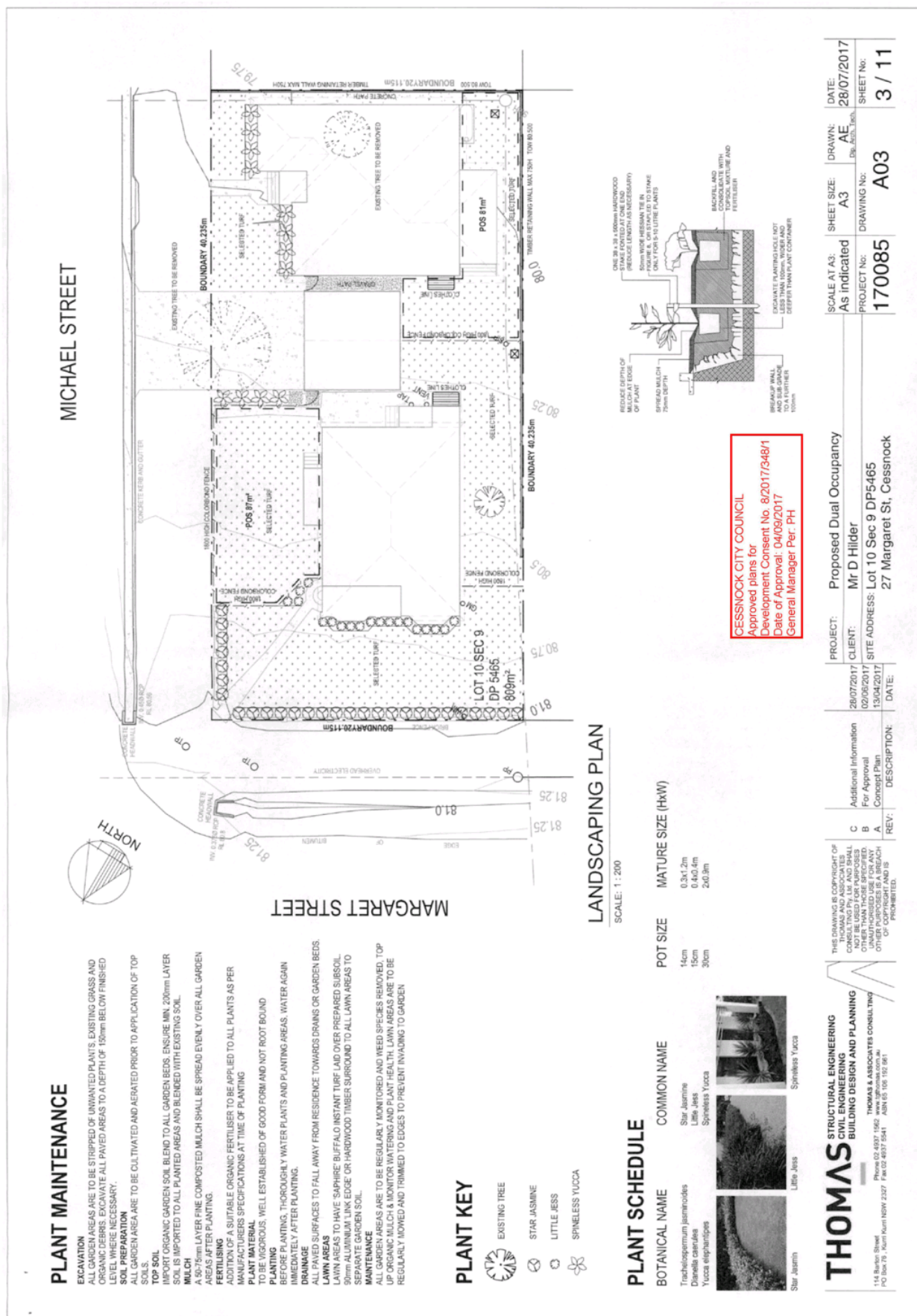
p: 02 4937 1562 | e: [melanie.greene@tgthomas.com.au](mailto:melanie.greene@tgthomas.com.au)

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27 Margaret Street, Cessnock

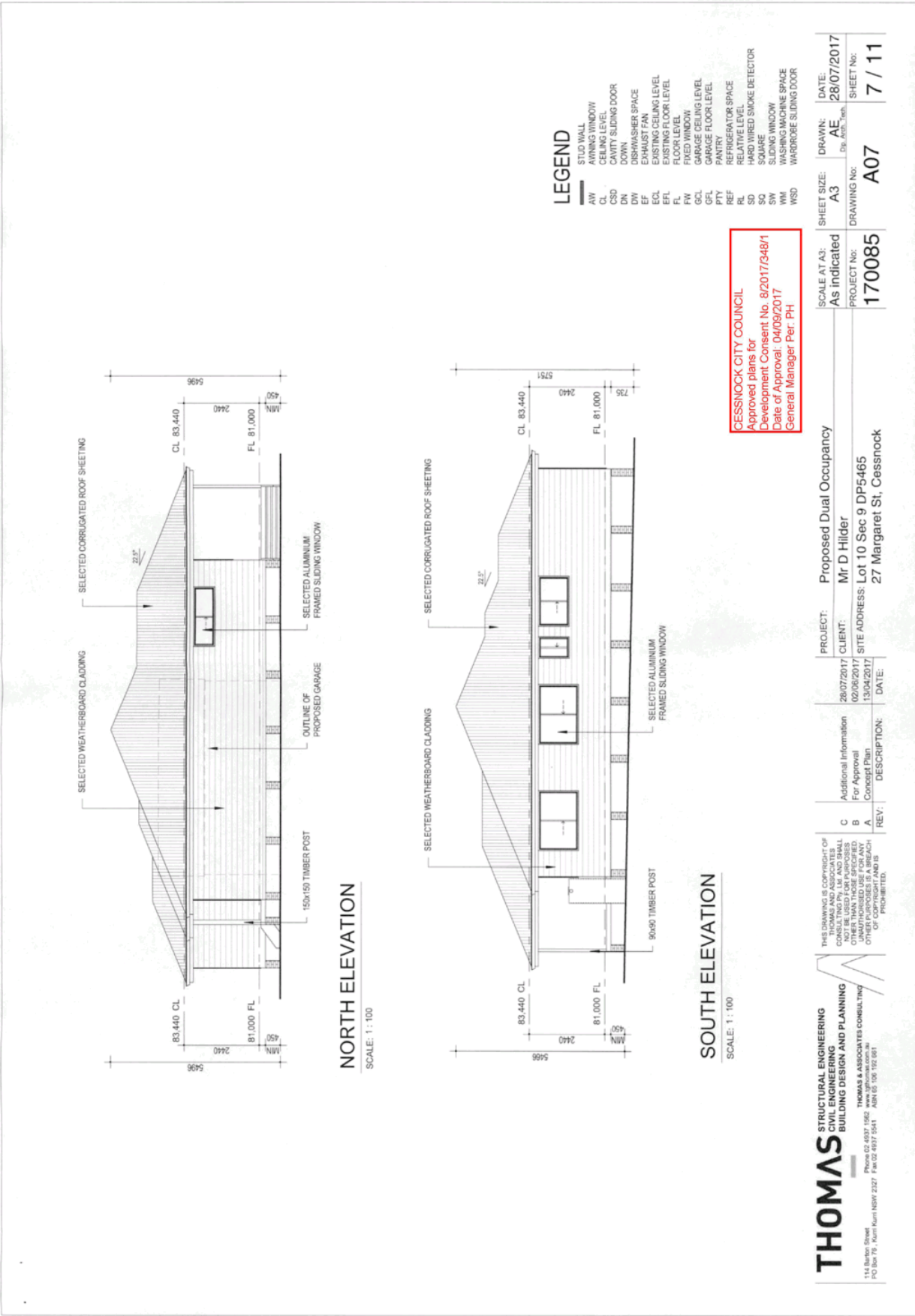




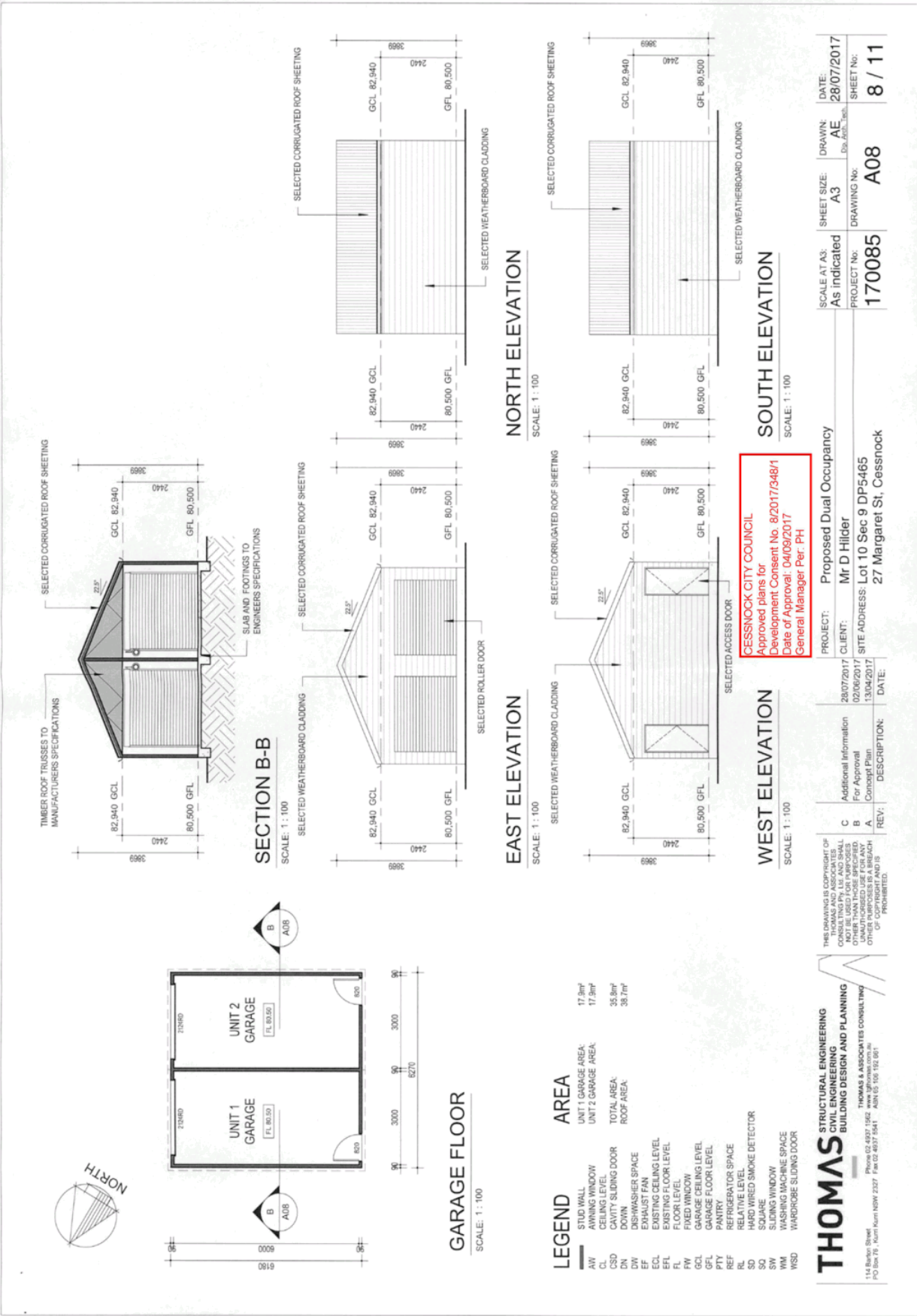




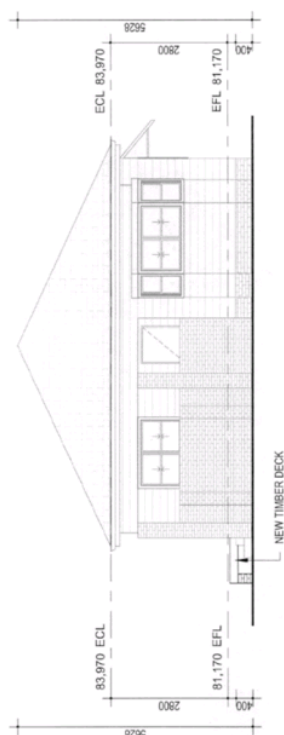
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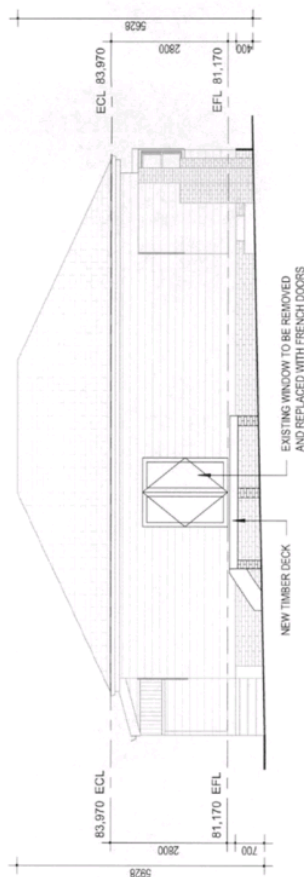


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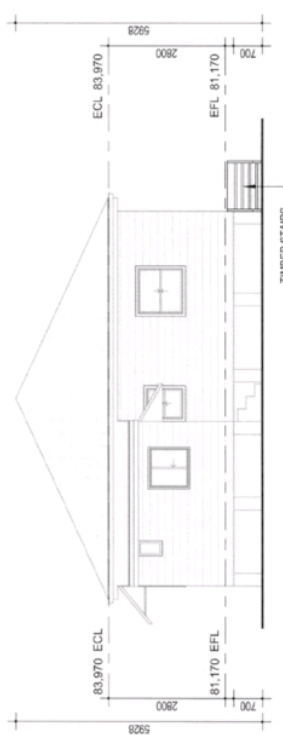
NORTH ELEVATION

SCALE: 1 : 100



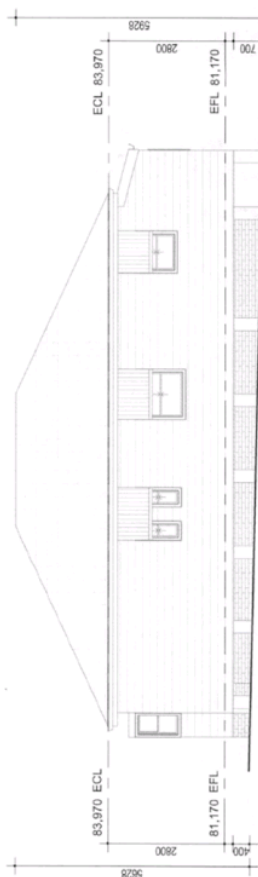
EAST ELEVATION

SCALE: 1 : 100



SOUTH ELEVATION

SCALE: 1 : 100



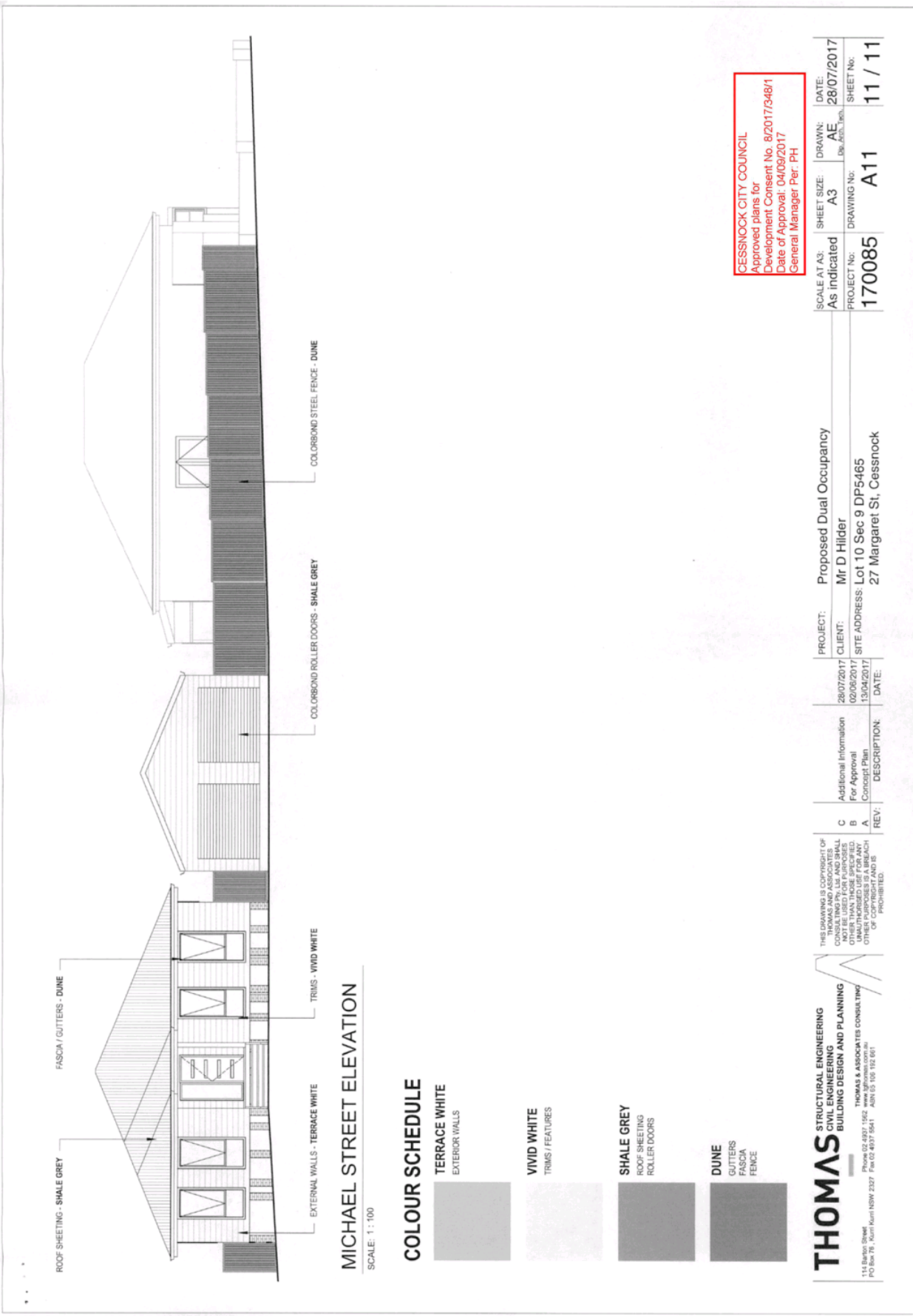
WEST ELEVATION

SCALE: 1 : 100

CESSNOCK CITY COUNCIL  
Approved plans for  
Development Consent No. 8/2017/348/1  
Date of Approval: 04/09/2017  
General Manager Per. PH

<b>THOMAS</b> STRUCTURAL ENGINEERING CIVIL ENGINEERING BUILDING DESIGN AND PLANNING THOMAS & ASSOCIATES CONSULTING 114 Barrow Street PO Box 76, Kurri Kurri NSW 2327 Phone 02 4937 1562 Fax 02 4937 5641 www.thomas.com.au ADR 1510:152:061	THIS DRAWING IS COPYRIGHT OF THOMAS & ASSOCIATES. ALL RIGHTS ARE RESERVED. IT IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN PERMISSION OF THOMAS & ASSOCIATES.	C Additional Information B For Approval A Concept Plan REV: DESCRIPTION:	PROJECT: Proposed Dual Occupancy CLIENT: Mr D Hilder SITE ADDRESS: Lot 10 Sec 9 DP5465 27 Margaret St, Cessnock	SCALE AT A3: 1 : 100 PROJECT No: 170085	SHEET SIZE: A3 DRAWING No: A10	DATE: 28/07/2017 SHEET No: 10 / 11

27 Margaret Street, Cessnock







## Cessnock City Council Parking Enforcement Policy

Date Adopted XX/XX/XX Revision: X

### 1. Policy Objectives

The objectives of this policy are:

- To achieve an appropriate balance between public safety, traffic flow and equitable access in the management and regulation of vehicle parking throughout the local government area.
- To make the City of Cessnock a safe place to drive, walk or cycle.
- To promote effective, safe and compliant parking practices to the community.
- To confirm that Cessnock City Council has a zero tolerance approach to unlawful activity.
- To ensure that pedestrians may walk safely without fear of obstruction throughout the area, especially in pedestrian areas and outside of schools.
- To ensure that Rangers have the necessary skills and resources to undertake parking surveillance duties in a safe, transparent, consistent and accountable manner, with appropriate training.

### 2. Policy Scope

This policy applies to all on-street parking within the Cessnock City Council area.

### 3. Policy Statement

1. Council Rangers will act promptly and effectively in response to unlawful activity and exercise all of their enforcement powers in a fair, transparent and consistent manner.
2. Public safety is the prime consideration in the enforcement of parking laws and must not be compromised.
3. Parking offences are defined by the legislation and compliance is considered to be a primary responsibility of the drivers of motor vehicles.
4. Roads and regulated car parks in Cessnock City are patrolled routinely to ensure compliance with parking and traffic restrictions. Offences are considered strict liability, meaning Council will issue penalty infringement notices for all breaches – refer Section 8.5 of Council's Compliance and Enforcement Policy.
5. Council Rangers have very limited discretion in their enforcement of parking offences. To fail to take action in relation to an observed offence may first create hazards or risks



for the community. In addition, it may expose Council and the officers concerned to accusations of partiality and potential claims for damages where an unsafe situation has arisen.

6. Wherever possible Rangers will obtain a digital photograph of the offence clearly showing such details as signs, registration details and vehicle position that may be relevant to the offence.
7. All written representations/appeals relating to parking infringements issued by Council Rangers must be referred in the first instance to Revenue NSW for adjudication. Council uses the "premium service" offered by Revenue NSW for the administration of parking penalty notices issued in the Cessnock City Council area, as well as appeals arising. Under this commission arrangement Revenue NSW provides an assessment and review service independent of Council, reducing local administration overheads and reducing potential conflicts of interest. Revenue NSW also offers extensive advice to people who have received parking penalties and options available to them. For further information including review guidelines, see the Revenue NSW web site at [www.revenue.nsw.gov.au](http://www.revenue.nsw.gov.au).
8. Representations referred to Council by the Revenue NSW for comment will be adjudicated in accordance with Section 7 of Council's Compliance and Enforcement Policy.
9. Council's Charter and Values are committed to serving the community with integrity, efficiency, fairness, impartiality and the encouragement of mutual respect. With the core values of respect, ethics, quality and communication applying to all actions taken under this policy.
10. Priority will be given to education programs to help the community better understand their legislative requirements and the importance of acting in accordance with the law. Education programs will be developed and resources allocated in accordance with Council's adopted yearly budget.

#### BACKGROUND

The Commissioner of Police on 19 July 2002 gave the authority for all Councils to enforce the provisions of the Australian Road Rules, effective 22 July 2002.

Councils have a regulatory obligation to enforce parking related legislation to manage public safety, traffic management and providing equitable access to available parking spaces.

Councils have no power to set or amend parking fine penalties. Parking fines are set by legislation administered by the Roads and Maritime Services.

#### RELEVANT LEGISLATION

A range of legislation applies to the regulation of public parking in New South Wales. Council's officers must comply with relevant statutes and regulations in administering local parking controls.

Parking rules are designed to stop vehicles from parking where it would be dangerous or inconvenient for others.

For on street parking, statutes include the *Road Rules 2008*, the *Road Transport Act 2013*, *Roads Act 1993* and the *Road Transport (General) Regulation 2013*.



Penalties for parking offences are set by legislation administered by the NSW Government (Roads and Maritime Services) and not Council.

Legislation is regularly updated from time to time and it is not the purpose of this policy to re-state this material in detail. However, further information can be obtained from the Police, Roads and Maritime Services and Council's Ranger's.

Details of current NSW legislation are now also available on the internet at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au).

#### ENFORCEMENT ACTIVITY

Council Rangers carry out regular patrols of public parking areas and roads in the local government area. They also respond to community complaints regarding illegally parked vehicles.

Priorities include:

- Patrolling on street parking around schools;
- Patrols of illegal stopping and or parking e.g. stop on/or near pedestrian crossing, disobey no stopping signs and parking where pedestrian access is compromised (stopping on paths/strips in a built up area);
- Surveillance to ensure correct use of bus, taxi and loading zones as well as no stopping zones;
- Patrols of on-street parking restrictions and time limits within the local government area.
- Advice to drivers of their obligations under the Road Rules.

Patrols also provide the opportunity to observe any other activity of relevance for local government law enforcement and to report any damaged or unclear signs/markings for repairs/replacements.

Observed parking offences are witnessed and (other than for offences relating to time limits) photographed by Rangers with vehicle ownership details obtained from the RMS. Typical offences subject of penalty action by Council may include:

- Breaches of on street parking restrictions applicable to school zones, no stopping, bus, loading and taxi zones;
- Parking/stopping on paths/strips in a built up area (parking on footpath/footways);
- Parking in an accessible (disability) parking bay without an authority to do so being displayed;
- Overstaying beyond posted time limits;
- Failure to park correctly within marked parking bay

It is acceptable to obtain photographic evidence of any vehicle that is committing an offence.



School zone enforcement shall be conducted in an ethical and consistent manner. All Officers shall ensure at all times during their enforcement that they are visible to all users of the area, including students, staff and parents.

Council's Compliance and Enforcement Policy sets out the methods and standards Council will use in parking enforcement.

### FOOTWAY PARKING

Footway parking is a widespread practice and is illegal in most cases.

Pedestrian safety is the most important consideration when enforcing footway parking. Equally critical are the particular needs of people who use prams, guide dogs, canes, wheelchairs or other aids to assist their mobility.

All pedestrians using footways, especially children and those with disabilities need an unobstructed clear path of travel.

Footway parking must accommodate the overall safety and the needs of all footway and road users. Critical public safety issues with footway parking are:

- Residents/children forced to go onto the roadway to get past parked vehicles/obstructions, especially at night.
- Access to emergency and service vehicles.
- Line of sight obstruction for motorists leaving their properties.
- Footway parking can cause damage to grassed and paved areas causing trip hazards. This is exacerbated during wet weather.
- Possible damage to water, gas, sewer and stormwater drainage beneath footway.

The main problem with footpath parking is not where there is kerb and gutter but where there is no kerb & gutter, a narrow road pavement and no clear distinction between the footpath and roadway.

The legislation is clear, transparent and can be fairly and consistently enforced where streets have kerb & gutter, where the delineation between the road pavement and footpath is clearly defined.

Where there is kerb and gutter and a clear delineation between the road and footway the Road Rules 2014 will be enforced by Council Rangers. The law is very specific, ARR 197 states in part that "A driver must not stop on a bicycle path, footpath, shared path or dividing strip, or a nature strip adjacent to a length of road in a built up area".

Where streets have no kerb and gutter and there is a narrow strip of bitumen down the middle of the road residents have stated there can be confusion regarding where they can park legally (i.e. where the road finishes and where the footpath starts).

The following guideline has been produced to clarify parking on roads where there is no kerb and gutter and no defined delineation between the road and footpath:

1. Motor vehicles must park parallel to the road in the direction of travel – see Figure 1.
2. Vehicles must not Double Park.
3. Sufficient residual footway width must be provided between the parked vehicle and the road boundary (front boundary of property) for footway use. A minimum of three





(3) metres must be provided between the road boundary and any vehicles parked parallel to the road – see Figure 1.

4. Proposed residual footway widths must have full width clearance of three (3) metres for a minimum height of 2.0 metres at all times.
5. The entire width of residual footway (full three (3) metres) must be trafficable for all footway users under all normal circumstances. This width must not include areas that cannot be trafficked by footway users.

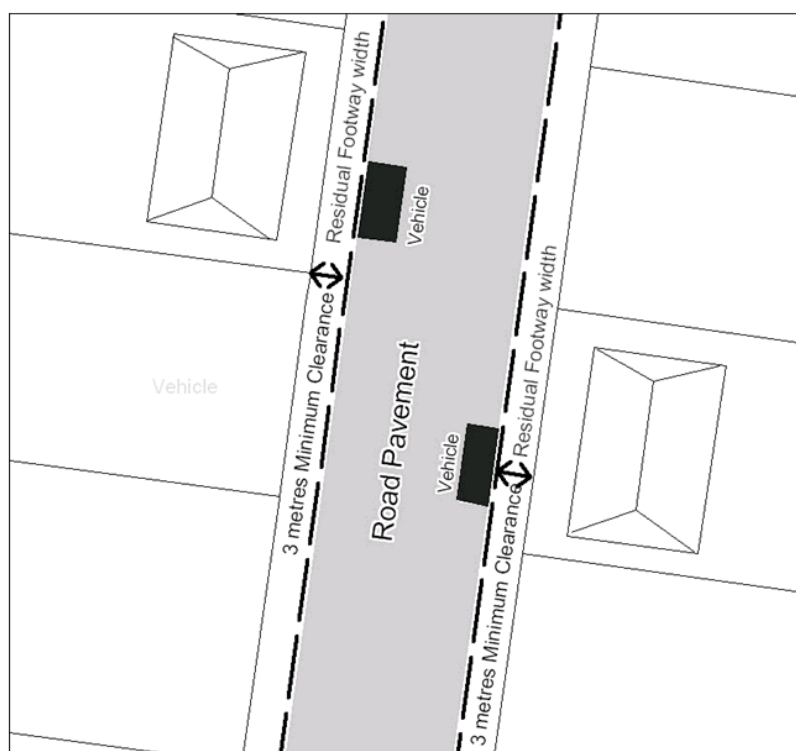


Figure 1

#### 4. Policy Definitions

<b>Transparent:</b>	To ensure all actions and procedures are understood, auditable and open for critique as necessary
<b>Unlawful activity:</b>	Is any action that has been or is being carried out contrary to a legislative provision regulating parking within New South Wales
<b>Council Rangers:</b>	Includes Rangers employed under



	permanent, part-time, casual or contractual arrangement who undertakes enforcement action on behalf of Cessnock City Council
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## 5. Policy Administration

<b>Business Group:</b>	
<b>Responsible Officer:</b>	Health and Building Manager
<b>Policy Review Date:</b>	Three years from date of adoption unless legislated otherwise
<b>File Number / Document Number:</b>	DOC20147/089924
<b>Policy Number:</b>	
<b>Relevant Legislation:</b>	<ul style="list-style-type: none"> <li>• Road Rules 2014</li> <li>• Road Transport Act 2013</li> <li>• Road Transport(General) Regulation 2013</li> <li>• Local Government Act 1993.</li> <li>• Roads Act 1993</li> </ul>
<b>Related Policies / Protocols / Procedures</b>	Compliance and Enforcement policy

## 6. Policy History

Revision	Date Approved / Authority	Description Of Changes
1		New policy adopted
2		Periodic review

## 7. Appendices

# Technical Direction

Traffic management and road safety practice



Transport  
Roads & Maritime  
Services

TTD 2014/004 July 2014

Supersedes/Amends TDT2012/04

## Off-road parking provision on narrow roads

Summary:	Audience:
<p>This Technical Direction details information on the provision of off-road parking while maintaining footpath requirements and traffic access along narrow roads which are not shared zones.</p> <p>This Technical Direction does not cover any other aspect of parking or use of road related areas.</p>	<ul style="list-style-type: none"> <li>• Traffic management staff</li> <li>• Road safety staff</li> <li>• Councils</li> </ul>

## Definitions

A **road** is an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles.

A **road related area** is any of the following:

- An area that divides a road.
- A footpath or nature strip adjacent to a road.
- An area that is not a road and that is open to the public and designated for use by cyclists or animals.
- An area that is not a road and that is open to or used by the public for driving, riding or parking vehicles.

A **footpath** means an area open to the public that is designated for, or has as one of its main uses, use by pedestrians, and may be paved or unpaved.

A **nature strip** means an area between a road (except a road related area) and adjacent land, but does not include a bicycle path, footpath or shared path.

## Practice/General

The NSW road rule number 197 prohibits parking on footpaths and nature strips. However parking is allowed on road related areas that are specifically intended or constructed for the purpose of parking of vehicles.

For the purpose of this Technical Direction, a narrow road is defined as where on-road parking on one or both sides of the road restricts the free movement of vehicles (especially emergency & service vehicles) along that road. In these cases off-road parking may be considered.

When considering the provision for off-road parking on narrow roads, the needs of all road users must be met. It must always be remembered that the primary use of the footpath is by pedestrians. Pedestrian safety and access are highly important aspects of footpath use. Equally critical are the particular needs of people who use guide dogs, canes, wheelchairs or other aids to assist their mobility. Therefore a wide and unobstructed path of travel for pedestrians must be maintained along the footpath on both sides of the road as outlined in AS1428.2: *Design for Access and Mobility*. These unobstructed paths should be paved.

## Approvals:

Owner:	General Manager Network Optimisation	Review Date:	July 2017
Authorised by:	Ken Kanofski Director Journey Management	Date:	Page 1   3
RMS 14.273		Printed copies of this document are uncontrolled	

## Technical Direction – Traffic management and road safety practice

When considering narrow road access and the provision of off-road parking, options may include:

- Banning parking on one or both sides of the road.
- Staggering on-road parking in such a way that it provides traffic calming benefits, but still permits easy access for large vehicles, particularly emergency and service vehicles.
- Provision of off-road parking areas (road related areas) on one or both sides of the road.
- Installation of a shared zone. For details of shared zones refer to TTD 2014/003 (Design and implementation of shared zones including provision for parking).

The provision of off-road parking should be implemented in conjunction with a local area public education campaign to ensure local residents understand the purpose of the parking provisions and their continued obligations to other road users, including pedestrians.

## Guidelines

- Where off-street parking is being considered the footpaths on both sides of the road must meet the minimum widths shown in Table 1 below.

TYPE OF USE	MINIMUM WIDTH (m)
Pedestrians only	1.8
Shared – unsignposted	2.0
Shared - signposted (no dividing line)	2.0
Shared - signposted (dividing line)	2.5
Separated (dividing line)	3.0

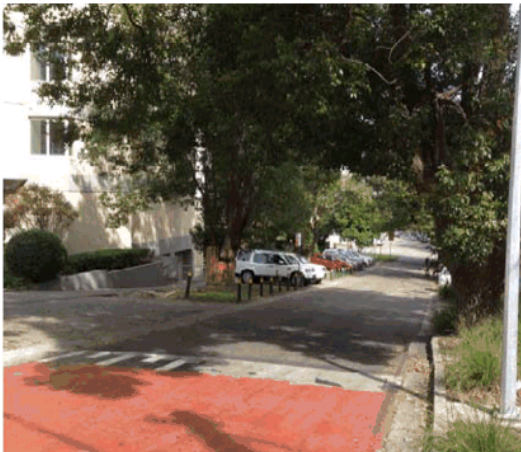
Table 1: Footpath use and minimum width requirements

- The footpath widths in Table 1 will need to be increased where concurrent use by pedestrians and cyclists is frequent and/or heavy. There must be a minimum clearance height of 2.0 metres at all times for the full width of the footpath. The parking space or area is to be specifically intended and constructed for the purpose of parking of vehicles.
- The entire parking space or area must be located behind the kerb.
- The parking space itself can be constructed of permanent materials such as concrete, asphalt or pavers, or the outline may be delineated by edge strips, or markers such as studs, bollards or copper logs.
- The length and width of any parking space must comply with AS2890.5 *Parking Facilities*.
- The location of the parking spaces or areas must not compromise sight distances. There are existing mandatory restrictions at intersections, road crossings, and traffic signals contained in the NSW Road Rules 2008 (statutory restrictions) and RMS Technical Directions (signposted restrictions). These are applied to ensure that minimum sight distances are provided for road safety purposes. These documented requirements must be applied when locating off-road parking spaces and areas.
- The parking spaces, including access to and from the spaces, are not to affect utilities. These devices may also not be trafficable. Therefore off-road parking spaces and areas should be carefully located so that this problem is eliminated or the devices protected.
- It is illegal to drive or park on the footpath or nature strip, therefore parking spaces are to be located so they can be accessed without driving on the footpath or nature strip. Engineering treatments, eg vegetation or bollards around the parking spaces or in the nature strip, must be used to help keep vehicles off the footpath or nature strip.
- If no parking at all is intended on the road, use *Park in Bays Only* (R5-65) signs and/or continuous yellow edge lines beside remaining sections of kerb to prohibit drivers from stopping there (NSW Road Rule 169). If illegal parking continues to be a problem, reinforce the message using no stopping (R5-400) signs.



### Technical Direction – Traffic management and road safety practice

- Where off-road parking is provided on quiet, residential roads, the extensive use of signs and bollards may reduce the physical and visual amenity of the area and may be undesirable. Where illegal parking persists, increased signage and more restrictive engineering treatments must be used to inhibit non-compliant behaviour.
- The management of off-road parking spaces and areas can be similar to on-road parking spaces, and may include the following parking options:
  - No time restrictions.
  - Time limit controlled (sign only).
  - Metered or pay and display (fee).
  - Permit parking (eg resident parking schemes).
- Narrow roads with adjacent off-road parking spaces must not have a speed limit greater than 50km/h.



(Photograph courtesy of the Pedestrian Council of Australia)



Figure 1. Examples of off-road parking provision on a narrow road.

## Action

This *Technical Direction* must be followed when councils are providing off-road parking to maintain vehicular access along a narrow road outside of shared zones.

## Updates

To ensure that this *Technical Direction* and any related guidelines remain current and relevant, minor updates may be made from time to time. Any updates may be obtained from the RMS website using the Traffic & Transport Policies & Guidelines Register which can be found at:

[www.rms.nsw.gov.au/doingbusinesswithus/guidelines/documentregister/index.html](http://www.rms.nsw.gov.au/doingbusinesswithus/guidelines/documentregister/index.html)

Printed copies of this *Technical Direction* are uncontrolled; therefore the Register should always be checked prior to using this *Technical Direction* or any related guidelines.

TTD2014-004 Off-road parking provision on narrow roads	Page 3   3
Printed copies of this document are uncontrolled	

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 1/11/2017	Curtis, Gareth	Wollombi Barnstay DA	29/11/2017	3/11/2017	9/11/2017
Q118/2017		Curtis, Gareth				
7/11/2017 4:04:00 PM - Action completed by: Yvonne Blake Discussed following Ordinary Council Meeting held 1 November 2017						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 4/10/2017	Davis, Colin	Abandoned Vehicles	1/11/2017	5/10/2017	9/11/2017
BN49/2017		Curtis, Gareth				
<a href="#">283</a> 10/10/2017 4:43:00 PM - Colin Davis Report going to Council meeting of 18 October 2017 7/11/2017 9:28:00 AM - Action completed by: Colin Davis Council noted recommendation at its meeting of 18 October 2017						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 18/10/2017	Davis, Colin	Abandoned Vehicles	15/11/2017	20/10/2017	9/11/2017
PE57/2017		Curtis, Gareth				
<a href="#">295</a> 7/11/2017 9:29:00 AM - Action completed by: Colin Davis Council noted the recommendation at its meeting of 18 October 2017.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 1/11/2017	Miller, Jo	Minutes of the Aboriginal and Torres Strait Islander Committee of Cessnock City Council held on 13 October 2017	29/11/2017	3/11/2017	9/11/2017
CC79/2017		Maginnity, Robert				
<a href="#">314</a> 7/11/2017 4:11:00 PM - Action completed by: Jo Miller All resolutions are being actioned and will be reported to future Committee meetings. 8/01/2018 1:35:09 PM - Jo Miller Item 2. Website Acknowledgement of Country completed.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 1/11/2017	Larsen, Robyn	Schedule of Ordinary Meetings of Council Dates 2018	29/11/2017	3/11/2017	9/11/2017
CC76/2017		Maginnity, Robert				
<a href="#">312</a> Corporate Governance - please arrange for meeting dates to be set up in infoCouncil and in Council calendar 7/11/2017 11:59:00 AM - Action completed by: Robyn Larsen						

Meeting invite sent out to Councillors and staff and dates added to Council's website.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 5/07/2017	Davis, Colin	Shopping Trolleys	24/11/2017	7/07/2017	9/11/2017
BN30/2017		Curtis, Gareth				
<a href="#">301</a> 31/07/2017 11:18:00 AM - Colin Davis A review of policies from other Council's is currently being carried out. Interviews have also been scheduled with Trolley Trackers and all supermarkets/stores within the LGA to investigate current procedures and future options. 5/09/2017 9:33:00 AM - Colin Davis Briefing arranged for Council on 25 October 2017. A report will be presented to Council in November 2017 following briefing. 7/11/2017 9:30:00 AM - Action completed by: Colin Davis Report to meeting of 1 November 2017						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/09/2017	Johnson, Martin	Planning Agreement - Rosehill Estate, Millfield	27/10/2017	7/09/2017	10/11/2017
BN44/2017		Curtis, Gareth				
<a href="#">243</a> 1/10/2017 11:10:00 AM - Wonona Fuzzard Report prepared for Council Meeting of 18 October 2017. 8/11/2017 9:37:00 AM - Action completed by: Martin Johnson report provided to Council						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 16/08/2017	Jeffery, Warren	Narrow Roads - Footpath Parking	13/12/2017	18/08/2017	14/11/2017
BN38/2017		Fitzpatrick-Barr, Justin				
<a href="#">349</a> 3/09/2017 10:47:00 AM - Kristy Meyers Investigations ongoing. 12/11/2017 12:25:00 PM - Kristy Meyers This matter was discussed at the Councillor Briefing held 25 October 2017 Compliance and Enforcement Policy. A NoM has been generated for the 15 November 2017 Council meeting. This matter to be tracked via the NoM BN55/2017. 12/11/2017 12:26:00 PM - Action completed by: Kristy Meyers Discussed at Councillor Briefing 25/10/17. To be tracked via NoM 55/2017.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 1/11/2017	Lyall, Ian	Audit Committee - Appointment of Alternate Delegate	29/11/2017	3/11/2017	15/11/2017
MM16/2017		Glen, Stephen				
<a href="#">308</a> 7/11/2017 11:50:00 AM - Ian Lyall Noted.						

Councillor Lyons has been offered an induction.

Ian Lyall  
Internal Auditor  
13/11/2017 3:16:00 PM -  
Action completed by: Ian Lyall  
Noted

No action required.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Grosbernd, Paul	Investment Report - October 2017	22/11/2017	17/11/2017	17/11/2017
CC83/2017 <a href="#">339</a>	15/11/2017 1:54:00 PM - Paul Grosbernd	Maginnity, Robert				
Noted. Will add for future reports additional information on the restrictions on the investment balances as requested at Council meeting. 15/11/2017 1:56:00 PM - Action completed by: Paul Grosbernd See notes.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Grosbernd, Paul	Quarterly Budget Review Statements - September 2017	22/11/2017	17/11/2017	17/11/2017
CC82/2017 <a href="#">338</a>	15/11/2017 1:56:00 PM - Paul Grosbernd	Maginnity, Robert				
Noted. Budget review changes already updated to General Ledger. 15/11/2017 1:57:00 PM - Action completed by: Paul Grosbernd See notes.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 1/11/2017	Kerr, Katrina	Footpath on the West Side of Alfred Street, West Cessnock	13/12/2017	3/11/2017	20/11/2017
Q120/2017		Fitzpatrick-Barr, Justin				
6/11/2017 5:17:00 PM - Rachael O'Hara Investigating the feasibility of a foot path on the west side of Alfred Street, West Cessnock. 20/11/2017 4:32:04 PM - Rachael O'Hara Answer noted at its Ordinary Council meeting 15 November 2017. 20/11/2017 4:32:31 PM - Katrina Kerr Action completed by: O'Hara, Rachael Answer noted at its Ordinary Council meeting 15 November 2017.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/09/2017	Jeffery, Warren	Lovedale Road and Wilderness Road Lovedale - Traffic Accidents	15/11/2017	7/09/2017	20/11/2017

Reports and Statistics	
BN42/2017 7 <a href="#">241</a> 10/09/2017 3:49:00 PM - Rachael O'Hara Draft report generated in InfoCouncil. 1/10/2017 3:11:00 PM - Rachael O'Hara Item 1 - Obtaining crash data. Item 2 - Researching previous recommendations. Item 3 - Investigating options for temporary and permanent works. 6/11/2017 3:14:00 PM - Rachael O'Hara Report prepared for Council Meeting 15 November 2017. 20/11/2017 3:58:07 PM - Rachael O'Hara Report presented to Ordinary Council Meeting on 15 November 2017. 20/11/2017 4:03:48 PM - Warren Jeffery Action completed by: O'Hara, Rachael Report presented to Ordinary Council Meeting on 15 November 2017.	Fitzpatrick-Barr, Justin

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 19/07/2017	Nikolaidis, Maria	Main Road Heddon Greta	15/11/2017	24/07/2017	20/11/2017
BN32/2017 7 <a href="#">319</a> 13/08/2017 11:12:00 AM - Rachael O'Hara Item 1 - Drafting report to Council on outcomes of meetings with Roads Minister and RMS. Item 2 - Formulating strategies to fast track resolution of safety issues. 6/11/2017 2:33:00 PM - Rachael O'Hara Report being presented to 15 November 2017 meeting. 20/11/2017 4:29:10 PM - Rachael O'Hara Report presented at its Ordinary Council Meeting 15 November 2017. 20/11/2017 4:29:38 PM - Maria Nikolaidis Action completed by: O'Hara, Rachael Report presented at its Ordinary Council Meeting 15 November 2017.		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/09/2017	Jeffery, Warren	Loading Zone Western Side of Vincent Street	13/12/2017	22/09/2017	21/11/2017
WI73/2017 <a href="#">263</a> 10/10/2017 10:07:00 AM - Rachael O'Hara Item 1 - Noted Item 2 - Noted Item 3 - Preparing a report to the Local Traffic Committee in consultation with Cessnock Radio Cab Item 4 - Preparing draft motion. 17/10/2017 10:56:00 AM - Warren Jeffery Site inspection conducted 18/10/17 for project scoping 21/11/2017 4:48:00 PM - Rachael O'Hara Item 1 - Noted Item 2 - Noted Item 3 - Matter managed with at LTC 20 November 2017. Recommendation, redundant Taxi Rank be removed. Item 4 - Notice of Motion submitted to NSW Local Government Conference 2017		Fitzpatrick-Barr, Justin				

21/11/2017 4:48:08 PM - Warren Jeffery

Action completed by: O'Hara, Rachael

Item 1 - Noted

Item 2 - Noted

Item 3 - Matter managed with at LTC 20 November 2017. Recommendation, redundant Taxi Rank be removed.

Item 4 - Notice of Motion submitted to NSW Local Government Conference 2017

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 19/07/2017	Fuzzard, Wonona	Draft Cessnock Section 94A Levy Contributions Plan 2017	22/12/2017	24/07/2017	23/11/2017
PE34/2017 <a href="#">306</a>		Curtis, Gareth				
22/07/2017 11:59:00 AM - Wonona Fuzzard The Draft Cessnock Section 94A Levy Contributions Plan 2017 will be placed on public exhibition from Wednesday 26 July to Friday 25 August 2017. 5/09/2017 3:57:00 PM - Martin Johnson Resolutions 1,2 and 4 completed. Briefing of Councillors planned for October 2017 1/10/2017 11:22:00 AM - Wonona Fuzzard A Councillor Briefing will be held on 11 October 2017 to discuss outcomes of exhibition. 4/11/2017 10:21:00 AM - Wonona Fuzzard Report to be presented to Council 13 December 2017 detailing outcomes of the public exhibition. 23/11/2017 3:13:41 PM - Wonona Fuzzard Action completed by: Fuzzard, Wonona Council Report responding to submissions prepared for the Meeting of 13 December 2017.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 21/06/2017	Fuzzard, Wonona	Draft Cessnock Planning Agreement Policy	30/11/2017	27/06/2017	23/11/2017
PE28/2017 <a href="#">264</a>		Curtis, Gareth				
25/06/2017 3:50:00 PM - Wonona Fuzzard Placed on Public Exhibition from 28 June to 31 July 2017. 5/09/2017 3:47:00 PM - Martin Johnson Matter deferred until October to enable a briefing of Councillors to occur 5/09/2017 3:50:00 PM - Martin Johnson Resolutions 1 and 2 completed 1/10/2017 11:21:00 AM - Wonona Fuzzard Councillor Briefing will be held 11 October 2017 to discuss outcomes of exhibition. 4/11/2017 10:20:00 AM - Wonona Fuzzard Report to Council 15 November 2017 detailing the outcomes of the public exhibition process. 23/11/2017 2:48:58 PM - Wonona Fuzzard The Policy has been placed on Council's website and advertised in the Cessnock Advertiser 29 November 2017. 23/11/2017 3:18:09 PM - Wonona Fuzzard Action completed by: Fuzzard, Wonona No further action required as Policy has been placed on Council's website and listed in the Policy Register.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Fuzzard, Wonona	Cessnock Public Art Policy	13/12/2017	17/11/2017	23/11/2017
PE62/2017 <a href="#">334</a>		Curtis, Gareth				
23/11/2017 3:00:53 PM - Wonona Fuzzard Action completed by: Fuzzard, Wonona The Policy has been placed on Council's website and advertised in the Cessnock Advertiser 29 November 2017.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Fuzzard, Wonona	Cessnock Planning Agreement Policy	13/12/2017	17/11/2017	23/11/2017
PE61/2017 <a href="#">333</a>	23/11/2017 2:55:11 PM - Wonona Fuzzard Action completed by: Fuzzard, Wonona No further action required as Policy has been placed on the website.					

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/09/2017	Curtis, Gareth	Potential Relocation of Harness Racing to Cessnock City Local Government Area	13/12/2017	7/09/2017	24/11/2017
MM13/2017	17/09/2017 3:09:00 PM - Sandra Richardson Point 1 of resolution complete (DOC2017/064935, DOC2017/064928, DOC2017/064105, DOC2017/06410112).  Meeting arranged between Strategic Planning Manager and Economic Development Manager to be held 25/9/2017 to progress points 3 & 4. 24/11/2017 10:23:01 AM - Gareth Curtis Action completed by: Richardson, Sandra Finalised					

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Maginnity, Robert	Model Code of Conduct 2017 - Consultation Drafts on Model Code and Procedures	13/12/2017	17/11/2017	28/11/2017
CC80/2017 <a href="#">336</a>	28/11/2017 9:41:56 AM - Robert Maginnity Submission lodged 17 Nov 2017. refer to OLG response below.  From: Office of Local Government Response [mailto:OLGResponse@olg.nsw.gov.au] Sent: Tuesday, 21 November 2017 9:26 AM To: Teresa Chadwick Subject: Reply from the Office of Local Government - (Our Ref: A572823) - JS  Doc ID: A572823 Contact: Leonie Myers Phone: 02 4428 4100  Ms Teresa Chadwick Governance Coordinator Cessnock City Council teressa.chadwick@cessnock.nsw.gov.au  Dear Ms Chadwick					



Thank you for your email of 17 November 2017 providing a submission on the draft Model Code of Conduct.

We appreciate and note your comments, specifically in relation to clause 3.15 of the draft Model Code of Conduct.

Please be assured that we will take into consideration the feedback provided and further clarification of clause 3.15 will be provided in the final version of the Model Code of Conduct for Local Councils in NSW.

Yours sincerely

John Davies  
Manager, Council Governance  
28/11/2017 9:44:42 AM - Robert Maginnity  
Submission lodged as per email below.

From: Teresa Chadwick  
Sent: Friday, 17 November 2017 1:28 PM  
To: 'olg@olg.nsw.gov.au'  
Cc: 'bruce.mccann@lgns.org.au'  
Subject: Code of Conduct Consultation

Attention: OLG Council Governance Team

Cessnock City Council at its meeting of 15 November 2017 resolved to make a submission to the Office of Local Government on the consultation draft Model Code of Conduct, specifically in relation to:

Clause 3.15 You must keep a written record of all meetings and other communications with applicants or objectors to planning applications. Councillors must disclose in writing any meetings and other communications with applicants or objectors to a planning application at a council or committee meeting where the planning application is under consideration.

Council seeks clarification and direction from the OLG around how Council and Councillors can practically fulfil their obligations under this clause without causing an adverse impact on the Council Meeting process i.e. 'must disclose in writing', how should this be disclosed and recorded in the meeting minutes?

Council is concerned that the requirement for Councillors to keep a written record of all meetings and other communications with applicants or objectors to planning applications would be onerous and time consuming and take time away from their other civic duties therefore Council would like to see the removal of the following wording from clause 3.15 of the Model Code of Conduct "Councillors must disclose in writing any meetings and other communications with applicants or objectors to a planning application at a council or committee meeting where the planning application is under consideration."

Council understands that all submissions are a matter of public record and will be made available for public inspection upon request. Submissions may contain information that is defined as 'personal information' under the NSW Privacy and Personal Information Protection Act 1998. Submissions will be handled in accordance with the NSW Privacy and Personal Information Protection Act, 1998 and the requirements of the Act will be followed for the collection, use, storage and disclosure of personal information contained in the submissions. The Office reserves the right to withhold submissions which it considers to be defamatory, offensive or otherwise not in the public interest to release.

Regards,  
28/11/2017 9:46:53 AM - Robert Maginnity  
Action completed by: Maginnity, Robert  
Submission lodged and acknowledged as received

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Larsen, Robyn	Disclosures of Interest	13/12/2017	17/11/2017	28/11/2017
DI20/2017		Maginnity, Robert				
28/11/2017 9:48:13 AM - Robyn Larsen Action completed by: Maginnity, Robert Action closed. Should have been information only						



## Report CC8/2018 - Resolutions Tracking Report

Enclosure 1

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Kerr, Katrina	Drainage Easement/Creek - Millfield	13/12/2017	17/11/2017	7/12/2017
Q123/2017		Fitzpatrick-Barr, Justin				
<p>7/12/2017 9:35:00 AM - Katrina Kerr            Action completed by: Larsen, Robyn            Answer provided to Council meeting 13 December 2017</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Allan, Darrylen	Council Structure	13/12/2017	17/11/2017	7/12/2017
Q122/2017		Glen, Stephen				
<p>24/11/2017 10:40:38 AM - Darrylen Allan            Councillor Briefing session on the organisational restructure will be taking place at a briefing session in February 2018.            7/12/2017 9:34:50 AM - Darrylen Allan            Action completed by: Larsen, Robyn            Answer provided to Council meeting 13 December 2017</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Glen, Stephen	Councillor's Christmas Function	13/12/2017	17/11/2017	7/12/2017
Q121/2017		Glen, Stephen				
<p>7/12/2017 9:34:40 AM - Stephen Glen            Action completed by: Larsen, Robyn            Answer provided to Council meeting 13 December 2017</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Kerr, Katrina	RV Parking in Kurri Kurri	13/12/2017	17/11/2017	7/12/2017
Q124/2017		Fitzpatrick-Barr, Justin				
<p>7/12/2017 9:35:05 AM - Katrina Kerr            Action completed by: Larsen, Robyn            Answer provided to Council meeting 13 December 2017</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Kerr, Katrina	RV Parking at Football Ground - Kurri Kurri	13/12/2017	17/11/2017	7/12/2017
Q125/2017		Fitzpatrick-Barr, Justin				
<p>7/12/2017 9:35:10 AM - Katrina Kerr            Action completed by: Larsen, Robyn            Answer provided to Council meeting 13 December 2017</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Porter, Kerry	DA 8/2017/415/1 proposing construction of a function centre	13/12/2017	17/11/2017	18/12/2017

2674 Paynes Crossing Road, Wollombi	
PE64/2017 <a href="#">329</a> 18/12/2017 9:59:45 AM - Kerry Porter Action completed by: McCarthy, Janine Determination notice issued.	Curtis, Gareth

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Fuzzard, Wonona	Cessnock Section 94A Levy Contributions Plan 2017	10/01/2018	15/12/2017	18/12/2017
PE75/2017 <a href="#">357</a> 18/12/2017 1:36:21 PM - Wonona Fuzzard Action completed by: Fuzzard, Wonona The Section 94A Plan was adopted by Council on 13 December 2017 and comes into force on the 20 December 2017. A notice has been placed in the Cessnock Advertiser for the 20 December 2017.		Curtis, Gareth				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Lyll, Ian	Minutes of the Audit Committee Meeting held 7 November 2017	10/01/2018	15/12/2017	18/12/2017
GMU22/20 17 <a href="#">353</a> 18/12/2017 3:29:05 PM - Ian Lyall Noted. No action required.  Ian Lyall Internal Auditor 18/12/2017 3:30:27 PM - Ian Lyall Action completed by: Lyall, Ian Noted. No action required.		Glen, Stephen				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Kerr, Katrina	Drainage Easement/Creek - Millfield	10/01/2018	15/12/2017	18/12/2017
AQ133/20 17  18/12/2017 11:53:35 AM - Katrina Kerr Action completed by: Meyers, Kristy Noted.		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 17/05/2017	Rush, Iain	Draft Kurri Kurri District Strategy	13/12/2017	19/05/2017	20/12/2017
PE22/2017 <a href="#">227</a> 22/05/2017 10:22:00 AM - Iain Rush 1. That Council place the Draft Kurri Kurri District Strategy on public exhibition for a minimum period of six weeks.  Exhibition to commence following exhibition of Cessnock CBD project.  2. That Council receive a further report following public exhibition of the Draft Strategy. 6/06/2017 9:25:00 AM - Wonona Fuzzard		Curtis, Gareth				

Exhibition to commence on the 21 June 2017 for six weeks.  
 6/06/2017 9:26:00 AM -  
 Estimated Completion Date changed by: Wonona Fuzzard From: 14 Jun 2017 To: 30 September 2017  
 3/07/2017 11:03:00 AM - *Iain Rush*  
 1. That Council place the Draft Kurri Kurri District Strategy on public exhibition for a minimum period of six weeks.

Exhibition commenced 21 June 2017 for a period of six weeks, ending 2 August 2017.

2. That Council receive a further report following public exhibition of the Draft Strategy.

Not yet commenced.

5/09/2017 9:39:00 AM - *Iain Rush*

1. That Council place the Draft Kurri Kurri District Strategy on public exhibition for a minimum period of six weeks.

Exhibition of the Draft Strategy occurred for a period of six weeks, between 21 June 2017 and 2 August 2017.

2. That Council receive a further report following public exhibition of the Draft Strategy.

Councillor briefing session scheduled for 25 October 2017. Final Strategy to be reported to Council in November.

1/10/2017 11:01:00 AM - *Iain Rush*

Councillor briefing scheduled for Wednesday 25 October 2017. Matter will be reported to Council following the Councillor briefing in November 2017.

20/12/2017 12:06:55 PM - *Iain Rush*

Action completed by: Rush, Iain

Exhibition of Kurri Kurri District Strategy and masterplans ended on 2 August 2017. Final Strategy and masterplans reported to Council on 13 December 2017.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Bent, Geoffrey	Wine Country Drive Roadworks	10/01/2018	15/12/2017	20/12/2017
Q128/2017		Fitzpatrick-Barr, Justin				
20/12/2017 11:14:12 AM - <i>Geoffrey Bent</i> Action completed by: Meyers, Kristy Answer to Question Report to be presented to 7 February 2018 Council meeting.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Ladmore, Donna	Annual Report 2016-17	10/01/2018	15/12/2017	21/12/2017
CC91/2017		Maginnity, Robert				
21/12/2017 9:25:39 AM - <i>Donna Ladmore</i> Action completed by: Maginnity, Robert Annual Report is on website and the OLG has been notified						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Maginnity, Robert	Financial Assistance Grant 2017-18	10/01/2018	15/12/2017	21/12/2017
CC93/2017		Maginnity, Robert				
21/12/2017 9:05:48 AM - <i>Robert Maginnity</i> Finance section advised of budget changes as per resolution. Further report to go back to Council after strategic weekend for consideration of usage of reserve FAG surplus						

## Report CC8/2018 - Resolutions Tracking Report

Enclosure 1

21/12/2017 9:08:04 AM - Robert Maginnity  
Action completed by: Maginnity, Robert  
Budget changes to be made

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Ladmore, Donna	September 2017 Quarterly Review of 2017-21 Delivery Program and Fit for the Future Improvement Proposal	10/01/2018	15/12/2017	4/01/2018
CC92/2017		Maginnity, Robert				
4/01/2018 12:44:55 PM - Donna Ladmore Action completed by: Ladmore, Donna Noted						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 1/11/2017	Benson, Nicole	Minutes of Dollar for Dollar Committee Meeting Held 4 October 2017	15/12/2017	3/11/2017	22/01/2018
W185/2017		Fitzpatrick-Barr, Justin				
<p><a href="#">320</a></p> <p>1/11/2017 12:14:00 PM - Nicole Benson Allocation of funds and correspondence to groups is underway. 4/11/2017 12:05:00 PM - Nicole Benson In regards to Resolution Items 9 to 11, the guidelines for the Community and Cultural Development Dollar for Dollar Grant Scheme have been amended to advise applications for prizes, gifts or donations will be ineligible for funding. The guidelines have also been amended to advise that grant funding will however be considered for acquisitional art prizes. The next meeting of the Dollar for Dollar Committee will include an agenda item for the Community and Cultural Development Dollar for Dollar Grant Scheme Guidelines and at that meeting the above changes will be tabled. 22/01/2018 2:00:49 PM - Vickie Stovell Council at its meeting held on 1 November 2017 considered the Community and Cultural Development Grant Scheme and resolved:</p> <ol style="list-style-type: none"> <li>1. That Council adopt the updated Guidelines for the Community and Cultural Dollar for Dollar Grant Scheme.</li> <li>2. That Council include in the updated Guidelines an exclusion for granting of funds to organisations for the purposes of providing prizes, gifts or donations</li> <li>3. That Council endorse the Dollar for Dollar Grant Committee to consider including acquisitional art prizes as a form of funding within the Community and Cultural Development Dollar for Dollar Grant Program</li> </ol> <p>The Committee has been notified of the resolution 22/01/2018 2:01:25 PM - Nicole Benson Action completed by: Stovell, Vickie 22 January 2018</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Curtis, Gareth	Drainage Issues at Nulkaba	10/01/2018	15/12/2017	23/01/2018
Q127/2017		Curtis, Gareth				
<p>18/12/2017 11:50:02 AM - Kristy Meyers Action reassigned to Curtis, Gareth by: Meyers, Kristy for the reason: CRM 20778/2017 with P&amp;E. 23/01/2018 12:02:31 PM - Sandra Richardson Memo AD2017/040757 provided to all councillors 3 January 2018. Answer to question in business paper 7 February 2018. Matter finalised. 23/01/2018 12:03:12 PM - Gareth Curtis Action completed by: Richardson, Sandra</p>						

Complete

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Curtis, Gareth	Support for Greyhound Racing to return to Cessnock	13/12/2017	17/11/2017	23/01/2018
BN56/2017		Curtis, Gareth				
<a href="#">330</a> 23/11/2017 3:00:37 PM - Sandra Richardson Point 4 complete. Letters sent 23/11/17. Ref DOC2017/082653, DOC2017/082643 and DOC2017/082637. 23/01/2018 8:30:18 AM - Gareth Curtis Response received from Clayton Barr MP and placed on agenda for 7 Feb as correspondence report. No other responses received at this time. All actions are complete. 23/01/2018 8:32:15 AM - Gareth Curtis Action completed by: Curtis, Gareth finalised and complete.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Kerr, Katrina	Petition - Jacaranda Grove & Camellia Close Elrington	10/01/2018	15/12/2017	31/01/2018
WI97/2017		Fitzpatrick-Barr, Justin				
<a href="#">373</a> 31/01/2018 5:20:56 PM - Rachael O'Hara 1. Noted 2. Letter posted to all signatories of the petition. 31/01/2018 5:21:05 PM - Katrina Kerr Action completed by: O'Hara, Rachael 1. Noted 2. Letter posted to all signatories of the petition.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Kerr, Katrina	NSW Energy Saving Scheme for Street Lighting	10/01/2018	15/12/2017	31/01/2018
WI95/2017		Fitzpatrick-Barr, Justin				
<a href="#">371</a> 31/01/2018 5:12:22 PM - Katrina Kerr Action completed by: O'Hara, Rachael 1. Noted 2. Nomination sent for National Carbon Bank of Australia Pty Ltd.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/09/2017	Kerr, Katrina	Government Circuit Kearsley	13/12/2017	22/09/2017	1/02/2018
BN47/2017		Fitzpatrick-Barr, Justin				
24/09/2017 11:23:00 AM - Rachael O'Hara Draft report generated in InfoCouncil. 10/10/2017 10:26:00 AM - Rachael O'Hara Item 1- Preparing a report to Council. Item 2 - Reviewing traffic management Item 3 - Writing to local Police.						

## Report CC8/2018 - Resolutions Tracking Report

Enclosure 1

1/02/2018 9:50:05 AM - Katrina Kerr  
 Action completed by: O'Hara, Rachael  
 Report presented to its Ordinary meeting on 13th December 2017. Report deferred and new report presented (WI99/2017) 7 February 2018.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 1/11/2017	Kerr, Katrina	Quarrybylong Street, Cessnock	21/02/2018	3/11/2017	1/02/2018
WI80/2017		Fitzpatrick-Barr, Justin				
5/11/2017 3:58:00 PM - Rachael O'Hara Draft report generated 7/11/2017 10:03:00 AM - Rachael O'Hara Item 1 - Noted Item 2 - Adding the project to the delivery program 2017-2021 and moving St Phillips footpath to Delivery Program 2021-2025. 1/02/2018 9:58:15 AM - Rachael O'Hara Item 1 - Noted Item 2 - Project added to Delivery Program for 2021-2025. 1/02/2018 9:59:38 AM - Katrina Kerr Action completed by: O'Hara, Rachael Item 1 - Noted Item 2 - Project added to Delivery Program for 2021-2025.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Kerr, Katrina	Tender Evaluation Report for T1718/01 Gillies Bridge Restoration	10/01/2018	15/12/2017	1/02/2018
WI100/2017		Fitzpatrick-Barr, Justin				
7						
<a href="#">376</a>						
1/02/2018 9:25:48 AM - Rachael O'Hara Tender accepted. 1/02/2018 9:26:26 AM - Katrina Kerr Action completed by: O'Hara, Rachael Tender accepted.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 21/06/2017	Brinkworth, Susanne	Easement for Drainage of Water within 11 Ridley Street, Abermain	31/12/2017	27/06/2017	1/02/2018
WI37/2017		Maginnity, Robert				
<a href="#">280</a>						
30/07/2017 2:01:00 PM - Rachael O'Hara 1. Reallocated to Snr Property Officer for action. Tracked via DOC2017050972. 2. Reallocated to Snr Property Officer for action. Tracked via DOC2017050972. 3. Reallocated to Snr Property Officer for action. Tracked via DOC2017050972. 4. Reallocated to Snr Property Officer for action. Tracked via DOC2017050972. 30/07/2017 2:01:00 PM - Action reassigned to Susanne Brinkworth by: Rachael O'Hara 3/10/2017 3:09:00 PM - Joanne Walpole Waiting on signed deed from property owner.						

9/10/2017 12:50:00 PM - Robyn Keegan  
 Document TGE to be executed by Owner.  
 1/02/2018 11:15:37 AM - Susanne Brinkworth  
 Action completed by: Brinkworth, Susanne  
 1/12/17

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 17/05/2017	Kerr, Katrina	Lovedale Road, Camp Road and Talga Road, Lovedale - Intersections	7/02/2018	19/05/2017	1/02/2018
BN23/2017 <a href="#">239</a>	12/06/2017 12:45:00 PM - Katrina Kerr Item 1 - Being investigated Item 2 - An update to the 2017/18 Operational Plan has been sought. Item 3 - To be reported back to Council in 17/18 as per resolution. 10/10/2017 10:23:00 AM - Rachael O'Hara Item 1 - Completed investigation. Proceeding with design. Item 2 - Preparing amendment to 2017/2018 Operational Plan Item 3 - Drafting a report to Council. 1/02/2018 9:47:16 AM - Rachael O'Hara Report presented to Ordinary Meeting 13 December 2017. 1/02/2018 9:47:40 AM - Katrina Kerr Action completed by: O'Hara, Rachael Report presented to Ordinary Meeting 13 December 2017.					

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 18/10/2017	Nikolaidis, Maria	Pathway - Wine Country Drive, Nulkaba Between the Corners of Kerlew Street and Lomas Lane	1/04/2018	20/10/2017	1/02/2018
WI77/2017 <a href="#">300</a>	7/11/2017 10:16:00 AM - Rachael O'Hara Item 1 - Noted Item 2 - Noted Item 3 - Amending the Pathways Construction Program. 1/02/2018 9:54:40 AM - Rachael O'Hara 1. Noted 2. Noted 3. Added to Delivery Program 2017-2021. 1/02/2018 9:55:33 AM - Maria Nikolaidis Action completed by: O'Hara, Rachael 1. Noted 2. Noted 3. Added to Delivery Program 2017-2021.					

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Kerr, Katrina	Re-Instate Mount View Road	13/12/2017	17/11/2017	1/02/2018
BN54/2017	Fitzpatrick-Barr, Justin					

1/02/2018 12:29:50 PM - Katrina Kerr  
 Action completed by: Meyers, Kristy  
 Deferred to first meeting in 2018.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Kerr, Katrina	Minutes of the Floodplain Management Committee held 14 September 2017	13/12/2017	17/11/2017	1/02/2018
GMU20/2017 <a href="#">331</a>	1/02/2018 10:11:01 AM - Katrina Kerr Action completed by: O'Hara, Rachael Minutes adopted at its Ordinary meeting 15 November 2017.	Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 19/07/2017	Brinkworth, Susanne	Minutes of the Strategic Property and Community Facilities Committee held 5 July 2017	31/12/2017	24/07/2017	1/02/2018
PE40/2017 <a href="#">312</a>	22/07/2017 10:39:00 AM - Gareth Curtis Martin -please follow up the actions relevant to strategic planning - also send onto those staff responsible for items 3,4,5,6,and 7. 22/07/2017 10:41:00 AM - Action reassigned to Martin Johnson by: Gareth Curtis 5/09/2017 4:27:00 PM - Martin Johnson Resolutions 1,2 and 8 completed. Resolution 3-7 in progress 9/09/2017 11:17:00 AM - Martin Johnson Sue Please action Resolutions 3-7.Action 1,2 and 8 completed 9/09/2017 11:19:00 AM - Action reassigned to Susanne Brinkworth by: Martin Johnson 3/10/2017 3:07:00 PM - Joanne Walpole - EOI issued for Real Estate Agents for sale. - Agent appointed. - Sale process commenced. 9/10/2017 2:18:00 PM - Robyn Keegan L J Hooker, Cessnock has been engaged to Auction 28 North Avenue, Cessnock - previously known as Cessnock Pensioner Hall. The auction will take place on 11 November 2017. 1/02/2018 11:24:05 AM - Susanne Brinkworth Auction Date 11 November 2017 and settlement complete on 20 December 2017 1/02/2018 11:26:02 AM - Susanne Brinkworth Action completed by: Brinkworth, Susanne 20 December 2017	Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Goodbun, Nathan	Minutes of the Local Traffic Committee Meeting held 20 November 2017	7/02/2018	15/12/2017	5/02/2018
WI96/2017 <a href="#">372</a>	5/02/2018 5:27:49 PM - Nathan Goodbun Action completed by: O'Hara, Rachael	Fitzpatrick-Barr, Justin				



Actions out of the adopted recommendations of the Local Traffic Committee are in progress. Tracked by CRM's as follows:

Item 1 - TC32/2017 – CRM 2029/2018

Item 2 - TC33/2017 – CRM 2030/2018

Item 3 - TC34/2017 – CRM 2031/2018

Item 4 - TC35/2017 – CRM 2032/2018

Item 5 - TC36/2017 - CRM 2067/2018 (Current works) & DOC2018/008377 (to track works to be added to future programs).

Item 6 - CRM 2033/2018

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Kerr, Katrina	Building Better Regions Fund - Round Two	7/02/2018	15/12/2017	5/02/2018
W1101/2017 <a href="#">377</a> 5/02/2018 9:28:50 AM - Katrina Kerr Action completed by: O'Hara, Rachael Applications lodged.		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Kerr, Katrina	Government Circuit, Kearsley	7/02/2018	15/12/2017	5/02/2018
W199/2017 <a href="#">375</a> 31/01/2018 4:48:02 PM - Rachael O'Hara Report prepared for its Ordinary meeting of 7 February 2018. 5/02/2018 11:45:44 AM - Katrina Kerr Action completed by: O'Hara, Rachael Report presented to Ordinary meeting 7 February 2018.		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Brown, Keren	Adoption of the Draft Flood Risk Management Policy and Draft Chapter 9 of the Cessnock Development Control Plan 2011- Development on Flood Prone Land	13/12/2017	17/11/2017	6/02/2018
PE60/2017 <a href="#">332</a> 6/02/2018 9:33:47 AM - Keren Brown Action completed by: Brown, Keren Notification of adoption has been placed in the Cessnock Advertiser and document now available on Council website.		Curtis, Gareth				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	McCauley, Hannah	Minutes of Strategic Property and Community Facilities Committee Meeting - 18 October 2017	10/01/2018	15/12/2017	6/02/2018
PE80/2017 <a href="#">362</a> 6/02/2018 9:45:28 AM - Hannah McCauley Action completed by: McCauley, Hannah All actions have completed. Note: Dan Luscombe has prepared a follow up report on 2-4 Allandale Road, Cessnock.		Curtis, Gareth				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
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## Report CC8/2018 - Resolutions Tracking Report

Enclosure 1

Ordinary Council 13/12/2017	Giannopoulos, Peter	DA 8/2016/731 proposing a masterplan for staged development involving the subdivision of 223 lots over 6 stages and approval for stage 1, being the creation of 40 lots	10/01/2018	15/12/2017	6/02/2018
PE72/2017	Curtis, Gareth	<p>18/12/2017 10:00:19 AM - Janine McCarthy            Action reassigned to Giannopoulos, Peter by: McCarthy, Janine for the reason: Matter re-allocated as officer is on ML.            6/02/2018 9:37:58 AM - Janine McCarthy            Determination notice issued on 20 December 2017. No further action required.            6/02/2018 9:40:11 AM - Peter Giannopoulos            Action completed by: McCarthy, Janine            Determination notice issued on 20 December 2017.</p>			

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 18/10/2017	Benson, Nicole	Public Toilets	21/02/2018	20/10/2017	6/02/2018
BN51/2017 7 <a href="#">303</a>		Fitzpatrick-Barr, Justin	<p>21/10/2017 12:12:00 PM - Kristy Meyers            Draft report placed in Info Council.            30/10/2017 1:09:00 PM - Vickie Stovell            Report Moved to December meeting            24/11/2017 11:44:36 AM - Vickie Stovell            Revised Target Date changed by: Stovell, Vickie From: 13 Dec 2017 To: 24 Nov 2017            Reason: Council resolved for this to be moved to a meeting four months from the October meeting.            28/11/2017 9:50:15 AM - Vickie Stovell            Revised Target Date changed by: Stovell, Vickie From: 24 Nov 2017 To: 21 Feb 2018            Reason: Council resolved for this to be moved to a meeting four months from the October meeting.            6/02/2018 1:13:01 PM - Nicole Benson            Action completed by: Stovell, Vickie            Going to 21 Feb meeting</p>			

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Brown, Keren	Planning Proposal 49B Aberdare Road, Aberdare	10/01/2018	15/12/2017	6/02/2018
PE73/2017 <a href="#">355</a>		Curtis, Gareth	<p>6/02/2018 9:43:10 AM - Keren Brown            Planning Proposal has been sent to the Department of Planning and Environment and the Parliamentary Counsel's Office for legal drafting.            6/02/2018 12:19:50 PM - Keren Brown            Action completed by: Brown, Keren            Planning Proposal has been sent to the Department of Planning and Environment and the Parliamentary counsel's Office for legal drafting.</p>			

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 19/07/2017	Brown, Keren	Planning Proposal - City Wide Heritage Amendment	14/02/2018	24/07/2017	6/02/2018
PE39/2017 <a href="#">311</a>		Curtis, Gareth	<p>31/07/2017 1:03:00 PM - Keren Brown            1. The Planning Proposal has been forwarded to the Department of Planning and Environment requesting a Gateway determination on 2/8/17.            Complete</p>			

2. A letter has been sent to the Department of Planning and Environment requesting delegations for Council under section 59 of the Environmental Planning and Assessment Act 1979.  
Complete

Action 3 and 4 are awaiting a Gateway determination.

6/02/2018 12:16:54 PM - Keren Brown

Gateway determination issued on 8/11/2017. Proposal will now proceed to agency consultation and public exhibition.

A Report will be presented to Council if unresolved written objections are received during the consultation with the Community.

6/02/2018 12:19:19 PM - Keren Brown

Action completed by: Brown, Keren

Proposal will now proceed to Agency consultation and public exhibition

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Patch, Katrina	Richmond Main Colliery - Response to Bushfire	10/01/2018	15/12/2017	6/02/2018
CC94/2017 <a href="#">367</a>		Maginnity, Robert				
6/02/2018 2:21:33 PM - Katrina Patch Action completed by: Walpole, Joanne Report to 7 February 2018 Council Meeting.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Chadwick, Teresa	Review of Delegations - Section 380 of the Local Government Act 1993	13/12/2017	17/11/2017	6/02/2018
CC81/2017 <a href="#">337</a>		Maginnity, Robert				
6/02/2018 2:56:11 PM - Teresa Chadwick Action completed by: Walpole, Joanne Resolved at Council Meeting of 13 December 2017.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Glauser, Andrew	Motions of Urgency	10/01/2018	15/12/2017	6/02/2018
MOU22/2017		Maginnity, Robert				
6/02/2018 4:40:16 PM - Andrew Glauser Action completed by: Walpole, Joanne Report #MOU22/20. The Mayor put the Urgency Motion and it was Lost.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 19/07/2017	Brown, Keren	Draft Cessnock Flood Risk Management Policy and Draft Chapter of the Cessnock Development Control Plan 2011 - Development on Flood Prone Land	6/12/2017	24/07/2017	6/02/2018
PE37/2017 <a href="#">309</a>		Curtis, Gareth				
31/07/2017 12:54:00 PM - Keren Brown 1. The Draft Food Risk Management Policy 2017 and Draft Chapter 9 Development on Flood Prone Land are on Public exhibition from 26 July until 25 August 2017. 5/09/2017 8:49:00 AM - Keren Brown 2. Draft documents to be reported to the Floodplain Management Committee meeting on 14 September prior to a report to Council.						

1/10/2017 10:02:00 AM - Keren Brown  
 Council Briefing scheduled for 11 October 2017.  
 4/11/2017 9:56:00 AM - Keren Brown  
 Scheduled to be reported to Council on 15 November 2017.  
 6/02/2018 9:32:59 AM - Keren Brown  
 Action completed by: Brown, Keren  
 Notification of adoption has been placed in Cessnock Advertiser and training held for Development Services and Building Services.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 3/05/2017	Maginnity, Robert	Adoption of Draft Community Strategic Plan, Draft Resourcing Strategy, Draft 2017-21 Delivery Program and Draft 2017-18 Operational Plan for Public Exhibition	14/12/2017	5/05/2017	6/02/2018
PE20/2017 <a href="#">208</a>		Maginnity, Robert				
2/07/2017 6:34:00 PM - Action completed by: Bronwyn Rumbel Documents placed on public exhibition during April-May 2017. 6/09/2017 3:39:00 PM - Joanne Walpole Briefing to be scheduled on Financial Sustainability. 11/09/2017 12:07:00 PM - Robyn Keegan Briefing to be held in conjunction with road finding alternatives. 6/02/2018 2:20:16 PM - Robert Maginnity Action completed by: Walpole, Joanne Included in Strategic Workshop with Councillors and Facilitator on 17 & 18 February 2018.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/09/2017	Benson, Nicole	Bridges Hill Park Playground Concept Design	13/12/2017	7/09/2017	6/02/2018
WI63/2017 <a href="#">238</a>		Fitzpatrick-Barr, Justin				
6/09/2017 6:42:00 AM - Nicole Benson Noted. Ctr briefing scheduled for November. 6/11/2017 11:31:00 AM - Vickie Stovell Exhibition ended 27/10/17 and submissions are currently under review. 6/02/2018 1:14:11 PM - Nicole Benson Action completed by: Stovell, Vickie						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 17/05/2017	Holdsworth, Jane	Funding requests from Branxton-Greta Business Chamber and Richmond Vale Preservation Co-operative Society Ltd	4/10/2017	19/05/2017	12/02/2018
GMU8/2017 <a href="#">224</a>		Glen, Stephen				
6/06/2017 9:26:00 AM - Jane Holdsworth A Councillor briefing meeting has been organised to discuss this issue on 14 June 2017. 3/07/2017 3:53:00 PM - Jane Holdsworth All actions to be finalised by 31 July 2017 with a report to Council. 10/07/2017 8:38:00 AM - Kristy Meyers DW&I has advised that Item 6 to be actioned by C&CS - Community & Cultural Engagement. Refer to DOC2017/047020 for tracking. Progress will be updated via this Info Council Action.						

8/08/2017 2:03:00 PM - Jane Holdsworth

Updated application form for funding has been provided to the Branxton-Greta Chamber, investigation still progressing into increase of funding

23/08/2017 11:15:00 AM - Kristy Meyers

Item 6 - Update by Natalie Drage - This item has been discussed with the Board of the Richmond Vale Preservation Society and will continue to be discussed as part of the Agenda for the Quarterly Meetings with the Board and Council staff.

12/09/2017 2:36:00 PM - Robyn Keegan

Report to be provided to Council at the Ordinary Council 4 October 2017.

12/02/2018 10:20:12 AM - Jane Holdsworth

Action completed by: Larsen, Robyn

Finalised

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Parker, Melanie	Local Government NSW (LGNSW) Tourism Conference 2018 - Attendance Request	7/03/2018	12/02/2018	12/02/2018
GMU3/2018 <a href="#">386</a>		Glen, Stephen				
12/02/2018 10:44:08 AM - Melanie Parker Action completed by: Parker, Melanie No further requests from Councillors to attend the conference were received by cob 9 February 2018.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Pynsent, Bob	Campaign to end homelessness in the Hunter Region	10/01/2018	15/12/2017	12/02/2018
MM17/2017 <a href="#">352</a>		Glen, Stephen				
7/02/2018 11:32:13 AM - Gina Radford The Big Ideas Homelessness Network still to confirm the wording of the pledge. Email sent 7/2/2018 for Network to confirm final pledge and contact Council once the wording has been confirmed. 12/02/2018 12:08:30 PM - Bob Pynsent Action completed by: Radford, Gina Email forwarded 7/2/2018 by Mayor Pynsent requesting updated pledge from Big Ideas Network						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Crosdale, Emma	Generic Plans of Management	7/03/2018	9/02/2018	12/02/2018
WI4/2018 <a href="#">397</a>		Fitzpatrick-Barr, Justin				
12/02/2018 2:41:44 PM - Emma Crosdale Action completed by: Fitzpatrick-Barr, Justin Have been adopted.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/09/2017	Crosdale, Emma	Plan of Management for Community Land	8/02/2018	22/09/2017	12/02/2018
WI69/2017 <a href="#">259</a>		Fitzpatrick-Barr, Justin				
3/10/2017 11:23:00 AM - Kristy Meyers Documents have been placed on public exhibition. 6/11/2017 11:17:00 AM - Vickie Stovell						

Documents came off public exhibition 27/10/2017. Currently seeking quotation to hold a public hearing.  
 21/11/2017 7:14:46 AM - Emma Crosdale  
 Public Hearing to be undertaken in December 2017  
 4/12/2017 2:19:59 PM - Emma Crosdale  
 Public Hearing to be held on Wednesday 6 December 2017 5.00pm Council Chambers  
 22/01/2018 8:13:50 AM - Vickie Stovell  
 Will be going to Council on 7/2/2018 with a recommendation to get the Plans of Management adopted.  
 22/01/2018 8:15:26 AM - Vickie Stovell  
 Revised Target Date changed by: Stovell, Vickie From: 13 Dec 2017 To: 08 Feb 2018  
 Reason: Awaiting council Resolution from February meeting  
 12/02/2018 12:03:36 PM - Emma Crosdale  
 Documents have been adopted by Council - 7 February 2018  
 12/02/2018 12:05:06 PM - Emma Crosdale  
 Action completed by: Crosdale, Emma  
 Documents have been adopted by Council (7 February 2018)

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Ladmore, Donna	Joint Organisation	7/03/2018	9/02/2018	12/02/2018
CC1/2018 <a href="#">388</a>	12/02/2018 12:48:51 PM - Donna Ladmore	Maginnity, Robert				
Email to the Minister prepared - attachments included a copy of the Council Resolution and the nomination form checklist. Director approved email and sent to GM to forward to the Minister. 12/02/2018 12:53:03 PM - Donna Ladmore Action completed by: Ladmore, Donna Email sent to the Minister. See notes.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 19/04/2017	Conner, Martin	Wollombi Flood Warning System Design - Update	7/02/2018	20/04/2017	12/02/2018
WI24/2017 <a href="#">190</a>	6/05/2017 12:32:00 PM - Robyn Larsen	Fitzpatrick-Barr, Justin				
Funding application submitted to OEH by due date. 28/05/2017 8:56:00 AM - Karen Burgess OEH funding announcement expected December 2017. 3/10/2017 3:45:00 PM - Rachael O'Hara Draft report generated in InfoCouncil. 3/10/2017 3:47:00 PM - Rachael O'Hara Item 1 - Noted Item 2 - Noted Item 3 - Anticipating result of grant application in late November with report back to Council early 2018. 1/02/2018 4:38:18 PM - Rachael O'Hara Report presented to Council 7 February 2018. 12/02/2018 2:42:19 PM - Martin Conner Action completed by: Fitzpatrick-Barr, Justin Report to Council listed for 21 February 2018 Council meeting.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 18/10/2017	Holdsworth, Jane	Major Cooperative Destination Marketing Campaign Funding	15/11/2017	20/10/2017	12/02/2018

Opportunity						
GMU16/2017 <a href="#">291</a> 12/02/2018 10:21:06 AM - Jane Holdsworth Action completed by: Larsen, Robyn \$300,000 has been raised and an Expression of Interest has been submitted to DNSW.		Glen, Stephen				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Holdsworth, Jane	Application for Council to bid for the hosting of the 2020 Australian Local Government Women's Association (NSW Branch) State Conference.	7/03/2018	9/02/2018	12/02/2018
GMU2/2018 8 <a href="#">385</a> 12/02/2018 10:19:02 AM - Jane Holdsworth Action completed by: Larsen, Robyn Application completed and submitted.		Glen, Stephen				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 18/10/2017	Fitzpatrick-Barr, Justin	Raising the Funding Ratio for Works and Infrastructure	7/02/2018	20/10/2017	12/02/2018
WI78/2017 <a href="#">301</a> 12/02/2018 2:37:09 PM - Justin Fitzpatrick-Barr Action completed by: Fitzpatrick-Barr, Justin This will form part of the Briefings at the Councillor Workshop 17 and 18 February 2018.		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Davis, Peter	Tender Evaluation Report for T1718/02 Milsons Arm Road Wollombi Bridge Replacement	7/03/2018	9/02/2018	12/02/2018
WI6/2018 <a href="#">399</a> 12/02/2018 10:57:42 AM - Peter Davis Action completed by: Davis, Peter Proceeding to negotiate with suitable contractors.		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Holdsworth, Jane	Enticing Businesses to Local Government Area	10/01/2018	15/12/2017	12/02/2018
Q126/2017  12/02/2018 10:19:19 AM - Jane Holdsworth Action completed by: Larsen, Robyn Noted.		Glen, Stephen				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
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## Report CC8/2018 - Resolutions Tracking Report

Enclosure 1

Ordinary Council 1/11/2017	Benson, Nicole	Cost to include Kurri Kurri Aquatic and Fitness Centre in the Free Pool Entry Trial	25/05/2018	3/11/2017	13/02/2018
WI83/2017 <a href="#">318</a> 1/11/2017 11:59:00 AM - Nicole Benson Information noted. Report to come back in 2018 regarding participation and costs. 13/02/2018 10:15:52 AM - Nicole Benson Action completed by: Benson, Nicole Council considered the cost at the 1 November 2017 meeting and resolved to include the Kurri Kurri Aquatic and Fitness Centre in the trial.	Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 1/11/2017	Nikolaidis, Maria	NRMA Recharge Points	21/02/2018	3/11/2017	13/02/2018
BN53/2017 7 <a href="#">322</a> 1/11/2017 2:02:00 PM - Yvonne Blake Justin Fitzpatrick-Barr to generate correspondence for General Manager to review and sign. 6/11/2017 5:20:00 PM - Rachael O'Hara Drafting a letter to NRMA. 13/02/2018 1:44:12 PM - Maria Nikolaidis Action completed by: Burgess, Karen letter posted		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Kerr, Katrina	Main Road, Heddon Greta	21/02/2018	17/11/2017	13/02/2018
WI88/2017 <a href="#">342</a> 1/02/2018 4:40:22 PM - Rachael O'Hara Item 1 - Noted Item 2: Council is continuing to; - liaise with RMS; - participate in study; and - Investigating funding options 13/02/2018 9:48:29 AM - Katrina Kerr Action completed by: Meyers, Kristy Completed as per previous notes.		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Benson, Nicole	Bridges Hill Park Playground Concept Design	31/03/2018	15/12/2017	13/02/2018
WI93/2017 <a href="#">369</a> 6/02/2018 1:14:48 PM - Vickie Stovell Revised Target Date changed by: Stovell, Vickie From: 10 Jan 2018 To: 31 Mar 2018 Council resolved at it's December meeting that 1. That Council adopt the draft Bridges Hill Park playground concept design; 2. That Council notify persons who made a submission during the draft Bridges Hill Park playground concept design exhibition period of Council's decision;		Fitzpatrick-Barr, Justin				



This is now complete  
 13/02/2018 10:07:04 AM - Nicole Benson  
 All actions complete  
 13/02/2018 10:07:46 AM - Nicole Benson  
 Action completed by: Benson, Nicole

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Deo, Santosh	Tender Evaluation Report for T1718-04 Construction of Information Bays (Structures) Kearsley, Lovedale & Pokolbin	7/03/2018	9/02/2018	14/02/2018
W18/2018 <a href="#">401</a> 14/02/2018 8:51:01 AM - Santosh Deo Action completed by: Burgess, Karen Accepted tender.		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Deo, Santosh	Tender Evaluation Report for T1718-03 Wine Country Precinct Signs	7/03/2018	9/02/2018	14/02/2018
W19/2018 <a href="#">402</a> 14/02/2018 8:51:22 AM - Santosh Deo Action completed by: Burgess, Karen Accepted tender.		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Radford, Gina	Cessnock Correctional Centre - Mount View Road	7/03/2018	9/02/2018	15/02/2018
QWNG1/2 018  15/02/2018 11:35:45 AM - Gina Radford Action completed by: Larsen, Robyn Answer provided to 31 February 2018 Council meeting		Glen, Stephen				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Kerr, Katrina	New England Highway Branxton	7/03/2018	9/02/2018	15/02/2018
Q11/2018  15/02/2018 9:25:06 AM - Katrina Kerr Action completed by: Meyers, Kristy Answer to Question Report prepared for 21 February 2018 Council meeting.		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 18/10/2017	Jeffery, Warren	Disabled Parking Adjacent ot Kurri Kurri Centrelink	4/04/2018	20/10/2017	15/02/2018
BN52/201		Fitzpatrick-Barr,				

7 <a href="#">304</a> 21/10/2017 12:13:00 PM - Kristy Meyers Draft report placed in Info Council. 6/11/2017 5:29:00 PM - Rachael O'Hara Item 1 - Investigating provision of disabled parking. 31/01/2018 4:52:45 PM - Rachael O'Hara Item 1 - Council officers liaised with Centrelink Management on 22 January 2018. Preparing concept design and cost estimates for onstreet disabled parks adjacent to Centrelink. 15/02/2018 9:17:05 AM - Warren Jeffery Action completed by: Meyers, Kristy Completed design and cost estimate. Report to be presented to Council 21 February 2018.	Justin
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Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Benson, Nicole	Replacement of Crepe Myrtles	7/03/2018	9/02/2018	15/02/2018
Q12/2018		Fitzpatrick-Barr, Justin				
15/02/2018 9:25:47 AM - Nicole Benson Action completed by: Meyers, Kristy Answer to Question Report prepared for 21 February 2018 Council meeting.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 18/10/2017	Glen, Stephen	Strategic Weekend	15/11/2017	20/10/2017	15/02/2018
BN50/201 7 <a href="#">302</a> 15/02/2018 11:29:36 AM - Stephen Glen Action completed by: Parker, Melanie Councillor Strategic Planning workshop to be held 17-18 February 2018 at the CPAC.		Glen, Stephen				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	McCarthy, Janine	Ash Street Development	7/03/2018	9/02/2018	15/02/2018
Q5/2018		Curtis, Gareth				
15/02/2018 9:20:20 AM - Janine McCarthy Action completed by: Larsen, Robyn Answer provided to Council meeting 21 February 2018.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Benson, Nicole	Pump Track/Pool	7/03/2018	9/02/2018	15/02/2018
Q8/2018		Fitzpatrick-Barr, Justin				
15/02/2018 9:26:17 AM - Nicole Benson Action completed by: Meyers, Kristy Answer to Question Report prepared for 21 February 2018 Council meeting.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
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## Report CC8/2018 - Resolutions Tracking Report

Enclosure 1

Ordinary Council 7/02/2018	Nikolaidis, Maria	Government Circuit, Kearsley	7/03/2018	9/02/2018	15/02/2018
WI5/2018	Fitzpatrick-Barr, Justin				
<a href="#">398</a> 15/02/2018 9:22:53 AM - Maria Nikolaidis Action completed by: Meyers, Kristy Noted.					

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Kerr, Katrina	Frame Drive Works	7/03/2018	9/02/2018	15/02/2018
Q7/2018		Fitzpatrick-Barr, Justin				
15/02/2018 9:24:56 AM - Katrina Kerr Action completed by: Meyers, Kristy Answer to Question Report prepared for 21 February 2018 Council meeting.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Benson, Nicole	Richmond Vale Conservation Management Plan	7/03/2018	9/02/2018	15/02/2018
Q6/2018		Fitzpatrick-Barr, Justin				
15/02/2018 9:24:50 AM - Nicole Benson Action completed by: Meyers, Kristy Answer to Question Report prepared for 21 February 2018 Council meeting.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Davis, Colin	Fire Bombing of Caravan – Brooks Street, Kurri	7/03/2018	9/02/2018	15/02/2018
Q4/2018		Curtis, Gareth				
15/02/2018 9:20:14 AM - Colin Davis Action completed by: Larsen, Robyn Answer provided to Council meeting 21 February 2018.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Benson, Nicole	Fence – Kearsley Tennis Courts	7/03/2018	9/02/2018	15/02/2018
Q10/2018		Fitzpatrick-Barr, Justin				
15/02/2018 9:25:42 AM - Nicole Benson Action completed by: Meyers, Kristy Answer to Question Report prepared for 21 February 2018 Council meeting.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Johnson, Martin	Section 94 Contributions	7/03/2018	9/02/2018	15/02/2018
Q9/2018		Curtis, Gareth				

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15/02/2018 9:20:28 AM - Martin Johnson

Action completed by: Larsen, Robyn

Answer provided to Council meeting 21 February 2018.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Johnson, Martin	Update on Varty Park	7/03/2018	9/02/2018	15/02/2018
Q1/2018		Curtis, Gareth				
15/02/2018 9:20:03 AM - Martin Johnson Action completed by: Larsen, Robyn Answer provided to Council meeting 21 February 2018.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Benson, Nicole	Kurri Kurri Ambulance Hall	7/03/2018	9/02/2018	15/02/2018
Q3/2018		Fitzpatrick-Barr, Justin				
15/02/2018 9:25:52 AM - Nicole Benson Action completed by: Meyers, Kristy Answer to Question Report prepared for 21 February 2018 Council meeting.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Kerr, Katrina	Government Road, Weston	7/03/2018	9/02/2018	15/02/2018
Q2/2018		Fitzpatrick-Barr, Justin				
15/02/2018 9:25:16 AM - Katrina Kerr Action completed by: Meyers, Kristy Answer to Question Report prepared for 21 February 2018 Council meeting.						

## Report CC8/2018 - Resolutions Tracking Report

Enclosure 2

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Rush, Iain	Draft Planning Agreement 65 Abernethy Street Kitchener	10/05/2018	15/12/2017	
PE78/2017 <a href="#">360</a>		Curtis, Gareth				
<p>18/12/2017 1:36:42 PM - Wonona Fuzzard  The Draft Planning Agreement will be placed on exhibition from the 17 January 2018 to the 19 February 2018.  18/12/2017 1:44:58 PM - Wonona Fuzzard  Revised Target Date changed by: Fuzzard, Wonona From: 10 Jan 2018 To: 10 May 2018  Reason: The document will be placed on exhibition from 17 January to 19 February 2018. A further Report will then be presented to Council due to the requirement for a resolution to repeal the existing Section 94 Plan.  7/02/2018 8:00:36 AM - Iain Rush  The Deed of Variation is on exhibition from 17 January to 19 February 2018.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Rush, Iain	Huntlee Planning Agreement - Deed Variation	10/03/2018	15/12/2017	
PE76/2017 <a href="#">358</a>		Curtis, Gareth				
<p>18/12/2017 1:47:19 PM - Wonona Fuzzard  Revised Target Date changed by: Fuzzard, Wonona From: 10 Jan 2018 To: 10 Mar 2018  Reason: The Draft Planning Agreement will be placed on exhibition from 17 January to 19 February 2018. Should no submissions be received during this period the matter will be finalised under the General Manager's delegation.  7/02/2018 8:00:14 AM - Iain Rush  The Draft Planning Agreement is on exhibition from 17 January to 19 February 2018.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Rush, Iain	Post Exhibition of Kurri Kurri District Strategy, including Commercial Centre Masterplans	10/01/2018	15/12/2017	
PE74/2017 <a href="#">356</a>		Curtis, Gareth				
<p>20/12/2017 12:10:37 PM - Iain Rush  Council resolved on 13 December:</p> <ol style="list-style-type: none"> <li>1. That Council defer the adoption of the Kurri Kurri District Strategy, including commercial centre masterplans.</li> <li>2. That the General Manager invite all parties who made a submission to brief Councillors on their thoughts.</li> <li>3. That Council be provided with a briefing on all major factors raised by external submissions that have not been adopted.</li> </ol> <p>Councillor briefing scheduled for 14 February 2018.  7/02/2018 7:59:25 AM - Iain Rush  Councillor briefing scheduled for 28 February 2018.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Johnson, Martin	Minutes of Strategic Property and Community Facilities Committee Meeting - 13 December 2017	7/03/2018	9/02/2018	
PE1/2018 <a href="#">387</a>		Curtis, Gareth				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Mackie, Samuel	Intersection Upgrade Lovedale, Camp and Talga Roads, Lovedale	21/03/2018	15/12/2017	
WI98/2017 <a href="#">374</a>		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Drage, Natalie	Minutes of the Cultural Facilities Committee Meeting of Cessnock City Council held on Wednesday 18 October 2017	28/02/2018	15/12/2017	
CC90/2017 7		Maginnity, Robert				
<p>8/01/2018 1:47:52 PM - Natalie Drage Minutes noted. A rental valuation for the areas occupied by the Samaritans Information Neighbourhood Centre (within the Cessnock Performing Arts Centre) is being sourced. The Co-ordinator at the Samaritans Information Neighbourhood Centre has been advised of the Council resolution.</p> <p>30/01/2018 10:19:16 AM - Natalie Drage A Market Rent Review has been undertaken by a registered valuer and occurred week ending 19 January 2018. The market rent appraisal will form the basis of the rental negotiations.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Rush, Iain	Draft Chapter 17 of Cessnock Development Control Plan 2011 - Huntlee	23/02/2018	17/11/2017	
PE63/2017 <a href="#">335</a>		Curtis, Gareth				
<p>23/11/2017 3:26:46 PM - Wonona Fuzzard The Draft Chapter has been placed on public exhibition from 22 November to 20 December 2017</p> <p>23/11/2017 3:29:48 PM - Wonona Fuzzard Revised Target Date changed by: Fuzzard, Wonona From: 13 Dec 2017 To: 23 Feb 2018 Reason: Exhibition will be completed on 20 December 2017, however, the next available Council Meeting will occur after the Christmas break in February.</p> <p>7/02/2018 7:57:26 AM - Iain Rush Post exhibition report scheduled to be reported to the meeting of Council on 21 February 2018.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 1/11/2017	Kerr, Katrina	Mount View Road, Cessnock	18/04/2018	3/11/2017	
WI81/2017		Fitzpatrick-Barr, Justin				
<p>6/11/2017 5:26:00 PM - Rachael O'Hara Item 1 - Noted Item 2 - Adding to the list of projects for the Delivery Program 2021-2025. Item 3 - Drafting a letter. Item 4 - Including issues reiterated in letter (A, B) Item 5 - Investigating options for Council to seek compensation.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
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## Report CC8/2018 - Resolutions Tracking Report

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Ordinary Council 1/11/2017	Davis, Colin	Revised Policy - Compliance and Enforcement Policy	28/02/2018	3/11/2017
PE59/2017	Curtis, Gareth			
<p>7/11/2017 10:11:00 AM - Colin Davis</p> <p>Report on a revised parking policy addressing the issues raised to be brought back to Council in February 2018</p>				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Kerr, Katrina	Nature Strip Parking	6/06/2018	17/11/2017	
BN55/2017		Fitzpatrick-Barr, Justin				
<p><a href="#">345</a></p> <p>12/02/2018 2:33:05 PM - Kristy Meyers</p> <p>Action reassigned to Kerr, Katrina by: Meyers, Kristy for the reason:</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Jeffery, Warren	Lovedale Road & Wilderness Road Lovedale - Traffic Accidents Report and Statistics	21/02/2018	17/11/2017	
WI89/2017		Fitzpatrick-Barr, Justin				
<p><a href="#">343</a></p> <p>31/01/2018 4:28:32 PM - Rachael O'Hara</p> <ol style="list-style-type: none"> <li>1. Noted</li> <li>2. Noted</li> <li>3. Programming short term works.</li> <li>4. Investigating intersection options</li> <li>5. Drafting a report</li> </ol>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/11/2017	Kerr, Katrina	Commuter Car Parks - Hunter Expressway	21/02/2018	17/11/2017	
WI87/2017		Fitzpatrick-Barr, Justin				
<p><a href="#">341</a></p> <p>6/02/2018 7:10:56 PM - Rachael O'Hara</p> <ol style="list-style-type: none"> <li>1. Noted</li> <li>2. Noted</li> <li>3. Drafting a letter.</li> </ol>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Kerr, Katrina	Re-Instate Mount View Road	7/03/2018	9/02/2018	
BN54/2018		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Donnelly, Patricia	Tender Evaluation Report for Contract 137/1408 Collection and Transport of Organics from Cessnock, Maitland and Singleton	7/03/2018	9/02/2018	



		Councils' Waste Management Centres				
WI7/2018 <a href="#">400</a>		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Kerr, Katrina	Minutes of the Floodplain Management Committee Meeting held 15 December 2017	7/03/2018	9/02/2018	
WI3/2018 <a href="#">396</a>		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 13/12/2017	Glen, Stephen	Wollombi Public School	10/01/2018		
BN59/2017 <a href="#">378</a>		Glen, Stephen				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Drage, Natalie	Richmond Main Colliery - Electricity Connection and Licence/Lease Agreements	7/03/2018	9/02/2018	
CC7/2018		Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Maginnity, Robert	Councillors Christmas Function - Little Stroke Warriors	7/03/2018	9/02/2018	
BN1/2018		Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Chadwick, Teresa	Proposed Councillor Induction and Professional Development Guidelines Consultation Draft	7/03/2018	9/02/2018	
CC5/2018 <a href="#">392</a>		Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Patch, Katrina	Councillors Expenses and Facilities Policy	7/03/2018	9/02/2018	
CC4/2018 <a href="#">391</a>		Maginnity, Robert				

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Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Glauser, Andrew	Project Authorisation and Revotes Policy	7/03/2018	9/02/2018	
CC3/2018 <a href="#">390</a>		Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Goodbun, Nathan	Minutes of the Local Traffic Committee Meeting held 18 December 2017	7/03/2018	9/02/2018	
WI2/2018 <a href="#">395</a>		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Fitzpatrick-Barr, Justin	Cessnock Stomp Festival - In-Kind Support	7/03/2018	9/02/2018	
WI1/2018 <a href="#">394</a>		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 7/02/2018	Patch, Katrina	Richmond Main Colliery - Remediation Plan	7/03/2018	9/02/2018	
CC6/2018 <a href="#">393</a>		Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 21/06/2017	Hughes, Bruce	Hydro Aluminium Kurri Kurri Pty Ltd Proposed Road Closures	21/06/2018	27/06/2017	
WI35/2017 <a href="#">278</a>		Fitzpatrick-Barr, Justin				
<p>8/08/2017 2:43:00 PM - Bruce Hughes Council has completed the first step in advertising the proposal and waiting 28 days for any submissions. The searches necessary to make application to Crown Lands have also been completed. Next step is to make application to Crown Lands for the proposed closure.</p> <p>10/10/2017 9:42:00 AM - Bruce Hughes Item 1 - Council has made an application to NSW Department of Industry - Lands to close the subject roads. Item 2 - Council has advertised the proposed road closures in the local newspaper and notified the necessary agencies. The Department requested Council notify two additional agencies. item 3 - Council is presently waiting the required minimum 28 days for any submissions from these agencies before proceeding. Item 4 - Awaiting the notification, advertising and allowing for submissions to be completed prior to this action. Item 5 - Awaiting the notification, advertising and allowing for submissions to be completed prior to this action. Item 6 - Awaiting the notification, advertising and allowing for submissions to be completed prior to this action.</p> <p>6/11/2017 2:17:00 PM - Rachael O'Hara Item 1 - Council has made an application to NSW Department of Industry - Lands to close the subject roads. Item 2 - Council has advertised the proposed road closures in the local newspaper and notified the necessary agencies. item 3 - Awaiting NSW Department of Industry - Lands to assess the application prior to completing this action. Item 4 - Awaiting NSW Department of Industry - Lands to assess the application prior to completing this action. Item 5 - Awaiting NSW Department of Industry - Lands to assess the application prior to completing this action.</p>						

Item 6 - Awaiting NSW Department of Industry - Lands to assess the application prior to completing this action.  
 12/02/2018 11:28:08 AM - Bruce Hughes  
 Previous notes still current

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 21/06/2017	Brinkworth, Susanne	Minutes of the Strategic Property and Community Facilities Committee held 7 June 2017	30/06/2018	27/06/2017	
PE31/2017 <a href="#">267</a>	5/09/2017 4:23:00 PM - Martin Johnson Resolution 1-6 completed. Resolutions 7-15 currently being actioned 6/09/2017 12:28:00 PM - Hannah McCauley Hi Sue, As discussed with Martin Johnson on 8th September 2017 can you please review and action Resolutions 12 - 15. If you have any questions please see Martin. Thanks, Hannah 9/10/2017 12:48:00 PM - Robyn Keegan Resolutions 12 - 15 - EOI to be drafted for the sale of three properties, Lot 502, 507 & 508 DP 755215.	Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/02/2017	Jeffery, Warren	Road Safety Improvements - East of Stonehurst Winery Wollombi Road Cedar Creek	1/08/2018	21/02/2017	
BN7/2017 <a href="#">120</a>	7/03/2017 10:20:00 AM - Kristy Meyers Item 1 - Being investigated Item 2 - Project included in draft 17-21 Delivery Program Item 3 - To be reported back to Council in 17/18 as per resolution. 12/06/2017 9:12:00 AM - Katrina Kerr Item 1 - Investigation and detailed design are scheduled for 2017-18. Item 2 - Although unfunded, the project has been included in the Traffic Facilities Program of the Draft Delivery Program 2017-2021. Item 3 - Opportunities for funding are being considered and a report will be prepared to outline the available options. 16/08/2017 11:49:00 AM - Rachael O'Hara Draft report is being prepared for Council meeting. Location crash data being reviewed. 7/11/2017 10:21:00 AM - Rachael O'Hara Item 1 - Investigations continuing. Item 2 - Although unfunded, the project has been included in the Traffic Facilities Program of the Draft Delivery Program 2017-2021. Item 3 - Drafting a report to Council. 31/01/2018 4:50:12 PM - Rachael O'Hara Item 1 - Investigations continuing. Item 2 - Although unfunded, the project has been included in the Traffic Facilities Program of the Draft Delivery Program 2017-2021. Undertaking design and cost estimates. Item 3 - Drafting a report to Council.	Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 16/08/2017	Porter, Kerry	DA 8/2017/160/1 proposing construction of a multi-dwelling development	21/03/2018	18/08/2017	
PE44/2017 <a href="#">339</a>		Curtis, Gareth				

2/09/2017 9:25:00 AM - Sandra Richardson

A meeting has been arranged with the applicant at 11am on Tuesday 5th September 2017 to discuss the outstanding matters regarding the application (the meeting will be attended by Council's Development Services Manager and Senior Planning Assessment Officer.

3/09/2017 12:02:00 PM - Sandra Richardson

Meeting held 5 September 2017 between applicant, Development Services Manager and Senior Planning Assessment Officer. Design issues discussed and applicant advised will be lodging amended plans.

1/10/2017 10:08:00 AM - Janine McCarthy

Amended plans lodged by applicant on 21 September 2017. Under assessment.

22/10/2017 3:20:00 PM - Janine McCarthy

The amended plans lodged by the applicant on 21 September 2017 relate to planning issues only. These plans are being publicly exhibited between 19 October and 2 November 2017.

It is noted that the flooding related documentation remains outstanding, and Council's assessment officer has requested this information be submitted to enable assessment by Council's consultant development engineers. In the event this information is not submitted in a timely manner (noting it has been outstanding since the matter was considered by Council on 16 August 2017), the DA will be referred back to Council on the basis of the information submitted to date.

4/11/2017 9:52:00 AM - Janine McCarthy

The applicant advised Council's assessment officer on 2 November 2017, that the outstanding flooding information will be submitted as soon as practical, at this stage, estimated to be the week ending 24 November 2017.

6/02/2018 9:44:11 AM - Janine McCarthy

Revised Target Date changed by: McCarthy, Janine From: 15 Nov 2017 To: 21 Mar 2018

Reason: Awaiting submission of information from applicant.

6/02/2018 9:44:27 AM - Janine McCarthy

Awaiting submission of information from applicant.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 19/07/2017	Johnson, Martin	Weston Bears Park	13/12/2017	24/07/2017	
WI52/2017 <a href="#">315</a>		Curtis, Gareth				
	8/08/2017 2:38:00 PM - Paul Burton					
	RFQ to be issued to engage consultant to prepare feasibility study.					
	24/11/2017 11:32:35 AM - Kristy Meyers					
	Referred to Strategic Property to undertake the Feasibility Study.					

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 5/07/2017	Burton, Paul	Options for Cessnock Pool	7/03/2018	7/07/2017	
WI47/2017 <a href="#">295</a>		Fitzpatrick-Barr, Justin				
	8/08/2017 2:39:00 PM - Kristy Meyers					
	Arrangements to be made regarding site visits with Councillors to aquatic facilities.					
	5/09/2017 2:41:00 PM - Paul Burton					
	Aquatic facility site visits and Councillor Briefing proposed for 8 November.					
	6/11/2017 10:08:00 AM - Vickie Stovell					
	Site Visit 8/11/17 differed to 13/12/17					
	28/11/2017 9:45:59 AM - Vickie Stovell					
	Revised Target Date changed by: Stovell, Vickie From: 13 Dec 2017 To: 07 Mar 2018					
	Reason: Site visits and briefing concluded. Report to come back to Council.					

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 17/02/2016	Johnson, Martin	Strategic Property Review - Phase 2 Progress Report - Part 1	31/12/2017	19/02/2016	
PE6/2016 <a href="#">1555</a>		Curtis, Gareth				

10/04/2016 9:39:00 AM - Bronwyn Rumbel

A provision of \$75,000 (funded from the Property Investment Fund) has been included in the March Budget Review.

The Executive has determined that further reports (parts 2-4) on the progress of Phase 2 of the Strategic Property Review be considered by Council following the adoption of the Community Infrastructure Strategic Plan (currently scheduled for June 2016).

9/10/2016 9:33:00 AM - Bronwyn Rumbel

Part 2 (of 4) report on the outcomes of Phase 2 of the Strategic Property Review was considered by Council on 3 August 2016.

This viability of this project may be impacted by the proposed expansion of Cessnock Correctional Centre.

Estimated completion date amended to determine potential impacts and for briefing of newly elected Council.

4/03/2017 9:59:00 AM - Bronwyn Rumbel

Councillor Briefing scheduled for 22 March 2017.

31/07/2017 10:52:00 AM -

Action reassigned to Martin Johnson by: Sandra Richardson

5/09/2017 4:09:00 PM - Martin Johnson

Resolutions 1 and 3 completed. Resolution 2 still being actioned, with Councillor Briefing (originally proposed March 2017) to be scheduled when Strategic Property Review Project Manager appointed.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 9/12/2015	Rush, Iain	18/2015/1: Joint Planning Proposal - Cessnock and Singleton Councils - Vineyards District	1/03/2018		
PE99/2015		Curtis, Gareth				
<p>31/01/2016 11:30:00 AM - Iain Rush</p> <p>Request for Gateway determination forwarded to DPE on 15 December 2016.</p> <p>2/03/2016 12:14:00 PM - Iain Rush</p> <p>Request for Gateway determination forwarded to DoPE on 15 December 2016. Council is still awaiting the determination.</p> <p>19/03/2016 2:09:00 PM - Iain Rush</p> <p>Gateway Determination issued on 3 March 2016. Consultation commenced with vineyards 'peak bodies' on 14 March 2016.</p> <p>9/07/2016 10:25:00 AM - Wonona Fuzzard</p> <p>Pre exhibition consultation is currently occurring with peak bodies and Singleton Council. This will conclude at the end of July 2016.</p> <p>1/08/2016 11:14:00 AM - Iain Rush</p> <p>The Joint Planning Proposal is interrelated with the Vineyards District Study component of the City Wide Planning Strategy and its findings. A meeting occurred with several vineyards peak bodies on 29 July 2016 to discuss proposed amendments to land uses in the RU4 Zone in Cessnock and Singleton and in light of the broader preliminary findings of the Vineyards District Study.</p> <p>6/02/2017 9:23:00 AM - Iain Rush</p> <p>The Proposal will be informed by the findings of the Vineyards District Study. To allow this to occur, the Department of Planning and Environment has extended the timeframe to complete the Planning Proposal to 10 December 2017.</p> <p>1/05/2017 12:19:00 PM - Iain Rush</p> <p>Resolution of Council on 9 December 2015:</p> <p>1. That Cessnock City Council prepare a Planning Proposal in conjunction with Singleton Council to standardise, as far as possible, the objectives and Land Use Table of the RU4 Primary Production Small Lots Zone.</p> <p>Complete</p> <p>2. That Cessnock City Council, in conjunction with Singleton Council, request a Gateway determination in respect of the Planning Proposal from the Department of Planning and Environment pursuant to the Environmental Planning and Assessment Act 1979.</p> <p>Complete - Gateway determination issued 3 March 2016.</p> <p>3. That Cessnock City Council, in conjunction with Singleton Council, undertake consultation with public authorities and the community as determined by the Department of Planning and Environment Gateway determination.</p> <p>Not yet commenced. The Joint Planning Proposal is interrelated with the Vineyards District Study and its findings. Presently awaiting receipt of the final District Study before resuming the Planning Proposal process. On 21 December 2016, the DoPE extended the Gateway timeframe to 10 December 2017.</p>						

4. That a further report be presented to Council following the public exhibition of the Planning Proposal, to consider any submissions received.

Not yet commenced.

5. That Council request authorisation to exercise the functions of the Minister for Planning under section 59 of the Environmental Planning and Assessment Act 1979 to make the Local Environmental Plan.

Complete - Delegation issued on 3 March 2016.

5/09/2017 9:44:00 AM - *Iain Rush*

Resolution of Council on 9 December 2015:

1. That Cessnock City Council prepare a Planning Proposal in conjunction with Singleton Council to standardise, as far as possible, the objectives and Land Use Table of the RU4 Primary Production Small Lots Zone.

Complete

2. That Cessnock City Council, in conjunction with Singleton Council, request a Gateway determination in respect of the Planning Proposal from the Department of Planning and Environment pursuant to the Environmental Planning and Assessment Act 1979.

Complete - Gateway determination issued 3 March 2016.

3. That Cessnock City Council, in conjunction with Singleton Council, undertake consultation with public authorities and the community as determined by the Department of Planning and Environment Gateway determination.

Not yet commenced. The Joint Planning Proposal is interrelated with the Vineyards District Study and its findings. Presently awaiting receipt of the final District Study before resuming the Planning Proposal process. On 21 December 2016, the DoPE extended the Gateway timeframe to 10 December 2017.

4. That a further report be presented to Council following the public exhibition of the Planning Proposal, to consider any submissions received.

Not yet commenced.

5. That Council request authorisation to exercise the functions of the Minister for Planning under section 59 of the Environmental Planning and Assessment Act 1979 to make the Local Environmental Plan.

Complete - Delegation issued on 3 March 2016.

1/10/2017 11:03:00 AM - *Iain Rush*

Background studies completed for City Planning Strategy Project. The background studies will help inform the Joint Planning Proposal.

Meeting held with Singleton Council in September 2017 to discuss the outcome of the background studies and discuss implications on specific land uses. Meeting to be scheduled with the Department of Planning and Environment to discuss way forward with Singleton Council.

20/12/2017 12:07:44 PM - *Iain Rush*

Gateway timeframe extended to 10 December 2018 by the Department of Planning and Environment. Councillor briefing scheduled with councillor in the new year.

7/02/2018 7:58:18 AM - *Iain Rush*

Gateway timeframe extended to 10 December 2018 by the Department of Planning and Environment. Councillor briefing scheduled with councillors on 14 February 2018.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 18/11/2015	Johnson, Martin	Planning Proposal - Hydro Kurri Kurri	31/05/2018	20/11/2015	
PE89/2015		Curtis, Gareth				
	3/02/2016 2:14:00 PM - <i>Bo Moshage</i>					
	Resolution 1, 2 & 3 completed.					
	Resolution 4 to 10 under investigation					
	3/02/2016 2:15:00 PM - <i>Bo Moshage</i>					
	Gateway Determination requested 27/11/15					



9/04/2016 9:03:00 AM - Bo Moshage
Gateway received by Council 23/3/16 and currently being reviewed with meeting with MCC and DoP&E to follow to give effect to Resolutions 4 to 10
7/05/2016 4:19:00 PM - Bo Moshage
Following the Gateway Determination Council has met with the DoPE and MCC to discuss the Gateway Conditions. Both CCC and MCC have met with the RMS to discuss traffic implications. Meetings with the OEH to discuss flooding and biodiversity considerations are anticipated to occur within the next week
6/07/2016 2:45:00 PM - Bo Moshage
On Going meets with the DoPE, MCC and Proponent to discuss the Gateway Conditions.
1/08/2016 11:47:00 AM - Bo Moshage
In consultation with MCC and the Proponent, Council has finalised a draft project plan outlining the critical steps and pathways in undertaking the Planning Proposal in relation to Resolution 4 to 10.
27/11/2016 9:23:00 AM - Bo Moshage
Council is working in consultation with MCC and the Proponent to prepared and finalise the supporting documents outlining in the Planning Proposal critical steps and pathways as they relate to Resolution 4 to 10
21/01/2017 9:29:00 AM - Bo Moshage
Council is working in consultation with MCC and the Proponent to prepared and finalise the supporting documents outlining in the Planning Proposal critical steps and pathways as they relate to Resolution 4 to 10
22/03/2017 4:14:00 PM - Bo Moshage
Resolution 1, 2 & 3 completed.
Resolution 4 to 10 under investigation
6/02/2018 9:29:51 AM - Sandra Richardson
Action reassigned to Johnson, Martin by: Richardson, Sandra for the reason: Reallocation to manager.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/02/2017	Goodbun, Nathan	Corner Wollombi Road and Mount View Road Millfield - Tourist Directional Signage	4/04/2018	21/02/2017	
BN6/2017		Fitzpatrick-Barr, Justin				
<a href="#">119</a>						
7/03/2017 11:22:00 AM - Kristy Meyers						
Works Delivery require design and location for placement.						
21/03/2017 1:34:00 AM - Katrina Kerr						
Liaison with TASAC to occur ahead of sign design in accordance with Wine Country Signage Strategy.						
11/06/2017 11:01:00 AM - Katrina Kerr						
Liaison with TASAC in progress.						
8/10/2017 12:09:00 PM - Rachael O'Hara						
Item 1 - Awaiting policy decision from RMS. Discussions ongoing.						
31/01/2018 2:58:11 PM - Rachael O'Hara						
Council has put forward a proposal to TASAC to implement a customised LGA wide strategy to manage TASAC signage, which is currently with RMS for review. Due to the requirement for significant changes to TASAC policy this is expected to take a lengthy period of time. Officers follow up with RMS regularly via email to query progress.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 1/02/2017	Benson, Nicole	Installation of Racquet Ball Court	7/03/2018	3/02/2017	
BN2/2017		Fitzpatrick-Barr, Justin				
<a href="#">101</a>						
22/08/2017 9:02:00 AM - Nicole Benson						
Report to be considered by Council in conjunction with the Recreation and Open Space Strategic Plan in September 2017.						
16/09/2017 10:56:00 AM - Nicole Benson						
Report to be considered by Council at 18 October meeting						
21/10/2017 9:10:00 AM - Nicole Benson						
ROSSP deferred for a briefing. Briefing held on 11 October and ROSSP to go back to Council early 2018. This report will follow.						
28/11/2017 9:51:28 AM - Vickie Stovell						
Revised Target Date changed by: Stovell, Vickie From: 26 Jan 2018 To: 07 Mar 2018						

Reason: Awaiting ROSSP to be adopted

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 1/02/2017	Benson, Nicole	Upgrade of Bellbird BMX Track	7/03/2018	3/02/2017	
BN1/2017		Fitzpatrick-Barr, Justin				
<a href="#">100</a>						
4/02/2017 11:29:00 AM - Nicole Benson						
ROSSP 2017 expected to be adopted by end September 2017. This report will follow.						
5/07/2017 9:57:00 AM - Kelly Bates						
Report to follow adoption of ROSSP 2017						
16/09/2017 10:50:00 AM - Nicole Benson						
draft ROSSP to be considered by Council on 20 September for public exhibition. Final adoption estimated to be late Nov early Dec						
21/10/2017 9:13:00 AM - Nicole Benson						
ROSSP deferred for a briefing. Briefing held on 11 October and ROSSP to go back to Council early 2018. This report will follow.						
24/11/2017 11:45:33 AM - Vickie Stovell						
Revised Target Date changed by: Stovell, Vickie From: 26 Jan 2018 To: 26 Jan 2018						
Reason: Moved to march meeting as we are awaiting the ROSSP to be adopted						
28/11/2017 9:52:07 AM - Vickie Stovell						
Revised Target Date changed by: Stovell, Vickie From: 26 Jan 2018 To: 07 Mar 2018						
Reason: awaiting ROSSP to be adopted						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/09/2017	Benson, Nicole	Outdoor Pools Service Improvement Project Outcomes	31/05/2018	22/09/2017	
WI72/2017		Fitzpatrick-Barr, Justin				
<a href="#">262</a>						
10/10/2017 12:01:00 PM - Kristy Meyers						
KKA&FC report back to Council scheduled for 1 November 2017.						
28/11/2017 9:54:47 AM - Vickie Stovell						
Revised Target Date changed by: Stovell, Vickie From: 31 May 2018 To: 31 May 2018						
Reason: subject to a further report that will be prepared at the end of the summer season.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/09/2017	Benson, Nicole	Pool Opening Hours	30/05/2018	22/09/2017	
WI71/2017 <a href="#">261</a> 10/10/2017 12:00:00 PM - Kristy Meyers Report back to Council in May 2018.		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/09/2017	Burton, Paul	Recreation and Open Space Strategic Plan	4/04/2018	22/09/2017	
WI67/2017 <a href="#">257</a> 10/10/2017 11:56:00 AM - Kristy Meyers Briefing held 11/10/17. Draft document to come back to Council for Public Exhibition.		Fitzpatrick-Barr, Justin				

## Report CC8/2018 - Resolutions Tracking Report

Enclosure 2

5/11/2017 1:13:00 PM - Vickie Stovell  
Report will come back to Council following adoption of Turner Park Masterplan.  
28/11/2017 9:46:54 AM - Vickie Stovell  
Revised Target Date changed by: Stovell, Vickie From: 13 Dec 2017 To: 04 Apr 2018  
Reason: Report to come back to Council for public exhibition following adoption of Masterplans.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 1/11/2017	Davis, Colin	Shopping Trolleys	28/02/2018	3/11/2017	
PE58/2017 <a href="#">310</a>		Curtis, Gareth				
7/11/2017 9:55:00 AM - Colin Davis Policy to be placed on public exhibition from 22 November 2017 until 20 December 2017.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 18/10/2017	Johnson, Martin	Planning Agreement - Rosehill Estate, Millfield	8/02/2018	20/10/2017	
PE56/2017		Curtis, Gareth				
23/10/2017 10:36:00 AM - Kristy Meyers Item 1 - Noted Item 2 - Noted by Infrastructure Manager and assigned to C&CS to amend (DOC2017/075753) Item 3 - Noted by Infrastructure Manager and assigned to Finance to reallocate (DOC2017/075753) Item 4 - Noted by Open Space & Community Facilities Manager (DOC2017/075932) Item 5 - To be actioned by P&E 8/11/2017 9:37:00 AM - Estimated Completion Date changed by: Martin Johnson From: 15 Nov 2017 To: 8 February 2018						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 4/10/2017	Brinkworth, Susanne	Easement for Drainage of Water within 10 and 12 Cooper Street, Heddon Greta	28/02/2018	5/10/2017	
CC69/2017 <a href="#">277</a>		Maginnity, Robert				
4/11/2017 11:32:00 AM - Robyn Keegan Updated by Sue Brinkworth - Surveyor engaged to prepare plan of easement. 1/02/2018 11:26:59 AM - Susanne Brinkworth Revised Target Date changed by: Brinkworth, Susanne From: 31 Dec 2017 To: 28 Feb 2018 Reason: Ongoing negotiations with proponent						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/09/2017	Burton, Paul	Miller Park, Mount View Park and Turner Park Masterplans	7/03/2018	7/09/2017	
WI64/2017 <a href="#">239</a>		Fitzpatrick-Barr, Justin				
6/09/2017 6:45:00 AM - Nicole Benson Noted. Cllr briefing scheduled for 8 November. 12/02/2018 11:56:05 AM - Kristy Meyers Revised Target Date changed by: Meyers, Kristy From: 28 Feb 2018 To: 07 Mar 2018 Reason: Public exhibition is concluded. Councillor Briefing to be scheduled in New Year						

## Report CC8/2018 - Resolutions Tracking Report

Enclosure 2

12/02/2018 12:05:03 PM - Paul Burton

Revised Target Date changed by: Burton, Paul From: 28 Feb 2018 To: 07 Mar 2018

Reason: Public exhibition is concluded. Councillor Briefing scheduled for 28 February.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/09/2017	Donnelly, Patricia	Council Facilities Energy Efficiency Project	30/06/2018	7/09/2017	
WI59/2017 <a href="#">234</a>	6/09/2017 2:35:00 PM - Patricia Donnelly	Fitzpatrick-Barr, Justin				
Meeting to discuss formation of a PCG for recommendation 1 held on 18/9/17. Not all required staff attended. Meeting with Director to discuss process to move forward arranged for 17/10/17.						
31/10/2017 9:40:00 AM - Patricia Donnelly						
Meeting held with Maintenance Coordinator and contactors Hartcher Hall to scope out projects and provide estimates for installations. Next planning session to be held in 3 weeks.						
1/02/2018 1:43:52 PM - Patricia Donnelly						
Administration Building lighting retrofit undertaken. Investigations for other sites commencing.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/09/2017	Lyall, Ian	Minutes of the Audit Committee Meeting held 8 August 2017	1/05/2018	7/09/2017	
GMU12/2017 <a href="#">224</a>	1/10/2017 10:08:00 AM - Ian Lyall	Glen, Stephen				
1. Noted						
2. Term extension letters sent to Dr Felicity Barr and Mr Neal O'Callaghan on 26 September 2017.						
3. Amendment to the Audit Committee Charter will be submitted to the November 2017 Audit Committee meeting.						
1/11/2017 3:51:00 PM - Ian Lyall						
3. Amendments to Audit Committee charter to be submitted to February 2018 Audit Committee meeting. Will involve full review of charter.						
6/02/2018 6:39:56 PM - Ian Lyall						
Updated Charter will now be considered by the May 2018 Audit Committee meeting.						
6/02/2018 6:42:59 PM - Ian Lyall						
Revised Target Date changed by: Lyall, Ian From: 6 Feb 2018 To: 01 May 2018						
Reason: Revised Charter needs to be reviewed by ELT.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/09/2017	Brinkworth, Susanne	Request for Easement over Council land for Stormwater Purposes - 75C Church Street Cessnock	28/02/2018	22/09/2017	
CC64/2017 <a href="#">255</a>	4/11/2017 11:31:00 AM - Robyn Keegan	Maginnity, Robert				
Updated by Sue Brinkworth - Valuation to be undertaken.						
1/02/2018 11:26:38 AM - Susanne Brinkworth						
Revised Target Date changed by: Brinkworth, Susanne From: 31 Dec 2017 To: 28 Feb 2018						
Reason: Ongoing negotiations with proponent						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/09/2017	Benson, Nicole	Cessnock and Branxton Pool Family Fun Days - Trial	31/05/2018	7/09/2017	

## Report CC8/2018 - Resolutions Tracking Report

Enclosure 2

BN46/201  
7  
[245](#)  
6/09/2017 6:47:00 AM - Nicole Benson  
Trials to be scheduled in and advertised to the community.  
Report back scheduled for June 2018.  
22/01/2018 8:20:54 AM - Vickie Stovell  
Revised Target Date changed by: Stovell, Vickie From: 31 May 2018 To: 31 May 2018  
Reason: subject to a further report that will be prepared at the end of the summer season

Fitzpatrick-Barr,  
Justin

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/09/2017	Fitzpatrick-Barr, Justin	Sponsorship and Subsidies Review	1/03/2018	7/09/2017	
BN43/201 7 <a href="#">242</a> 23/09/2017 9:58:00 AM - Kristy Meyers Draft report has been generated in Info Council. 26/09/2017 11:59:00 AM - Kristy Meyers Report back to be provided within six (6) months as per the resolution.		Fitzpatrick-Barr, Justin				

Cessnock City Council

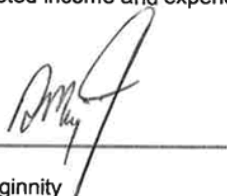
**Quarterly Budget Review Statement**  
for the period 01/10/17 to 31/12/17

**Report by Responsible Accounting Officer**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Cessnock City Council for the quarter ended 31/12/17 indicates that Council's projected financial position at 30/6/18 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: \_\_\_\_\_



Robert Maginnity  
Responsible Accounting Officer

Date: 24th January 2018

**Report prepared by:**

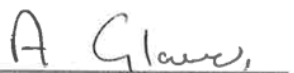
Signed: \_\_\_\_\_



Paul Grosbernd  
Management Accountant

**Report reviewed by:**

Signed: \_\_\_\_\_



Andrew Glauser  
Finance and Administration Manager



Cessnock City Council

## Income &amp; Expenses Budget Review Statement

Quarterly Budget Review Statement  
for the period 01/10/17 to 31/12/17

Budget review for the quarter ended 31 December 2017

## Income &amp; Expenses - General Fund

	Original Budget 2017/18	Approved Changes			Revised Budget 2017/18	Variations for this Dec Qtr	Notes	Projected Year End Result	YTD Budget	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs						
<b>Income</b>										
Rates and Annual Charges	47,113,950	-	-	(36,238)	47,077,712	(14,645)	1	47,063,067	47,077,712	47,181,003
User Charges and Fees	7,246,688	-	-	718,585	7,965,273	59,887	2	8,025,160	4,291,785	4,194,721
Interest and Investment Revenues	849,500	-	-	(2,000)	847,500	-		847,500	423,756	482,796
Other Revenues	1,146,404	-	-	113,735	1,260,139	32,404	3	1,292,543	644,731	795,995
Grants & Contributions - Operating	11,028,896	-	1,162,856	1	12,482,506	418,042	4	12,900,548	7,191,537	3,811,049
Grants & Contributions - Capital	2,983,626	1,122,598	718,700	2	4,824,924	10,000	5	4,834,924	2,587,896	2,602,494
<b>Total Income from Continuing Operations</b>	<b>70,369,064</b>	<b>1,122,598</b>	<b>1,881,556</b>	<b>1,084,836</b>	<b>74,458,054</b>	<b>505,688</b>		<b>74,963,742</b>	<b>62,217,417</b>	<b>59,068,058</b>
<b>Expenses</b>										
Employee Costs	30,467,225	-	-	224,980	30,692,205	(3,397)		30,688,808	16,140,188	15,362,300
Borrowing Costs	485,347	-	-	-	485,347	-		485,347	242,670	209,243
Materials & Contracts	12,496,843	528,132	126,080	364,695	13,515,750	289,981	6	13,805,731	8,249,327	9,370,866
Depreciation	9,985,000	-	-	-	9,985,000	-		9,985,000	4,992,500	4,992,500
Legal Costs	550,000	-	-	17,273	567,273	10,837	7	578,110	291,273	474,150
Consultants	290,500	-	-	15,705	306,205	-		306,205	210,695	138,457
Other Expenses	11,597,150	-	-	21,431	11,618,581	2,982		11,621,563	6,403,370	5,479,881
Net Loss from disposal of assets	2,500,000	-	-	-	2,500,000	-		2,500,000	-	-
<b>Total Expenses from Continuing Operations</b>	<b>68,372,065</b>	<b>528,132</b>	<b>126,080</b>	<b>644,084</b>	<b>69,670,361</b>	<b>300,403</b>		<b>69,970,764</b>	<b>36,530,023</b>	<b>36,027,397</b>
<b>Net Operating Result from Continuing Operations</b>	<b>1,996,999</b>	<b>594,466</b>	<b>1,755,476</b>	<b>440,752</b>	<b>4,787,693</b>	<b>205,285</b>		<b>4,992,978</b>	<b>25,687,394</b>	<b>23,040,661</b>
Discontinued Operations - Surplus/(Deficit)	-	-	-	-	-	-		-	-	-
<b>Net Operating Result from All Operations</b>	<b>1,996,999</b>	<b>594,466</b>	<b>1,755,476</b>	<b>440,752</b>	<b>4,787,693</b>	<b>205,285</b>		<b>4,992,978</b>	<b>25,687,394</b>	<b>23,040,661</b>
<b>Net Operating Result before Capital Items</b>	<b>(986,627)</b>	<b>(528,132)</b>	<b>1,036,776</b>	<b>440,752</b>	<b>(37,231)</b>	<b>195,285</b>		<b>158,054</b>	<b>23,099,498</b>	<b>20,438,167</b>

**Quarterly Budget Review Statement**  
for the period 01/10/17 to 31/12/17

Cessnock City Council

**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 31 December 2017

**Income & Expenses - General Fund**

**Operating and Capital**

	Original Budget 2017/18	Approved Changes			Revised Budget 2017/18	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs					
<b>Income</b>									
Council & General Manager's Units	359,600	-	-	6,098	365,698	-		365,698	160,159
Planning and Environment Directorate	3,419,488	-	-	283,451	3,702,939	31,390		3,734,329	2,531,220
Corporate & Community Services Directorate	45,257,100	1,805,420	60,000	2,940,862	50,063,382	400,198		50,463,580	39,015,815
Works & Infrastructure Services Directorate	26,830,869	1,587,825	6,499,101	1,636,312	36,554,107	83,919		36,638,026	17,395,624
<b>Total Income from Continuing Operations</b>	<b>75,867,057</b>	<b>3,393,245</b>	<b>6,559,101</b>	<b>4,866,723</b>	<b>90,686,126</b>	<b>515,507</b>		<b>91,201,633</b>	<b>59,102,818</b>
<b>Expenses</b>									
Council & General Manager's Units	4,183,980	14,457	(276)	42,770	4,240,931	18,872		4,259,803	2,472,202
Planning and Environment Directorate	9,500,869	227	6,890	207,211	9,715,197	(11,272)		9,703,925	5,184,281
Corporate & Community Services Directorate	14,492,359	310,731	103,110	3,001,344	17,907,544	351,472		18,259,016	8,899,249
Works & Infrastructure Services Directorate	47,689,756	3,067,830	6,449,377	1,612,155	58,819,118	126,415		58,945,533	28,068,270
<b>Total Expenses from Continuing Operations</b>	<b>75,866,964</b>	<b>3,393,245</b>	<b>6,559,101</b>	<b>4,863,480</b>	<b>90,682,790</b>	<b>485,487</b>		<b>91,168,277</b>	<b>44,624,002</b>
<b>Net Operating Result from Continuing Operations</b>	<b>93</b>	<b>-</b>	<b>-</b>	<b>3,243</b>	<b>3,336</b>	<b>30,020</b>		<b>33,356</b>	<b>14,478,816</b>
<b>Net Operating Result from All Operations</b>	<b>93</b>	<b>-</b>	<b>-</b>	<b>3,243</b>	<b>3,336</b>	<b>30,020</b>		<b>33,356</b>	<b>14,478,816</b>

Cessnock City Council

**Quarterly Budget Review Statement**  
for the period 01/10/17 to 31/12/17**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details****Income**

<b>1</b>	<b>Rates and Annual Charges</b>	<b>(\$14,645)</b>	
	Decreased Income		
	Waste Management Charges		(\$14,645)
<b>2</b>	<b>User Charges and Fees</b>	<b>\$59,887</b>	
	Increased Income		
	Town Planning Fees		\$14,500
	Other Fees & Charges		\$15,387
	Building Permits & Fees		\$10,000
	Rating Certificates		\$20,000
<b>3</b>	<b>Other Revenues</b>	<b>\$32,404</b>	
	Increased Income		
	Local Govt Procurement Rebate		\$21,137
	General Admin Fees		\$2,684
	Sales - Waste Tip Metals & Gas		\$8,583
<b>4</b>	<b>Grants &amp; Contributions - Operating</b>	<b>\$418,042</b>	
	Increased Income		
	Financial Assistance Grant		\$393,867
	Skills Audit Grant		\$15,000
	Library Grant		\$2,884
	Road Safety Grant		\$6,180
	Sundry Contributions		\$111
<b>5</b>	<b>Grants &amp; Contributions - Capital</b>	<b>\$10,000</b>	
	Increased Income		
	Community Recycling Grant		\$10,000

**Expenditure**

<b>6</b>	<b>Material &amp; Contracts</b>	<b>\$289,981</b>	
	Increased Expenditure		
	Road Safety Grant		\$6,180
	(grant funded)		
	Skills Audit		\$15,000
	(grant funded)		
	Richmond Main Expenses		\$90,000
	(funded from addit. Financial Assist. Grant)		
	Waste Services Contracts & Expenses		\$73,283
	(offset by transfer from reserve)		
	Waste Tip Site Plant Hire & Cover Material		\$87,100
	(offset by transfer from reserve)		
<b>7</b>	<b>Legal Costs</b>	<b>\$10,837</b>	
	Increased Expenditure		
	Airport Legal Expenses		\$10,837

Cessnock City Council

**Quarterly Budget Review Statement**  
for the period 01/10/17 to 31/12/17

**Approved Changes - Other than by QBRS**

Budget Variations already processed prior to the December Review include the following material items:

**Notes**

<b>1</b>	<b>Grants &amp; Contributions - Operating</b>	<b>\$1,162,856</b>
	Increased Income	
	Roads to Recovery Grant	\$1,052,856
	Office of Environment & Heritage Grant	\$129,199
	For major projects:	
	Local Road Traffic Facilities Construction	\$44,939
	Bridge Construction Program	\$679,222
	Pathways Construction Program	\$230,500
	Anvil Ck Greta	\$62,533
	Investigation & Design of Cessnock Bundwall	\$66,666
<b>2</b>	<b>Grants &amp; Contributions - Capital</b>	<b>\$718,700</b>
	Increased Income	
	Ramsay's leap Heritage Grant	\$30,000
	Cessnock Rd Weston Blackspot Funding	\$200,000
	Resources for Regions - Hermitage Rd & Wayfinding	\$878,000
	CPTIG Bus Shelter Grant	\$100,000
	Stronger Communities Grant for Birralee Park	\$12,500
	Decreased Income	
	RMS Buchanan Culvert Works	(\$351,800)
	Reduction in Cessnock Civic Precinct revote of grant	(\$150,000)
<b>3</b>	<b>Material &amp; Contracts</b>	<b>\$126,080</b>
	Increased Expenditure	
	Regional Rds Maintenance Program	\$58,193
	Bus Shelter Maintenance Program	\$50,000

## Cessnock City Council

## Capital Budget Review Statement

Budget review for the quarter ended 31 December 2017

## Capital Budget - General Fund

Quarterly Budget Review Statement  
for the period 01/10/17 to 31/12/17

	Original Budget 2017/18	Approved Changes		Revised Budget 2017/18	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs					
<b>Capital Expenditure</b>								
Gravel Rehab & Resheeting Program	317,700	-	-	317,700	-	-	317,700	272,996
Local Road Renewal Program	1,826,043	40,200	(25,484)	1,840,759	7,200	-	1,847,959	541,440
Local Road Construction Program	-	-	3,069,326	3,069,326	(236,364)	1	2,832,962	207,576
Traffic Facilities Program	3,747,000	103,500	(3,702,061)	148,439	-	-	148,439	105,189
Regional Road Renewal Program	1,552,400	-	258,000	1,810,400	-	-	1,810,400	1,017,786
Resources for Regions	-	-	900,500	900,500	-	-	900,500	707,899
Bus Stop Program	-	-	50,000	50,000	-	-	50,000	2,305
Black Spot Program	-	-	200,000	200,000	-	-	200,000	29,997
Drainage Construction Program	1,022,000	1,546,525	(151,800)	2,416,725	-	-	2,416,725	1,790,934
Bridge Construction Program	2,250,500	18,000	1,565,461	3,833,961	236,364	2	4,070,325	1,393,263
Pathways Construction Program	259,100	168,800	296,200	724,100	-	-	724,100	619,004
Pool Facilities Renewal Program	203,200	-	70,000	273,200	-	-	273,200	95,307
Community Buildings Renewal Program	96,500	28,200	-	124,700	-	-	124,700	9,996
Recreation Facilities Renewal Program	160,800	-	(6,422)	154,378	-	-	154,378	12,413
Recreation Buildings Renewal Program	133,500	62,400	-	195,900	-	-	195,900	43,219
Cessnock Civic Precinct Revitalisation Program	122,976	12,100	20,852	155,928	-	-	155,928	29,976
Cemetery Facilities Construction Program	385,000	196,400	(123,193)	458,207	-	-	458,207	120,331
Waste Services Capital Program	270,000	41,100	23,494	334,594	-	-	334,594	307,395
New Garbage Cell Development	430,000	-	-	430,000	-	-	430,000	271,713
Major Plant-Capital-Workshop	-	-	4,050,000	4,050,000	-	-	4,050,000	2,396,027
Other Fixed Assets	1,524,000	-	-	1,524,000	-	-	1,624,000	2,274,696
	1,105,900	483,081	34,764	1,658,669	2,364	-	1,661,033	796,672
<b>Total Capital Expenditure</b>	<b>15,406,619</b>	<b>2,700,286</b>	<b>6,529,637</b>	<b>24,771,486</b>	<b>9,564</b>		<b>24,781,050</b>	<b>13,046,134</b>
<b>Capital Funding</b>								
Rates & Other United Funding	7,756,800	-	245,662	8,002,462	(436)	-	8,020,526	-
Capital Grants & Contributions	2,983,626	-	1,841,298	4,824,924	10,000	-	4,834,924	-
Reserves:								
- External Restrictions/Reserves	-	-	-	-	-	-	-	-
- Internal Restrictions/Reserves	2,617,831	2,698,886	4,360,870	9,794,031	-	-	9,794,031	-
New Loans	1,853,362	-	-	1,853,362	-	-	1,853,362	-
Section 94 Funding	195,000	1,400	81,807	278,207	-	-	278,207	-
<b>Total Capital Funding</b>	<b>15,406,619</b>	<b>2,700,286</b>	<b>6,529,637</b>	<b>24,771,486</b>	<b>9,564</b>		<b>24,781,050</b>	<b>-</b>
<b>Net Capital Funding - Surplus/(Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>

Cessnock City Council

**Quarterly Budget Review Statement**  
for the period 01/10/17 to 31/12/17**Capital Budget Review Statement**  
**Recommended changes to original budget**

Budget Variations being recommended include the following material items:

**Notes**

<b>1</b>	<b>Local Road Construction Program</b>	<b>(\$236,364)</b>
	Decreased Expenditure	
	Transfer to Frame Drive	(\$236,364)
<b>2</b>	<b>Bridge Construction Program</b>	<b>\$236,364</b>
	Increased Expenditure	
	Transfer from Local Road Construction Program	\$236,364



Cessnock City Council

**Quarterly Budget Review Statement**  
for the period 01/10/17 to 31/12/17

**Capital Budget Review Statement**  
**Approved Changes - Other than by QBRs**

Budget Variations already processed prior to the December Review include the following material items:

**Notes**

<b>1</b>	<b>Local Road Renewal Program</b>	<b>(\$25,484)</b>	
	Increased Income		
	Roads to Recovery		\$117,973
	Transfer to Regional Road Renewal Program		(\$258,000)
	Single Invitation Contract Reserve		\$114,543
<b>2</b>	<b>Local Road Construction Program</b>	<b>\$3,069,326</b>	
	Fosters Bridge Roads Component transferred from Traffic Facilities Program		\$1,347,000
	Frame Drive and Fosters transferred from Bridge Construction Program		\$1,722,326
<b>3</b>	<b>Traffic Facilities Program</b>	<b>(\$3,702,061)</b>	
	Fosters Bridge Roads Component transferred to Local Road Construction Program		(\$1,347,000)
	Frame Drive Bridge Roads Component moved to Bridge Construction Program		(\$2,400,000)
	Increased Income		
	Roads to Recovery		\$44,939
<b>4</b>	<b>Regional Road Renewal Program</b>	<b>\$258,000</b>	
	Transfer from Local Road Renewal Program		\$258,000
<b>5</b>	<b>Resources for Regions Program</b>	<b>\$900,500</b>	
	Increased Income		
	Resources for Regions Grant		\$878,000
	S94 Wayfinding Signage		\$22,500
<b>6</b>	<b>Bus Shelters Program</b>	<b>\$50,000</b>	
	Increased Income		
	CPTIGS Grant		\$50,000
<b>7</b>	<b>Black Spot Program</b>	<b>\$200,000</b>	
	Increased Income		
	RMS Grant		\$200,000
<b>8</b>	<b>Drainage Construction Program</b>	<b>(\$151,800)</b>	
	Increased Income		
	RMS Hunter Expressway Reserve Buchanan Culvert Works		\$200,000
	Decreased Income		
	RMS grant income Buchanan Culvert Works		(\$351,800)
<b>9</b>	<b>Bridge Construction Program</b>	<b>\$1,565,461</b>	
	Increased Income		
	Roads to Recovery		\$643,744
	Bridge Replacement Reserve		\$65,380
	Bridges Renewal Program Grant Frame Drive		\$163,427
	Transfer from Pre-Construction Design Program		\$15,236
	Frame Drive Bridge Roads Component moved from Traffic Facilities Program		\$2,400,000
	Frame Drive and Fosters moved into Local Road Construction Program		(\$1,722,326)

Cessnock City Council

**Quarterly Budget Review Statement**  
for the period 01/10/17 to 31/12/17

**Capital Budget Review Statement**  
**Approved Changes - Other than by QBRs**

Budget Variations already processed prior to the December Review include the following material items:

**Notes**

<b>10</b>	<b>Pathways Construction Program</b>	<b>\$296,200</b>	
	Increased Income		
	Roads to Recovery		\$246,200
	CPTIGS Grant		\$50,000
<b>11</b>	<b>Pool Facilities Renewal Program</b>	<b>\$70,000</b>	
	Increased Income		
	Section 94 - Branxton Pool Heat Pumps		\$70,000
<b>12</b>	<b>Recreation Facilities Renewal Program</b>	<b>(\$6,422)</b>	
	Decreased Income		
	Transfer to Recreation Facilities Construction Program		(\$6,422)
<b>13</b>	<b>Recreation Facilities Construction Program</b>	<b>\$20,852</b>	
	Increased Income		
	Transfer from Recreation Facilities Renewal Program		\$6,422
	Transfer from Street Tree Maintenance Program		\$1,930
	Grant Stronger Communities Program		\$12,500
<b>14</b>	<b>Cessnock Civic Precinct Revitalisation Program</b>	<b>(\$123,193)</b>	
	Decreased Income		
	Grant		(\$150,000)
	Increased Income		
	Section 94 Funds		\$26,807
<b>15</b>	<b>Cemetery Facilities Construction Program</b>	<b>\$23,494</b>	
	Transfer from Strategic Asset Planning		\$20,000
	Transfer from Cemeteries Maintenance General Ledger		\$3,494
<b>16</b>	<b>New Garbage Cell Development</b>	<b>\$4,050,000</b>	
	Increased Income		
	Transfer from Internally Restricted Assets		\$4,050,000
<b>17</b>	<b>Other Fixed Assets</b>	<b>\$34,764</b>	
	Increased Expenditure		
	Administration Building Cooling Tower		\$60,000
	(offset by transfer from Internally Restricted Assets)		
	Cultural Services Grant Program		\$20,000
	Decreased Expenditure		
	Transfer from Pre Construction Design to Bridge Construction		(\$25,236)

**Quarterly Budget Review Statement**  
for the period 01/10/17 to 31/12/17

Cessnock City Council

**Cash & Investments Budget Review Statement**

Budget review for the quarter ended 31 December 2017

**Cash & Investments - General Fund**

	Actual 2016/17	Original Budget 2017/18	Approved Changes		Revised Budget 2017/18	Variations for this Dec Qtr	Projected Year End Result
			Carry Forwards	Other than by QBRs			
<b>Externally Restricted <sup>(1)</sup></b>							
Developer Contributions	8,379,889	(225,000)	(1,400)	(70,000)	8,083,489	-	8,083,489
RMS Contributions	2,708,913	-	(228,727)	(200,000)	2,280,186	-	2,280,186
Specific Purpose Unexpended Grants	2,023,062	-	(2,023,062)	-	-	-	-
Domestic Waste Management	432,479	-	-	-	432,479	-	432,479
Other	62,000	-	-	-	62,000	-	62,000
<b>Total Externally Restricted</b>	<b>13,606,343</b>	<b>(225,000)</b>	<b>(2,253,189)</b>	<b>(270,000)</b>	<b>10,858,154</b>	-	<b>10,858,154</b>
(1) Funds that must be spent for a specific purpose							
<b>Internally Restricted <sup>(2)</sup></b>							
Plant & Vehicle Replacement	2,547,532	(540,500)	-	-	1,947,032	-	1,947,032
Employees Leave Entitlement	2,102,357	455,000	-	-	2,557,357	-	2,557,357
Carry Over Works	310,000	-	-	(310,000)	-	-	-
Bridge Replacement	560,514	32,200	-	(65,380)	527,334	-	527,334
Cemetery	4,868	5,200	-	-	10,068	-	10,068
Computer Services	276,943	50,000	-	-	227,091	-	227,091
Insurance Provisions	559,729	(70,700)	-	(99,852)	551,733	-	551,733
Miscellaneous & Property Reserve	1,702,033	(279,900)	-	(282,811)	962,878	249,068	1,211,946
Financial Assistance Grant in Advance	3,481,852	-	-	-	3,481,852	-	3,481,852
Operations & Programs Provision	243,242	190,000	-	-	373,242	(10,419)	362,823
Property Investment Fund	732,411	11,900	-	-	725,361	-	725,361
Rezoning Fees	85,251	-	-	-	85,251	-	85,251
Single Invitation Contracts	846,068	(758,631)	-	(87,437)	-	-	-
Energy Efficiency Reserve	175,111	-	-	-	175,111	(14,400)	160,711
Waste Depot & Rehabilitation	9,146,611	793,030	-	(4,050,000)	6,484,748	(164,296)	6,320,452
<b>Total Internally Restricted</b>	<b>22,774,522</b>	<b>(112,401)</b>	<b>-</b>	<b>(4,485,628)</b>	<b>18,109,058</b>	<b>59,953</b>	<b>18,169,011</b>
(2) Funds that Council has earmarked for a specific purpose							
<b>Unrestricted</b> (ie. available after the above Restrictions)	158,000	-	-	-	161,243	30,020	191,263
<b>Total Cash &amp; Investments</b>	<b>36,538,865</b>	<b>(337,401)</b>	<b>(2,253,189)</b>	<b>(4,755,628)</b>	<b>29,128,455</b>	<b>89,973</b>	<b>29,218,428</b>

Cessnock City Council

**Quarterly Budget Review Statement**  
for the period 01/10/17 to 31/12/17

**Cash & Investments Budget Review Statement****Comment on Cash & Investments Position**

Not Applicable

**Investments**

Investments have been invested in accordance with Council's Investment Policy.

**Cash**

The Cash at Bank figure included in the Cash &amp; Investment Statement totals \$37,237,000

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this bank reconciliation is 31/12/17

**Reconciliation Status**

The YTD Cash &amp; Investment figure reconciles to the actual balances held as follows:

**\$ 000's**

Cash at Bank (as per bank statements)		4,110
Investments on Hand		34,042
less: Unpresented Cheques	(Timing Difference)	(4)
add: Undeposited Funds	(Timing Difference)	66
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	(977)
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	-
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	-
<b>Reconciled Cash at Bank &amp; Investments</b>		<b>37,237</b>

Cessnock City Council

**Quarterly Budget Review Statement**  
for the period 01/10/17 to 31/12/17**Key Performance Indicators Budget Review Statement**

	Current Projection			Actual
	Amounts	Indicator		
	17/18	17/18		16/17
<b>1. Operating Performance</b>				
Operating Revenue (excl. Capital) - Operating Expenses	\$ 2,658	Ratio	3.79%	3.97%
Operating Revenue (excl. Capital Grants & Contributions)	\$ 70,129			

This ratio measures Council's achievement of containing operating expenditure within operating revenue.  
Benchmark: Minimum  $\geq 0.00\%$

<b>2. Own Source Operating Revenue</b>				
Operating Revenue (excl. ALL Grants & Contributions)	\$ 57,228	Ratio	76.34%	63.37%
Total Operating Revenue (incl. Capital Grants & Cont)	\$ 74,964			

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.  
Benchmark: Minimum  $\geq 60.00\%$

<b>3. Unrestricted Current Ratio</b>				
Current Assets less all External Restrictions	\$ 51,206	Ratio	3.79	2.45
Current Liabilities less Specific Purpose Liabilities	\$ 13,494			

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.  
Benchmark: Minimum  $\geq 1.50$

<b>4. Debt Service Cover Ratio</b>				
Operating Result before Interest & Dep. Exp.	\$ 13,128	Ratio	7.25	8.11
Principal Repayments + Borrowing Interest Costs	\$ 1,811			

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.  
Benchmark: Minimum  $\geq 2.00$

<b>5. Rates, Annual Charges, Interest &amp; Extra Charges Outstanding</b>				
Rates, Annual & Extra Charges Outstanding	\$ 1,115	Ratio	2.29%	2.04%
Rates, Annual & Extra Charges Collectible	\$ 48,600			

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.  
Benchmark: Minimum  $< 5.00\%$

<b>6. Cash Expense Cover Ratio</b>				
Current Year's Cash & Cash Equivalents (Incl all Term Deposits) X 12	\$ 38,176	Ratio	6.62	6.31
Payments from Cash Flow of operating and financing activities	\$ 5,765			

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.  
Benchmark: Minimum  $\geq 3.00$

Source for benchmarks: Code of Accounting Practice and Financial Reporting #25

Cessnock City Council

**Quarterly Budget Review Statement**  
for the period 01/10/17 to 31/12/17**Consultancy & Legal Expenses Budget Review Statement**

## Consultancy &amp; Legal Expenses Overview

<b>Expense</b>	<b>YTD Expenditure (Actual Dollars)</b>	<b>Budgeted (Y/N)</b>
Consultancies	\$ 138,457	Y
Legal Fees	\$ 474,150	Y

**Definition of a consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

**Details**

<b>Company</b>	<b>Purpose</b>	<b>Rationale</b>	<b>Amount</b>
Conybeare Morrison International	Cessnock Commercial Precinct Project	Land Use Planning Strategy	\$ 23,282
Premium Claim Solutions	Claims Management - Public Liability	Specialist Claims Management	\$ 42,582
Elizabeth Evans Heritage Consultant	Heritage Advisor	Heritage Specialist	\$ 2,747
Edwards Planning	Heritage Advisor	Heritage Specialist	\$ 9,750
Lindsay Taylor Lawyers	Section 94 Review	Legal Advice	\$ 16,283
Passmore Duff P/L T/as CARM	Staff Development	Training	\$ 12,050
Moir Landscape Architecture	Kurri Kurri Town Centres Masterplans	Land Use Planning Strategy	\$ 13,330
IPWEA - NSW Division	Staff Development	Training	\$ 12,000
CIBIS International P/L	Development of Councillor Dashboard	Specialist Design	\$ 6,432



Legal Expenditure Summary	Original Budget	Sept Review		Revised Budget	Dec Variation	Projected Result	Actual YTD
Debt Recovery	\$ 350,000	\$ 10,000	\$ -	\$ 360,000	\$ -	\$ 360,000	\$ 256,372
Planning & Development	\$ 180,000	\$ 273	\$ -	\$ 180,273	\$ -	\$ 180,273	\$ 182,541
Other Legal Costs	\$ 20,000	\$ 7,000	\$ -	\$ 27,000	\$ 10,837	\$ 37,837	\$ 35,237
Sub Total	\$ 550,000	\$ 17,273	\$ -	\$ 567,273	\$ 10,837	\$ 578,110	\$ 474,150
Less Recoveries							
Debt Recovery	\$ 350,000	\$ 10,000	\$ -	\$ 360,000	\$ -	\$ 360,000	\$ 255,871
Planning & Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 350,000	\$ 10,000	\$ -	\$ 360,000	\$ -	\$ 360,000	\$ 255,871
Net Council Cost	\$ 200,000	\$ 7,273	\$ -	\$ 207,273	\$ 10,837	\$ 218,110	\$ 218,279

Legal Expenditure Details	Original Budget	Sept Review		Revised Budget	Dec Variation	Projected Result	Actual YTD
- Huntlee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,555)
- Legal Advices	\$ 180,000	\$ -	\$ -	\$ 180,000	\$ (115,400)	\$ 64,600	\$ 70,325
- Avery's Rise	\$ -	\$ 273	\$ -	\$ 273	\$ -	\$ 273	\$ 273
- Geary Class 1 Appeal	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ 18,000	\$ 18,035
- Crowne Plaza - Marquee	\$ -	\$ -	\$ -	\$ -	\$ 52,600	\$ 52,600	\$ 52,619
- Crowne Plaza - Workers Accommodations	\$ -	\$ -	\$ -	\$ -	\$ 44,800	\$ 44,800	\$ 44,844
Planning & Development Total	\$ 180,000	\$ 273	\$ -	\$ 180,273	\$ -	\$ 180,273	\$ 182,541
Debt Recovery Total	\$ 350,000	\$ 10,000	\$ -	\$ 360,000	\$ -	\$ 360,000	\$ 256,372
- Property Management	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 1,398
- General Administration	\$ 11,500	\$ (500)	\$ -	\$ 11,000	\$ 10,837	\$ 21,837	\$ 18,374
- General Manager	\$ 6,500	\$ 7,500	\$ -	\$ 14,000	\$ -	\$ 14,000	\$ 15,465
Other Legal Total	\$ 20,000	\$ 7,000	\$ -	\$ 27,000	\$ 10,837	\$ 37,837	\$ 35,237
Total Expenditure	\$ 550,000	\$ 17,273	\$ -	\$ 567,273	\$ 10,837	\$ 578,110	\$ 474,150

## Cessnock City Council

## Statement of Financial Position

as at 31 December 2017

\$ '000	Actual 2017	Year to date 2018
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash & Cash Equivalents	7,039	4,176
Investments	28,500	33,000
Receivables	5,941	23,638
Inventories	376	392
Other	197	-
<b>Total Current Assets</b>	<b>42,053</b>	<b>61,206</b>
<b>Non-Current Assets</b>		
Investments	1,000	1,000
Inventories	1,270	1,270
Infrastructure, Property, Plant & Equipment	744,195	757,684
<b>Total Non-Current Assets</b>	<b>746,465</b>	<b>759,954</b>
<b>TOTAL ASSETS</b>	<b>788,518</b>	<b>821,160</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Payables	7,976	9,147
Borrowings	1,179	1,179
Provisions	8,959	9,648
<b>Total Current Liabilities</b>	<b>18,114</b>	<b>19,974</b>
<b>Non-Current Liabilities</b>		
Payables	1,915	1,915
Income received in advance	773	807
Borrowings	5,419	8,416
Provisions	11,386	11,386
<b>Total Non-Current Liabilities</b>	<b>19,493</b>	<b>22,524</b>
<b>TOTAL LIABILITIES</b>	<b>37,607</b>	<b>42,498</b>
<b>Net Assets</b>	<b>750,911</b>	<b>778,662</b>
<b>EQUITY</b>		
Retained Earnings	432,613	460,364
Revaluation Reserves	318,298	318,298
<b>Total Equity</b>	<b>750,911</b>	<b>778,662</b>

## Cessnock City Council - Monthly Cash Flow Analysis

Month	CBA Cash and Working Accounts											Investment Balance	Total
	Opening Balance	EFT/Chqs	Payroll	New Investments	Roll over Investments	Matured Investments	Other Income	RTA	GST	Rates	Closing Balance		
July 2017	6,277	(6,642)	(1,672)	-	-	2,800	2,140	-	409	2,667	5,979	27,200	33,179
August 2017	5,979	(7,513)	(1,801)	(5,300)	-	-	2,417	2,915	414	8,931	6,042	32,500	38,542
September 2017	6,042	(5,666)	(1,518)	-	-	-	2,477	-	447	4,132	5,914	32,500	38,414
October 2017	5,914	(5,241)	(1,603)	(700)	-	1,700	1,059	119	234	1,038	2,520	31,500	34,020
November 2017	2,520	(6,000)	(1,879)	(2,500)	-	-	6,866	696	(51)	6,657	6,309	34,000	40,309
December 2017	6,309	(5,929)	(1,471)	-	-	-	1,433	87	300	3,426	4,155	34,000	38,155
January 2018	2,655	(4,500)	(1,850)	-	(3,300)	4,900	1,150	300	100	1,900	1,355	29,900	31,255
February 2018	1,355	(5,400)	(1,480)	-	(1,400)	3,400	1,575	300	100	7,100	5,550	27,900	33,450
March 2018	5,550	(4,600)	(1,480)	-	(4,800)	4,800	920	300	200	2,400	3,290	27,900	31,190
April 2018	3,290	(4,200)	(1,480)	-	(2,200)	5,100	920	300	100	1,000	2,830	25,000	27,830
May 2018	2,830	(5,600)	(1,850)	-	-	2,600	1,805	300	200	8,300	8,585	22,400	30,985
June 2018	8,585	(7,200)	(1,480)	-	-	-	920	300	200	1,300	2,625	22,400	25,025
Actual													
Estimate													

## December 2017 Quarterly Review of 2017-21 Delivery Program

### Summary of Progress – 2017-18 Operational Plan Deliverables

	Connected Safe & Creative Community	Sustainable & Prosperous Economy	Sustainable & Healthy Environment	Accessible Infrastructure Services & Facilities	Civic Leadership & Effective Governance	Total	%
On Track	22	14	23	12	24	95	83%
Complete	6	1	3	6	3	19	17%
Total	28	15	26	18	27	114	100%



### Summary of Progress - Measures





	Connected Safe & Creative Community	Sustainable & Prosperous Economy	Sustainable & Healthy Environment	Accessible Infrastructure Services & Facilities	Civic Leadership & Effective Governance	Total	%
On Track	7	4	5	5	6	27	100%
At Risk	-	-	-	-	-	-	%
Total	7	4	5	5	6	27	100%



## Community's Desired Outcome: A Connected, Safe & Creative Community

### OBJECTIVE 1.1: PROMOTING SOCIAL CONNECTIONS

- We are connected to others in our neighbourhood and across the Local Government Area.
- Our community has opportunities to celebrate together.

DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
1.1.1	Engage with the community in reconciliation activities.				
1.1.1.a	Participate in NAIDOC Week and Reconciliation Week activities.		50%	<ul style="list-style-type: none"> <li>• NAIDOC Week 2017 complete.</li> <li>• Planning for Reconciliation Week will commence in the next quarter. Reconciliation Week is held 27 May to 3 June 2018.</li> </ul>	Community & Cultural Engagement
1.1.1.b	Commence implementation of the "Innovate" Reconciliation Action Plan.		25%	<ul style="list-style-type: none"> <li>• Reconciliation Australia has reviewed on three occasions Council's Draft Innovate Plan. Amendments proposed by Reconciliation Australia have been considered and included in the Draft Plan. A Foreword by the Aboriginal and Torres Strait Islander Committee is to be included in the Plan and will be discussed at the February 2018 meeting.</li> </ul>	Community & Cultural Engagement
1.1.2	Develop and deliver programs to engage young people.				
1.1.2.a	Organise and deliver a range of Youth Week activities.		20%	<ul style="list-style-type: none"> <li>• The 2018 Youth Week Planning Committee has commenced meeting and is developing a program of activities in consultation with young people. Youth Week will be held 13 to 22 April 2018.</li> </ul>	Community & Cultural Engagement
1.1.3	Commence implementation of the Disability Inclusion Action Plan.				
1.1.3.a	Commence implementation of the priority actions from the Disability Inclusion Action Plan.		50%	<ul style="list-style-type: none"> <li>• Hearing loop expanded within the Council Chambers to provide greater coverage and was installed August 2017 (delivered by IT Manager).</li> <li>• Council made available the Accessibility Tent in partnership with Ability Links at Carols in the Park.</li> </ul>	Community & Cultural Engagement
1.1.4	Develop and deliver a program of community and civic events.				
1.1.4.a	Organise and deliver a range of Seniors' Week events.		50%	<ul style="list-style-type: none"> <li>• Council unfortunately was not successful in its application for a NSW Seniors Week grant. A draft program of events is being prepared for 2018 Seniors Week in collaboration with the Seniors Week Committee. Seniors Week is from 4 April to 15 April 2018.</li> </ul>	Community & Cultural Engagement

## Community's Desired Outcome: A Connected, Safe & Creative Community




DELIVERY PROGRAM 2017-21	DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
1.1.4.b	Organise and deliver the Spring Awakening Festival.	100%		Cessnock Performing Arts Centre
1.1.4.c	Organise and deliver Carols in the Park.	100%	<ul style="list-style-type: none"> <li>Carols in the Park was held 1 December 2017 and was attended by approximately 3,000 people. The event received positive feedback on Council's social media page.</li> </ul>	Cessnock Performing Arts Centre
1.1.4.d	Organise other civic events such as Australia Day, Citizenship Ceremonies and Hall of Fame events.	50%	<ul style="list-style-type: none"> <li>The current focus is on planning for Australia Day activities.</li> </ul>	Mayor's Office

## OBJECTIVE 1.2: STRENGTHENING COMMUNITY CULTURE

- Our community is aware of and has access to community services.
- Our residents show pride in our local government area.
- Our community organisations have opportunities to work together to develop and deliver services.
- We have adequate multi-purpose sporting and recreation facilities.
- Our facilities are utilised by community groups.





DELIVERY PROGRAM 2017-21	DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
1.2.1	Continue to promote the range of community services across the local government area.			
1.2.1.a	Update the Community Directory.	75%	<ul style="list-style-type: none"> <li>With the support of the School based trainee, a review of local service records for the Community Directory was undertaken and updated accordingly. The Directory will be updated and maintained during the year as required.</li> </ul>	Community & Cultural Engagement
1.2.1.b	Update the New Residents' Pack.	100%	<ul style="list-style-type: none"> <li>The New Residents' Guide has been finalised, distributed to local Real Estate agents and available at Council facilities including Cessnock Performing Arts Centre, the Cessnock Libraries and the Hunter Valley Visitor Centre. It is also available on the Cessnock City Council website.</li> </ul>	Media & Communications

Community's Desired Outcome: A Connected, Safe & Creative Community

DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
1.2.2	Collaborate with the community to develop and deliver services.				
1.2.2.a	Participate in inter-agencies and collaborate in community projects.		50%	<ul style="list-style-type: none"> <li>Attended the Cessnock Anti Violence Network Meeting, Youth and General Interagency, healthy lifestyle network. The Unit is working in partnership with Ability Links to pilot the Accessibility Tent at community events.</li> </ul>	Community & Cultural Engagement
1.2.3	Commence implementation of the Community Infrastructure Strategic Plan.				
1.2.3.a	Commence implementation of the short-term actions from the Community Infrastructure Community Plan.		40%	<ul style="list-style-type: none"> <li>The pilot program for use of space at Marthaville Arts and Culture Centre for a seniors drop in centre continues. The centre is underutilised and is operational Friday and Saturday only. The pilot program is every second Thursday until June 2018. In preparation for the 2018/19 financial year, the hire fees are being reviewed with the Marthaville Arts and Culture Centre Management Committee, to promote an affordable space for hire.</li> <li>A Draft Conservation Management Plan is being prepared by a Consultant for the Richmond Main site and is being reviewed by staff.</li> <li>The Cultural Facilities Committee met on the 18 October 2017 to consider the inclusion of an art gallery at CPAC. The outcome was to negotiate a 12 month plus 12 month option lease with the Samaritans Information Neighbourhood Centre for use of CPAC. A rental valuation of CPAC for neighbourhood centre activities is currently being prepared.</li> </ul>	Community & Cultural Engagement
1.2.3.b	Investigate opportunities for the co-location of cultural facilities within existing cultural and arts related services and facilities.		70%		Community & Cultural Engagement
1.2.4	Provide and manage a range of community, sporting and aquatic facilities.				
1.2.4.a	Support community groups to improve facilities via dollar-for-dollar grants.		40%	<ul style="list-style-type: none"> <li>The Cultural Development Dollar for Dollar Grants Program guidelines was expanded to include community development. This change was recommended by the \$ for \$ Grants Committee and resolved by Council.</li> <li>Call for Community and Cultural Development Dollar for Dollar Grants applications will occur in the next quarter.</li> </ul>	Community & Cultural Engagement Open Space & Community Facilities Environment & Waste








**Community's Desired Outcome: A Connected, Safe & Creative Community**

DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
1.2.4.b	Support community groups to manage facilities in conjunction with Council.		50%	<ul style="list-style-type: none"> <li>Ongoing through allocation of security keys, assistance with bookings and answering day to day enquiries.</li> </ul>	Open Space & Community Facilities
1.2.5	Develop and implement adopted masterplans for community facilities.				
1.2.6	Provide a variety of affordable interment options to the community.				
1.2.6.a	Review and update the Cemetery Strategic Plan.		40%	<ul style="list-style-type: none"> <li>Community engagement phase 1 complete. Draft Masterplans to be presented to Council seeking exhibition in early 2018.</li> </ul>	Open Space & Community Facilities
1.2.7	Prepare and implement a Sponsorship & Subsidies Policy and procedure to build community capacity.				
1.2.7.a	Prepare a draft Sponsorship & Subsidies Policy.		25%	<ul style="list-style-type: none"> <li>Undertaken research to Council resolution to provide report on current sponsorship and subsidies.</li> </ul>	Finance & Admin
1.2.8	Commence implementation of the LGA Signage Strategy.				
1.2.8.a	Prepare an implementation plan for the LGA Signage Strategy.		50%	<ul style="list-style-type: none"> <li>Prepared draft Implementation Plan.</li> </ul>	Infrastructure

## Community's Desired Outcome: A Connected, Safe & Creative Community

### OBJECTIVE 1.3: PROMOTING SAFE COMMUNITIES

- Our residents and visitors feel safe in the Cessnock Local Government Area.
- Our CBD areas are safe at night.
- Our roads are safe for motorists and pedestrians.


DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
1.3.1	Participate in collaborative partnerships to prevent crime.				
1.3.1 a	Participate on the Cessnock City Liquor Accord and Community Safety Precinct Committee.		50%	<ul style="list-style-type: none"> <li>Participated in Committee Meetings.</li> </ul>	Infrastructure
1.3.2	Carry out regulatory and education programs to protect residential amenity and community health and safety.				
1.3.2 a	Commence review of alcohol-free zones across the local government area.		100%	<ul style="list-style-type: none"> <li>Re-established Alcohol free zones in Cessnock, Kurri Kurri and Weston CBD's.</li> </ul>	Infrastructure
1.3.3	Continue to comprehensively and professionally process construction certificates and complying development certificates.		50%		Health & Building
1.3.4	Continue implementation of local government road safety projects from the Road Safety Strategic Plan 2014-2018.				
1.3.4 a	Deliver road safety education and awareness programs under the Joint Local Government Road Safety Program.		50%	<ul style="list-style-type: none"> <li>Conducted young driver training and education at local high school and at Council for parents of learner drivers. Ran driver fatigue prevention program in conjunction with mine operators in Singleton.</li> </ul>	Infrastructure
1.3.5	Improve the safety of the road network.				
1.3.5 a	Provide designs and documentation for road works and traffic facilities to improve the safety of the road environment.		30%	<ul style="list-style-type: none"> <li>Completed design and documentation for Wollombi Road, Millfield and Frame Drive, Abermain. Progressed design for Cooper and Charlton Streets, Cessnock.</li> </ul>	Infrastructure

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**Community's Desired Outcome: A Connected, Safe & Creative Community****OBJECTIVE 1.4: FOSTERING AN ARTICULATE AND CREATIVE COMMUNITY**







- We have thriving cultural precincts throughout the local government area that celebrate our heritage and culture.
- We have a diverse range of cultural and heritage activities.

DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
1.4.1	Develop and deliver the annual Cessnock Performing Arts season program.		50%	<ul style="list-style-type: none"> <li>The 2018 season program was developed, printed and made available to the community late 2017. The 2018 season program is being promoted and a launch is being organised for February 2018.</li> </ul>	Performing Arts Centre
1.4.2	Continue implementation of the priority projects from the Cessnock City Library Review, Report & Strategy.		40%	<ul style="list-style-type: none"> <li>The Home Library Service continues to be reviewed to determine any cost and productivity efficiencies.</li> <li>A Library Visioning Needs Assessment has been prepared by the State Library and is currently in Draft form. The Plan considers the space requirements for the Cessnock and Kurri Library Branches in servicing a growth population.</li> <li>A Library Services Marketing Plan continues to be developed.</li> </ul>	Community & Cultural Engagement
1.4.3	Promote and participate in a range of cultural and heritage activities across the Local Government Area.				
1.4.3.a	Support the Stomp Festival.		100%		Economic Development
1.4.3.b	Support the Nostalgia Festival.		100%		Economic Development

**MEASURES**

MEASURES	CONTEXT/BENCHMARK	BASE	TARGET	CURRENT	STATUS	COMMENT
Engagement with young people	<p>This measure is the number of young people attending and participating in structured programs and drop-in services with CYCOS each year.</p> <p>This is a measure of the effectiveness of Council's provision of services to young people.</p> <p>This measure was 11,234 in 2015-16.</p>	11,234 2015-16	Maintain	3,598 YTD		<p>Oct to Dec - 1,205</p> <p>Note: The fourth quarter will include Youth Week attendance and will change the data in the later part of the financial year.</p>

**Community's Desired Outcome: A Connected, Safe & Creative Community**

MEASURES	CONTEXT/BENCHMARK	BASE	TARGET	CURRENT	STATUS	COMMENT
Regulatory Premises inspections	This measure is the number of regulatory premises inspections carried out divided by the programmed regulatory premises inspections during a year. Regulatory premises inspections include food shop inspections, skin penetration inspections etc. This is a measure of Council's contribution to the health and safety of the community. In 2015-16 there were 732 inspections and 95% of programmed inspections were carried out.	95% 2015-16	100%	50%		On track
Water cooling system inspections	This measure is the number of registered premises at 1 July; and the number of water cooling towers inspected for legionnaires' disease divided by the programmed number of water cooling tower inspections during a year. This is a measure of Council's contribution to the health of the community. In 2015-16 there were 29 water cooling towers and 100% of programmed inspections were carried out.	100% 2015-16	100%			Program scheduled to be carried out in April 2018
Public Swimming Pool and Spa inspections	This measure is the number of public swimming pools and spas inspected divided by the programmed number of public swimming pool and spa inspections. This is a measure of Council's contribution to the health and safety of the community. In 2015-16 there were 94 public swimming pools and spas and 100% of programmed inspections were carried out.	100% 2015-16	100%	40%		Program runs from Nov - Feb annually, however has been extended to ensure program target achieved.
Library Programs	These measures are the number of programs offered at Council's libraries plus the number of attendees. This data is sourced from NSW Public Libraries statistics. This is a measure of the libraries engagement with the community for the purpose of both recreation and education. In 2014-15 the median for NSW public libraries was 563 programs and 11,582 attendees.	810 programs 2014-15 15,582 attendees 2014-15	>NSW median	419		Oct - Dec 177
Cessnock Performing Arts Centre Audience	This measure is the number audience members that have attended performances at the Cessnock Performing Arts Centre in a calendar year. This measure is sourced from the centre's ticketing system.	12,028 2015	>NSW median	12,175		Oct - Dec 3,809
Participation in major civic and community events and programs	The number of community members attending and participating in major civic and community events and programs provided by CPAC each year.	2,500 2015	Maintain	9,433		Oct - Dec 4,831 This quarter includes the dance school season.
			3,000	6,240 + 740 community programs		2,500 - Spring Awakening 3,000 - Carols in the Park Community programs include:- ADFAS - 360 attendances Choir - 180 attendances Drama - 200 attendances

## Community's Desired Outcome: A Sustainable & Prosperous Economy

### OBJECTIVE 2.1: DIVERSIFYING LOCAL BUSINESS OPTIONS





- Our local government area is attractive to and supportive of business.
- We have a diversity of businesses and industries across the local government area.
- We have adequate industrial and employment lands and thriving commercial precincts

DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
2.1.1	Undertake a follow-up Business Capability Study (to include trend analysis) and a Liveability Study.		0%	<ul style="list-style-type: none"> <li>This to be undertaken in the 2018/2019 operational plan.</li> </ul>	
2.1.2	Identify opportunities and advocate for economic development and infrastructure funding.		50%		
2.1.3	Implement a Business Investment Attraction Program.				
2.1.3 a	Use the Investment Prospectus to market to targeted industries.		50%	<ul style="list-style-type: none"> <li>Business Investment Documents now complete and ready to be implemented.</li> </ul>	Economic Development
2.1.4	Provide support for activation of commercial centres, business engagement, promotion and support for business growth.				
2.1.4 a	Support main street programs.		100%		Economic Development
2.1.5	Finalise and commence implementation of the Cessnock Commercial Precinct, Public Domain Plan, DCP and s94 Plan.		20%	<ul style="list-style-type: none"> <li>Adopted by Council on 20 September 2017. Implementation on-going.</li> </ul>	Strategic Land & Environmental Planning
2.1.6	Finalise and commence implementation of the Kurri Kurri District Plan and Town Centre Masterplan, Public Domain Plan, DCP and s94 Plan.		40%	<ul style="list-style-type: none"> <li>Council resolved to defer adoption of final strategy and masterplans for Councillor briefing-scheduled for February 2018</li> </ul>	Strategic Land & Environmental Planning
2.1.7	Continue delivery of the Branxton Sub-Regional Plan – Stage 2.		30%	<ul style="list-style-type: none"> <li>Implementation of Stage 2 on-going.</li> </ul>	Strategic Land & Environmental Planning

## Community's Desired Outcome: A Sustainable & Prosperous Economy

### OBJECTIVE 2.2: ACHIEVING MORE SUSTAINABLE EMPLOYMENT OPPORTUNITIES

- We have learning opportunities for people of all ages.
- We have employment opportunities in the local government area.

DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
2.2.1	Develop and communicate employment-related information to businesses.				
2.2.1 a	Develop critical information kits on workforce planning, employment incentives, flexible work arrangements and industrial relations.		25%	<ul style="list-style-type: none"> <li>Planning has commenced to develop 3 information kits.</li> </ul>	Economic Development
2.2.2	Undertake a Skills Needs Analysis and collaborate with State and Federal Governments to promote employment.		10%	<ul style="list-style-type: none"> <li>\$15,000 external funding secured, project plan developed, commence in February 2018.</li> </ul>	
2.2.3	Continue the Cessnock City Youth First Project.		50%	<ul style="list-style-type: none"> <li>Youth First Employment Toolkit distributed to all Councils nationally.</li> </ul>	
2.2.4	Provide and promote apprenticeships and traineeships within Council.				
2.2.4 a	Explore opportunities within the Council workforce for traineeships, apprenticeships and work experience programs.		50%	<ul style="list-style-type: none"> <li>Council currently has 7 apprenticeships within our Works and Infrastructure Directorate across the following trades, Mechanic, Bridge Carpenters, Carpenter, Painting and Parks and Gardens</li> <li>Council's 3 School Based Trainees (SBTs), including one funded from the Elsa Dixon Scholarship, will be moving into their second year of on the job training and are currently completing their final year of senior school culminating with the HSC exams in October 2018. The second round of SBTs have been recruited with 2 new trainees commencing in early February 2018, including a trainee being funded through another successful scholarship through the Elsa Dixon Scholarship Program</li> <li>A Trainee within Council's finance team has commenced in January 2018 and is undertaking a Certificate III in Accounts Administration.</li> <li>Work experience students are continuing to be placed across the Council accommodating students from local High schools.</li> </ul>	Human Resources

## Community's Desired Outcome: A Sustainable & Prosperous Economy

### OBJECTIVE 2.3: INCREASING TOURISM OPPORTUNITIES AND VISITATION IN THE AREA

- We have a range of diverse visitor experiences across the entire local government area.
- Our local government area is attractive to visitors.

DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
2.3.1	Collaboratively identify markets and promote the local government area's tourism industry.		50%	<ul style="list-style-type: none"> <li>EDU initiated Destination Marketing Campaign, raising \$300K. EOI now lodged with DNSW.</li> </ul>	Economic Development
2.3.2	Promote and grow the Hunter Valley Visitor Centre.		50%		Economic Development
2.3.3	Support major community events and festivals.		50%	<ul style="list-style-type: none"> <li>Provided Roads Act approval and support for local events including Wollombi Markets, Postle Bike GP, Slomp Festival, Kurri Community Festival, and Spring Awakening.</li> </ul>	Infrastructure
2.3.4	Commence an implementation plan for the Vineyard Signage Strategy.				
2.3.4 a	Prepare an implementation plan for the Vineyard Signage Strategy.		50%	<ul style="list-style-type: none"> <li>Prepared draft Implementation Plan.</li> </ul>	Infrastructure

### MEASURES


MEASURES	CONTEXT/BENCHMARK	BASE	TARGET	CURRENT	STATUS	COMMENT
Satisfaction with economic development activities	This measure is from a random survey of residents where they are asked to rate their satisfaction with Council's efforts in encouraging business and industry on a scale of 1-5 where 1 = low satisfaction and 5 = high satisfaction. The 2016 rating was 3.16 (compared with 3.07 in 2014).	3.16 2016	>3	3.16 2016		Reported annually
Engagement with business community	This measure is the number of unique visitors on the Advance Cessnock City website (sourced from the website analytics). This is a measure of engagement with the local business community. The number of unique visitors in 2015-16 was 25 860.	25 860 2015-16	28 000	19 609 YTD		

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Community's Desired Outcome: A Sustainable & Prosperous Economy




MEASURES	CONTEXT/BENCHMARK	BASE	TARGET	CURRENT	STATUS	COMMENT
Engagement with potential tourists	This measure is the number of unique visitors on the Hunter Valley Visitor Centre website (sourced from the website analytics). This is a measure of engagement with tourists/potential tourists to the area. The number of unique visitors in 2015-16 was 361,918.	361,918 2015-16	398,000	308,482 YTD	 Ahead	
Visits to Hunter Valley Visitor Centre	This measure is the number of visitors to the Hunter Valley Visitor Centre (sourced from the counters at the entrance to the Hunter Valley Visitor Centre). This is a measure of in-bound tourism to the area. The number of visitors in 2016 was 102,175.	102,175 2016	>100,000	45,450 YTD		•

**Community's Desired Outcome: A Sustainable & Healthy Environment****OBJECTIVE 3.1: PROTECTING & ENHANCING THE NATURAL ENVIRONMENT & THE RURAL CHARACTER OF THE AREA**

- Our area's rural character and heritage is protected.
- Our community is aware of the value of natural resources and biodiversity.
- Our environmental amenity is protected and enhanced.
- Our waterways and catchments are maintained and enhanced.

DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
3.1.1	Finalise Cessnock City Planning Strategy and commence implementation.				
3.1.1.a	Finalise the Cessnock City Planning Strategy.		20%	<ul style="list-style-type: none"> <li>Cessnock City Planning Strategy being prepared.</li> </ul>	Strategic Land & Environment Planning
3.1.2	Undertake a strategic land use review of the urban villages in the local government area.				
3.1.2.a	Scope the project to review the urban villages in the local government area.		0%	<ul style="list-style-type: none"> <li>To be implemented in the 1<sup>st</sup> quarter of 2018.</li> </ul>	Strategic Land & Environment Planning
3.1.3	Progress the review of land use planning controls within the vineyard district.		40%	<ul style="list-style-type: none"> <li>Council resolved to defer consideration pending a Councillor Briefing-scheduled for February 2018.</li> </ul>	
3.1.4	Continue implementation of the Biodiversity Strategy.				
3.1.4.a	Ensure future zones within the planning framework are truly reflective of land capability and biodiversity values.		20%	<ul style="list-style-type: none"> <li>Being implemented in the current drafting of the Cessnock City Planning Strategy</li> </ul>	Strategic Land & Environment Planning
3.1.5	Continue to implement the Carbon Management & Energy Reduction Strategy.				
3.1.5.a	Commence implementation of the Energy Efficiency Project.		10%	<ul style="list-style-type: none"> <li>Lighting quotes for Administration Building received and successful contractor engaged to undertake refit in Jan-Feb 2018.</li> </ul>	Environment & Waste
3.1.6	Manage the risks to climate change and improve resilience to extreme weather events, flooding, bushfire, mine subsidence and land contamination.				
3.1.6.a	Adopt a Climate Change Policy.		0%	<ul style="list-style-type: none"> <li>Will commence on the appointment of staff resource.</li> </ul>	Strategic Land & Environment Planning

Community's Desired Outcome: A Sustainable & Healthy Environment

DELIVERY PROGRAM 2017-21	DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
3.1.6.b	Continue the investigation, prioritisation and remediation of closed landfill sites.	20%	<ul style="list-style-type: none"> <li>Preliminary investigation and rating has been undertaken. Next stage includes Detailed Investigations for High Priority Sites and the development of Remediation Action Plans. Tender for this work will occur in early 2018.</li> </ul>	Environment & Waste
3.1.6.c	Adopt a contaminated land policy and procedures.	0%	<ul style="list-style-type: none"> <li>Will commence on the appointment of staff resource.</li> </ul>	Strategic Land & Environment Planning
3.1.7	Manage Council's environmental assets.			
3.1.7.a	Develop and implement the flying fox camp management plan.	50%	<ul style="list-style-type: none"> <li>Flying Fox Camp Management Plan adopted by Council. Waiting outcome of grant application lodged in this Quarter.</li> </ul>	Strategic Land & Environment Planning
3.1.8	Carry out regulatory and education programs to protect and enhance the natural environment and environmental health.			
3.1.8.a	Continue community engagement and education relating to environmental initiatives.	0%	<ul style="list-style-type: none"> <li>Will commence on the appointment of staff resource.</li> </ul>	Strategic Land & Environment Planning
3.1.8.b	Continue to implement the OSSM Strategy.	50%	<ul style="list-style-type: none"> <li>On track</li> </ul>	Health & Building
3.1.8.c	Continue implementation of the Regional Weeds Action Plan.	50%	<ul style="list-style-type: none"> <li>This work is on-going over the year. Recent works have seen team involved in control works at Balikerra Canal for Hunter Water on cost recovery basis.</li> </ul>	Environment & Waste
3.1.9	Commence implementation of the priority recommendations from flood studies and risk management plans for major catchments in the local government area.			
3.1.9.a	Commence the Swamp/Fishery Flood Study priority projects.	100%	<ul style="list-style-type: none"> <li>Unsuccessful grant application for clearing creek. Recommendation to apply for future environmental grants.</li> <li>Council successful in obtaining grant funding to carry (Investigation &amp; Design) for Flood Warning System.</li> </ul>	Infrastructure
3.1.9.b	Commence the Cessnock City (Black Creek) priority recommendations for South Cessnock.	60%	<ul style="list-style-type: none"> <li>Progressed Concept Design for Bund Wall east of South Cessnock.</li> </ul>	Infrastructure

## Community's Desired Outcome: A Sustainable &amp; Healthy Environment

DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
3.1.9.c	Continue the Greta/Anvil Creek Flood Study.		50%	<ul style="list-style-type: none"> <li>Completed review of flood data, new hydraulic and hydrologic models.</li> </ul>	Infrastructure
3.1.10	Continue implementation of Council's Trunk Stormwater Drainage Strategy to protect and enhance the natural environment.		50%	<ul style="list-style-type: none"> <li>Progressed draft Trunk Stormwater Strategy and Implementation Plan. Commenced preparation of presentation and exhibition material.</li> </ul>	
3.1.11	Commence development of a street tree strategy.		5%	<ul style="list-style-type: none"> <li>Industry seminar attended and review of other strategies underway.</li> </ul>	

## OBJECTIVE 3.2: BETTER UTILISATION OF EXISTING OPEN SPACE

- Our open spaces are distributed where people live.
- We have green corridors connecting our open space areas.
- Our open spaces have suitable amenities and plenty of shade.

DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
3.2.1	Implement the Recreation & Open Space Strategic Plan 2017.				
3.2.1.a	Commence implementation of high priority recommendations from the Recreation & Open Space Strategic Plan 2017.		0%	<ul style="list-style-type: none"> <li>Recreation &amp; Open Space Strategic Plan to be considered for public exhibition by Council in March and adoption by 30 June 2018.</li> </ul>	Open Space & Community Facilities
3.2.2	Develop new Plans of Management		75%	<ul style="list-style-type: none"> <li>Generic Plans of Management developed for General Community Use and General Community Use-Drainage.</li> </ul>	Open Space & Community Facilities
3.2.3	Continue to implement the adopted masterplans for Council's recreation & community facilities and spaces.		50%	<ul style="list-style-type: none"> <li>Bridges Hill Playground and Cessnock CBD Masterplans.</li> </ul>	Open Space & Community Facilities
3.2.4	Provide and maintain recreation facilities, streetscapes and public open space.				

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### Community's Desired Outcome: A Sustainable & Healthy Environment




DELIVERY PROGRAM 2017-21	DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
3.2.4 a	Undertake routine maintenance in accordance with schedules.	50%	<ul style="list-style-type: none"> <li>On-going.</li> </ul>	Open Space & Community Facilities

### OBJECTIVE 3.3: BETTER WASTE MANAGEMENT AND RECYCLING

- We divert more of our household waste for recycling or re-processing.






DELIVERY PROGRAM 2017-21	DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
3.3.1	Construct and introduce and waste transfer station at Council's Waste Management Centre.			
3.3.1 a	Construct and commission the Waste Transfer Facility including a Community Recycling Centre.	100%	<ul style="list-style-type: none"> <li>Waste transfer Facility was officially opened 13 November 2017, including the Community Recycling Centre. Since operation begun gaps in staffing levels to cover 7 day rostered staffing arrangement and amount of activity (customers) using facility has strained existing resource levels. Data around use and activity being collected to provide further report around effective staffing levels to optimise operating performance of Centre.</li> </ul>	Environment & Waste
3.3.2	Commence construction of the landfill extension project.			
3.3.2 a	Progress construction of the landfill extension project.	50%	<ul style="list-style-type: none"> <li>Design works are completed. Met with EPA (1 Nov 2017) to discuss progress of site development and capping requirements. Potential for development to support capping requirements - meeting sought direction and support documents required by EPA. Response rec'd 22 Dec 2017.</li> </ul>	Environment & Waste

Community's Desired Outcome: A Sustainable & Healthy Environment

DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
3.3.3	Continue implementation of the priority projects from the Waste Management Strategy 2014-19 and the EPA Waste Less Recycle More program.		50%	<ul style="list-style-type: none"> <li>Kerbside Bin Audits undertaken in October. Waste bins contents have dropped on average by 2kg per week since October 2016. Recycling recovery is up 3% from previous audit. 15% of recycling remains in general waste bin, which is a decrease of 2% from previous audit. 90% of garden organics being recovered with the introduction of the kerbside collection.</li> <li>The half price compost bins and worm farms project was completed to align with the introduction of the kerbside organics service. This project has been successfully running for 4 years.</li> <li>A high school video project where students developed a waste avoidance TV commercial was completed. Over 3,000 votes were received for the commercials. Kurri Kurri High School was the overall winner.</li> <li>An Internal Environmental Audit was undertaken in December to assess compliance of the landfill site with the Environment Protection Licence. Recommendations were made and are being addressed.</li> </ul>	Environment & Waste
3.3.4	Update the Waste Management Strategy for the period 2020-24.		10%	<ul style="list-style-type: none"> <li>Not commenced at this stage - will be commenced mid 2018.</li> </ul>	Environment & Waste
3.3.5	Continue to implement programs that target litter and illegal dumping.		100%	<ul style="list-style-type: none"> <li>Education/promotional campaign commenced on back of bus advertising "Better not mess with Cessnock" utilising local identities.</li> <li>Worked with Hunter Councils to develop and commence delivery of a Regional Arterial Roads Litter Project around HEX and New England Highway.</li> </ul>	Environment & Waste

Community's Desired Outcome: A Sustainable & Healthy Environment

MEASURES






MEASURES	CONTEXT/BENCHMARK	BASE	TARGET	CURRENT	STATUS	COMMENT
Engagement of community in biodiversity, sustainability & natural resource matters	This measure is the number of people engaged in biodiversity, sustainability and natural resource workshops, presentations and consultation.	N/A	1,000	696		Community Engagement activities being undertaken by Environment and Waste Section. Biodiversity month September-October 2017 included 5 presentations (with 106 attendees), 1 nature walk (19 attendees) and biodiversity open day at Cessnock Mens Shed and Community Garden with 255 attendees, 1,500 plants and 150 bags reprocessed compost given away. 149 pledges to Habitat Stepping Stones. 45 students attended Catchment Crawl in November 2017. Undertook problem waste survey for CRC opening with 22 responses.
Environmental health and protection inspections	This measure is the number of on-site sewage management systems and the number of inspections carried out divided by the programmed number of inspections in line with Council's On-Site Sewage Management System Strategy. This is a measure of Council's contribution to the health of the local environment. In 2015-16 749 inspections were carried out.	83% 2015-16	80%	50%		On track
Completion of Capital Works Program - Recreation	This measure is the number of completed projects divided by the total number of projects (in the CFR, CBR, CFP, CBC, and CFC sections) of the adopted Recreation & Buildings Capital Works Program.	64%	>85%	43%		
Waste & Recycling	This is a measure of the number of tonnes recycled and re-processed via the kerbside recycling and organics collection service. The kerbside recycling service was provided to 21,022 properties in 2015-16. This measure is sourced from Hunter Resource Recovery.	5,501t 2015-16	11,300t	4709 t		Jul-Dec 17: 2416.54t recycling 2292.85t garden organics 38% diversion from kerbside Container Deposit Scheme commenced from 1 December 2017 which may divert recycling out of kerbside bins as more collection options become available.
Waste & Recycling	This is a measure of the number of domestic waste collection services provided by Council. In 2015-16 there were 23,781 domestic waste collection services.	21,022 2015-16	21,500	21,230 2016-17		The number of services is reported annually on 30 June.





## Community's Desired Outcome: Accessible Infrastructure, Services & Facilities

### OBJECTIVE 4.1: BETTER TRANSPORT LINKS

- We have access to a range of public and community transport within the local government area.
- We have access to a range of public and community transport beyond the local government area.
- We have a new passenger train service in Cessnock.
- Our communities are linked by walking and bike tracks.


DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
4.1.1	Advocate for increased road, public and community transport and associated infrastructure funding.				
4.1.1.a	Advocate for commuter car parking to provide car pooling and community transport opportunities associated with the Hunter Expressway.		100%	<ul style="list-style-type: none"> <li>Prepared Concept Options Report and advocated for implementation by State Government.</li> </ul>	Infrastructure
4.1.1.b	Support applications for upgrades of bus stops.		100%	<ul style="list-style-type: none"> <li>Submitted and received funding for upgrade of 15 bus stops.</li> </ul>	Infrastructure
4.1.2	Commence implementation of the Traffic & Transport Strategy.				
4.1.2.a	Commence investigation and design of high priority projects from the Traffic & Transport Strategy.		50%	<ul style="list-style-type: none"> <li>Completed Public Exhibition of draft T &amp; T Strategy. Council Report pending. Commenced investigation and design for upgrade of Wollombi Road, Cessnock.</li> </ul>	Infrastructure
4.1.3	Commence implementation of the Pedestrian Access & Mobility Plan.		90%	<ul style="list-style-type: none"> <li>Planning for footpath in Campbell Street, West Cessnock in progress.</li> </ul>	Infrastructure
4.1.4	Commence implementation of the Cycling Strategy.		100%	<ul style="list-style-type: none"> <li>Completed design and documentation for Weston Overpass cycleway.</li> </ul>	Infrastructure
4.1.5	Contribute to the investigations and planning for the Richmond Vale Rail Trail.		0%	<ul style="list-style-type: none"> <li>Will commence on the appointment of staff resource.</li> </ul>	Strategic Land & Environment Planning
4.1.6	Continue implementation of the Cessnock Airport Strategic Plan.		90%	<ul style="list-style-type: none"> <li>Review of draft Strategic Plan underway.</li> </ul>	Works & Operations

### Community's Desired Outcome: Accessible Infrastructure, Services & Facilities


DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
4.1.7	Complete the preparation of a City Wide Section 94 Contributions Plan.		30%	<ul style="list-style-type: none"> <li>City wide s94 Contributions Plan being implemented through the review, repeal and adoption of s94 contributions plans and planning agreements.</li> </ul>	Strategic Land & Environmental Planning
4.1.8	Adopt the City Wide Section 94A Contributions Plan.				
4.1.8 a	Finalise the City Wide Section 94A Contributions Plan.		100%	<ul style="list-style-type: none"> <li>S94A Plan adopted and in place.</li> </ul>	Strategic Land & Environmental Planning

### OBJECTIVE 4.2: IMPROVING THE ROAD NETWORK

- We have a high quality road network.
- We have managed the traffic impact of the Hunter Expressway on local communities.

DELIVERY PROGRAM 2017-21		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
4.2.1	Develop prioritised capital works programs in line with adopted Asset Management Plans.		100%	<ul style="list-style-type: none"> <li>Capital Works Programs developed in line with adopted AMPs.</li> </ul>	Infrastructure
4.2.2	Deliver prioritised on-ground Capital Works and Maintenance Programs.				
4.2.2 a	Undertake a review of the unsealed rural road schedule.		75%	<ul style="list-style-type: none"> <li>Initial review of existing Maintenance Schedule undertaken as part of Service Improvement Project. Pilot sites selected for testing of different materials.</li> </ul>	Works & Operations
4.2.2 b	Design and document quality road work, bridges and culverts for the Capital Works Program.		50%	<ul style="list-style-type: none"> <li>Progressed design and documentation of roadwork, bridges and a culvert.</li> </ul>	Infrastructure
4.2.2 c	Advocate for and support applications for grant funding to improve road infrastructure.		75%	<ul style="list-style-type: none"> <li>Prepared and submitted grant applications.</li> </ul>	Infrastructure

**Community's Desired Outcome: Accessible Infrastructure, Services & Facilities**

DELIVERY PROGRAM 2017-21	DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
4.2.3	Continue to improve support services and facilities to assist works delivery and service provision.			
4.2.3 a	Implement action plan from the "Leading Practice in Procurement" program.	10%	<ul style="list-style-type: none"> <li>LEAP Program has been developed with action items identified. Will be progressed once roles and responsibilities determined</li> <li>External audit has identified actions items - these are in progress.</li> <li>An internal audit is complete and recommendations in process of being included in policy.</li> </ul>	Finance & Admin
4.2.3 b	Identify and scope the priority projects from the heavy plant and equipment service improvement project.	0%	<ul style="list-style-type: none"> <li>Scoping to be undertaken in the 2nd half of 2017/18.</li> </ul>	Works & Operations
4.2.3 c	Progress the improvements identified in the Depot Masterplan.	100%	<ul style="list-style-type: none"> <li>Funded works completed. Application for funding for remaining projects to be recommended for inclusion in 18/19 budget.</li> </ul>	Works & Operations
4.2.4	Work with the State Government to develop a land use strategy for the Hunter Expressway corridor.	5%	<ul style="list-style-type: none"> <li>Council staff working with Department of Planning and Environment and RMS in delivering this project. Department of Planning and Environment is the lead agency. Council has no control on the progress of this State project.</li> </ul>	Strategic Land & Environmental Planning

**OBJECTIVE 4.3: IMPROVING ACCESS TO HEALTH SERVICES LOCALLY**

- We have better availability of and access to hospitals and health services in the local government area.
- We have better availability of and access to general practitioners and dental services in the local government area.
- We have regional standard health services, facilities and health professionals.

DELIVERY PROGRAM 2017-21	DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
4.3.1	Advocate for health services on behalf of the community.			

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## Community's Desired Outcome: Accessible Infrastructure, Services &amp; Facilities



DELIVERY PROGRAM 2017-21	DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
4.3.1 a	Identify the priority projects from the Health & Wellbeing Plan.	25%	<ul style="list-style-type: none"> <li>A community launch of the 5 Ways to Well-being message is being discussed with the Cessnock Healthy Lifestyle Network.</li> </ul>	Community & Cultural Engagement

## MEASURES

MEASURES	CONTEXT/BENCHMARK	BASE	TARGET	CURRENT	STATUS	COMMENT
Asset Management Maturity	This measure is the qualitative assessment of Council's Asset Management maturity. The measure is assessed on a scale of basic, core and advanced.	Core June 2016	Intermediate			Assessed annually in June.
Completion capital works program – roads, bridges and drainage	This measure is the number of completed projects divided by the total number of projects (in the CRL, CRR, CRV, CBS, CDR, RRL and RRR sections) of the adopted Roads, Bridges & Drainage Capital Works Program.	84% 2015-16	>85%	87% 2016-17		
Asset Renewal	This measure is the three year average of asset renewal (for buildings and infrastructure) divided by depreciation, amortisation & impairment (for buildings and infrastructure). The Fit for the Future benchmark is greater than 100% (average over three years).	142.1% 2015-16	>100%	100.8% 2016-17		Updated annually
Infrastructure Backlog	This measure is the estimated cost to bring assets to a satisfactory condition divided by the total written down value of infrastructure, buildings, other structures and depreciable land improvements. The Fit for the Future benchmark is less than 2%.	2.0% 2015-16	<2%	3.4% 2016-17		Updated annually
Asset Maintenance	This measure is the three year average of actual asset maintenance divided by required asset maintenance. The Fit for the Future benchmark is greater than 100% (average over three years).	104.0% 2015-16	>100%	102.2% 2016-17		Updated annually

**Community's Desired Outcome: Civic Leadership & Effective Governance****OBJECTIVE 5.1: FOSTERING AND SUPPORTING COMMUNITY LEADERSHIP**

- We have well-trained and qualified leaders in our community and in our workforce.
- Our young people have aspirations to become leaders.
- Our Council is committed to implementing our community's vision.







DELIVERY PROGRAM 2017-2021		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
5.1.1	Foster professional development of Councillors.				
5.1.1.a	Undertake a skills audit of Councillors.		20%	<ul style="list-style-type: none"> <li>Working on a Survey in Survey Monkey to determine what training Councillors have had and any relevant skills they hold.</li> </ul>	Finance & Admin
5.1.1.b	Prepare a cost-effective professional development program for Councillors.		20%	<ul style="list-style-type: none"> <li>Council Report schedule to go to 7 Feb Meeting to advise Councillors of Proposed Guidelines released by OLG and Working with GM Executive Assistant to understand what professional development and training has already been provided so that a program can be fully developed.</li> </ul>	Finance & Admin
5.1.2	Conduct pre-induction and induction programs for the 2020 local government election.		10%	<ul style="list-style-type: none"> <li>Undertaking research to determine appropriate information to include in pre-induction and induction training in preparation for the next election.</li> </ul>	Finance & Admin

**OBJECTIVE 5.2: ENCOURAGING MORE COMMUNITY PARTICIPATION IN DECISION MAKING**

- We are informed about our community.
- We are involved in decisions affecting our community.
- We have improved relationships between different levels of government.

DELIVERY PROGRAM 2017-2021		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY




Community's Desired Outcome: Civic Leadership & Effective Governance

DELIVERY PROGRAM 2017-2021		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
5.2.1	Commence implementation of priority projects from the Communications & Engagement Strategy.				
5.2.1 a	Increase use of social media to engage with the community.		50%	<ul style="list-style-type: none"> <li>The use of social media and engagement of residents continues to grow and move in a positive direction. This is reflected in the growth of likes. In November the Cessnock City Council Facebook page had 5,286 likes and in December this number grew to 5,527.</li> </ul>	Media & Communications
5.2.2	Actively participate in and collaborate with Hunter Joint Organisation to promote the interests of the local government area.		50%	<ul style="list-style-type: none"> <li>The Local Government Amendment (Regional Joint Organisation) Act 2017 commenced on 15 December 2017. The legislation allows for councils to voluntarily join new Joint Organisations (JOs). Cessnock must nominate to be part of the new JO by providing a council resolution to the Minister for Local Government by 28 February 2018. A Council Report is being prepared.</li> </ul>	Finance & Administration
5.2.3	Continue to monitor and respond to the State Government's local government reform program to improve the financial sustainability of councils.		50%	<ul style="list-style-type: none"> <li>The Local Government Amendment (Regional Joint Organisation) Act 2017 commenced on 15 December 2017. A Council Report is being prepared. (linked to 5.2.2).</li> </ul>	Finance & Administration
5.2.4	Continue to support and monitor the operations of Section 355 committees.				
5.2.4 a	Review the operations of all Section 355 committees to ensure they continue to be fit for purpose.		75%	<ul style="list-style-type: none"> <li>95% of Section 355 Agreements finalised.</li> </ul>	Open Space & Community Facilities

**Community's Desired Outcome: Civic Leadership & Effective Governance**




**OBJECTIVE 5.3: MAKING COUNCIL MORE RESPONSIVE TO THE COMMUNITY**

- Our Council is responsive to the community.
- Our Council's processes are efficient and transparent.




DELIVERY PROGRAM 2017-2021		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
5.3.1	Develop and commence implementation of the Customer Service Strategy sub-plans.				
5.3.1 a	Develop Customer Service Strategy sub-plans.		50%	<ul style="list-style-type: none"> <li>The action plan has been reviewed and priorities determined, a timetable for implementation has been drafted and high priorities have commenced.</li> </ul>	Business Support & Customer Relations
5.3.1 b	Commence customer service training across the organisation.		20%	<ul style="list-style-type: none"> <li>Customer Service induction training has continued for all new staff. Report is scheduled to be presented to ELT in February 2018 to consider funding source for organisation training.</li> </ul>	Business Support & Customer Relations
5.3.2	Continue to conduct regular development consultation forums.		50%	<ul style="list-style-type: none"> <li>The most recent Development Consultation Forum was held on 17 October 2017 with 42 industry representatives in attendance. Positive feedback received. The next Forum is scheduled to occur on 14 March 2018.</li> </ul>	Development Services
5.3.3	Continue to efficiently and effectively process development applications and respond to planning-related enquiries.				
5.3.3 a	Refine and expand the online lodgement of applications.		50%	<ul style="list-style-type: none"> <li>Internal processes are continuing to be refined</li> <li>The percentage of applications received electronically has increased to 25%</li> <li>Development Consultation Forum was held in October 2017 with a presentation outlining the electronic lodgement and system enhancements. Developers were encouraged to lodge their applications electronically.</li> <li>A number of Council staff attended the Department of Planning and Environment Local Development Information Forum held on 15 November 2017.</li> </ul>	Business Support & Customer Relations



Community's Desired Outcome: Civic Leadership & Effective Governance

DELIVERY PROGRAM 2017-2021		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
5.3.4	Develop and implement a strategic and operational internal audit plan.		60%	<ul style="list-style-type: none"> <li>Three month secondment position commenced on 6 November 2017 and assists with implementation of the audit plan. Further discussions to occur with ELT regarding additional resourcing options.</li> </ul>	Internal Audit
5.3.5	Implement the Risk Management Strategy.				
5.3.5.a	Undertake consultation on the crisis Management Plan sub-plans.		60%	<ul style="list-style-type: none"> <li>Risk Management Policy in place.</li> <li>Enterprise Risk Management (ERM) Framework presented to and endorsed by Audit Committee on 7 November 2017 further amended version going to February 2018 Audit Committee.</li> <li>Council Briefing for ERM Framework scheduled for 28 February 2018.</li> <li>ERM Framework scheduled for presentation to Ordinary Council meeting in March 2018.</li> <li>Framework to be implemented following Council adoption.</li> </ul>	Human Resources
5.3.6	Implement systems and strategies to improve productivity across the organisation.				
5.3.6.a	Re-negotiate the existing Enterprise Agreement.		10%	<ul style="list-style-type: none"> <li>The re-negotiation of the Cessnock City Council Enterprise Agreement has commenced between the parties.</li> <li>Further meetings were held on 7 and 19 December 2017 where unions and Council commence formulating a list of suggested changes for the new Agreement.</li> <li>A consolidated list of all suggested changes were sent to all staff for information.</li> <li>The parties are scheduled to meet again on 7 February 2018.</li> </ul>	Human Resources
5.3.6.b	Develop and commence implementation of an on-line Work Health & Risk system.		30%	<ul style="list-style-type: none"> <li>Configuration has begun onsite to scope out the HPE Content Manager (TRIM) integration with DoneSafe. Minor population of fields within the DoneSafe system has commenced to meet Council's requirements. Further meetings scheduled to compass an implementation plan.</li> </ul>	Human Resources






Community's Desired Outcome: Civic Leadership & Effective Governance

DELIVERY PROGRAM 2017-2021		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
5.3.6.c	Implement the Organisational Improvement Project.		100%	<ul style="list-style-type: none"> <li>The Organisational Improvement Action Plan was adopted by Executive in 2016. Following a project scoping exercise it was determined that each business unit would be responsible for continuous improvements in their own work area and that future work on embedding a continuous improvement culture will be part of the Productivity Improvements &amp; Costs Savings Project. The Productivity &amp; Costs Savings Projects are reported as part of the Financial Sustainability Initiative for Fit for the Future.</li> </ul>	Human Resources
5.3.7	Continue to educate staff on statutory compliance obligations.				
5.3.7.a	Continue to deliver Code of Conduct training at staff induction.		50%	<ul style="list-style-type: none"> <li>Ongoing action - Induction Training slides and presentation has been developed. Monthly induction training being undertaken. January induction will be completed on 15 Jan 2018.</li> </ul>	Finance & Admin
5.3.7.b	Coordinate disclosure of interest returns.		100%	<ul style="list-style-type: none"> <li>Complete for 2016/17. Undertake the next periods annual returns from 30 June 2018.</li> </ul>	Finance & Admin
5.3.8	Carry out governance functions, provide advice and conduct education programs to comply with legislation and best practice.		50%	<ul style="list-style-type: none"> <li>Ongoing action – This month governance advice and training has been provided to a number of staff in terms of policy development, code of conduct refresher training and gifts and benefits training. Waste Management Staff, CPAC and Library Staff were provided Gifts &amp; Benefits training session. Customer Service Staff were provided information sessions in relation to improved GIPA processes. Advice in relation to privacy statements on documents provided to Community and Cultural Engagement team. Policy and protocol advice provided to Risk Management staff and Media and Communications Staff.</li> </ul>	Finance & Admin
5.3.9	Action the Strategic Property Review.				
5.3.9.a	Commence implementation of the Stage 1 actions from the Strategic Property Review.		100%	<ul style="list-style-type: none"> <li>Stage 1 actions completed.</li> </ul>	Strategic Land & Environmental Planning
5.3.9.b	Commence investigation of Stage 2 properties.		20%	<ul style="list-style-type: none"> <li>Stage 2 properties being progressed.</li> </ul>	Strategic Land & Environmental Planning

Quarterly Review of the Delivery Program 2017-2021







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**Community's Desired Outcome: Civic Leadership & Effective Governance**

DELIVERY PROGRAM 2017-2021		DELIVERY PROGRAM	OPERATIONAL PLAN 2017-18 %	COMMENT	RESPONSIBILITY
5.3.10	Further embed IP&R as the centerpiece of the new LG Act.		50%	<ul style="list-style-type: none"> <li>An internal review of IP&amp;R is currently underway. A new planning and reporting process is currently being implemented as part of the review.</li> </ul>	Finance & Admin
5.3.11	Continue implementation of the Financial Sustainability Initiative projects.		10%	<ul style="list-style-type: none"> <li>Program will be reviewed to determine priorities. Some projects have less relevance.</li> </ul>	
5.3.12	Continue to improve financial systems and services to support the organisation.				
5.3.12 a	Investigate options for electronic dissemination and payment of rates and other receivables.		25%	<ul style="list-style-type: none"> <li>Continuing to access the options of the Community Portal. Also having discussions with the software provider as to the best options to electronically send Accounts Receivable.</li> </ul>	Finance & Admin
5.3.12 b	Commence review of Council's rating structure and categorisations.		10%	<ul style="list-style-type: none"> <li>Continuing to make small changes to align rating structure to ensure that Council is compliant with the legislation.</li> </ul>	Finance & Admin
5.3.13	Continue to improve Council's use of technology to inform and engage the community.				
5.3.13 a	Provide updates on the current Capital Works Program, particularly with respect to traffic disruptions and construction works.		50%	<ul style="list-style-type: none"> <li>Updated information on Council's Website and Facebook, and published updated Community Newsletters.</li> </ul>	Infrastructure
5.3.14	Implement the Workforce Plan.		10%	<ul style="list-style-type: none"> <li>Project Plan will be developed to undertake the actions within the Workforce Plan.</li> </ul>	Human Resources









Community's Desired Outcome: Civic Leadership & Effective Governance

MEASURES

MEASURES	CONTEXT/BENCHMARK	BASE	TARGET	CURRENT	STATUS	COMMENT
Development Application Processing Times	This measure is the mean and the median number of days to process Development Applications (for all DAs which have been determined). This data is sourced from the Local Development Performance Monitoring Report.	49 Mean 2015-16 23 Median 2015-16	Maintain 28 days	49.57 Mean 28.00 Median		A total of 394 applications were determined TYD as at 31/12/2017
Satisfaction with Council's performance overall	This measure is from a random survey of residents where they are asked to rate their satisfaction with Council's performance overall on a scale of 1-5, where 1 = low satisfaction and 5 = high satisfaction. The benchmark in 2009 from similar surveys with over 15,000 residents across 25 local government areas was 3.5. The 2016 rating was 3.27 (compared with 3.22 in 2014).	3.27 2016	>3.5	3.27 2016		The biennial community survey was carried out in May-June 2016. The latest benchmark for all NSW councils was 3.31.
Response to Customer Requests	The number of customer requests that are completed within agreed timeframes divided by the total number of customer requests completed. This data is sourced from the workflows in Council's customer request management system.	74% 2015-16	75%	80% July-Sept 2017		During the December quarter 4,910 customer service requests were closed with 80% of these (3,938) within the agreed timeframes.
Operating Performance	This measure is the three year average of the operating result (excluding capital grants and contributions) divided by total operating revenue (excluding capital grants and contributions). The Fit for the Future benchmark is better than breakeven (average over three years).	(0.014) 2015-16	>0	3.79%		Report provided to Audit Committee in first instance then to Council in Quarterly Budget Review.
Own Source Revenue	This measure is the three year average of the total operating result (excluding capital grants and contributions) divided by total operating revenue. The Fit for the Future benchmark is greater than 60% (average over three years).	67.4% 2015-16	>60%	76.34%		Report provided to Audit Committee in first instance then to Council in Quarterly Budget Review.
Debt Service	This measure is the three year average of the cost of debt service (principal and interest) divided by total operating revenue. The Fit for the Future benchmark is greater than 0% and less than 20% (average over three years).	2.5% 2015-16	>0 and <20%	7.25%		Report provided to Audit Committee in first instance then to Council in Quarterly Budget Review.

## CAPITAL WORKS PROGRAM

### Carried forward from the 2013-17 Delivery Program

DELIVERY PROGRAM 2013-17	DELIVERY PROGRAM STATUS	OPERATIONAL PLAN STATUS	COMMENT	RESPONSIBILITY
2.1.1		 95%	Continue to update marketing material for the Local Government Area.	
-		 95%	- <i>Develop an Investment Prospectus for the Cessnock Local Government Area.</i>	Economic Development
2.1.3			Commence implementation of the Economic Development Strategy.	
-		 98%	- <i>Develop a Business Investment Program.</i> - <i>Implement the Business Investment Program.</i>	Economic Development
3.1.4			Commence implementation of Council's Trunk Stormwater Drainage Strategy.	
-		95%	- <i>Complete Trunk Stormwater Drainage Strategy.</i> - <i>Complete the Trunk Stormwater Drainage Needs Analysis component of the City Wide Infrastructure Strategy.</i>	Infrastructure
4.1.3			Complete all components of the City Wide Infrastructure Strategy.	
-			- <i>Complete Pedestrian Access Mobility Plan (PAMP)</i> - <i>Completed Cycle Strategy</i> - <i>Drafted Trunk Stormwater Drainage Strategy</i> - <i>Drafted Traffic &amp; Transport Strategy</i>	
-		80%	- <i>The adopted Community Strategic Plan is Council's overarching strategy for the provision of infrastructure, services and facilities.</i> - <i>Traffic and Transportation Strategy Draft report presented to Council at a briefing Report on results of public exhibition due to come back to Council in second quarter 2017-18</i> - <i>Adopted Pedestrian Access &amp; Mobility Plan.</i> - <i>Completed Cycleway Strategy.</i>	Infrastructure
4.2.5			Adopt the City Wide Section 94 Contributions Plan.	
-		100%	- <i>Continue preparation and review of Section 94 Contributions Plans.</i>	Strategic Land & Environmental Planning

## CAPITAL WORKS PROGRAM

### Carried forward from the 2011-13 Delivery Program

DELIVERY PROGRAM 2011-13		% COMPLETE	COMMENT	RESPONSIBILITY
2.1.2.2	Review zoning for Hunter Economic Zone.	50%	<ul style="list-style-type: none"> <li>Being implemented in the current drafting of the Cessnock City Planning Strategy.</li> </ul>	Strategic Land & Environmental Planning
3.2.1.1	Include the outcomes of the Recreation & Open Space Plan as an amendment to the new Local Environmental Plan.	5%	<ul style="list-style-type: none"> <li>Being incorporated in the current drafting of the Cessnock City Planning Strategy.</li> </ul>	Strategic Land & Environmental Planning
4.1.1.3	Undertake priority strategic infrastructure planning activities, including 'gap analysis' (to identify gaps in the existing infrastructure and planned expansion of new infrastructure from future development).	95%	<ul style="list-style-type: none"> <li>Commenced planning for Gap Analysis. Strategic Land Use Planning currently finalising a review of s94 Plans and VPA's, with a view to preparing a comprehensive Works Program with apportionments developer/council.</li> </ul>	Infrastructure

**CAPITAL WORKS PROGRAM**  
**December 2017 Quarterly Review of 2017-21 Capital Works Program**

**2017-18 Capital Works Program**

	Connected Safe & Creative Community	Sustainable & Prosperous Economy	Sustainable & Healthy Environment	Accessible Infrastructure Services & Facilities	Total	%
Complete	4	-	3	-	7	9%
On track	9	9	17	33	68	87%
In Progress	2	-	1	-	3	4%
Total Program *	15	9	21	33	78	100%
New Projects	-	6	1	-		
Unfunded/not proceeding				9		

\* Includes 7 new projects



**CAPITAL WORKS PROGRAM****2017-18 Capital Works Program**

LOCAL ROAD RENEWAL PROGRAM		2017/18	
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Aberdare Street Kitchener – From Abermain to Stanford	RRL-2018-011	On track	Project Brief in preparation. Geotechnical Investigation being undertaken.
Car Park Resurfacing/Rehabilitation	RRL-2018-004	On track	Project Brief in preparation.
Deakin Street Kurri Kurri – From Alexandra to Mitchell	RRL-2018-009	On track	Project Brief in preparation. Geotechnical Investigation being undertaken.
Heddon Street Heddon Greta – From Radford to MR195	RRL-2018-007	On track	Project Brief in preparation. Geotechnical Investigation being undertaken.
Kendall Street Bellbird – From Mary to Bimbadeen	RRL-2018-008	On track	Project Brief in preparation. Geotechnical Investigation being undertaken.
Local Road Special Rate Variation Resurfacing Program	RRL-2018-002	On track	Geotechnical Investigation being undertaken.
<i>Funding Source: General Fund, Special Rate Variation</i>	<b>\$1,826,043</b>	<i>Original Budget</i>	

LOCAL ROAD CONSTRUCTION PROGRAM		2017/18	
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Fosters Bridge Project – Roads component	CRL-2018-001	On track	Investigation in progress.
Frame Drive Bridge Project – Roads component	CRL-2018-002	On track	Investigation complete. Final Design complete. Construction in progress.
<i>Funding Source: General Fund, Reserves, Grants</i>	<b>\$3,747,000</b>	<i>Original Budget</i>	

TRAFFIC FACILITIES PROGRAM		2017/18	
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Bowen Street Branxton – Public school parking footpath	CFT-2018-001	Unfunded	
Ruby Street Ellalong – Public school children's crossing	CFT-2018-002	Unfunded	
Abermain Street Pelaw Main – Public school parking and footpath	CFT-2018-003	On track	Investigation complete. Final Design complete. Construction subject to funding.
King Street Abermain – Holy Spirit Infants School parking and footpath	CFT-2018-004	Unfunded	
Sixth Street Weston – Weston Public School children's crossing	CFT-2018-005	Unfunded	
Percy Street Cessnock – Pedestrian crossing at intersection of Wollombi Road - upgrade	CFT-2018-006	Unfunded	
Doyle Street Bellbird – School Zone Improvements at Bellbird School	CFT-2018-007	On track	Investigation complete. Design in progress.
Keene Street Cessnock – Install pedestrian facility to service new Cessnock Central	CFT-2018-008	On track	Investigation complete. Final Design complete. Construction in progress (funded from savings in operational budget).

## CAPITAL WORKS PROGRAM

Rawson Street Aberdare – Local area traffic management	CFT-2018-009	Unfunded
<i>Funding Source:</i>	\$0	<i>Original Budget</i>

PATHWAYS CONSTRUCTION PROGRAM			2017/18
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Cessnock – Campbell Street – move pedestrian crossing further away	CPW-2018-001	On track	Investigation complete. Design in progress.
Victoria Street Cycleway – connection from Dowling Lane to Bridges Hill Park	CPW-2018-003	On track	Investigation in progress.
Weston Overpass Cycleway – connect existing path on Northcote Street	CPW-2018-004	On track	Investigation complete. Final Design Stage 1 complete.
Branxton to Greta Cycleway (Grant Funding Dependent)	CPW-2018-005	On track	Investigation in progress.
<i>Funding Source: General Fund</i>	\$259,100	<i>Original Budget</i>	

REGIONAL ROAD RENEWAL PROGRAM			2017/18
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Regional Roads Special Rate Variation Resurfacing Program	RRR-2018-002	On track	
MR181 Wollombi Road Millfield – Stage 4	RRR-2018-003	On track	Investigation complete. Final Design complete. Construction in progress.
MR181 Wollombi Road Cedar Creek – East of Stonehurst Winery	RRR-2018-008	On track	Investigation in progress.
Paynes Crossing Road Paynes Crossing – Geotechnical Risk Assessment – works 2km north of the intersection with Wollombi Road	RRR-2018-004	On track	Investigation in progress.
Cessnock Road Weston – Peace Park access intersection investigation	RRR-2018-005	On track	Investigation in progress.
Wollombi Road Cessnock – James to Allandale Road – investigation and concept design	RRR-2018-006	On track	Investigation in progress.
Maitland Road Cessnock – Allandale Road to Old Maitland Road – investigation and concept design	RRR-2018-007	On track	Investigation in progress.
Ramseys Leap. Great North Road Conservation of convict stone walls	RRR 2018 009	On track	New Project
<i>Funding Source: Grants, SRV, General Fund</i>	\$1,552,400	<i>Original Budget</i>	

DRAINAGE CONSTRUCTION PROGRAM			2017/18
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Administration – Operational costs associated with the program		On track	
Branxton – Thomas St investigation and design	CDR-2018-002	On track	Investigation in progress.
Cessnock – Margaret & James Streets investigation and design stage 1	CDR-2018-003	On track	Investigation in progress.

## CAPITAL WORKS PROGRAM

Greta – Whitburn Estate Stage 2 – Trunk drainage construction	CDR-2018-001	On track	Investigation in progress.
<i>Funding Source: Loan, Stormwater Levy</i>	<b>\$1,022,000</b>		<i>Original Budget</i>

FLOODPLAIN MANAGEMENT PROGRAM		2017/18	
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Abermain/Weston (Grant Funding Dependent) – Flood warning system investigation	PMF-2018-006	On track	Investigation in progress.
Administration – Operational costs associated with the program		On track	
Cessnock (Grant Funding Dependent) – Flood warning system investigation	PMF-2018-005	On track	Investigation in progress.
South Cessnock (Grant Funding Dependent) – Bund wall and channel works design and construction	PMF-2018-002	On track	Investigation in progress.
Abermain & Weston (Grant Funding Dependent) – Voluntary House Raising	PMF-2018-008	On track	Investigation in progress.
Cessnock (Grant Funding Dependent) – Voluntary House Raising	PMF-2018-009	On track	Investigation in progress.
Abermain & Weston (Grant Funding Dependent) – Voluntary House Purchase	PMF-2018-003	On track	Investigation in progress.
Wollombi (Grant Funding Dependent) – Flood Warning System Design & Construction	PMF-2018-004	On track	Investigation in progress.
<i>Funding Source: Stormwater Levy</i>	<b>\$115,000</b>		<i>Original Budget</i>

BRIDGES CONSTRUCTION PROGRAM		2017/18	
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Bellbird – Abbotsford Street Bridge refurbishment	CBS-2018-007	On track	Investigation in progress.
Congewai – Thursbys Bridge refurbishment	CBS-2018-002	On track	Investigation in progress.
Laguna – Watagan Creek #3 refurbishment	CBS-2018-006	On track	Investigation complete. Concept Design complete.
Mulbring – Whitebridge Road culvert replacement	CBS-2018-003	On track	Investigation in progress.
Quorobolong – Fosters bridge construction	CBS-2016-001	On track	Investigation in progress. Concept Design in progress.
Quorobolong – Whilings Bridge investigation and design and refurbishment	CBS-2018-004	On track	Investigation in progress.
Rothbury – Wilderness 2 refurbishment	CBS-2018-001	On track	Investigation in progress. Concept Design in progress.
Weston – Kline Street investigation and design and construction	CBS-2018-005	On track	Investigation in progress.
Wollombi – Yango Creek investigation and design and replacement	CBS-2017-004	On track	Investigation in progress.
<i>Funding Source: Grants, General Fund, Loan</i>	<b>\$2,250,500</b>		<i>Original Budget</i>

## CAPITAL WORKS PROGRAM

RMS BLACKSPOT OR SAFER ROADS PROGRAM		2017/18	
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Cessnock Rd, Weston (Grant Funding Dependent) – Median Treatment - Elsholz	CRR-2018-001	On track	Investigation in progress.
Rothbury, Old North Road (Grant Funding Dependent) – Road Safety Audit from Wine Country Drive to Hermitage Road	CRR-2018-003	Not proceeding	Not eligible for grant funding.
Richmond Vale Road, Richmond Vale (Grant Funding Dependent) – 800m south of Sheppard Drive for 600m – Road Widening	CRR-2018-004	Not proceeding	Not eligible for grant funding.
Alexander Street & Shedden Street (Grant Funding Dependent) – Intersection Safety Analysis	CRR-2018-005	Not proceeding	Not eligible for grant funding.
<i>Funding Source:</i>	\$0	Original Budget	

RECREATION FACILITIES RENEWAL PROGRAM		2017/18	
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Playground Edging Renewal Program	RFR-2019-001	On track	Brought forward from the 2018-19 program. Ellalong Park as per Playground Safety Audit recommendations.
Peace Park Weston – Remediation of the rock edging around pond stage 1	RFR-2018-003	On track	
Various – Long jump pits renewal	RFR-2018-001	On track	
Various Parks & Reserves – Asset renewal	RFR-2018-002	In Progress	
Veterans Memorial Park Aberdare – Footpath renewal stage 2	RFR-2017-009	Complete	
<i>Funding Source: General Fund</i>	\$160,800	Original Budget	

CESSNOCK CIVIC PRECINCT REVITALISATION PROGRAM		2017/18	
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
CBD Wayfinding Signage	RCC-2017-003	On track	Design briefs being developed.
Upgrade Bridges Hill Park Playground	RCC-2017-001	On track	Designs on public exhibition.
Improve walking path access from CBD to Bridges Hill Park	RCC-2017-002	On track	Designs on public exhibition.
<i>Funding Source: General Fund, s94, Grant Funding</i>	\$385,000	Original Budget	

VINEYARD ROADS PROGRAM		2017/18	
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Kearsley, Caledonia Street - Tourist Information Bay	CRV-2018-001	New Project	

## CAPITAL WORKS PROGRAM

Lovedale, Talga Road - Tourist Information Bay	CRV-2018-002	New Project
Pokolbin, Hemilage Road - Tourist Information Bay	CRV-2018-003	New Project
Pokolbin, Oakley Creek Road - Tourist Information Bay	CRV-2018-004	New Project
Nulkaba, Wine Country Drive - Tourist Information Bay	CRV-2018-005	New Project
Wilderness Road and Wine Country Drive - Tourist Information Bay	CRV-2018-006	New Project
<i>Funding Source: Grant Funding</i>	<b>\$2,127,000</b>	<i>Original Budget</i>

2017/18		
PROJECT NAME	PROJECT No.	STATUS
Branxton Oval - Construction of shelter and picnic setting	CFR-2018-003	Complete
TAFE Park Bench Seat Installation	CFR-2018-004	Complete
Various - Veterans Memorial Park (Abermain), Jeffries Park (Abermain) - Playground replacement program	CFR-2018-001	On track
Various - Peace Park (Weston), Abernethy Park, Whitburn Estate (Greta), Hedleigh Park (Heddon Greta), Kitchener Poppelhead Park - Playground shade program	CFR-2018-002	On track
<i>Funding Source: Grants, General Fund</i>	<b>\$122,976</b>	<i>Original Budget</i>

2017/18		
PROJECT NAME	PROJECT No.	STATUS
Cessnock Civic Indoor Sports Centre - foyer refurbishment	RBR-2017-006	On track
Cessnock Hornets Clubhouse - Stage 1 facility upgrade	RBR-2018-001	On track
Cessnock Sportsground - Internal painting	RBR-2017-004	On track
Mulbring Park - Grandstand upgrade	RBR-2017-008	In Progress
Various - Birralee Park, Kurri Kurri Netball Courts, Cessnock Civic Indoor Sports Centre, Mount View Park and Jeffery Park - Food Premises Compliance Program	RBR-2018-002	On track
<i>Funding Source: General Fund</i>	<b>\$133,500</b>	<i>Original Budget</i>

## CAPITAL WORKS PROGRAM

COMMUNITY BUILDINGS RENEWAL PROGRAM		2017/18	
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Bellbird Community Hall – Upgrade toilets	RBC-2018-001	On track	
Kearsley Community Hall (Grant funding dependent) – Replace kitchen cupboards	RBC-2018-002	On track	
<i>Funding Source: General Fund</i>	<b>\$96,500</b>	<i>Original Budget</i>	
POOLS FACILITIES CONSTRUCTION PROGRAM		2017/18	
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Branxton Pool Heating Upgrade	CFP-2018-001	New Project Complete	Installation of gas heat pumps as per Council resolution W14/2017 on 1 March 2017.
<i>Funding Source: s94 funds</i>	<b>\$70,000</b>	<i>Original Budget</i>	
POOLS FACILITIES RENEWAL PROGRAM		2017/18	
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Branxton Pool Renewal Program	RFP-2018-001	Complete	
Cessnock Pool Renewal Program	RFP-2018-002	In Progress	
Kurri Kurri Aquatic & Fitness Centre Renewal Program	RFP-2018-003	On track	Pool Plant Assessment completed by Nines Fong. Awaiting report. Design to follow to replace heat pumps and boilers
<i>Funding Source: General Fund</i>	<b>\$203,200</b>	<i>Original Budget</i>	
CEMETERIES FACILITIES CONSTRUCTION PROGRAM		2017/18	
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
All Cemeteries (Cessnock, Millfield, Wollombi) – Fence renewal	CFC-2018-001	On track	
All Cemeteries (Aberdare, Cessnock, Kurri Kurri, Ellalong, Millfield) – Signage renewal ongoing	CFC-2016-003	On track	
Ellalong Cemetery – Install bench seat	CFC-2018-002	Complete	
Gordon Williams Memorial Lawn Cemetery – Construct new section of lawn cemetery stage 2	CFC-2015-001	Complete	
<i>Funding Source: Internal Loans, General Fund</i>	<b>\$270,000</b>	<i>Original Budget</i>	

**CAPITAL WORKS PROGRAM****Carried forward from 2016-17 Capital Works Program**

INFRASTRUCTURE FORWARD PLANNING		2016/17	
PROJECT NAME	PROJECT No.	STATUS	COMMENTS
Masterplan – Mt View Park	PFI-2017-012	Carryover	Carry forward to the 2017-21 Delivery Program
Masterplan – Turner Park	PFI-2017-013	In Progress	Public exhibition period completed in September / October.
Masterplan – Miller Park	PFI-2017-014	In Progress	Public exhibition period completed in September / October.
Cessnock Skatepark Feasibility Study	PFI-2017-015	In Progress	Draft report complete. Public exhibition in the March Quarter.
LOCAL ROAD RENEWAL PROGRAM		2016/17	
Loxford to Cessnock Link – Investigation (Grant funding dependent)	RRL-2017-010	No funding	Grant funding dependent
LOCAL ROAD CONSTRUCTION PROGRAM		2016/17	
James Street and Wollombi Road Cessnock Pedestrian Refuge	CRL-2017-001	Carryover	Final Design in complete.
Congewai Street and Quarrybylong Street Aberdare Pedestrian Refuge	CRL-2017-003	Carryover	Final Design complete.
Mavis Street and Lindsay Street Cessnock Traffic Island	CRL-2017-004	Carryover	Final Design complete.
Gordon Avenue and Quarrybylong Street Cessnock Pedestrian Refuge	CRL-2017-005	Carryover	Final Design complete.
Gallagher Street Cessnock Turning Head	CRL-2017-006	Carryover	Preliminary Design complete in progress.
BRIDGES CONSTRUCTION PROGRAM		2016/17	
Fosters Bridge Mount Vincent Replacement – Investigation and Design	CBS-2016-001	Carryover	Design Delivery commenced initial investigations.
Milsons Arm Bridge Laguna – Refurbish/Replacement	CBS-2017-007	Carryover	Survey and geotech completed.
Neath Road Neath – Culvert Replacement	CBS-2017-012	Carryover	Investigation in progress.
FLOODPLAIN MANAGEMENT PROGRAM		2016/17	
Cessnock Flood Risk Management Plan Priority Recommendations – South Cessnock Investigation (Grant funding dependent)	PMF-2017-003	Carryover	Stage 1 - Concept Design completed. Stage 2 – Consultant procurement process underway for detailed design.
DRAINAGE CONSTRUCTION PROGRAM		2016/17	
Whitburn Estate Greta – Trunk Drainage (Stage 2)	CDR-2017-002	Carryover	Construction programed to commence June 2017.
Thomas Street North Rothbury – Drainage	CDR-2017-003	Carryover	Investigation in progress. Easement acquisition stalled due to the sale of the development to another party.
Buchanan Road Buchanan – Culvert	CDR-2016-008	Carryover	Construction commenced June 2017.
Cooper Street Heddon Greta – Investigation (Stage 1)	CDR-2016-003	Carryover	Project investigation underway. Easement acquisition underway.



**CAPITAL WORKS PROGRAM**

RECREATION FACILITIES CONSTRUCTION PROGRAM		2016/17	
Cessnock Civic Park – Installation of Fencing	CFR-2017-007	Complete	
Mt View Park – Floodlight Pole Installation	CFR-2017-010	Complete	
RECREATION BUILDINGS RENEWAL PROGRAM		2016/17	
Mulbring Park – Grandstand Upgrade Stage 1	RBR-2017-008	Complete	

# MODEL CODE OF MEETING PRACTICE

for Local Councils  
in NSW

December 2017



**CONSULTATION DRAFT**

# CONSULTATION DRAFT

## MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW

December 2017

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December 2017

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CONSULTATION DRAFT

3

Model Code Of Meeting Practice for Local Councils in NSW

# 1 Introduction

December 2017

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the *Local Government Act 1993 (the Act)* and the *Local Government (General) Regulation 2005 (the Regulation)*.

This code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in red font.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

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## 2 Meeting Principles



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**2.1** Council and committee meetings should be:

<b>Transparent</b>	Decisions are made in a way that is open and accountable.
<b>Informed</b>	Decisions are made based on relevant, quality information.
<b>Inclusive</b>	Decisions respect the diverse needs and interests of the local community.
<b>Principled</b>	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
<b>Trusted</b>	The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
<b>Respectful</b>	Councillors, staff and meeting attendees treat each other with respect.
<b>Effective</b>	Meetings are well organised, effectively run and skilfully chaired.
<b>Orderly</b>	Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

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## 3 Before the Meeting

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## Timing of ordinary council meetings

- 3.1** The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

**Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.**

## Extraordinary meetings

- 3.2** If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note: Clause 3.2 reflects section 366 of the Act.**

- 3.3** The mayor or the general manager, in consultation with the mayor, may call an extraordinary meeting without the need to obtain the signature of two councillors to consider urgent business.
- 3.4** For the purpose of clause 3.3, urgent business is any matter that, in the opinion of the mayor or the general manager, requires a decision by the council before the next scheduled ordinary meeting of the council.

## Notice to the public of council meetings

- 3.5** The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.5 reflects section 9(1) of the Act.**

- 3.6** For the purposes of clause 3.5, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be:
- a) published on the council's website, and
  - b) published:
    - i) where practicable, in a local newspaper or in a newspaper circulating throughout the state (or both), as determined by the council, or
    - ii) in such other manner as is determined by the council, with the object of bringing notice of the meeting to the attention of as many people as possible.
- 3.7** For the purposes of clause 3.5, notice of more than one (1) meeting may be given in the same notice.

## Notice to councillors of ordinary council meetings

- 3.8** The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.8 reflects section 367(1) of the Act.**

- 3.9** The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.9 reflects section 367(3) of the Act.**

## Notice to councillors of extraordinary meetings

- 3.10** Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.10 reflects section 367(2) of the Act.**

## Giving notice of business to be considered at council meetings

- 3.11** A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **[council to specify notice period required]** business days before the meeting is to be held.

- 3.12** A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

- 3.13** A councillor may submit no more than **[number to be specified by the council]** notices of motion to be considered at each ordinary meeting of the council.

- 3.14** If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may either:

- (a)** prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council, or
- (b)** by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such

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a date specified in the notice, pending the preparation of such a report.

- 3.15** A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

- (a) prepare a report on the availability of funds for implementing the motion if adopted, or
- (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

## Questions with notice

- 3.16** A councillor may, by way of a notice submitted under clause 3.11, ask a question for response by the general manager about the performance or operations of the council.
- 3.17** A councillor is not permitted to ask a question with notice under clause 3.16 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.18** The general manager or their nominee may respond to a question with notice submitted under clause 3.16 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

## Agenda and business papers for ordinary meetings

- 3.19** The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.20** The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.11.
- 3.21** Nothing in clause 3.20 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.22** The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

**3.23** Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.23 reflects section 9(2A)(a) of the Act.**

**3.24** The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

## Availability of agenda and business papers to the public

**3.25** Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.25 reflects section 9(2) and (4) of the Act.**

**3.26** Clause 3.25 does not apply to the business papers for items of business that the general manager has identified under clause 3.23 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.26 reflects section 9(2A)(b) of the Act.**

**3.27** For the purposes of clause 3.25, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.27 reflects section 9(3) of the Act.**

**3.28** A copy of an agenda, or of an associated business paper made available under clause 3.25, may in addition be given or made available in electronic form.

**Note: Clause 3.28 reflects section 9(5) of the Act.**

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## Agenda and business papers for extraordinary meetings

- 3.29** The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.30** Despite clause 3.29, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a)** a motion is passed to have the business considered at the meeting, and
  - (b)** the business to be considered is ruled by the chairperson to be of great urgency.
- 3.31** A motion moved under clause 3.30(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.32** Despite clauses 10.19–10.27, only the mover of a motion moved under clause 3.30(a) can speak to the motion before it is put.
- 3.33** A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.30(b) on whether a matter is of great urgency.

## Pre-meeting briefing sessions

- 3.34** Prior to each ordinary meeting of the council, the general manager will arrange a pre-meeting briefing session to brief councillors on the items of business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.35** Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.36** The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.37** Councillors (including the mayor) are to make all reasonable efforts to attend pre-meeting briefing sessions.
- 3.38** Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.39** Councillors (including the mayor) must disclose and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do at a council or committee meeting.



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## 4 Public Forums

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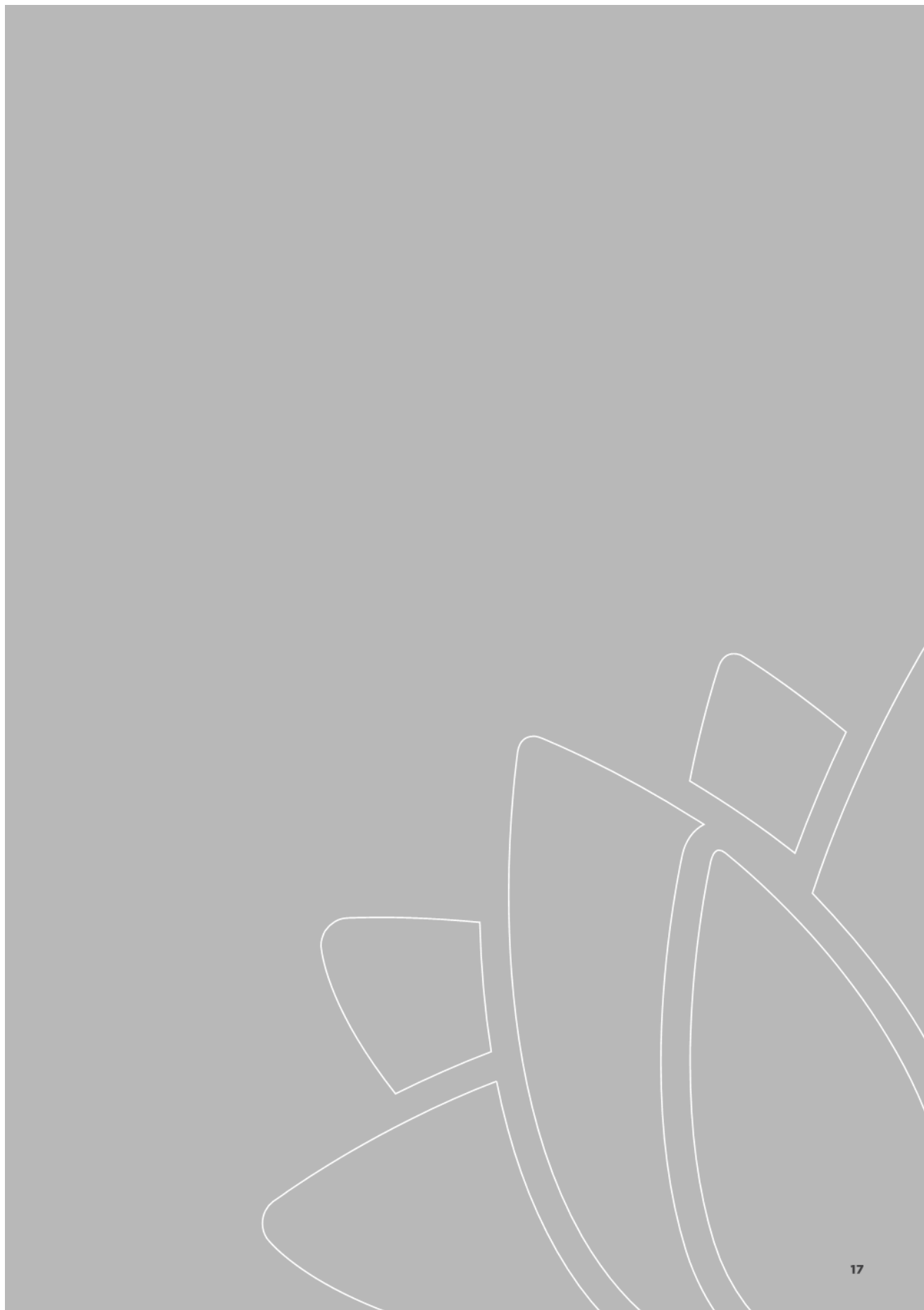
- 4.1** The council will hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2** Public forums are to be chaired by the mayor or their nominee.
- 4.3** To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **[date and time to be specified by the council]** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.4** A person may apply to speak on no more than **[number to be specified by the council]** items of business on the agenda of the council meeting.
- 4.5** Nominated candidates at federal, state or local government elections and serving councillors are not permitted to speak at a public forum.
- 4.6** Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7** The general manager or their delegate may refuse an application to speak at a public forum.
- 4.8** No more than **[number to be specified by the council]** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9** If more than the permitted number of speakers applies to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.10** Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **[number to be specified by the council]** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.11** The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.12** Each speaker will be allowed **[number to be specified by the council]** minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.13** Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to so digress. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.14** A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.

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- 4.15** Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to **[number to be specified by the council]** minutes.
- 4.16** Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.17** The general manager or his or her nominee may, with the concurrence of the chairperson, address the council for up to **[number to be specified by the council]** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.18** Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.19** When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.20** If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.21** Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.22** Where a speaker engages in conduct of the type referred to in clause 4.19, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.23** Councillors (including the mayor) must disclose and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do at a council or committee meeting.
- Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council.**



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## 5 Coming Together

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## Attendance by councillors at meetings

- 5.1** All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.
- 5.2** A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.
- 5.3** Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.4** A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5** The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.6** A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because he or she has been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.6 reflects section 234(1)(d) of the Act.**

- 5.7** A councillor who intends to attend a meeting of the council despite having been granted leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

## The quorum for a meeting

- 5.8** The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

**Note: Clause 5.8 reflects section 368(1) of the Act.**

- 5.9** Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.9 reflects section 368(2) of the Act.**

- 5.10** A meeting of the council must be adjourned if a quorum is not present:
  - (a)** within half an hour after the time designated for the holding of the meeting, or
  - (b)** at any time during the meeting.
- 5.11** In either case, the meeting must be adjourned to a time, date and place fixed:
  - (a)** by the chairperson, or
  - (b)** in his or her absence, by the majority of the councillors present, or
  - (c)** failing that, by the general manager.

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**5.12** The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

**5.13** Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and using such other means as will bring notice of the cancellation to the attention of as many people as possible.

**5.14** Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered at an extraordinary meeting called under clause 3.3.

## Entitlement of the public to attend council meetings

**5.15** Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.15 reflects section 10(1) of the Act.**

**5.16** Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

**5.17** A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- (a) by a resolution of the meeting, or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.17 reflects section 10(2) of the Act.**

**Note: If adopted, clauses 5.13 and 5.14 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 5.13 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 5.14 authorises chairpersons to expel persons other than councillors from a council or committee meeting.**



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## Webcasting of meetings

- 5.18** All meetings of the council and committees of the council are to be webcast.
- 5.19** Clause 5.18 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.
- 5.20** At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.

## Audio recording of meetings

- 5.21** Audio recordings are to be made of all meetings of the council and committees of the council for the dominant purpose of assisting with the preparation of the minutes for meetings.

## Attendance of the general manager and other staff at meetings

- 5.22** The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

**Note: Clause 5.22 reflects section 376(1) of the Act.**

- 5.23** The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.23 reflects section 376(2) of the Act.**

- 5.24** The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.24 reflects section 376(3) of the Act.**

- 5.25** The attendance of other council staff at a meeting, (other than as members of public) shall be with the approval of the general manager.

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## 6 The Chairperson

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## The chairperson at meetings

- 6.1** The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

- 6.2** If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

## Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3** If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4** The election of chairperson must be conducted:

- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5** If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6** For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7** The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8** Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

## Chairperson to have precedence

- 6.9** When the chairperson rises or speaks during a meeting of the council:

- (a) any councillor then speaking or seeking to speak must, if standing, immediately resume their seat, and
- (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

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## 7 Modes of Address

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- 7.1** If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2** Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3** A councillor is to be addressed as 'Councillor [surname]'.
- 7.4** A council officer is to be addressed by their official designation.

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## 8 Order of Business for Ordinary Council Meetings

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- 8.1** At a meeting of the council, the general order of business is as fixed by resolution of the council.
- 8.2** The general order of business for an ordinary meeting of the council shall be:  
**[councils may adapt the following order of business to meet their needs]**
- 01 Opening meeting
  - 02 Acknowledgement of country
  - 03 Prayer
  - 04 Apologies and applications for leave of absence by councillors
  - 05 Confirmation of minutes
  - 06 Disclosures of interests
  - 07 Mayoral minute(s)
  - 08 Reports of committees
  - 09 Reports to council
  - 10 Notices of motions/questions with notice
  - 11 Confidential matters
  - 12 Conclusion of the meeting

**Note: Councils must use either clause 8.1 or 8.2.**

- 8.3** The order of business as fixed under clause [8.1/8.2] **[delete whichever is not applicable]** may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

**Note: If adopted, Part 13 allows council to deal with items of business by exception.**

- 8.4** Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.



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## 9 Consideration of Business at Council Meetings

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## Business that can be dealt with at a council meeting

**9.1** The council must not consider business at a meeting of the council:

- (a) unless a councillor has given notice of the business, as required by clause 3.11, and
- (b) unless notice of the business has been sent to the councillors in accordance with clause 3.8 in the case of an ordinary meeting and clause 3.10 in the case of an extraordinary meeting.

**9.2** Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

- (a) is already before, or directly relates to, a matter that is already before the council, or
- (b) is the election of a chairperson to preside at the meeting, or
- (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
- (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

**9.3** Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the chairperson to be of great urgency.

**9.4** A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

**9.5** A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

## Mayoral minutes

**9.6** If the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of council, or of which the council has official knowledge.

**9.7** A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

**9.8** A recommendation made in a mayoral minute put by the mayor is, insofar as it is adopted by the council, a resolution of the council.

**9.9** A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity.

## Staff reports

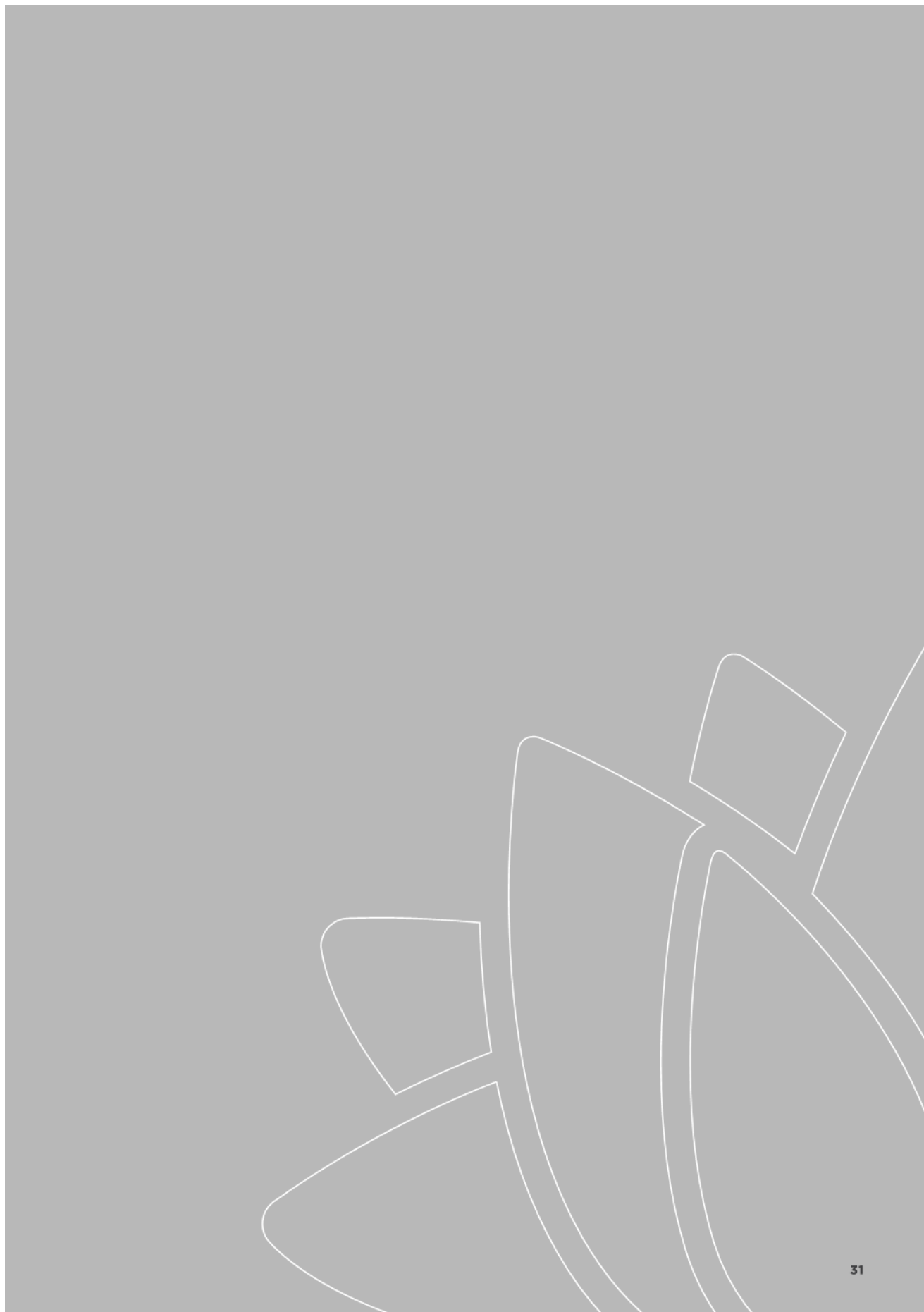
- 9.10** A recommendation made in a staff report is, insofar as it is adopted by the council, a resolution of the council.

## Reports of committees of council

- 9.11** The recommendations of a committee of the council are, insofar as they are adopted by the council, resolutions of the council.
- 9.12** If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

## Questions

- 9.13** A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.11 and 3.16.
- 9.14** A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.15** A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.16** A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.17** The councillor must put every such question directly, succinctly and without argument.
- 9.18** The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.



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## 10 Rules of Debate

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## Motions to be seconded

- 10.1** Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

## Notices of motion

- 10.2** A councillor who has submitted a notice of motion under clause 3.11 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3** If a councillor who has submitted a notice of motion under clause 3.11 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4** In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a)** any other councillor may move the motion at the meeting, or
  - (b)** the chairperson may defer the motion until the next meeting of the council at which the motion can be considered.

## Chairperson's duties with respect to motions

- 10.5** It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6** The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7** Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8** Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been rejected.

## Motions requiring the expenditure of funds

- 10.9** A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

## Amendments to motions

- 10.10** An amendment to a motion must be moved and seconded before it can be debated.
- 10.11** An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12** The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13** If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14** While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15** If the amendment is carried, it becomes the motion and is to be debated. If the amendment is rejected, debate is to resume on the original motion.

## Foreshadowed motions

- 10.16** A councillor may propose a foreshadowed motion without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.17** Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.18** Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.



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## Limitations on the number and duration of speeches

- 10.19** A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and to any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.20** A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.21** A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time. However, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.22** Despite clauses 10.19 and 10.20, a councillor may move that a motion or an amendment be now put:
- (a)** if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - (b)** if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.23** The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.22. A seconder is not required for such a motion.
- 10.24** If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.19.
- 10.25** If a motion that the original motion or an amendment be now put is rejected, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.26** All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.27** Once the debate on a matter is closed and a matter has been dealt with, the chairperson must not allow further debate on the matter.

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## 11 Voting

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## Voting entitlements of councillors

- 11.1** Each councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

- 11.2** The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

- 11.3** Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

## Voting at council meetings

- 11.4** A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

- 11.5** If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

- 11.6** The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

- 11.7** When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

- 11.8** When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.

- 11.9** Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

- 11.10** All voting at council meetings must be recorded in the minutes of the meeting with the names of councillors who voted for or against a motion or amendment being recorded as if a division had been called under clause 11.6.

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## Voting on planning decisions

- 11.11** The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.12** For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.13** Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.14** Clauses 11.11-11.13 apply also to meetings that are closed to the public.

**Note: Clauses 11.11-11.14 reflect section 375A of the Act.**



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## 12 Committee of the Whole

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- 12.1** The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

- 12.2** All the provisions of this code relating to meetings of the council, insofar as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.19–10.27 limit the number and duration of speeches.**

- 12.3** The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- 12.4** The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.



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## 13 Dealing with Items by Exception

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- 13.1** The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2** Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson is to list the items of business to be adopted and ask councillors to identify any of the individual items of business listed by the chairperson that they wish to speak on.
- 13.3** The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they wish to speak on.
- 13.4** Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5** A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6** Items of business adopted under clause 13.1 are to be taken as having been unanimously adopted.
- 13.7** Councillors must ensure that they disclose and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

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## 14 Closure of Council Meetings to the Public

December 2017

## Grounds on which meetings can be closed to the public

**14.1** The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

**14.2** The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

## Matters to be considered when closing meetings to the public

**14.3** A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

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**14.4** A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

**14.5** If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

**14.6** For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

**14.7** In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

## Notice of likelihood of closure not required in urgent cases

**14.8** Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.23 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under section 14.9, resolves that further discussion of the matter:
  - (i) should not be deferred (because of the urgency of the matter), and
  - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

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## Representations by members of the public

**14.9** The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

**14.10** A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

**14.11** Where the matter has been identified in the agenda of the meeting under clause 3.23 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by **[date and time to be specified by the council]** before the meeting at which the matter is to be considered.

**14.12** The general manager (or their delegate) may refuse an application made under clause 14.11.

**14.13** No more than **[number to be specified by the council]** speakers are to be permitted to make representations under clause 14.9.

**14.14** If more than the permitted number of speakers applies to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.

**14.15** The general manager (or their delegate) is to determine the order of speakers.

**14.16** Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.23 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **[number to be specified by the council]** speakers to make representations in such order as determined by the chairperson.

**14.17** Each speaker will be allowed **[number to be specified by the council]** minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers are to confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to so digress. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

## Expulsion of non-councillors from meetings closed to the public

**14.18** If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

**14.19** If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the person from that place and, if necessary restrain that person from re-entering that place.

## Information to be disclosed in resolutions closing meetings to the public

**14.20** The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,

- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.20 reflects section 10D of the Act.**

## Resolutions passed at closed meetings to be made public

**14.21** If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

**14.22** Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.





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## 15 Keeping Order at Meetings

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## Points of order

- 15.1** A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2** A point of order must be taken immediately it is raised. The chairperson must suspend business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

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## Questions of order

- 15.3** The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.4** A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.5** The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.6** The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

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## Motions of dissent

- 15.7** A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.8** If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.9** Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

## Acts of disorder

**15.10** A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

- (a) contravenes the Act or any regulation in force under the Act or this code, or
- (b) assaults or threatens to assault another councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into contempt.

**15.11** The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a) or (b), or
- (b) to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.10(d) and (e).

## How disorder at a meeting may be dealt with

**15.12** If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

## Expulsion from meetings

**15.13** All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

**15.14** All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

**Note:** Councils may use either clause 15.13 or clause 15.14.

**15.15** Clause [15.13/5.14] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2) (a) of the Act.

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- 15.16** A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.11. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.
- 15.17** A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.18** Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.19** If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place.

## Use of mobile phones and the unauthorised recording of meetings

- 15.20** Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.21** A person must not use a tape recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.22** Any person who makes a recording or attempts to make a recording of a meeting of the council or a committee of the council in contravention of clause 15.21, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.23** If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place.

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## 16 Conflicts of Interest

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- 16.1** All councillors and, where applicable, all other persons, must disclose and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct.

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## 17 Decisions of the Council



December 2017

## Council decisions

- 17.1** A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act.**

- 17.2** Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

## Rescinding or altering council decisions

- 17.3** A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.11.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

- 17.4** If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

- 17.5** If a motion has been rejected by the council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.11.

**Note: Clause 17.5 reflects section 372(3) of the Act.**

- 17.6** A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been rejected by the council, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was rejected.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

- 17.7** If a motion to alter or rescind a resolution has been rejected, or if a motion which has the same effect as a previously rejected motion is rejected, no similar motion may be brought forward within three (3) months of the meeting at which it was rejected. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects section 372(5) of the Act.**

- 17.8** The provisions of clauses 17.5–17.7 concerning rejected motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

- 17.9** A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.12 with the consent of all signatories to the notice of motion.

- 17.10** A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than **[council to specify the period of time]** after the meeting at which the resolution was adopted.

**17.11** A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council

**Note: Clause 17.11 reflects section 372(6) of the Act.**

**17.12** Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency.

**17.13** A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

**17.14** A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

## Recommitting resolutions to correct an error

**17.15** Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting to correct any error, ambiguity or imprecision in the council's resolution.

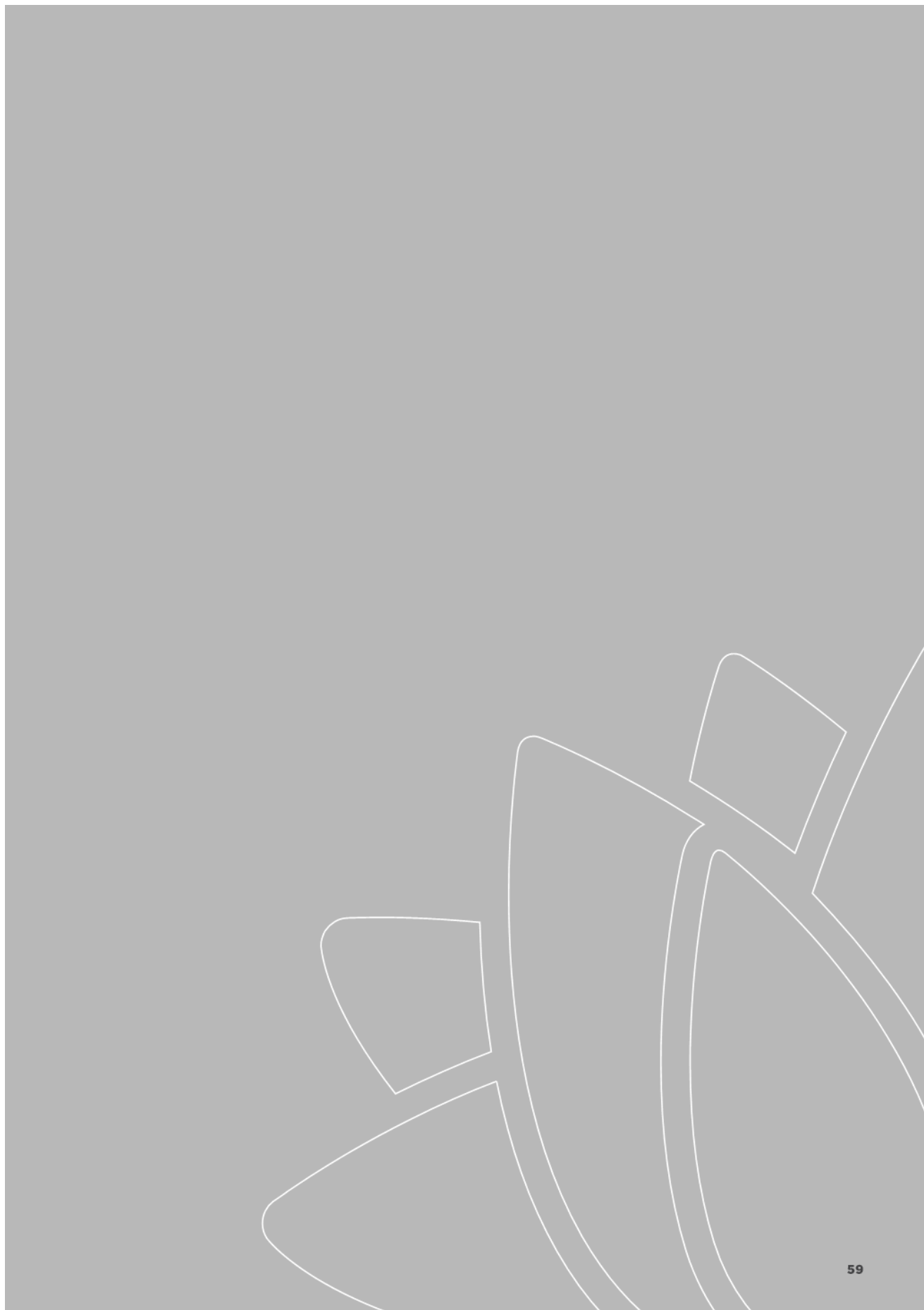
**17.16** In seeking the leave of the chairperson under clause 17.15 to move to recommit a resolution adopted at the same meeting, the councillor is to propose alternative wording for the resolution.

**17.17** The chairperson must not grant leave under clause 17.15, unless he or she is satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

**17.18** A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

**17.19** A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

**17.20** A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.



Model Code Of Meeting Practice for Local Councils in NSW

## 18 Time Limits on Council Meetings

December 2017

- 18.1** Meetings of the council and committees of the council are to conclude no later than **[council to specify the time]**.
- 18.2** If the business of the meeting is unfinished at **[council to specify the time]**, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3** If the business of the meeting is unfinished at **[council to specify the time]**, and the council does not resolve to extend the meeting, the chairperson must adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4** Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5** Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
- (a)** individually notify each councillor of the time, date and place at which the meeting will reconvene, and
  - (b)** publish the time, date and place at which the meeting will reconvene:
    - (i)** on the council's website, and
    - (ii)** by using such other means that will bring notice of the time, date and place at which the meeting will reconvene to the attention of as many people as possible.

Model Code Of Meeting Practice for Local Councils in NSW

## 19 After the Meeting

December 2017

## Minutes of meetings

- 19.1** The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 19.1 reflects section 375(1) of the Act.**

- 19.2** At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) details of each motion moved at a council meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

- 19.3** The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

- 19.4** Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 19.5** When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

- 19.6** The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed.

- 19.7** The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

## Access to correspondence and reports laid on the table at, or submitted to, a meeting

- 19.8** The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

- 19.9** Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

- 19.10** Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

Model Code Of Meeting Practice for Local Councils in NSW

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- 19.11** Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

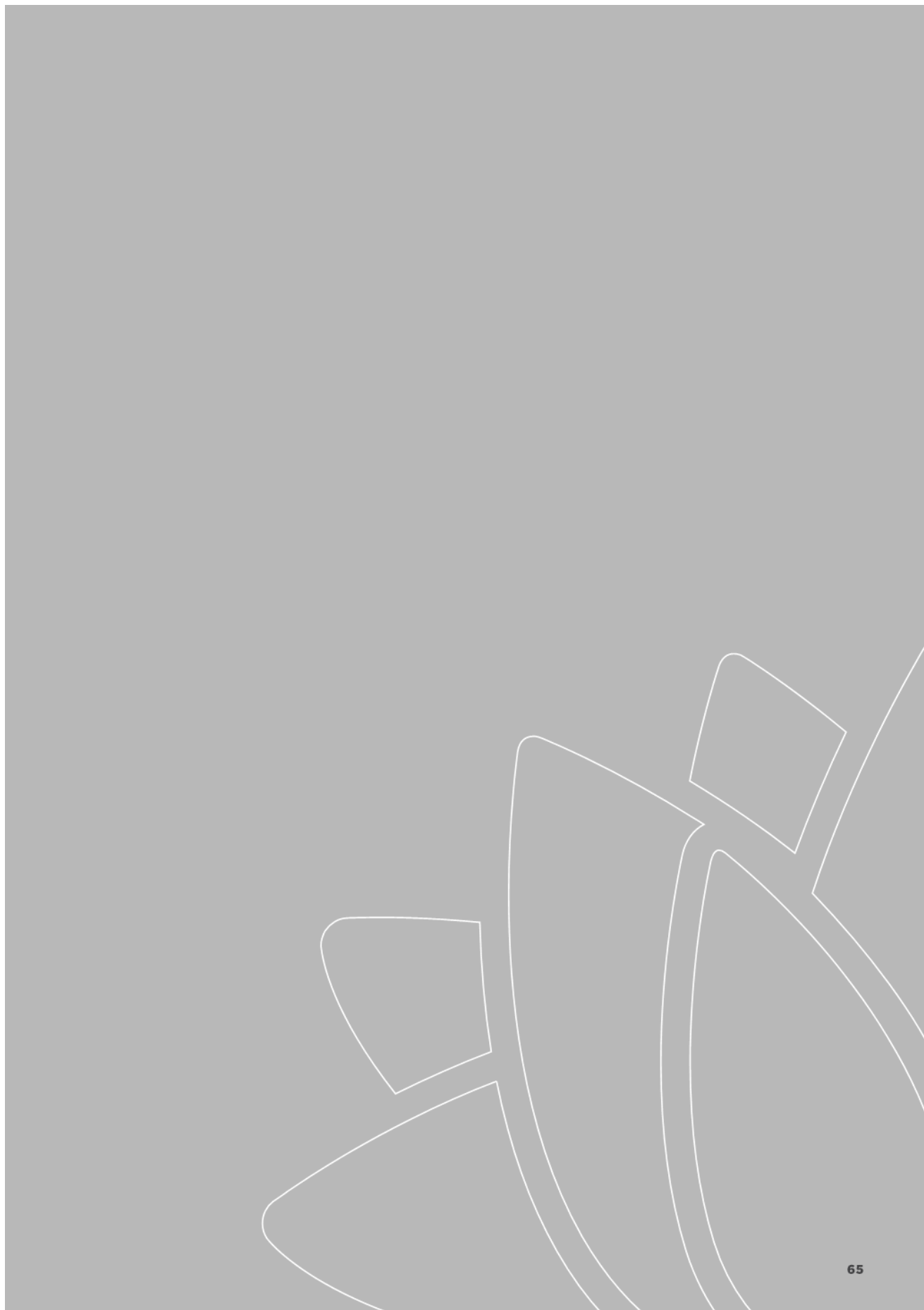
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## Implementation of decisions of the council

- 19.12** The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**





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Model Code Of Meeting Practice for Local Councils in NSW

## 20 Council Committees

December 2017

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## Application of this Part

- 20.1** This Part only applies to committees of the council whose members are all councillors.

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## Council committees whose members are all councillors

- 20.2** The council may, by resolution, establish such committees as it considers necessary.
- 20.3** A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4** The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
  - (b) if the council has not decided a number – a majority of the members of the committee.

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## Functions of committees

- 20.5** The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

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## Notice of committee meetings

- 20.6** The general manager must send to each councillor regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
  - (b) the business proposed to be considered at the meeting.
- 20.7** Notice of less than three (3) days may be given of a committee meeting called in an emergency.

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## Attendance at committee meetings

- 20.8** A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
  - (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9** Clause 20.8 does not apply if all of the members of the council are members of the committee.

## Non-members entitled to attend committee meetings

**20.10** A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

## Chairperson and deputy chairperson of council committees

**20.11** The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

**20.12** The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

**20.13** If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

**20.14** The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

## Procedure in committee meetings

**20.15** Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise.

**20.16** Without limiting clause 20.15, whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote.

**20.17** Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

## Closure of committee meetings to the public

**20.18** The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

**20.19** If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

**20.20** Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

## Disorder in committee meetings

**20.21** The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

## Minutes of council committee meetings

**20.22** Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) details of each motion moved at a meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

**20.23** All voting at meetings of committees of the council must be recorded in the minutes of the meetings with the names of councillors who voted for or against a motion or amendment being recorded as if a division had been called under clause 11.6.

**20.24** The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

**20.25** Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

**20.26** When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

**20.27** The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed.

**20.28** The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

Model Code Of Meeting Practice for Local Councils in NSW

## 21 Irregularities

December 2017

- 21.1** Proceedings at a meeting of a council or a council committee are not invalidated because of:
- (a) a vacancy in a civic office, or
  - (b) a failure to give notice of the meeting to any councillor or committee member, or
  - (c) any defect in the election or appointment of a councillor or committee member, or
  - (d) a failure of a councillor or a committee member to disclose a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
  - (e) a failure to comply with this code.

**Note: Clause 21.1 reflects section 374 of the Act.**

Model Code Of Meeting Practice for Local Councils in NSW

## 21 Definitions



December 2017

<b>the Act</b>	means the <i>Local Government Act 1993</i> .
<b>act of disorder</b>	means an act of disorder as defined in clause 15.10 of this code.
<b>amendment</b>	in relation to an original motion, means a motion moving an amendment to that motion.
<b>business day</b>	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales.
<b>chairperson</b>	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code; and  in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code.
<b>this code</b>	means the council's adopted code of meeting practice
<b>committee of council</b>	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1.
<b>council official</b>	has the same meaning as in the Model Code of Conduct for Local Councils in NSW and includes councillors, administrators, council staff, council committee members and delegates of the council.
<b>day</b>	means calendar day.
<b>division</b>	means a request by two councillors under clause 11.6 of this code requiring the recording of the names of the councillors who voted both for and against a motion.
<b>foreshadowed amendment</b>	means a proposed amendment foreshadowed by a councillor under clause 10.17 of this code during debate on the first amendment.
<b>foreshadowed motion</b>	means a motion foreshadowed by a councillor under clause 10.16 of this code during debate on an original motion.
<b>open voting</b>	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means.
<b>planning decision</b>	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 2A of Part 6 of that Act.

Model Code Of Meeting Practice for Local Councils in NSW

<b>performance improvement order</b>	means an order issued under section 438A of the Act.
<b>quorum</b>	means the minimum number of councillors or committee members necessary to conduct a meeting.
<b>the Regulation</b>	means the <i>Local Government (General) Regulation 2005</i>
<b>tape recorder</b>	includes a video camera and any electronic device capable of recording speech, whether a magnetic tape is used to record or not.
<b>year</b>	means the period beginning 1 July and ending the following 30 June.



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## Mayor's office

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Facebook: Councillor Simon Richardson

Twitter: @mayor\_richo

[www.mayorsimonrichardson.com](http://www.mayorsimonrichardson.com)

BSC File No: E2017/109566

29 November 2017

Dear General Manager, Mayor and Councillors

### Seeking support for a trial of a Tourism Accommodation Levy (Bed Tax)

Council is writing to seek your support for the State Government to establish an expression of interest process seeking submissions from Local Government Areas to act as trial locations for the implementation and management of a trial tourism accommodation levy (bed tax).

Though grateful for the jobs and economic opportunities that tourism provides; for a Shire with only 32,000 residents and just 15,000 ratepayers, Council and our community are straining under the enormous weight of an extra 2.1 million extra people a year (and greater growth expected to come).

There is a need to explore revenue raising options not currently available to us; as what is currently on the table is insufficient for our needs and fails our community. We need to explore and implement processes to raise revenue that go beyond simply requesting locals pay more. The recent special rate variation ensured locals were required to pay more for our infrastructure improvements and this is fair-to a point. The problem with raising the funds through special rate variations though, is once more our base community is funding all of the infrastructure upgrade and renewal. Council had no alternative but to seek revenue from locals, now, we need to obtain more financial support from the visitors who use our infrastructure to assist the community to work on Council's infrastructure back-log of \$40M.

A tourism accommodation levy (bed tax) has been used around the world for decades as a way to raise revenue from visitors in order to fund the infrastructure impacts by visitation. This tax/levy has had minimal negative impact on visitation numbers and/or expenditure.

We would welcome the opportunity to trial the implementation of a tourism accommodation levy in Byron Shire to assist in alleviating the stress placed on our local communities and infrastructure and seek your support.

I look forward to your response.

Kind regards

Simon Richardson  
MAYOR



TRADITIONAL HOME OF  
THE BUNDJALUNG PEOPLE

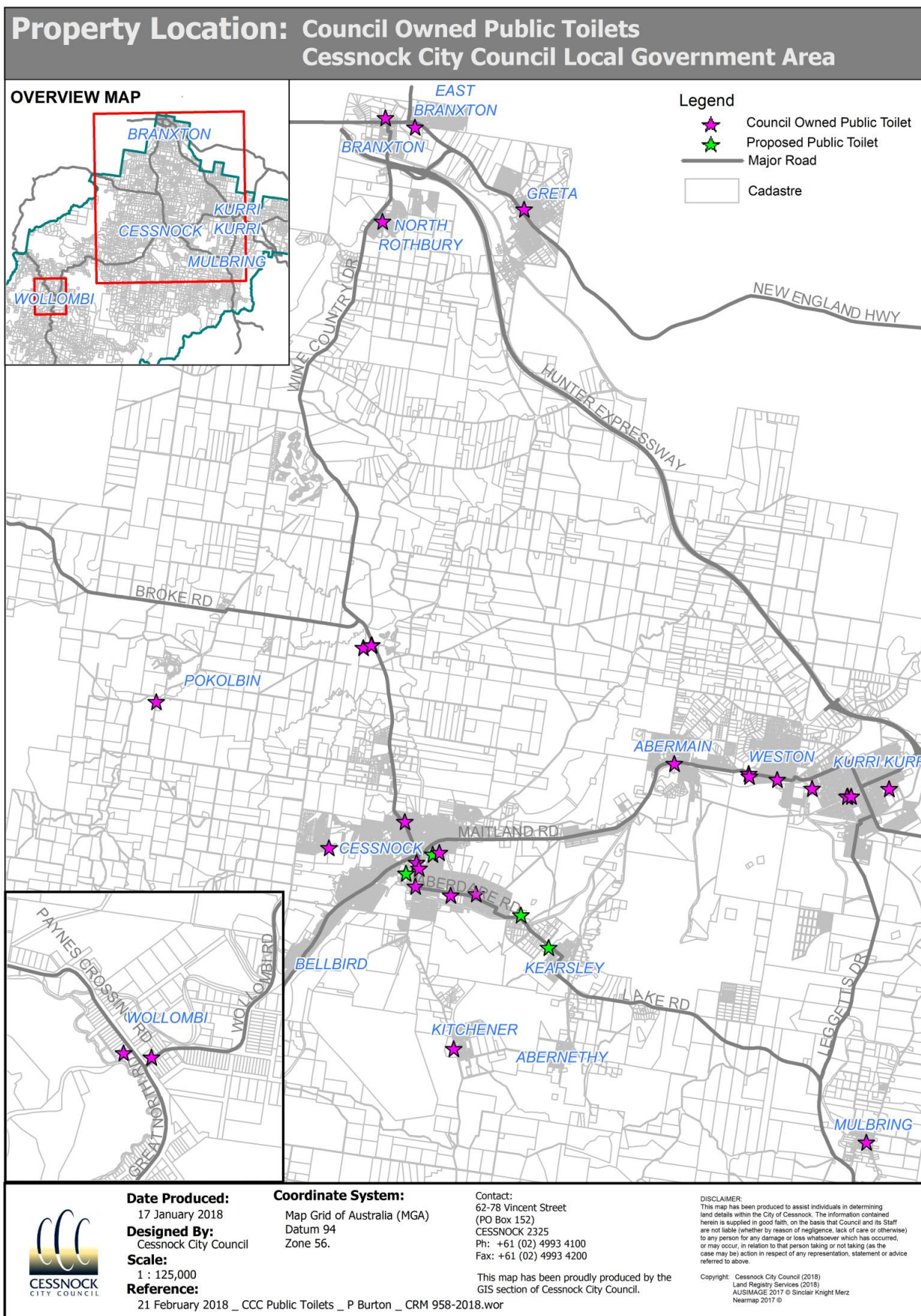
PO Box 219 Mullumbimby NSW 2482 (70-90 Station Street)  
DX20007 Mullumbimby E: [council@byron.nsw.gov.au](mailto:council@byron.nsw.gov.au)  
P: 02 6626 7000 F: 02 6684 3018  
[www.byron.nsw.gov.au](http://www.byron.nsw.gov.au) ABN: 14 472 131 473  
*Printed on 100% recycled paper*

## Enclosure 1 – Council maintained public toilets in the Cessnock LGA

Name	Address	24 Hours	M/F	Unisex	Access	Baby
Ayrfield Miners Memorial Park	6 Morgan Street, North Rothbury	✓	✓	✓	✓	
Booth Park	37 Hopetoun Street, Kurri Kurri		✓			
Branxton Oval	4 John Rose Avenue, Branxton	✓	✓			
Cessnock Airport Terminal	455 Wine Country Dr, Pokolbin		✓			
Cessnock City Council Administration Building	62 – 78 Vincent Street, Cessnock		✓		✓	✓
Cessnock Library	63/65 Vincent Street, Cessnock		✓		✓	✓
Cessnock Performing Arts Centre	198-202 Vincent Street, Cessnock		✓	✓	✓	✓
Cessnock Visitor Information Centre (internal)	455 Wine Country Dr, Pokolbin		✓	✓	✓	
Cessnock Visitor Information Centre (external)	455 Wine Country Dr, Pokolbin	✓	✓	✓	✓	✓
Chinamans Hollow	137 Cessnock Road, Weston			✓	✓	
East End Oval	26 Victoria Street, Cessnock		✓		✓	
Jefferies Park	320 Cessnock Road, Abermain		✓			
John's Park	70 Boundary Street, Kurri Kurri			✓	✓	
Kurri Kurri Community Centre	251 Lang Street, Kurri Kurri			✓	✓	✓
Kurri Kurri Library	253 Lang Street, Kurri Kurri			✓	✓	✓
Maybury Peace Park	122 Cessnock Road, Weston			✓	✓	
Miller Park	8 Maitland Street, East Branxton	✓	✓	✓	✓	
Mount View Park	197 Mount View Road, Cessnock		✓	✓	✓	
Mulbring Park	11 Vincent Street, Mulbring		✓	✓	✓	
Norman Brown Park	59 High Street, Greta	✓	✓			
North End Park	75 Church Street, Cessnock			✓	✓	
Pokolbin Park	McDonalds Road, Pokolbin	✓	✓	✓	✓	

Name	Address	24 Hours	M/F	Unisex	Access	Baby
Poppet Head Park	30 Cessnock Street, Kitchener			✓	✓	
Rotary Park	190 Lang Street, Kurri Kurri		✓	✓	✓	
Slacks Park	2980 Paynes Crossing Road, Wollombi	✓	✓	✓	✓	✓
Turner Park	49A Aberdare Road, Aberdare		✓		✓	
Veterans Memorial Park	108A Aberdare Road, Aberdare			✓	✓	
Weston Memorial Park	56 Cessnock Road, Weston		✓			
Wollombi Cultural Centre	2888 Wollombi Road, Wollombi		✓			







# NSW CONTAINER DEPOSIT SCHEME - REVERSE VENDING MACHINE PROPOSAL

## Cessnock Council for Weston Workers Club

23<sup>rd</sup> January 2018

Attention Nicole Benson

Prepared by Philip McLeod  
0408 19 63 46



# Container Deposit Scheme- Reverse Vending Machine

## Exec Summary

### Scheme Overview

- Under the NSW Container Deposit Scheme (CDS), people will be able to return eligible beverage containers for recycling in exchange for a 10-cent refund. The CDS will commence from **1st Dec 2017 in NSW**
- The aim of the CDS is to reduce the volume of litter in participating states by 40% by 2020

### RVM Overview

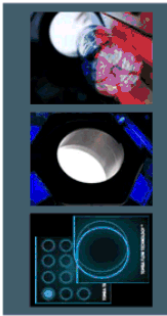

- Network Operator will set up and run a state-wide network of collection points (depots and reverse vending machines)
- A network of collection depots and reverse vending machines will open across NSW to receive empty beverage containers and deliver the 10-cent refund.
- Tomra- Cleanway JV has been appointed by the NSW state government as the Network Operator for NSW

### Proposal Overview

- The network operator is responsible for installation of container collection kiosks and depots across the state of NSW
- The Tomra-Cleanway JV is keen to work with landlords to execute these installations at suitable sites within NSW



# Tomra reverse vending machines overview

## ELEMENTS OF THE REVERSE VENDING SYSTEM



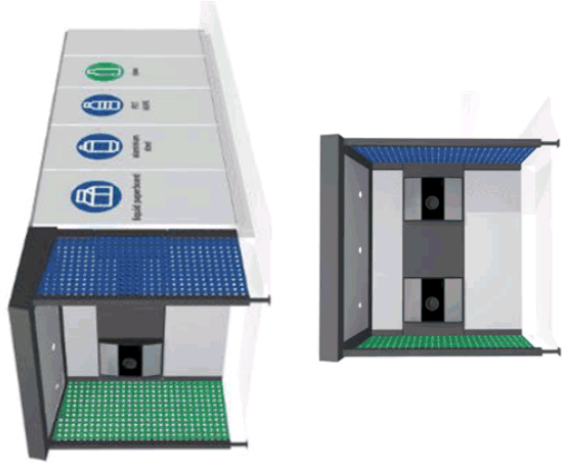
User communication

Recognition system



Sorting & processing

Data administration



- Each Kiosk has two machines with separate openings. One opening can accept glass and the other is for PET and Al Cans
- The machine will have options for charity donation, electronic financial redemption or a voucher redeemable in stores, upon deposit of the container
- A single kiosk is approx 7.5m(l) x 2.5m (w) x 2.4m (h)
- An S2 Double Kiosk is 7.5 metres x 5.00 metres
- NOTE: Allow 10 metres so Truck driver can get in and empty
- Each Kiosk will be monitored remotely by Tomra, in real time

### Kiosk Video

<https://tomra.23video.com/how-to-use-a-reverse-vending-machine>

*\*\*Video to display kiosk functionality only, model not available in Australia*

# The benefits of installation of RVM Kiosks

## The Benefits to you

### Positive Environmental and Social Profile

- Enhancing your sustainability leadership profile
- Annual rent you can choose to give to local charities or use as profit for your business
- Opportunity to link your favourite charity or national charities via RVM customer donations, creating positive brand trust

### Additional Customers visiting your centre

- Drive traffic to your venue
- Generate additional revenue from drinks consumed at your venue
- Differentiate from other councils, be an innovator and raise extra revenue
- Data management and collection incl. reporting to you

### New income streams and reduced costs

- Base rent per annum for 5 years
- Reduction in centre waste volumes and costs
- You can simply easily and quickly redeem your own bottles = profit



- NSW alone represents a deposit money flow of AUD 350m annually;
  - ✓ Refund to consumers
  - ✓ Funds to be re-spent

# The Business Proposal

## BUSINESS PROPOSAL OVERVIEW

### You provide:

- **Space** for the Technology
- **Staff time** to do a light clean as needed for the consumer-facing part of the system and handle unplanned stops (e.g. receipt paper change)
- **Power**

### You receive:

- All the benefits of having an attractive **redemption service** on-site.
- A **guaranteed base rent per annum over a 5 year License Agreement**.
- You will receive the following rental for the sites. Tomra will pay for the installations and electrical connections \* (some areas may not be fees able) Tomra will pay all ongoing electrical bills for your RVM – we have chosen the grass area next to the Ambulance gates

**One S2 Reverse vending machine – Rent is \$880 per month plus \$82 per month in Electricity = \$962 per month \$11,544 per annum this includes any electricity the machine uses.**  
**We will supply some bins near the RVM and have someone come to clean the site at least 7 times per week**

Redemption will be Coles at Waratah

### TOMRA provides

- Technology and housing
- Service and maintenance of the equipment
- Data management incl. reporting to Scheme Coordinator
- Marketing and promotion platform
- Cleaning of the equipment
- Consumables
- 4G internet connection
- **S2 Reverse vending machine**
- **(Please NOTE: Rental payments are based on the S2 Machine)**



## The Kiosk maintenance and site service

### Kiosk Machine Maintenance

- Kiosks will be cleaned internally regularly and also as needed
- Kiosk voucher rolls will be replaced regularly
- Depending on kiosk and truck size, Tomra's transport partner Cleanaway will ensure your venue has adequate visitation via a remote monitoring system
- The truck visitation will be kept to minimum during peak trading hours

### Kiosk Site Maintenance

- Tomra will work with the venue manager to ensure light maintenance and cleaning agreements are in place (estimated 10 mins of labor time per day or as required)
- Pedestrian and customer safety will be ensured

### Support and Issue resolution

- Tomra have a helpline contact centre available between 8am -10pm weekdays
- Metro response time (5 hours)
- Regional response time (12 hours)

# The Kiosk maintenance and site service

## RVM KIOSK WASTE MANAGEMENT

The following is what we are aiming implement at every RVM Kiosk, prioritised by high volume kiosks where the initiative is shown as 'to be implemented'.

**Don't Litter posters**

These posters should now be installed on both awning walls. Advise the Call Centre if these are missing.



**Cleaner attendance**

Daily cleaning also includes bin emptying, removal of loose waste and general kiosk clean ups.



**3m3 Bulk bin**

In the process of being implemented, these bins allow the cleaners to transfer waste from the kiosk bins to a local collection point.



**CCTV warning stickers**



**New bin stickers**



**NOW**

These should be in place now. If missing inform the Call Centre.



**2 x 240ltr MGB's**



**IN PROGRESS**

These initiatives are in the process of being implemented now.

These bins are emptied by the cleaners. 2 should be at every kiosk. Locked and located at the front.



Bin stands to prevent bulky waste being placed in the bins.

**CCTV cameras**



Cameras to capture illegal dumping & deter this behaviour.

**PENDING**

Stands rolling out from mid Jan 18 and trial of cameras early Jan 18

To deter illegal dumping, these stickers are being added to kiosks now.



## Kiosk location in the parking: Considerations

We have considered safety, truck movements and customer convenience while selecting a suitable location for the Kiosk in the car park

All site requirements will be established during an extensive physical site audit, such as power requirements

Where site readiness works are required, such as temporary removal of barriers for installation or permanent removal of any physical barriers, As you own the property there is no need for Tomra to ensure that landlord's approval has been obtained

Tomra will work with the Publican management to communicate any installation disruptions to customers

**Tomra will provide relevant insurance and liability coverage**

The power needed to the Kiosk 240v 15A supply or two 240v 10A supply.



## Kiosk location selection -

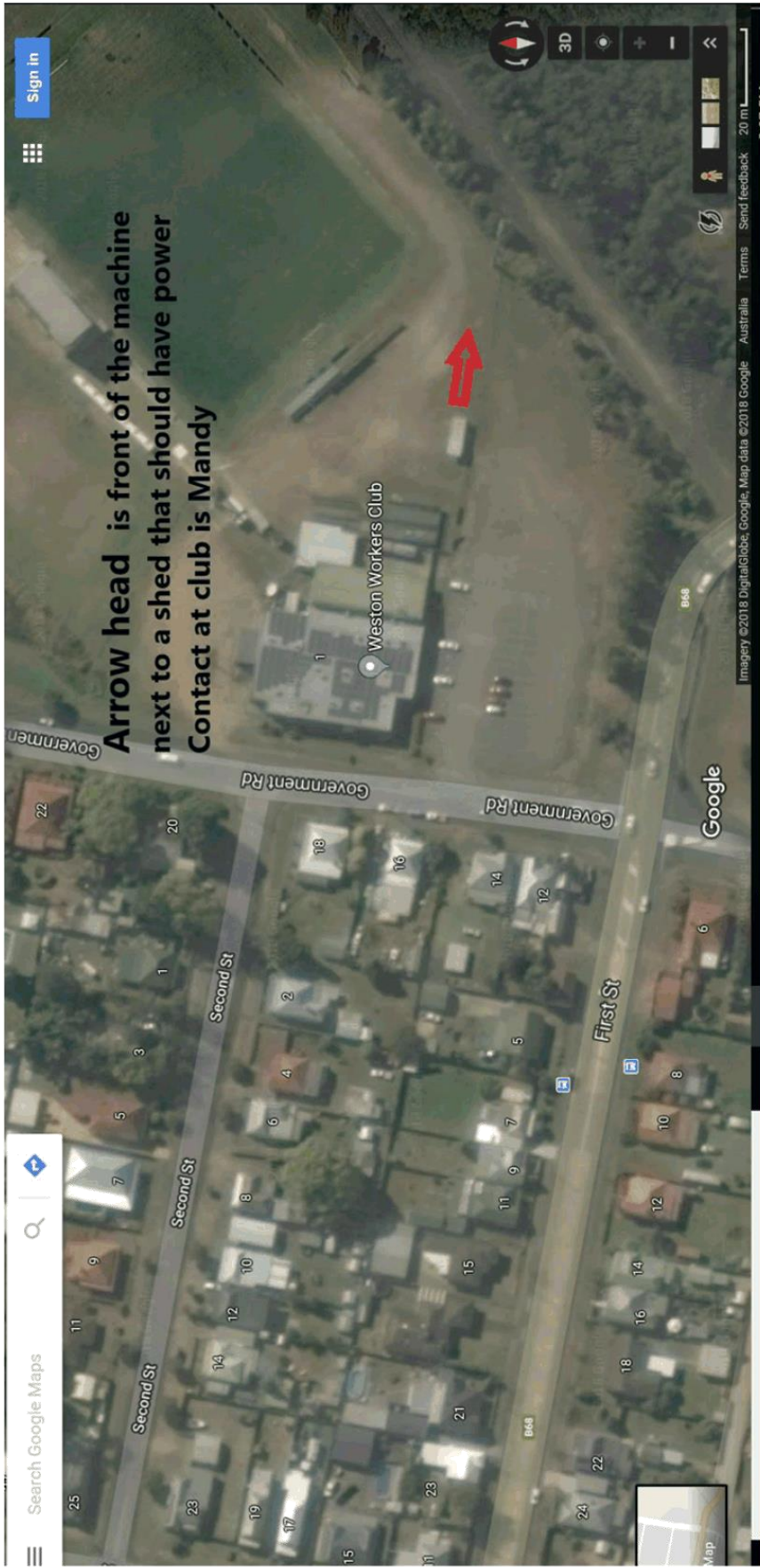
### Proposed location of the KIOSK S2

- 4 x Tandem parking spaces required or 5 single car park spaces
- Cleanaway have confirmed their truck can navigate through the car park
- Loading time is approximately 15 minutes
- Truck weight is 5000 kg with estimated payload of 1000kg
- Site works identified so far:
  - Power to Kiosk
  - Cordoned off area for approximately 6 hours

## Next steps

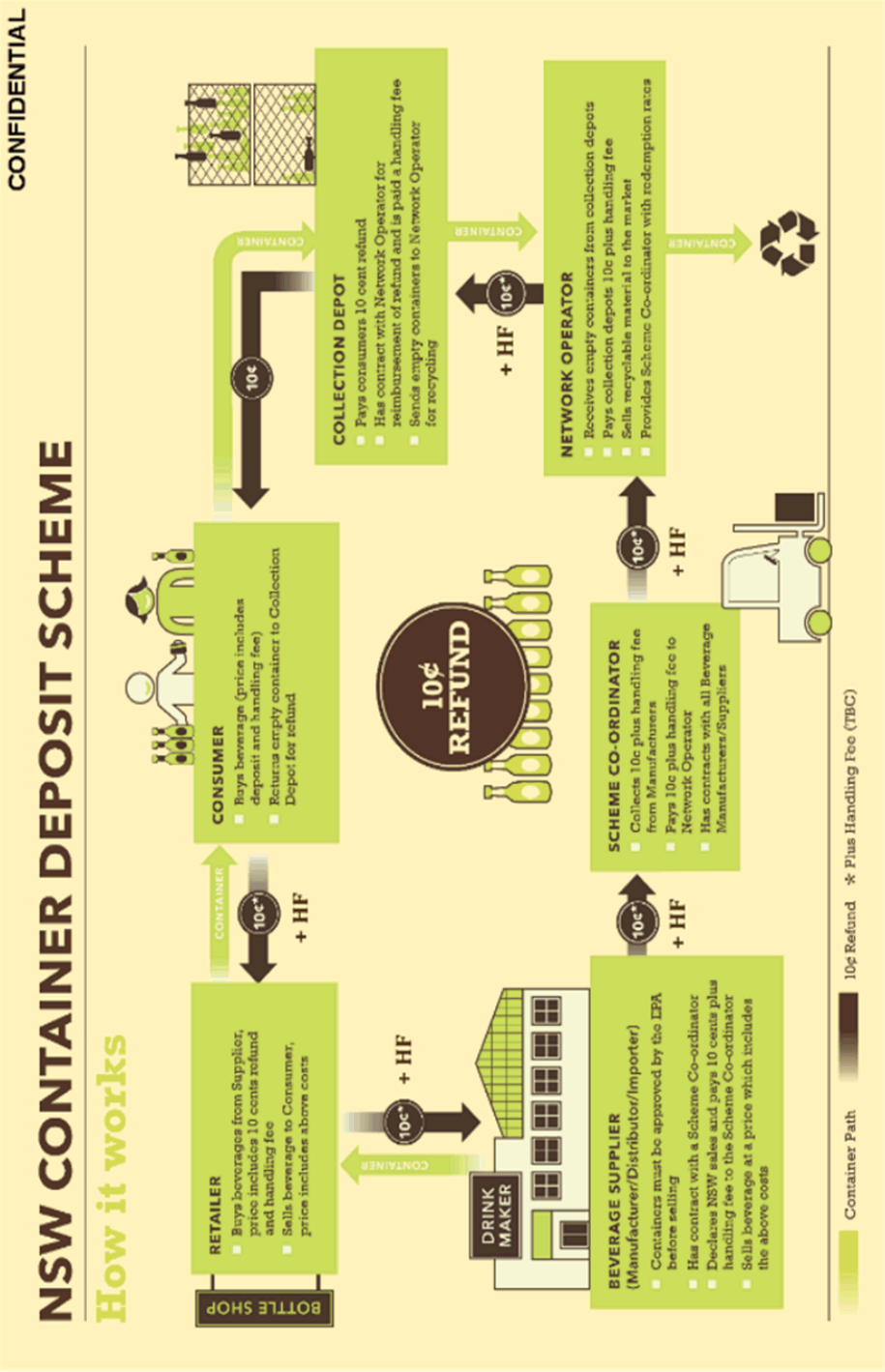
- Agree and confirm terms and conditions through license agreement
- Agree on sites for each club – Note; in the following pages are preferred spots for kiosks at each site. These sites are for discussion purposes and extra site visits will be needed to ascertain if it is the best site for both parties.
- Installation date – eta Present site installation and readiness plan to landlord
- Agree communication plan for each club and customers

Weston Workers Club – Cessnock Council land

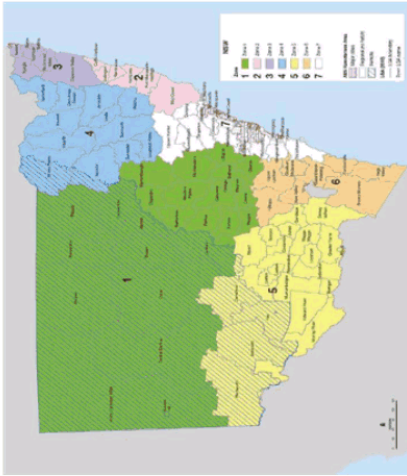


Appendix Slides

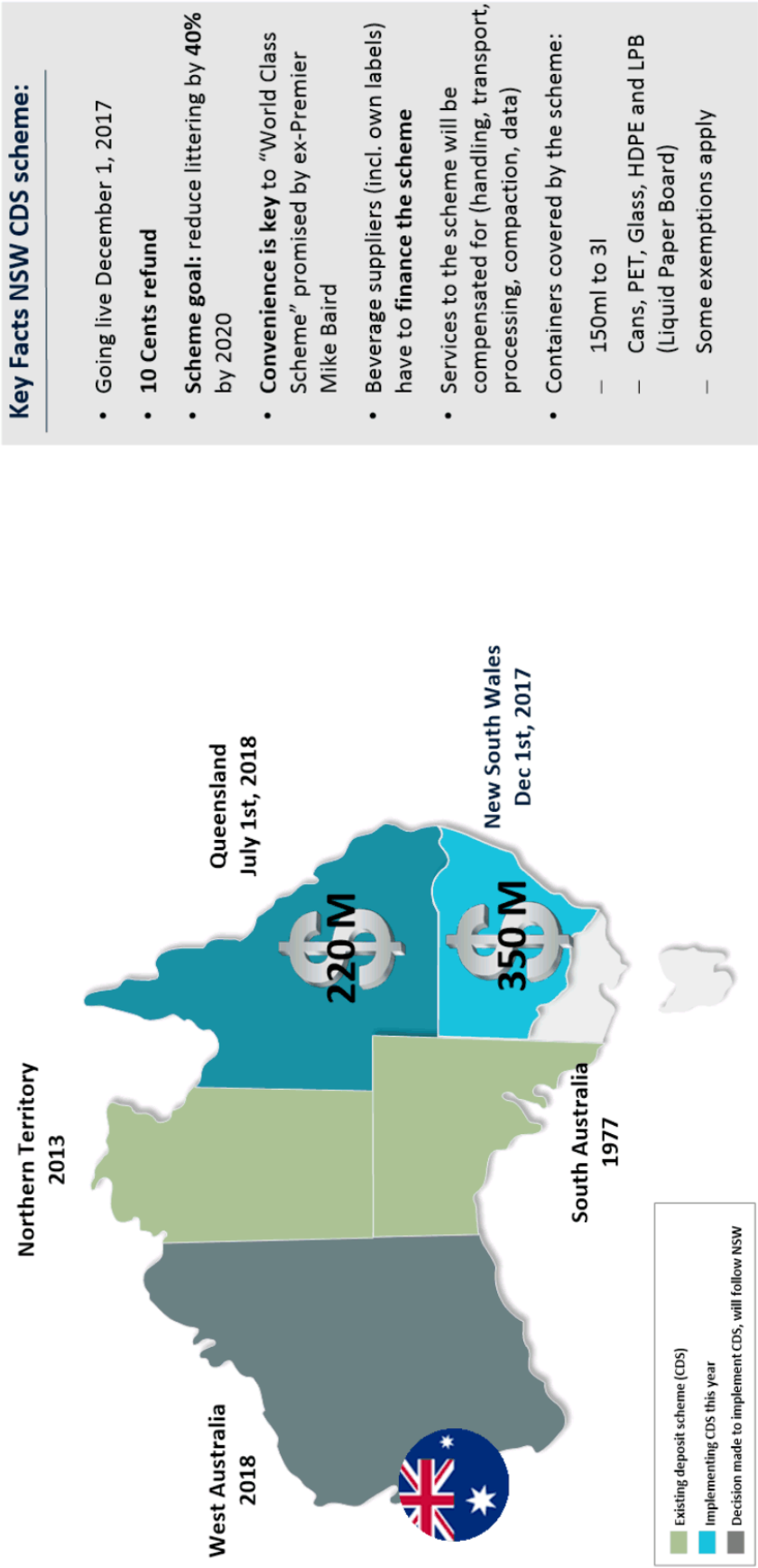
# Container deposit Scheme Overview



- The state of NSW has been divided into zones for the purposes of the scheme
- A single Network Operator will be appointed in each of the regional zones (1-6), and 3 to 5 Network Operators will be appointed in the Metro zone (7).
- It is estimated that the vast majority of containers (82%), and therefore cost, is in the metropolitan zone.

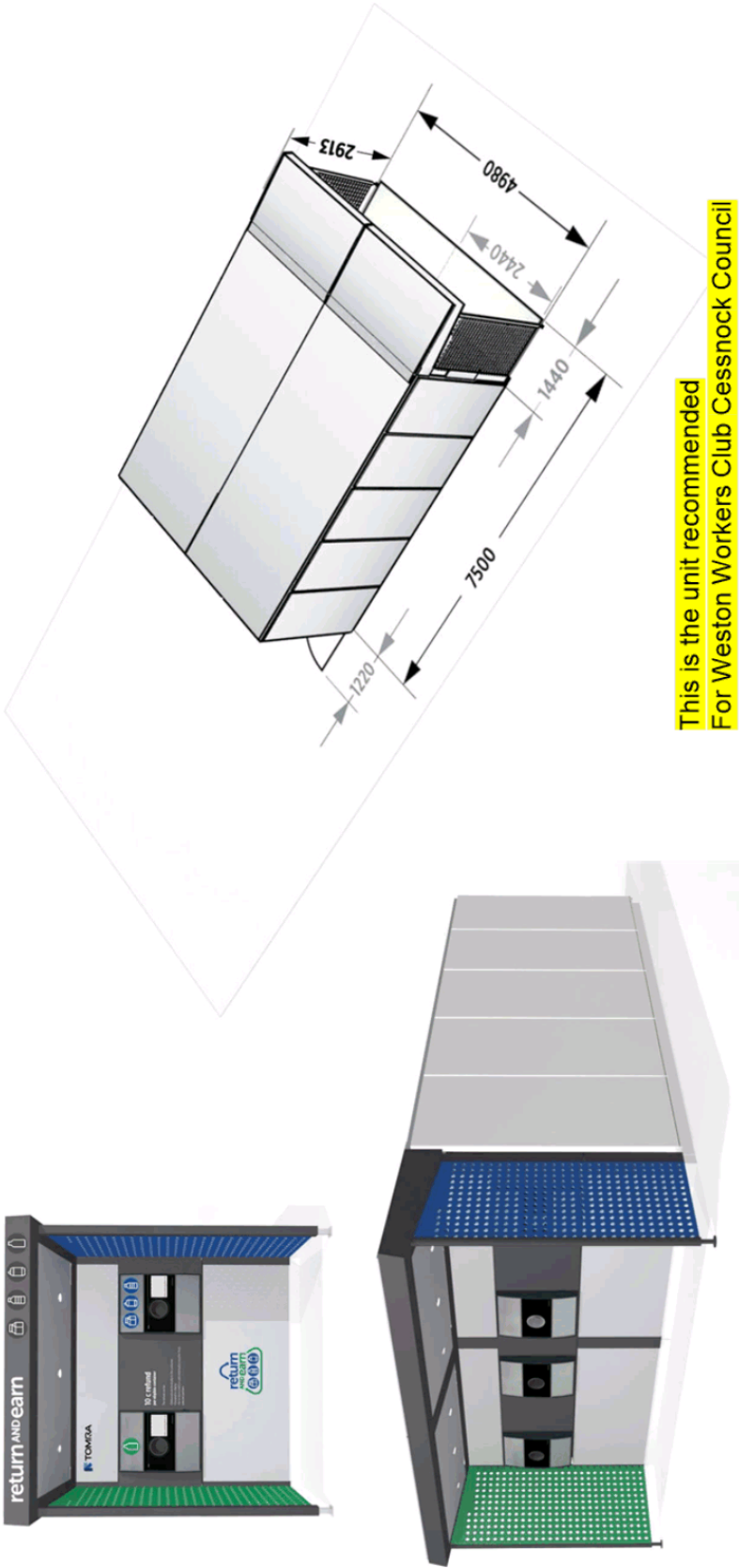


Container deposit Scheme in Australia. Most states have announced their interest to roll out the scheme





Appendix E: S2 Double 20ft RVM Kiosk

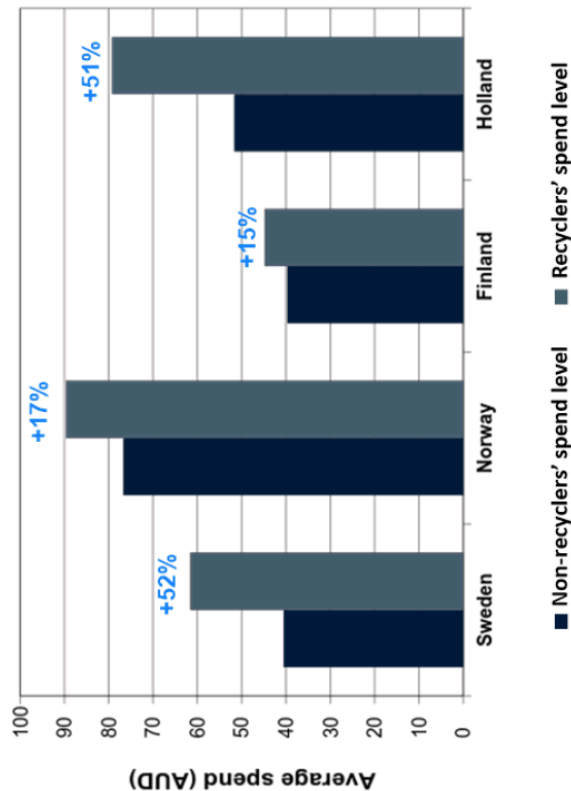


# DEMONSTRATED INCREASE IN CUSTOMER VISITS AND SPEND

- Two large independent studies in Europe\* demonstrate that shoppers returning containers for their deposits spend more than average
- Further, the extra spend (from AUD5 in Finland to AUD26 in Holland) represents a significant multiple of the average value of deposits redeemed

Same studies find:

- 10% of shoppers in Sweden usually spend the deposit refund on something extra that they would not otherwise purchase
- There is a very high level of recycling participation by shoppers
  - 88% (Sweden), 96% (Holland), 98% (Finland), 99% (Norway)
- At any time the % of shoppers returning containers is also high
  - 8.4% (Sweden)
- Redemption facilities influence consumers' store choice
  - 14% of shoppers return containers at a store they don't usually shop at (Sweden)



\* Survey of 8,500 shoppers at 70 supermarkets (Movement Research & Consulting); Survey of 8,500 shoppers at 71 supermarkets (TNS Gallup)

## FAQ's

- **Cleaning of kiosk area.**
  - It is the responsibility of the venue management to ensure the surrounding area (front / exterior) of the kiosk is kept clean. We estimate this would take approximately 10mins each day. We would recommend placing a rubbish disposal in the vicinity of the kiosk.
- **Who do we contact if there are mechanical issues with the kiosk ?**
  - Tomra have a helpline contact centre available between 8am -10pm weekdays.
  - Metro response time (5 hours)
  - Regional response time (12 hours)
- **When / how often will my bins be emptied**
  - depending on kiosk and truck size, Tomra's transport partner Cleanaway will ensure your venue has adequate visitation via a remote monitoring system
- **Do we require insurance / liability ?**
  - Tomra will provide the relevant liability coverage.
- **Who will provide the installation of power to the kiosk ?**
  - It will be the responsibility of the venue to provide power (240v) to the kiosk. – In this proposal we have included the cost of power to each installation and ongoing electricity bills.



## FAQ's

- **How much time will be required to install the kiosk ?**
  - Approximately 5 hours when power access is in place
- **Redemption options. Can we change the listed redemption partners ?**
  - Yes, Tomra uses a remote online monitoring system that offers the flexibility to change redemption partners.
- **Power consumption. What is the estimated power consumption cost ?**
  - Tomra estimates a consumption rate of approximately \$500 / year for a single container Kiosk.
- **What advertising will undertaken ?**
  - The 3 key stakeholders (Tomra, NSW Gov, Scheme coordinator) will be conducting extensive advertising via a variety of networks including digital, media, political and social media.

RVM Kiosk Power Summary	Per 20' module (2 RVMs)	Hours /day
RVM related equipment		
Idle power (kW)	0.09	20
Max power (kW)	0.57	4
Days pa	363	
Power consumption pa (kWh)	1481	
Additional electrical consumption		
lighting (LED) +timer	0.072 day	kwh/
CCTV cameras (x 3)	0.54 day	kwh/
electric fan	0.768 day	kwh/
Days pa	365	
Power consumption pa (kWh)	504	
TOTAL Power consumption pa (kWh)	1985	
Estimated Cost /kWh	0.25	
Total Cost pa/module (AUD)	\$ 496	

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