



14 February 2020

To All Councillors

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993, that the next Ordinary Meeting of Council will be held in the Council Chambers, on Wednesday, 19 February 2020 at 6.30 pm, for the purposes of transacting the undermentioned business.

**AGENDA:**

PAGE NO.

- (1) **OPENING PRAYER**
- (2) **ACKNOWLEDGEMENT OF TRADITIONAL LAND OWNERS**
- (3) **RECEIPT OF APOLOGIES**
  - Apologies received from:  
Councillor Paul Dunn
- (4) **CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
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- (6) **PETITIONS**
- (7) **PUBLIC ADDRESS**
- (8) **CONSIDERATION AND ADOPTION OF ALL REPORTS BY ENGLOBO OR INDIVIDUALLY WITH NOMINATED EXCEPTIONS**
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**(18) COUNCILLORS' REPORTS**

‡ - Denotes that Report is for notation only.



## ***Principles for Local Government***

### **Exercise of functions generally**

The following general principles apply to the exercise of functions by Councils:

- a) Councils should provide strong and effective representation, leadership, planning and decision-making.
- b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
- c) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- d) Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- e) Councils should work co-operatively with other Councils and the State government to achieve desired outcomes for the local community.
- f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
- g) Councils should work with others to secure appropriate services for local community needs.
- h) Councils should act fairly, ethically and without bias in the interests of the local community.
- i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.

### ***Council's Values***

- Integrity
- Respect
- Teamwork
- Accountability
- Excellence

### ***Our Community's Vision***

Cessnock will be a cohesive and welcoming community living in an attractive and sustainable rural environment with a diversity of business and employment opportunities supported by accessible infrastructure and services which effectively meet community need.

*Cessnock – thriving, attractive and welcoming.*

### ***Our Community's Desired Outcomes***

- A connected, safe and creative community.
- A sustainable and prosperous economy.
- A sustainable and healthy environment.
- Accessible infrastructure, facilities and services.
- Civic Leadership and effective governance.



## ***Council Model Code of Conduct***

Council adopted its current Code of Conduct on 17 April 2019. This Code provides details of statutory requirements and gives guidance in respect of the way in which pecuniary and conflict of interest issues must be disclosed.

Generally, the Code outlines the following issues:

1. Councillors are under an obligation at law to disclose any interest they may have in any matter before the Council and to refrain from being involved in any consideration or to vote on any such matter
2. Councillors must disclose any interest in any matter noted in the business paper prior to or at the opening of the meeting
3. The nature of the interest shall be included in the notification
4. Councillors shall immediately and during the meeting disclose any interest in respect of any matter arising during the meeting which is not referred to in the business paper
5. All declarations of interest shall be recorded by the General Manager
6. All disclosures of interest shall as far as is practicable be given in writing
7. Any member having a pecuniary or non-pecuniary significant conflict of interest shall leave the meeting and remain absent while the subject of the interest is being considered by Council
8. The meeting shall not discuss any matter in which a Councillor has a pecuniary or non-pecuniary significant conflict of interest while the Councillor is present at the meeting





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**MINUTES OF ORDINARY COUNCIL MEETING OF THE CESSNOCK CITY COUNCIL  
HELD IN COUNCIL CHAMBERS ON WEDNESDAY, 5 FEBRUARY 2020, COMMENCING  
AT 6.30 PM**

**PRESENT:** His Worship the Mayor, Councillor R Pynsent (in the Chair) and Councillors Olsen, Doherty, Dunn, Fagg, Stapleford, Suvaal, Fitzgibbon, Gray, Dagg, Burke, Sander and Lyons.

**IN ATTENDANCE:** General Manager  
Director Planning and Environment  
Director Corporate and Community Services  
Director Works and Infrastructure  
Strategic Planning Manager  
Senior Contributions Planner  
Finance and Administration Manager  
Governance and Council Support Coordinator  
Governance Officer  
Media & Communication Officer  
Corporate Governance Officer

**APOLOGY:** **NIL**

**MINUTES:** **MOTION** **Moved:** Councillor Suvaal  
**Seconded:** Councillor Sander  
1129  
**RESOLVED** that the Minutes of the Ordinary Meeting of Council held on 11 December 2019, as circulated, be taken as read and confirmed as a correct record.

FOR	AGAINST
Councillor Olsen	
Councillor Doherty	
Councillor Dunn	
Councillor Fagg	
Councillor Stapleford	
Councillor Suvaal	
Councillor Fitzgibbon	
Councillor Gray	
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (13)</b>	<b>Total (0)</b>

**CARRIED UNANIMOUSLY**

## **DISCLOSURES OF INTEREST**

### **DISCLOSURES OF INTEREST NO. DI1/2020**

**SUBJECT: DISCLOSURES OF INTEREST**

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#### **RECOMMENDATION**

**That Councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.**

**WI8/2020 - Rotary Park Kurri Kurri Park Naming** - Councillor Burke declared a Non Pecuniary Interest – Significant Conflict for the reason that at the time that the naming was initiated he was President of the Rotary Club and a member for quite some time and also made a submission. Councillor Burke advised that he would leave the Chamber and take no part in discussion and voting.

**WI8/2020 - Rotary Park Kurri Kurri Park Naming** – The Mayor declared a Non Pecuniary Interest – Significant Conflict for the reason that he is a personal friend of the Brown Family. The Mayor advised that he would leave the Chamber and take no part in discussion and voting.

**WI8/2020 - Rotary Park Kurri Kurri Park Naming** – Councillor Doherty declared a Non Pecuniary Interest – Significant Conflict for the reason that he is a personal friend of the Brown Family. Councillor Doherty advised that he would leave the Chamber and take no part in discussion and voting.

## ***PETITIONS***

NIL

## ***ADDRESS BY INVITED SPEAKERS***

NIL

## **CONSIDERATION AND ADOPTION OF ALL REPORTS BY ENGLOBE OR INDIVIDUALLY WITH NOMINATED EXCEPTIONS**

**MOTION**                      **Moved:**     Councillor Doherty                      **Seconded:**     Councillor Suvaal  
1130

### **RESOLVED**

**That having read and considered the reports in the agenda related to items**

GMU1/2020	Minutes of the Committee to Consider Council Initiated Awards Meeting of Cessnock City Council held on 18 December 2019 .....	47
‡ CC1/2020	Council Recess Period - Decisions Made Under Delegated Authority .....	71
CC2/2020	Councillor Professional Development and Training Report .....	74
CC3/2020	Minutes of the Cultural Facilities Committee Meeting of Cessnock City Council held 18 December 2019 .....	81
CC4/2020	Acquisition of land by boundary adjustment to add to Turner Park and granting an easement for stormwater within Turner Park Lot 501 DP 1108309 .....	84
‡ CC5/2020	2020 National General Assembly of Local Government - Call for Motions and Councillor Nominations to Attend .....	91
‡ CC6/2020	Investment Report - December 2019 .....	95
‡ CC7/2020	Local Government NSW Tourism Conference 2020 .....	101
WI3/2020	Congewai Road, Congewai - Petition for Bridge at Helens Crossing .....	135
WI4/2020	Heddon Street, Kurri Kurri - Reinstatement of Nature Strip .....	143
‡ WI6/2020	2019/20 Community Swimming Grants Program .....	157
WI9/2020	Minutes of Roads Review Committee Meeting held 6 December 2019 .....	167
‡ CO1/2020	Wollombi Community Bus Service .....	175

**Council adopt the recommendations as printed for those items.**

<b>FOR</b>	<b>AGAINST</b>
Councillor Olsen	
Councillor Doherty	
Councillor Dunn	
Councillor Fagg	
Councillor Stapleford	
Councillor Suvaal	
Councillor Fitzgibbon	
Councillor Gray	
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (13)</b>	<b>Total (0)</b>

**CARRIED UNANIMOUSLY**

## ***MAYORAL MINUTES***

NIL

### ***MOTIONS OF URGENCY***

#### ***MOTIONS OF URGENCY NO. MOU1/2020***

***SUBJECT: MOTIONS OF URGENCY***

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NIL

## **GENERAL MANAGER'S UNIT**

### **GENERAL MANAGER'S UNIT NO. GMU1/2020**

**SUBJECT: MINUTES OF THE COMMITTEE TO CONSIDER COUNCIL INITIATED AWARDS MEETING OF CESSNOCK CITY COUNCIL HELD ON 18 DECEMBER 2019**

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**MOTION**      **Moved:** Councillor Doherty      **Seconded:** Councillor Suvaal  
1131  
**RESOLVED**

**That the minutes of the meeting of the Council Initiated Awards Committee held on 18 December 2019 be received and noted.**

<b>FOR</b>	<b>AGAINST</b>
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Councillor Olsen	
Councillor Doherty	
Councillor Dunn	
Councillor Fagg	
Councillor Stapleford	
Councillor Suvaal	
Councillor Fitzgibbon	
Councillor Gray	
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (13)</b>	

<b>Total (0)</b>
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**CARRIED UNANIMOUSLY**

## **PLANNING AND ENVIRONMENT**

### **PLANNING AND ENVIRONMENT NO. PE1/2020**

**SUBJECT: DRAFT CESSNOCK CITY WIDE LOCAL INFRASTRUCTURE CONTRIBUTIONS PLAN**

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**MOTION**            **Moved:**    Councillor Suvaal            **Seconded:**    Councillor Burke  
1132  
**RESOLVED**

1. That Council place the draft Cessnock City Wide Local Infrastructure Contribution Plan on public exhibition for a minimum period of 28 days.
2. That in accordance with Clause 32 of the *Environmental Planning and Assessment Regulations 2000*, Council publish a notice of intent to repeal the following Plans:
  - Residential Section 94 Contributions Plan
  - Bellbird North Section 94 Contribution Plan 2010
  - Mount View Road, Millfield Precinct Section 94 Contribution Plan 2011
  - Government Road Precinct, Cessnock Section 94 Contribution Plan 2010
  - Averys Village, Heddon Greta Section 94 Contribution Plan 2013
  - Section 94 Contributions Plan Extension of Operations at Black Hill Quarry, Parish of Stockrington 1995
  - Nulkaba Section 94 Contributions Plan.
3. That following public exhibition, Council receive a further report on the outcomes of the public exhibition of the Draft Cessnock City Wide Local Infrastructure Plan, including details on the allocation of the repealed funds collected under those Plans proposed to be repealed.
4. That a further review of the Works Schedule and cost estimates contained within the Draft Cessnock City Wide Contribution Plan be undertaken within a period of 12 months from the date of adoption of the draft Plan.
5. That a second briefing to Councillors be scheduled at the conclusion of the exhibition period and include a comparison table of contributions covered in this plan by neighbouring Councils.



**FOR****AGAINST**

Councillor Olsen  
Councillor Doherty  
Councillor Dunn  
Councillor Fagg  
Councillor Stapleford  
Councillor Suvaal  
Councillor Fitzgibbon  
Councillor Gray  
Councillor Dagg  
Councillor Burke  
Councillor Sander  
Councillor Lyons  
Councillor Pynsent

**Total (13)****Total (0)*****CARRIED UNANIMOUSLY***

**PLANNING AND ENVIRONMENT NO. PE2/2020**

**SUBJECT: AMENDMENT OF THE CESSNOCK SECTION 7.12 CONTRIBUTIONS PLAN AND REPEAL OF THE TOURISM SECTION 94 CONTRIBUTIONS PLAN**

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**MOTION**      **Moved:**    Councillor Suvaal      **Seconded:**    Councillor Burke

1.      That Council notes the draft amended Section 7.12 Levy Contributions Plan 2017 was publicly exhibited for 28 days from 30 October 2019 to 27 November 2019 and no public submissions were received.
2.      That Council repeals the Tourism Section 94 Contributions Plan.
3.      That Council allocates \$400,000 in contributions collected from the repealed Tourism Section 94 Contributions Plan to the Hunter Valley Wine Country Signage Strategy Implementation Project.
4.      That Council adopts the amended Section 7.12 Levy Contributions Plan 2017 and transfer \$476,923.75 in contributions collected from the repealed Tourism Section 94 Contributions Plan to the Section 7.12 Levy Contributions Plan 2017.

**AMENDMENT**    **Moved:**    Councillor Dunn      **Seconded:**    Councillor Stapleford

1.      That Council notes the draft amended Section 7.12 Levy Contributions Plan 2017 was publicly exhibited for 28 days from 30 October 2019 to 27 November 2019 and no public submissions were received.
2.      That Council repeals the Tourism Section 94 Contributions Plan.
3.      That Council allocates \$400,000 in contributions collected from the repealed Tourism Section 94 Contributions Plan to the Hunter Valley Wine Country Signage Strategy Implementation Project.
4.      That Council adopts the amended Section 7.12 Levy Contributions Plan 2017 and transfer \$476,923.75 in contributions collected from the repealed Tourism Section 94 Contributions Plan to the Section 7.12 Levy Contributions Plan 2017.
5.      That the \$476,923.75 in contributions collected from the repealed Tourism Section 94 Contributions Plan be specifically reserved for Tourism related projects within the 7.12 Plan.

**FOR**

Councillor Olsen  
Councillor Doherty  
Councillor Dunn  
Councillor Fagg  
Councillor Suvaal  
Councillor Fitzgibbon  
Councillor Gray  
Councillor Dagg  
Councillor Burke  
Councillor Sander  
Councillor Lyons  
Councillor Pynsent

**Total (12)****AGAINST**

Councillor Stapleford

**Total (1)**

The Amendment was **PUT** and **CARRIED** and as such became the **MOTION**.

The Motion was then **PUT** and **CARRIED**.

**MOTION****Moved:** Councillor Dunn**Seconded:** Councillor Stapleford

1133

**RESOLVED**

1. That Council notes the draft amended Section 7.12 Levy Contributions Plan 2017 was publicly exhibited for 28 days from 30 October 2019 to 27 November 2019 and no public submissions were received.
2. That Council repeals the Tourism Section 94 Contributions Plan.
3. That Council allocates \$400,000 in contributions collected from the repealed Tourism Section 94 Contributions Plan to the Hunter Valley Wine Country Signage Strategy Implementation Project.
4. That Council adopts the amended Section 7.12 Levy Contributions Plan 2017 and transfer \$476,923.75 in contributions collected from the repealed Tourism Section 94 Contributions Plan to the Section 7.12 Levy Contributions Plan 2017.
5. That the \$476,923.75 in contributions collected from the repealed Tourism Section 94 Contributions Plan be specifically reserved for Tourism related projects within the 7.12 Plan.

**FOR**

Councillor Olsen  
Councillor Doherty  
Councillor Dunn  
Councillor Fagg  
Councillor Suvaal  
Councillor Fitzgibbon  
Councillor Gray  
Councillor Dagg  
Councillor Burke  
Councillor Sander  
Councillor Lyons  
Councillor Pynsent

**Total (12)****AGAINST**

Councillor Stapleford

**Total (1)*****CARRIED***

**PLANNING AND ENVIRONMENT NO. PE3/2020**

**SUBJECT: MINUTES OF THE STRATEGIC PROPERTY & COMMUNITY  
FACILITIES COMMITTEE MEETING OF 11 DECEMBER 2019**

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**MOTION**      **Moved:**    Councillor Suvaal      **Seconded:**    Councillor Sander  
1134  
**RESOLVED**

1.      That Council adopts the Minutes of the Strategic Property Committee of 11 December 2019 as a resolution of the Ordinary Council.
2.      That Council adopts the Airport Strategic Plan as contained in the enclosure to this report.

<b>FOR</b>	<b>AGAINST</b>
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Councillor Olsen	
Councillor Doherty	
Councillor Dunn	
Councillor Fagg	
Councillor Stapleford	
Councillor Suvaal	
Councillor Fitzgibbon	
Councillor Gray	
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (13)</b>	

**Total (0)**

**CARRIED UNANIMOUSLY**

**PLANNING AND ENVIRONMENT NO. PE4/2020**

**SUBJECT: VINEYARD GROVE DEVELOPMENT - STAGE 8 UPDATE**

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**MOTION**      **Moved:** Councillor Suvaal      **Seconded:** Councillor Burke

1135

**RESOLVED**

1. That Council notes that the Residential Development (Vineyard Grove Stage 8) has been impacted by the redesign of the subdivision to support road widening, and legislative implications relating to the *Biodiversity Conservation Act 2016* may require a higher standard of review relating to environmental factors associated with the revised development plan which have delayed the progress of the project.
2. That as a consequence of the resourcing and legislative impacts the project is not likely to substantially commence until the 2020/21 financial year, and the 2019/20 Operational plan will be revised to remove both estimated revenue from the proposed sale of lots and associated expenditure, with an adverse impact on Council's forecast operating result for 2019/20.
3. That the proposed adjustments to the 2019/20 Operational plan will be reported for approval to Council as part of the December 2019 Quarterly Budget Review Statements on 19 February 2020.
4. That a detailed report be provided to the next Strategic Property & Community Facilities Committee meeting outlining the impacts of the planning legislative requirements; potential impacts on the project relating to the delay, including any additional costs or reduced returns and an updated expected timeline for finalisation for the project.

**FOR**

Councillor Doherty  
Councillor Dunn  
Councillor Fagg  
Councillor Stapleford  
Councillor Suvaal  
Councillor Fitzgibbon  
Councillor Gray  
Councillor Dagg  
Councillor Burke  
Councillor Sander  
Councillor Lyons  
Councillor Pynsent

**Total (12)**

**AGAINST**

Councillor Olsen

**Total (1)**

**CARRIED**

## **CORPORATE AND COMMUNITY**

### **CORPORATE AND COMMUNITY NO. CC1/2020**

**SUBJECT: COUNCIL RECESS PERIOD - DECISIONS MADE UNDER DELEGATED AUTHORITY**

---

**MOTION**      **Moved:**    Councillor Doherty      **Seconded:**    Councillor Suvaal  
1136  
**RESOLVED**

That Council notes that during the recess period of Council, the Mayor and General Manager under delegated authority exercised the following decisions of Council:

- Extended the public exhibition period for the Draft Cessnock Local Strategic Planning Statement to 28 February 2020.
- Determined to deal with issues relating to dwelling entitlements separately to the adoption of the Draft Cessnock Local Strategic Planning Statement to ensure statutory compliance for the adoption of the Draft Cessnock Local Strategic Planning Statement.

<b>FOR</b>	<b>AGAINST</b>
Councillor Olsen	
Councillor Doherty	
Councillor Dunn	
Councillor Fagg	
Councillor Stapleford	
Councillor Suvaal	
Councillor Fitzgibbon	
Councillor Gray	
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (13)</b>	<b>Total (0)</b>

**CARRIED UNANIMOUSLY**

**CORPORATE AND COMMUNITY NO. CC2/2020**

**SUBJECT: COUNCILLOR PROFESSIONAL DEVELOPMENT AND TRAINING REPORT**

---

**MOTION**      **Moved:** Councillor Doherty      **Seconded:** Councillor Suvaal  
1137  
**RESOLVED**

1. That Council adopts the draft Councillor Professional Development Plan 2020.
2. That Council notes the Councillor Professional Development Report 2018/19.

FOR	AGAINST
Councillor Olsen	
Councillor Doherty	
Councillor Dunn	
Councillor Fagg	
Councillor Stapleford	
Councillor Suvaal	
Councillor Fitzgibbon	
Councillor Gray	
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (13)</b>	<b>Total (0)</b>

**CARRIED UNANIMOUSLY**



**CORPORATE AND COMMUNITY NO. CC3/2020**

**SUBJECT: MINUTES OF THE CULTURAL FACILITIES COMMITTEE MEETING  
OF CESSNOCK CITY COUNCIL HELD 18 DECEMBER 2019**

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**MOTION**      **Moved:** Councillor Doherty      **Seconded:** Councillor Suvaal  
1138  
**RESOLVED**

**That the Minutes of the meeting of the Cultural Facilities Committee held on  
18 December 2019 be adopted as a resolution of the Ordinary Council.**

<b>FOR</b>	<b>AGAINST</b>
Councillor Olsen	
Councillor Doherty	
Councillor Dunn	
Councillor Fagg	
Councillor Stapleford	
Councillor Suvaal	
Councillor Fitzgibbon	
Councillor Gray	
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (13)</b>	<b>Total (0)</b>

**CARRIED UNANIMOUSLY**

**CORPORATE AND COMMUNITY NO. CC4/2020**

**SUBJECT: ACQUISITION OF LAND BY BOUNDARY ADJUSTMENT TO ADD TO  
TURNER PARK AND GRANTING AN EASEMENT FOR  
STORMWATER WITHIN TURNER PARK LOT 501 DP 1108309**

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**MOTION**                      **Moved:**    Councillor Doherty                      **Seconded:**    Councillor Suvaal  
1139  
**RESOLVED**

1. That Council consents to the boundary adjustment and gaining that additional land marked on the attached plans:
  - a) That Council authorises the General Manager to negotiate the agreement between the adjoining owners on Aberdare Road, Cessnock;
  - b) That Council authorises for the Common Seal of Cessnock City Council to be affixed to the related documents between Cessnock City Council and the owner of Lot 3 Section 50 DP 758002, Aberdare Road, Cessnock
  - c) That Council authorises the Mayor and the General Manager to execute all documents relating to the land transfer.
2. That Council consents to the granting of an easement benefiting Lot 3 Section 50 DP 758002 burdening Council land being Lot 501 DP 1108309 for stormwater purposes subject to the following:
  - a) The easement, of no greater than 1.5m wide to be located on the eastern boundary of Cessnock Tennis Courts Lot 501 DP 1108309 and in accordance with approved plans;
  - b) That the stormwater drainage infrastructure be constructed underground within the easement;
  - c) That Council delegates to the General Manager the power to negotiate the terms for the granting of an easement;
  - d) That Council advises the applicant that all costs associated with the granting of the easement including survey, registration costs, Council's reasonable legal and valuation costs be borne by the benefiting property owner;
  - e) That Council authorises the Common Seal of Cessnock City Council to be affixed to documents relating to the granting of the easement, and
  - f) That Council authorises the Mayor and General Manager to execute the documents relating to the granting of the easement.

**FOR****AGAINST**

Councillor Olsen  
Councillor Doherty  
Councillor Dunn  
Councillor Fagg  
Councillor Stapleford  
Councillor Suvaal  
Councillor Fitzgibbon  
Councillor Gray  
Councillor Dagg  
Councillor Burke  
Councillor Sander  
Councillor Lyons  
Councillor Pynsent

**Total (13)****Total (0)*****CARRIED UNANIMOUSLY***

**CORPORATE AND COMMUNITY NO. CC5/2020**

**SUBJECT: 2020 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT -  
CALL FOR MOTIONS AND COUNCILLOR NOMINATIONS TO  
ATTEND**

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**MOTION**      **Moved:** Councillor Doherty      **Seconded:** Councillor Suvaal  
1140  
**RESOLVED**

1. That Councillors submit motions for the 2020 National General Assembly of Local Government to the General Manager's office by 6 March 2020, so as to allow inclusion in the agenda for the meeting of 18 March 2020 for Council determination.
2. That Councillors seeking to attend the 2020 National General Assembly of Local Government submit a Request to Attend Conference application to the General Manager's office by 6 March 2020, so as to allow inclusion in the agenda for the meeting of 18 March 2020 for Council determination.

**FOR**

**AGAINST**

Councillor Olsen  
Councillor Doherty  
Councillor Dunn  
Councillor Fagg  
Councillor Stapleford  
Councillor Suvaal  
Councillor Fitzgibbon  
Councillor Gray  
Councillor Dagg  
Councillor Burke  
Councillor Sander  
Councillor Lyons  
Councillor Pynsent  
**Total (13)**

**Total (0)**

**CARRIED UNANIMOUSLY**

**CORPORATE AND COMMUNITY NO. CC6/2020**

**SUBJECT: INVESTMENT REPORT - DECEMBER 2019**

---

**MOTION**      **Moved:** Councillor Doherty      **Seconded:** Councillor Suvaal  
1141  
**RESOLVED**

**That Council receives the Investment Report for December 2019 and notes:**

- **Investments are held in accordance with Council's Investment Policy which accords with the Ministerial Investment Order**
- **Council's month end balance was \$40,534,344, year to date interest earned to 31 December was \$378,440 and the interest earned for December was \$58,088.**

<b>FOR</b>	<b>AGAINST</b>
Councillor Olsen	
Councillor Doherty	
Councillor Dunn	
Councillor Fagg	
Councillor Stapleford	
Councillor Suvaal	
Councillor Fitzgibbon	
Councillor Gray	
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (13)</b>	<b>Total (0)</b>

**CARRIED UNANIMOUSLY**

**CORPORATE AND COMMUNITY NO. CC7/2020**

**SUBJECT: LOCAL GOVERNMENT NSW TOURISM CONFERENCE 2020**

---

**MOTION**      **Moved:** Councillor Doherty      **Seconded:** Councillor Suvaal  
1142  
**RESOLVED**

**That Councillors interested in attending the Local Government NSW Tourism Conference 2020 make application to the General Manager by Friday 7 February 2020 so that Council can determine attendees at the Council meeting of 19 February 2020.**

<b>FOR</b>	<b>AGAINST</b>
Councillor Olsen	
Councillor Doherty	
Councillor Dunn	
Councillor Fagg	
Councillor Stapleford	
Councillor Suvaal	
Councillor Fitzgibbon	
Councillor Gray	
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (13)</b>	<b>Total (0)</b>

**CARRIED UNANIMOUSLY**

## **WORKS AND INFRASTRUCTURE**

### **WORKS AND INFRASTRUCTURE NO. WI1/2020**

**SUBJECT: FINANCIAL SUSTAINABILITY INITIATIVE PROJECTS**

---

**MOTION**      **Moved:** Councillor Suvaal      **Seconded:** Councillor Fitzgibbon  
1143

**RESOLVED**

1. That Council notes the information provided in the report relating to the progress of the Financial Sustainability projects.
2. That a media release to inform the community of this initiative be developed to include the conclusion and financial implications listed on page 108.

<b>FOR</b>	<b>AGAINST</b>
Councillor Olsen	
Councillor Doherty	
Councillor Dunn	
Councillor Fagg	
Councillor Stapleford	
Councillor Suvaal	
Councillor Fitzgibbon	
Councillor Gray	
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (13)</b>	<b>Total (0)</b>

**CARRIED UNANIMOUSLY**

**WORKS AND INFRASTRUCTURE NO. WI2/2020**

**SUBJECT: MINUTES OF LOCAL TRAFFIC COMMITTEE HELD 18 NOVEMBER 2019**

---

**MOTION**            **Moved:**    Councillor Suvaal            **Seconded:**    Councillor Dagg  
1144  
**RESOLVED**

That the Minutes of the Local Traffic Committee Meeting of 18 November 2019 be adopted as a resolution of the Ordinary Council.

1. TC46A/2019 - That Council authorises the installation of regulatory parking signage on Tomalpin Street, Kearsley in accordance with the Tomalpin Street Kearsley \_ Signage & Line Marking Diagram.
2. TC47/2019 - That Council authorises the installation of regulatory parking signage on Rothbury Street, Nulkaba in accordance with the Rothbury Street Nulkaba \_ Signage Diagram.
3. TC48/2019 - That Council authorises the installation of signage and barriers on the laneway between Mount View Road and Tempranillo Crescent, Cessnock in accordance with Tempranillo Crescent Cessnock \_ Signage & Barrier Diagram.
4. TC49/2019 - That Council authorises installation of line marking on Averys Lane, Buchanan in accordance with the Averys Lane Buchanan \_ Line Marking Diagram.
5. TC50/2019 - That Council authorises installation of line marking at the intersection of Beaufort Avenue and Kendall Street, Bellbird, in accordance with the Beaufort Avenue Bellbird \_ Line Marking Diagram.
6. TC51/2019 - That Council authorises the installation of regulatory parking signage and line marking on Cumberland Street, Cessnock in accordance with the Cumberland Street Cessnock \_ Signage & Line Marking Diagram.
7. TC52/2019 - That Council notes the consent of Roads and Maritime Services has been received for implementation of a 10km/h Shared Zone in Charlton Street, Cessnock as outlined in the Charlton Street Cessnock \_ Shared Zone Approval.



**FOR****AGAINST**

Councillor Olsen  
Councillor Doherty  
Councillor Dunn  
Councillor Fagg  
Councillor Stapleford  
Councillor Suvaal  
Councillor Fitzgibbon  
Councillor Gray  
Councillor Dagg  
Councillor Burke  
Councillor Sander  
Councillor Lyons  
Councillor Pynsent

**Total (13)****Total (0)*****CARRIED UNANIMOUSLY***

**WORKS AND INFRASTRUCTURE NO. WI3/2020**

**SUBJECT: CONGEWAI ROAD, CONGEWAI - PETITION FOR BRIDGE AT HELENS CROSSING**

---

**MOTION**      **Moved:**    Councillor Doherty      **Seconded:**    Councillor Suvaal  
1145

**RESOLVED**

1.      That Council notes the petition lodged by residents requesting a bridge across the Congewai Creek at the top end of Congewai Valley.
2.      That Council retain the existing causeway and notifies the petition organiser accordingly.

**FOR**

**AGAINST**

Councillor Olsen  
Councillor Doherty  
Councillor Dunn  
Councillor Fagg  
Councillor Stapleford  
Councillor Suvaal  
Councillor Fitzgibbon  
Councillor Gray  
Councillor Dagg  
Councillor Burke  
Councillor Sander  
Councillor Lyons  
Councillor Pynsent  
**Total (13)**

**Total (0)**

**CARRIED UNANIMOUSLY**

**WORKS AND INFRASTRUCTURE NO. WI4/2020**

**SUBJECT: HEDDON STREET, KURRI KURRI  
REINSTATEMENT OF NATURE STRIP**

---

**MOTION**      **Moved:** Councillor Doherty      **Seconded:** Councillor Suvaal  
1146

**RESOLVED**

1. That Council notes the most recent request for the Developer to reinstate the nature strip on Heddon Street.
2. That Council notes, that in the event that the Developer does not undertake the reinstatement as requested, that Council carries out the required works and recovers the cost from the Developer in accordance with Council's adopted *Fees & Charges 2019-20*.

**FOR**

**AGAINST**

Councillor Olsen  
Councillor Doherty  
Councillor Dunn  
Councillor Fagg  
Councillor Stapleford  
Councillor Suvaal  
Councillor Fitzgibbon  
Councillor Gray  
Councillor Dagg  
Councillor Burke  
Councillor Sander  
Councillor Lyons  
Councillor Pynsent

**Total (13)**

**Total (0)**

**CARRIED UNANIMOUSLY**

**WORKS AND INFRASTRUCTURE NO. WI5/2020**

**SUBJECT: CESSNOCK ROAD, WESTON - NAMING OF LANE**

***MOTION***            ***Moved:***    Councillor Suvaal            ***Seconded:***    Councillor Gray

1. That Council notes the proposed name of Middleby Lane for the existing unnamed lane adjoining 126 to 136 Cessnock Road, Weston in accordance Council's adopted Policy No.S35.2 – *Streets - Listing of Names for Use in naming of Streets* and the provisions of Section 162 of the *Roads Act 1993*.
2. That Council authorises the General Manager to notify and advertise the proposed name in accordance with the provisions of Regulation 7 of the *Roads Regulation 2018*.
3. That provided no contrary submissions are received following notification and advertising of the proposed name, Council authorises the General Manager to proceed with the proposed name by seeking gazettal as required by the provisions of Regulation 7 of the *Roads Regulation 2018*.

**PROCEDURAL MOTION**

**Moved:** Councillor Sander  
**Seconded:** Councillor Dagg

1147

***RESOLVED***

**That the report be DEFERRED pending further information being received as to the reasons why the name Middleby has been submitted to Council.**

FOR	AGAINST
Councillor Olsen	
Councillor Doherty	
Councillor Dunn	
Councillor Fagg	
Councillor Stapleford	
Councillor Suvaal	
Councillor Fitzgibbon	
Councillor Gray	
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (13)</b>	<b>Total (0)</b>

**CARRIED UNANIMOUSLY**

**WORKS AND INFRASTRUCTURE NO. WI6/2020**

**SUBJECT: 2019/20 COMMUNITY SWIMMING GRANTS PROGRAM**

---

**MOTION**      **Moved:** Councillor Doherty      **Seconded:** Councillor Suvaal  
1148  
**RESOLVED**

That Council notes the information contained within the report including that Council's application for funding under Swimming Australia's Community Swimming Grants program was unsuccessful.

FOR	AGAINST
Councillor Olsen	
Councillor Doherty	
Councillor Dunn	
Councillor Fagg	
Councillor Stapleford	
Councillor Suvaal	
Councillor Fitzgibbon	
Councillor Gray	
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (13)</b>	<b>Total (0)</b>

**CARRIED UNANIMOUSLY**

**WORKS AND INFRASTRUCTURE NO. WI7/2020**

**SUBJECT: KURRI KURRI NOSTALGIA FESTIVAL - MARCH 2020**

---

**MOTION**      **Moved:** Councillor Gray      **Seconded:** Councillor Burke  
1149

**RESOLVED**

1. That Council supports the Kurri Kurri Nostalgia Festival on 27, 28 and 29 March 2020 by providing in-kind support valued at \$8,417 as detailed in the report for the following services; waste management, road closure equipment, park management and amenity management.
2. That Council allocates an amount of \$4,000 from the Tourism Related Projects Budget to cover the cost of street vending and market stalls, as it is recognised that the event attracts a large number of visitors to the LGA and this directly support Objective 2.3 of Council's Delivery Program 2017-21 which is to increase tourism opportunities and visitation in the area.

**FOR**

Councillor Doherty  
Councillor Dunn  
Councillor Fagg  
Councillor Stapleford  
Councillor Suvaal  
Councillor Fitzgibbon  
Councillor Gray  
Councillor Dagg  
Councillor Burke  
Councillor Sander  
Councillor Lyons  
Councillor Pynsent  
**Total (12)**

**AGAINST**

Councillor Olsen

**Total (1)**

**CARRIED**

## **WORKS AND INFRASTRUCTURE NO. WI8/2020**

**SUBJECT:     ROTARY PARK KURRI KURRI PARK NAMING**

---

*Councillor Burke declared a Non Pecuniary Interest – Significant Conflict for the reason that at the time that the naming was initiated he was President of the Rotary Club and a member for quite some time and also made a submission. Councillor Burke left the Chamber and took no part in discussion and voting.*

*Councillor Doherty declared a Non Pecuniary Interest – Significant Conflict for the reason that he is a personal friend of the Brown Family. Councillor Doherty left the Chamber and took no part in discussion and voting.*

*The Mayor declared a Non Pecuniary Interest – Significant Conflict for the reason that he is a personal friend of the Brown Family. The Mayor left the Chamber and took no part in discussion and voting.*

*Councillors Burke and Doherty left the meeting, the time being 7.23pm*

*The Mayor vacated the Chair and left the meeting, the time being 7.23pm.*

*The Deputy Mayor assumed the Chair, the time being 7.23pm*

**MOTION           Moved:**     Councillor Gray                    **Seconded:**     Councillor Sander  
1150

**RESOLVED**

1.     **That Council notes the submissions received by the Geographical Names Board of NSW in relation to the proposed renaming of Rotary Park Kurri Kurri.**
2.     **That Council advises the Geographical Names Board of NSW that it wishes to formally name the park in Kurri Kurri known as Rotary Park as “Col Brown Rotary Park” subject to gazettal by the Geographical Names Board of NSW.**
3.     **That if approval is received from the Geographical Names Board of NSW, Council install appropriate signage.**
4.     **That the Rotary Club of Kurri Kurri Inc., as the applicant for the naming be notified of the outcome of the application.**

**FOR****AGAINST**

Councillor Olsen  
Councillor Dunn  
Councillor Fagg  
Councillor Stapleford  
Councillor Suvaal  
Councillor Fitzgibbon  
Councillor Gray  
Councillor Dagg  
Councillor Sander  
Councillor Lyons

**Total (10)****Total (0)*****CARRIED UNANIMOUSLY***

*Councillors Burke and Doherty returned to the meeting, the time being 7.25pm*

*The Deputy Mayor vacated the chair, the time being 7.25pm*

*The Mayor returned to the meeting and assumed the Chair, the time being 7.25pm*



**WORKS AND INFRASTRUCTURE NO. WI9/2020**

**SUBJECT: MINUTES OF ROADS REVIEW COMMITTEE MEETING HELD 6  
DECEMBER 2019**

---

**MOTION**      **Moved:** Councillor Doherty      **Seconded:** Councillor Suvaal

1151

**RESOLVED**

**That the Minutes of the Roads Review Committee of 11 October 2019 be adopted as a resolution of the Ordinary Council.**

**FOR**

**AGAINST**

Councillor Olsen  
Councillor Doherty  
Councillor Dunn  
Councillor Fagg  
Councillor Stapleford  
Councillor Suvaal  
Councillor Fitzgibbon  
Councillor Gray  
Councillor Dagg  
Councillor Burke  
Councillor Sander  
Councillor Lyons  
Councillor Pynsent  
**Total (13)**

**Total (0)**

**CARRIED UNANIMOUSLY**

## **BUSINESS OF WHICH WRITTEN NOTICE HAS BEEN GIVEN**

### **BUSINESS WITH NOTICE NO. BN1/2020**

**SUBJECT:     MILLFIELD RFS PREMISES**

---

**MOTION**            **Moved:**     Councillor Dunn            **Seconded:**     Councillor Stapleford  
1152  
**RESOLVED**

**That the General Manager bring back a report and recommendation to Council within three months outlining:**

- a)     Councils current position relating to the location of new premises for the Millfield RFS brigade;**
- b)     How Council intends to further progress our current position;**
- c)     The costs and funding sources, internal and external to deliver the required infrastructure, as appropriate, in conjunction with external bodies;**
- d)     A timeline for delivery that takes in to account all stakeholders.**

<b>FOR</b>	<b>AGAINST</b>
------------	----------------

Councillor Olsen	
Councillor Doherty	
Councillor Dunn	
Councillor Fagg	
Councillor Stapleford	
Councillor Suvaal	
Councillor Fitzgibbon	
Councillor Gray	
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (13)</b>	<b>Total (0)</b>

**CARRIED UNANIMOUSLY**

**BUSINESS WITH NOTICE NO. BN2/2020**

**SUBJECT: RE-INSTATE "QUESTIONS FOR NEXT MEETING"**

---

**MOTION**      **Moved:** Councillor Olsen      **Seconded:** Councillor Stapleford

1. That the Cessnock City Council Code of Meeting Practice be amended to include the Agenda Item "Questions for Next Meeting" in Council's general order of business and that provision be made for each Councillor to ask no more than two "Questions for Next Meeting" per Council meeting.
2. That when such questions are asked, if there is nothing preventing an answer being given straight away, that the answer will be given.

**AMENDMENT**      **Moved:** Councillor Dagg      **Seconded:** Councillor Fitzgibbon

1. That Council support the current adopted Code of Meeting Practice which includes Questions with Notice.
2. That Council notes recent efforts by the General Manager to streamline the process for asking questions with the aim of maximising staff productivity and achieving outcomes from the delivery program.

FOR	AGAINST
Councillor Fagg	Councillor Olsen
Councillor Suvaal	Councillor Doherty
Councillor Fitzgibbon	Councillor Dunn
Councillor Gray	Councillor Stapleford
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (9)</b>	<b>Total (4)</b>

The Amendment was **PUT** and **CARRIED** and as such became the **MOTION**.

The Motion was then **PUT** and **CARRIED**.

**MOTION**

1153

**Moved:** Councillor Dagg**Seconded:** Councillor Fitzgibbon**RESOLVED**

1. That Council support the current adopted Code of Meeting Practice which includes Questions with Notice.
2. That Council notes recent efforts by the General Manager to streamline the process for asking questions with the aim of maximising staff productivity and achieving outcomes from the delivery program.

**FOR**

Councillor Fagg  
Councillor Stapleford  
Councillor Suvaal  
Councillor Fitzgibbon  
Councillor Gray  
Councillor Dagg  
Councillor Burke  
Councillor Sander  
Councillor Lyons  
Councillor Pynsent

**Total (10)****AGAINST**

Councillor Olsen  
Councillor Doherty  
Councillor Dunn

**Total (3)****CARRIED**

**BUSINESS WITH NOTICE NO. BN3/2020**

**SUBJECT: GALLAGHER STREET, CESSNOCK**

---

**MOTION**      **Moved:** Councillor Olsen      **Seconded:** Councillor Fitzgibbon

The General Manager bring a report back to Council regarding the turning circle that is being investigated for the middle of Gallagher Street with the status of the project, and.

- The report is to include any evidence of justification of the installation of the turning area.
- If the project is to proceed how this will be funded and
- How this became a priority over the other 19 streets that have the same problem.

**FOR**

Councillor Olsen

**Total (1)**

**AGAINST**

Councillor Doherty  
Councillor Dunn  
Councillor Fagg  
Councillor Stapleford  
Councillor Suvaal  
Councillor Fitzgibbon  
Councillor Gray  
Councillor Dagg  
Councillor Burke  
Councillor Sander  
Councillor Lyons  
Councillor Pynsent

**Total (12)**

The Motion was **PUT** and **LOST**

## **CORRESPONDENCE**

### **CORRESPONDENCE NO. CO1/2020**

**SUBJECT: WOLLOMBI COMMUNITY BUS SERVICE**

---

**MOTION**      **Moved:** Councillor Doherty      **Seconded:** Councillor Suvaal

1154

#### **RESOLVED**

**That the correspondence from Clayton Barr MP advising of his support for a Wollombi Community Bus Service be noted.**

<b>FOR</b>	<b>AGAINST</b>
Councillor Olsen	
Councillor Doherty	
Councillor Dunn	
Councillor Fagg	
Councillor Stapleford	
Councillor Suvaal	
Councillor Fitzgibbon	
Councillor Gray	
Councillor Dagg	
Councillor Burke	
Councillor Sander	
Councillor Lyons	
Councillor Pynsent	
<b>Total (13)</b>	<b>Total (0)</b>

**CARRIED UNANIMOUSLY**

## **COUNCILLORS REPORTS**

Councillor Gray

### **Richmond Vale Rail Trail Working Group**

Councillor Gray advised that the Richmond Vale Rail Trail Working Group met for the first time with Newcastle, Lake Macquarie and Cessnock Councils and Council's staff. It was a very productive catch up.

Newcastle Council have their Development Application ready for submission and looks like between March and June this year.

Lake Macquarie Council is very much like Cessnock Council, although Lake Macquarie has a lot of internal resources that they can work with to bring them up to speed. They only have 3km of the Trail so it is imperative for them to move before Cessnock.

Everybody understood that Cessnock is in a big financial dilemma, that this is a State Significant Project, everybody agrees with it, everybody is pushing for it, however the restrictions of the size of our Council, the size of our rate base and the direct pertinency to interconnectivity between our suburbs is not there, like it is within Newcastle. So for Cessnock rate payers to fund the development of this, Council is going to need external help.

Everybody agreed our staff is doing extraordinary well with the low resources they have and should be complimented on that.

The Group will meet every six months at this stage.

Mayor Pynsent

### **Bushfire Recovery**

The Mayor advised that Council was one of the thirty three in New South Wales that was allocated \$1m. Council is planning on having a briefing next week to outline the proposals to spending that money. It is so important that Laguna and Wollombi are not forgotten, even though the fires occurred in the start of December.

The Mayor advised that he attended the bushfire recovery round table in Canberra last week by the Business Council of Australia who are concerned greatly about the effects on small business and as we would be as a Council the jobs that could disappear from small businesses really struggling in the bushfire situation and of course the Hunter Valley Wine Country Tourism Association surveying their members that 40 percent of tourists are not coming here with the confusion over whether our area is still open for business or not.

On top of that we have the issue of smoke taint with grapes so we are hoping that the Business Council of Australia's report from the round table will be available next week. Council is also looking at the \$76m tourism package that the Prime Minister spoke about in the middle of January. We are working with our Federal Members to learn as much as possible about where our submissions go to enable greater marketing throughout our Local Government Area so we can protect those small businesses that are under risk from this bushfire situation that we have had.

Hopefully, things tend to change every day. The availability of funds coming out to help Councils is certainly something that changes on a daily basis. Today we were allocated \$100,000 from the State Government Bushfire Community Resilience and Economic Recovery Fund. So we will be going out talking with the people, the Chambers at Laguna and Wollombi firstly, as to how we can help those businesses that were so badly affected when the main road was closed for more than three weeks and people were not allowed, apart from local residents to come into those businesses and it has been catastrophic for those businesses, so Council will whatever they can and hopefully at the next meeting we will be able to report back on how we are going to spend some of that money that has been allocated to Cessnock City Council to help our small businesses.

*The Meeting Was Declared Closed at 8.08pm*

**CONFIRMED AND SIGNED** at the meeting held on 19 February 2020

.....**CHAIRPERSON**

.....**GENERAL MANAGER**



**Disclosures Of Interest**

**Report No. DI2/2020**

**Corporate and Community Services**

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**SUBJECT: DISCLOSURES OF INTEREST**

**RESPONSIBLE OFFICER: Finance and Administration Manager - Andrew Glauser**

---

**RECOMMENDATION**

**That Councillors now disclose any interests and reasons for declaring such interest in the matters under consideration by Council at this meeting.**

**SUMMARY**

The provisions of Chapter 14 of the Local Government Act, 1993 regulate the way in which Councillors and nominated staff of council conduct themselves to ensure that there is no conflict between their private interests and their public trust.

The Act prescribes that where a member of Council (or a Committee of Council) has a direct or indirect financial (pecuniary) interest in a matter to be considered at a meeting of the Council (or Committee), that interest must be disclosed as soon as practicable after the start of the meeting and the reasons for declaring such interest.

As members are aware, the provisions of the Local Government Act restrict any member who has declared a pecuniary interest in any matter from participating in the discussions, voting on that matter, and require that member to vacate the Chamber.

Council's Code of Conduct provides that if members have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed. The Code also provides for a number of ways in which a member may manage non pecuniary conflicts of interest.

**ENCLOSURES**

There are no enclosures for this report.

Mayoral Minute

Report No. MM1/2020

General Manager's Unit



## ***MAYORAL MINUTE No. MM1/2020***

**SUBJECT:           GENERAL MANAGERS PERFORMANCE AGREEMENT**

### **RECOMMENDATION**

**That Council note the amendments to the General Managers Performance Agreement for the period of November 2019 - November 2020.**

### **REPORT/PROPOSAL**

In its meeting on 11 December 2019, Council consider MM18/2019 and resolved:

- 1.     *That Council adopt the minutes of the Review of the General Manager's Employment Arrangement Committee meeting – 20 November 2019.***
- 2.     *That the General Managers draft Performance Agreement for the period of November 2019 – November 2020 be adopted by Council.***
- 3.     *That the Council delegate authority to the Mayor to make changes to the Performance Agreement in relation to items 2b) and 5b) of the Agreement following receipt of further information from the General Manager and that the changes be reported back to Council.***
- 4.     *That the Mayor engages with HR Manager and General Manager to develop a KPI involving road infrastructure funding.***

At this time there were KPI's that required further development and information from the General Manager. Following the provision of the information the Mayor and General Manager agreed on a final version of item 2b) and that item 5b) would be removed as it replicated the intent of item 2b). The Mayor had been delegated authority to make these changes in consultation with the General Manager and it was resolved for this information to be reported back to Council. The wording of this KPI can be found in item 2b) of the confidential enclosure - General Managers Performance Agreement November 2019 – November 2020 (Confidential Enclosure 1).

Further a new KPI has been developed and agreed between the Mayor and the General Manager relating to Road Infrastructure Funding and can be found in item 5g) of the confidential enclosure - General Managers Performance Agreement November 2019 – November 2020 (Confidential Enclosure 1).

### **ENCLOSURES**

- 1     General Managers Performance Agreement November 2019 - November 2020 - *This matter is considered to be confidential under Section 10A(2) (a) of the Local Government Act, as it deals with personnel matters concerning particular individuals.***

**Motions of Urgency**

**Report No. MOU2/2020**

**Corporate and Community Services**

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**SUBJECT:                                *MOTIONS OF URGENCY***

**RESPONSIBLE OFFICER: *Finance and Administration Manager - Andrew Glauser***

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**RECOMMENDATION**

**That Councillors now indicate if there are any matters of urgency which they believe should be conducted at this meeting of Council.**

**SUMMARY**

Under Clause 10.5 of Council's Code of Meeting Practice, business may be transacted at a meeting of Council even though due notice of the business has not been given to the Councillors. This can only happen if a motion is passed to have the business transacted at the meeting, the Mayor rules that the business is of great urgency and the business notified in the agenda for the meeting has been disposed of.

Only the mover of such a motion can speak to the motion before it is put.

**ENCLOSURES**

There are no enclosures for this report.

Deferred Business

Report No. DEFMM19/2019

General Manager's Unit



**DEFERRED BUSINESS No. DEFMM19/2019**

**SUBJECT: CESSNOCK CORRECTIONAL CENTRE ACCESS**

Ordinary Meeting of Council at its meeting on 11 December 2019 resolved that the matter be deferred

**RECOMMENDATION**

**That the General Manager engage with the Department of Corrections to confirm the suggested solution to establish an access to the Cessnock Correctional Centre via Wine Country Drive to reduce the impact on local roads.**

**RATIONALE**

Commentary on Deferred Mayoral Minute and Enclosure Documents

Council at the meeting of 11 December 2019 when considering the Mayoral Minute resolved:

**That the Mayoral Minute be deferred to the first meeting in February to enable residents to investigate and come back to Council with their reasons to keep negotiating with Hunter Health.**

At the time of the preparation of reports for the first meeting in February 2020, the residents had not provided the information to Council for consideration. Additionally, the letter from the Minister was also not available. Both of these documents have now been supplied to Council and are attached to the deferred Mayoral Minute for Councils consideration.

Mayoral Minute as presented to the Council Meeting of 11 December 2019

At the Council meeting on 6 February 2019 Council adopted the following resolution (745):

- 1. That the correspondence be noted.**
- 2. That Council reinforce its position in regards to access to the Cessnock Correctional Centre in that the access to the Cessnock Correctional Centre at Lindsay Street/Mavis Street be closed and that a new access is created via direct route from Wine Country Drive onto land owned by Hunter New England Health through the land owned by Corrective Services NSW and the Cessnock Correctional Centre, to reduce the impact on local roads.**
- 3. That Council note that the General Manager is seeking a meeting with the State Member, Clayton Barr MP to clarify Councils position in regards to protocols for moving a grave and headstone, Wine Country Drive works and estimates for Kerlew Street if it was to be the access to the Cessnock Correctional facility as requested in his correspondence letter dated 4 December 2018.**

Deferred Business

Report No. DEFMM19/2019

General Manager's Unit





- 4. *That a report come back to the next meeting in February summarising the outcomes of the meeting of Clayton Barr MP and the community members of the Consultative Committee for the Cessnock Correctional Centre.***

The General Manager and Mayor met with the Minister for Corrections, Minister Robert on two occasions. The initial meeting on 20 May 2019 outlined Council's adopted position as per the 6 February 2019 resolution above (2).

A follow-up meeting took place on 12 November 2019 involving the State Member, General Manager and the Mayor with Minister Roberts. At this meeting Minister Roberts outlined difficulties regarding current tenancy agreements with several of the options that were explored across the Health Land. These difficulties predominantly related to legal issues and therefore the Department of Corrections cannot support Council's preferred option in resolution 745 (2).

On 6 December 2019, Clayton Barr MP, State Member for Cessnock addressed the Cessnock Correctional Centre Consultative Committee outlining the reasons the Health Land Access Proposal will not progress.

**ENCLOSURES**

- 1  Response Letter - Minister for Counter Terrorism & Corrections - Provided under Separate Cover
- 2  Response Letter - Green Option Access - Provided under Separate Cover

# Placeholder for Enclosure 1

Deferred Business No. DEFMM19/2020

Response Letter - Minister for Counter Terrorism &  
Corrections - Provided under Separate Cover

## Placeholder for Enclosure 2

Deferred Business No. DEFMM19/2020

Response Letter - Green Option Access - Provided  
under Separate Cover

Deferred Business

Report No. DEFWI5/2020

Works and Infrastructure



**SUBJECT:** *CESSNOCK ROAD, WESTON  
NAMING OF LANE*

**AUTHOR:** *Infrastructure Manager - Katrina Kerr*

Council at its meeting on 5/02/2020 resolved that the matter be deferred pending further information being received as to the reasons why the name Middleby has been submitted to Council.

**Commentary on Deferred Report WI5/2020 and Enclosure Document**

In preparing the report Council staff consulted with the affected community over the name and considered several names specific to that location. These were deemed to be unsuitable therefore staff utilised the list of remaining names sourced from Council's Policy No. S35.2 – *Streets – Listing of names for Use in naming of streets*, which is provided as Enclosure 1. Since there were no remaining names relating to Weston, staff submitted Middleby as it was not specific to any location. The adopted process is documented in the report under the sections headings Proposed Name and Community Engagement.

**SUMMARY**

This report informs Council of a proposed name for the existing unnamed lane adjoining properties at 126 to 136 Cessnock Road, Weston and seeks approval to notify, advertise and seek gazettal of the proposed name in accordance with the relevant legislation.

**RECOMMENDATION**

1. That Council notes the proposed name of Middleby Lane for the existing unnamed lane adjoining 126 to 136 Cessnock Road, Weston in accordance Council's adopted Policy No.S35.2 – *Streets - Listing of Names for Use in naming of Streets* and the provisions of Section 162 of the *Roads Act 1993*.
2. That Council authorises the General Manager to notify and advertise the proposed name in accordance with the provisions of Regulation 7 of the *Roads Regulation 2018*.
3. That provided no contrary submissions are received following notification and advertising of the proposed name, Council authorises the General Manager to proceed with the proposed name by seeking gazettal as required by the provisions of Regulation 7 of the *Roads Regulation 2018*.



**Deferred Business**

**Report No. DEFWI5/2020**

**Works and Infrastructure**

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**BACKGROUND**

Council has granted consent for a dual occupancy development at 136 Cessnock Road, Weston this property, along with the adjoining properties at 126, 128, 130, 132 and 134 Cessnock Road Weston could continue to be legally addressed to Cessnock Road, the NSW Geographical Names Board's (GNB) *NSW Address Policy and User Manual* for addressing state that "the main access, or where access is most likely to occur for a visitor, from a road to an address site (e.g. front door) determines the primary access".

Along the northern frontage of the subject properties, Cessnock Road dips away to a substantially lower level, such that the GNB definition of access and addressing is best met by access from the existing lane to the south. This matter has been brought to Council's attention by the recent development consent.

This report informs Council of a proposed name of Middleby Lane for the existing unnamed lane to the south of the properties in accordance with Council's adopted Policy No.S35.2 – *Streets - Listing of Names for Use in naming of Streets* and seeks to formalise the name through notification, advertising, consideration of submissions and gazettal in accordance with the provisions of the *Roads Act 1993* and the *Roads Regulation 2018*.

**REPORT/PROPOSAL**

**Location:** The subject section of the unnamed lane is shown in **Figures 1 and 2** below.

Deferred Business

Report No. DEFWI5/2020

Works and Infrastructure

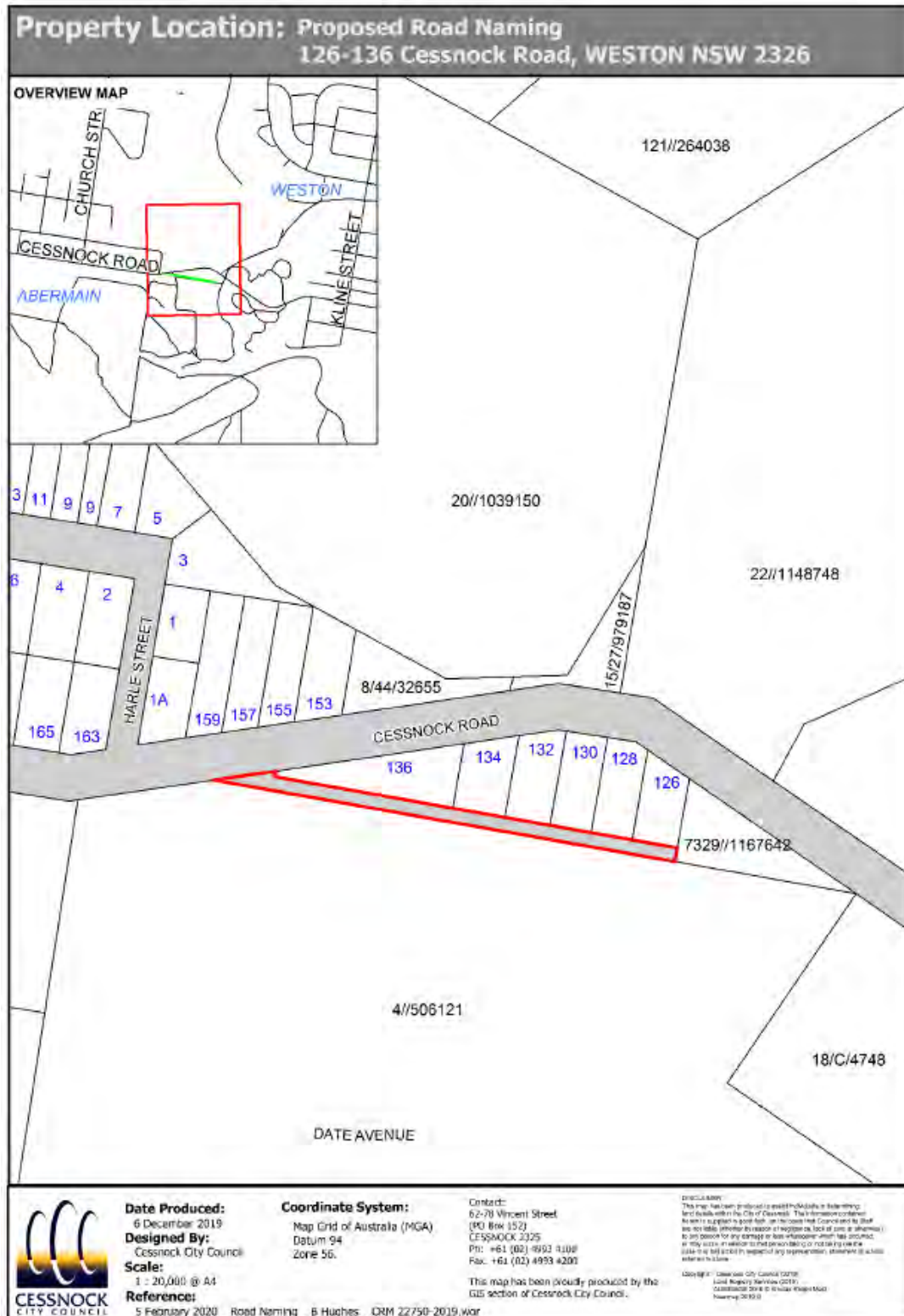


Figure 1 - Street Location Plan – Cessnock Road, Weston



Deferred Business

Report No. DEFWI5/2020

Works and Infrastructure



Figure 2 - Aerial Photo – Cessnock Road, Weston

**Deferred Business**

**Report No. DEFWI5/2020**

**Works and Infrastructure**



Due to the local topography, access off Cessnock Road affects the subject properties shown in figures 1 and 2. While the majority of the subject residences have front doors that face Cessnock Road, should emergency services need to access these properties or visitors enter the properties, it is highly likely to be from the existing unnamed lane at the rear.

**Standards for Addressing:** The Australian and New Zealand Standard for addressing, *AS/NZS 4819:2011 Rural and urban addressing* states that "Address numbers shall be assigned according to the location of the point of access to the address site" and accordingly those properties accessed from the lane should be addressed to the presently un-named laneway.

**Geographical Names Board:** The GNB *NSW Address Policy and User Manual* are designed to reduce ambiguity in addressing particularly where it may delay emergency vehicles. As a result of this (and to correctly address the new dual occupancy development) it is proposed to name the existing unnamed lane to provide an alternative address for the properties. To minimise ambiguity it would be ideal if all the adjacent properties, 126, 128, 130, 132 and 134, are addressed to the lane.

**Road/Street Names:** The GNB Manual suggests preferred sources for road names include Aboriginal names, local history, early pioneers or other eminent persons, war lists or thematic names. The names should also be unique and avoid duplication of spelling or similarity of sound wherever possible.

Council's Policy No. S35.2 – *Streets - Listing of names for use in naming of streets* provides a list of pre-approved road names. The names listed were considered by the then Council and include names of pioneers of the area and names of horticultural significance. The list was adopted by a resolution of Council in 1976.

**Proposed Name:** The proposed name, taken from the remaining names on the list with Policy No.S35.2, is Middleby, which was proposed by an Alderman of the day. For the list of the remaining names, see **Enclosure 1**.

In proposing the name, the Council officer with appropriate delegation, used AS/NZS 4819:2011 and the GNB Manual in consideration of suitable names from the Policy list used.. For example, since the nearby Maybury Peace Park was previously known as Peace Park, Peace Lane was considered however found unacceptable as it sounds too similar to Pearce Street, noting that the road type being street or lane are ignored in these decisions to ensure clarity. Similarly, Hebburn Lane could not be used as the name Hebburn has already been allocated. By association with the location of the renamed park, Maybury Lane was also considered.

**Community Engagement:** Council officers consulted directly affected property owners. One submission was received from Mr Herbert who proposed the name Grifher Lane, based on a combination of part of his and his next door neighbour's (Mr Griffiths) surnames. This suggestion did not meet the GNB Manual, which also states that "*the names of people who are still alive shall not be used because community attitudes and opinions can change over time*".

**Deferred Business**

**Report No. DEFWI5/2020**

**Works and Infrastructure**



Mr Herbert was contacted to explain the GNB Manual and as a result verbally suggested Holden, as he owns several; or Rogan, as his greyhounds used to have Rogan in their racing names. Although there are numerous roads named Holden in NSW and Victoria, both appeared to generally meet the GNB Manual.

Another resident, attended Council's Administration Building to discuss the matter and advised that she may send in suggestions based on the names of sporting fields however no further submission was received.

**Middleby Lane:** In view of the fact that the GNB has the final ruling on whether a proposed name is approved, the name Middleby was chosen from the adopted list within Council's Policy No.S35.2 – *Streets – Listing of names for Use in naming of Streets*.

It is recommended that Council note the proposed name of Middleby Lane and proceed to formalise naming of the existing unnamed lane. This is the preferred option as the name is:

- sourced from the current Council Policy,
- meets preferences in accordance with AS/NZS 4819:2011, and
- follows the GNB Manual.

**OPTIONS**

Council may not support the naming of this lane. This option is not preferred as the confusion would remain which may cause delay for emergency services and other people visiting the properties.

**CONSULTATION**

**Internal Consultation:** Consultation on this matter occurred with the following Council officers:

- GIS Officer

**External Consultation:** Consultation on this matter occurred with the following stakeholders:

- Directly affected property owners.

The broader community and relevant Authorities will be notified in accordance with Section 7 of the *Roads Regulation 2018*.

**STRATEGIC LINKS**

**a. Delivery Program**

**Delivery Program 2017-21:** This matter related to the following objective:

- Objective 4.1 Better Transport Links.

**b. Other Plans**

Nil

Deferred Business

Report No. DEFWI5/2020

Works and Infrastructure



**IMPLICATIONS**

**a. Policy and Procedural Implications**

The proposed name "Middleby" is taken from a list of names within Council's Policy No. S35.2 – *Streets - Listing of names for use in naming of streets*

- Standards - The Australian and New Zealand Standard for addressing, *AS/NZS 4819:2011 Rural and urban addressing*.
- NSW Geographical Names Board of NSW, NSW Address Policy and User Manual.

**b. Financial Implications**

**Cost to Council:** The proposal to name the road is estimated to cost \$600. This cost includes administration costs for notifications, advertising on Council's website, Gazettal Notice, notices to relevant Authorities and a street blade.

Funds are available under the Works & Infrastructure, Strategic Asset Planning, Road Administration budget.

**Cost to Owners and Occupiers:** There will be some impost on owners and occupiers to advise their alternate address should they choose to use it.

**c. Legislative Implications**

**Roads Act, 1993:** Council, as the Roads Authority and in accordance with s162 of the *Roads Act 1993*, may name and number council public roads.

**Roads Regulation 2018:** *The Regulations sets out* the process to be followed by Council to name or rename public roads.

The actions proposed in this report comply with the provisions of Section 162 of the *Roads Act 1993* and the provisions of the regulation now applicable, being regulation 7 of the *Roads Regulation 2018*, regarding notifications and advertising.

**d. Risk Implications**

**Safety Risk:** There is currently a moderate safety risk during an emergency response due to possible confusion in finding the location and gaining immediate access during an emergency.

Emergency service response to the community relies on street names and house numbering to be standardised in accordance with the GNB Manual for addressing and *AS/NZS 4819:2011 Rural and urban addressing* for house numbering.

**Economic Risk:** There is a very low economic risk due to possible confusion for transport, communication and mail/delivery services in finding the location and gaining timely access.

**e. Other Implications**

Nil

**Deferred Business**

**Report No. DEFWI5/2020**

**Works and Infrastructure**

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**CONCLUSION**

The recommendation of this report confirms to the applicable Australian Standard and NSW Address Policy and User Manual. Naming of the existing unnamed lane will improve clear road naming and way finding minimising confusion, errors and omissions and aims improve the ability for services, in particular emergency services, to locate the relevant properties.

The recommended name aligns with Council's Policy No. S35.2 – *Streets - Listing of names for use in naming of streets*.

**ENCLOSURES**

- [1](#) Council pre-approved road names



This is Page 60 of the Agenda of the Ordinary Council Meeting of the Cessnock City Council to be held on 19 February 2020



General Manager's Unit

Report No. GMU2/2020

General Manager's Unit



**SUBJECT:** ***DRAFT COUNCILLOR ACCESS TO INFORMATION AND INTERACTION WITH STAFF POLICY***

**RESPONSIBLE OFFICER:** ***General Manager - Lotta Jackson***

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### **SUMMARY**

The purpose of this report is for Council to adopt the policy titled *Councillor Access to Information and Interaction with Staff* (Policy) at **Enclosure 1**.

### **RECOMMENDATION**

**That Council adopts the Draft Councillor Access to Information and Interaction with Staff Policy.**

### **BACKGROUND**

It is good governance to have a policy in relation to Councillor Access to Information and Interaction with Staff and such a policy need to be in line with Council's Code of Conduct, the NSW Local Government Act 1993 and it is referenced in the the Councillor Handbook (*Office of Local Government* October 2017, p23-24).

The Audit guide "Promoting Better Practice" tool available on the OLG's web-site also identifies that Councils should have policies that guide councillors in how to access information and interact with staff. <https://www.olg.nsw.gov.au/strengthening-local-government/supporting-and-advising-councils/promoting-better-practice-review>

Council's Code of Conduct provides the framework for interaction between Council Officials. For the purposes of transparency and independence, the Code of Conduct outlines the obligations Councillor and staff have when interacting and details interactions are deemed inappropriate. This policy reference the Code where applicable.

### **REPORT/PROPOSAL**

Councillors need to have access to information and staff in order to ensure the smooth functioning of the Council. This policy establishes the protocols to be followed so that access to information and staff is facilitated through appropriate internal channels and legally available channels.

The Policy Objectives are:

- To establish appropriate, effective and timely processes for Councillors to obtain information they need to perform their civic duties without impeding on the delivery of Council operations.
- Ensure staff and Councillors understand the rights and obligations in providing information to Councillors.

**General Manager's Unit**

**Report No. GMU2/2020**

**General Manager's Unit**



- To provide guidance with respect to the interaction between Councillors and Staff as prescribed in Council's Code of Conduct and the Act.
- Facilitate a harmonious and respectful relationship between Councillors and staff, taking into account the differing roles that they are required to undertake as defined in the Act.

The Policy supports the Code of Conduct in that it aligns with its principles and continues to recognise the roles of the Mayor, Councillors, General Manager and staff, and promotes effective relationships characterised by openness and good communication.

Further, the policy outlines expectations for Council Officials with regards to the following circumstances:

- When Councillors request information from the Administration;
- Personal interactions between Councillors and staff; and
- Contact with the General Manager.

A formal briefing on the Draft Policy was presented to Council by the General Manager on Wednesday 12 February 2020, as well as ongoing dialogue in regards to the need for a clear and transparent Policy since the commencement of the General Manager in late 2019.

**OPTIONS**

N/A

**CONSULTATION**

Councillors – General Manager work-shop held 14 December 2019, briefing and ongoing discussions  
General Manager  
Executive Leadership Team  
Governance Team

**STRATEGIC LINKS**

**a. Delivery Program**

The Policy is consistent with the community's desired outcome of *Civic Leadership and Effective Governance* and in particular Objective 5.3 *Making Council more responsive to the community*.

**b. Other Plans**

N/A

## **IMPLICATIONS**

### **a. Policy and Procedural Implications**

The adoption of the Policy will require internal administrative changes so that staff can readily implement the Policy.

### **b. Financial Implications**

Implementing the Policy does not require financial expenditure. On the contrary, the Policy aims to foster relationships characterised by openness and good communication. This in turn should result in improved efficiency.

### **c. Legislative Implications**

The policy Councillor Access to Information and Interaction with Staff has been developed in line with the requirements of the Local Government Act 1993, and Council's Code of Conduct.

### **d. Risk Implications**

There are no risks with adopting the Policy as it is developed to formalise and centralise interactions and processes, outline the expectations of staff and Councillors and the consequences if these expectations are not met, which in turn can only result in efficiencies. The Policy also aligns with the Office of Local Government's Model Code of Conduct and the Councillor Handbook (*NSW Office of Local Government* October 2017).

### **e. Environmental Implications**

N/A

### **f. Other Implications**

N/A

## **CONCLUSION**

This report is presented for Council's adoption of the Policy which has been developed to formalise and centralise interactions and processes, outline the expectations of staff and Councillors to ensure an efficient and compliant governance structure.

## **ENCLOSURES**

[1](#) Draft Councillor Access to Information and Interactions With Staff Policy

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# **Cessnock City Council Councillor Access to Information and Interaction with Staff Policy**

**Date Adopted xx/xx/2020 Revision: 1**

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## **1. POLICY OBJECTIVES**

- 1.1. To establish appropriate, effective and timely processes for Councillors to obtain information to enable them to perform their civic duties without impeding on the delivery of Council operations.
- 1.2. Ensure staff and Councillors understand their rights and obligations in providing information to Councillors.
- 1.3. To provide guidance with respect to the interaction between Councillors and Staff as prescribed in Council's Code of Conduct and the Act.
- 1.4. Facilitate a harmonious and respectful relationship between Councillors and staff, taking into account the differing roles that they are required to undertake as defined in the Act.

## **2. POLICY SCOPE**

- 2.1. This policy applies to elected members and staff and it is built on the premise that Councillors have a right to seek advice and request records of the Council provided that it is relevant to the exercising of their Councillor responsibilities in civic office, and is not subject to privacy, confidentiality or legal restraint.
- 2.2. The statutory role and duties of Mayor, Councillors and the General Manager are outlined in Sections 222, 223, 226, 232 and 335 of the Act.
- 2.3. This policy should be read in conjunction with Council's adopted Code of Conduct. Councillor Interaction with staff are specifically dealt with in section 7 and access to information in section 8 of Council's Code of Conduct.

## **3. POLICY STATEMENT**

- 3.1. Appropriate interactions between Councillors and staff are necessary to facilitate well-informed decisions and the provision of Council services. This policy provides a framework on how Councillors interact and receive advice from authorised staff when exercising their civic duties.
- 3.2. Council values are embedded in the development, review and implementation of this policy and its supporting documents to achieve consistent decision-making and clear and concise guidelines for interactions.

## 4. COUNCILLOR ACCESS TO INFORMATION

- 4.1. The General Manager must provide Councillors with the information necessary to effectively discharge their official duties (Code of Conduct section 8.2)
- 4.2. Members of staff of Council must provide full and timely information to Councillors sufficient to enable them to exercise their official functions in accordance with Council procedures. (Code of Conduct section 8.3).
- 4.3. To assist Councillors in accessing Council information in the course of undertaking their official duties, the following procedure abbreviated **CAR** (Councillor Access to information Request) has been developed:
  - 4.3.1. When making a request for information, Councillors should draft the request carefully and should precisely detail the information, or the nature of the information, sought. It is expected that Councillors will act reasonably in making a request for information.
  - 4.3.2. The request for information must be addressed to the General Manager and emailed to: [CAR@cessnock.nsw.gov.au](mailto:CAR@cessnock.nsw.gov.au).
  - 4.3.3. Each request for information (**CAR**) will be processed on its merit. As a general rule information requested should relate to relevant matters before a Council meeting, either currently or within the current term of the Council; and/or matters known by the Councillor to come before Council in the near future.
  - 4.3.4. All CARs will be assessed and responded to within five (5) working days unless otherwise communicated by the General Manager and where staff need more time to source the information requested.
  - 4.3.5. When dealing with a CAR, the General Manager must act reasonably. Given that a Councillor may need information to perform their public duty, if a CAR is to be denied, reasons for the refusal must be provided (Code of Conduct section 8.8).
  - 4.3.6. Councillors may request access to other documents of Council by a Notice of Motion or by Questions with Notice as set out in Council's Code of Meeting Practice.
  - 4.3.7. The completion of a [formal access application](#) form under the GIPA Act will be required to be lodged where Councillors seek information concerning a third party(s), or where a large amount of documentation or research will be necessary to satisfy the request.
  - 4.3.8. Councillors who have been refused access to information by the General Manager or their delegate are entitled to lodge a [formal access application](#) under the GIPA Act, as a general member of the public, which will be assessed by Council's Public Officer or their delegate in accordance with the GIPA Act.

## 5. COUNCILLORS INTERACTION WITH STAFF

- 5.1. Under section 335 of the Act, the role of the General Manager includes conducting the day to day management of Council in accordance with the strategic plans, programs, strategies and policies of Council, implementing without delay the lawful decisions of the Council and ensuring that the Mayor and Councillors are given timely information and advice, and the administrative and professional support necessary to effectively discharge their official functions. (Code of Conduct section 7.4)
- 5.2. Councillors must not contact a member of staff of the Council on Council related business unless in accordance with the policy and procedures governing the interaction of Councillors and staff that have been authorised by the elected Council and the General Manager (Code of Conduct section 7.2 c). Councillors may contact the General Manager directly on any business matter of the Council that is not day-to-day operational, subject to privacy, confidentiality or legal restraint. Clauses 5.3 through to 5.9 outline the procedure that has been developed to guide Councillors in their interaction with staff.

### 5.3. Administrative Support

- 5.3.1. For administrative support and advice such as meeting schedules, business papers, general administration enquiries, professional development and IT matters, Councillors may contact the following officers:

- i. **General Admin** - Executive Assistants.
- ii. **Professional development and training** – Governance.
- iii. **IT** - Information Technology Manager.

### 5.4. Professional Advice and Support

- 5.4.1. For professional advice and support, Councillors may contact the General Manager or responsible Director who will provide the professional advice sought or refer them to the relevant Manager. Councillors seeking access to information about matters that do not concern administrative or professional advice and support, as noted in clause 4 are required to lodge a [Customer Service Request](#) (CSR).

- 5.4.2. Examples of professional support and advice include:

- i. Advice on the Councillor's wording for a Notice of Motion relevant to Council's strategic direction;
- ii. Clarification on a strategic planning matter before the elected Council;
- iii. Clarification and/or understanding of adopted strategies or plans;
- iv. Clarification on matters in business reports before the elected Council prior to the meeting;
- v. The progress on capital projects or other actions adopted in the Operational Plan.

**Note:** Councillors must not direct or pressure staff in the performance of their duties, or what recommendations they should make (Code of Conduct section 7.6).

- 5.4.3. Committees – Councillors may discuss matters with staff nominated to a committee on matters related to that committee.

## **5.5. General notification of faulty services/damaged public assets or safety concern**

- 5.5.1. For general notification of faulty services/damaged public or Council assets or safety concern, Councillors can contact Council's Customer Service or lodge an online [CSR](#) via Council's website.

## **5.6. Community or individual community member advocacy matters**

- 5.6.1. For community or individual community member advocacy matters, Councillors may lodge a Notice of Motion in accordance with Council's Code of Meeting Practice.

## **5.7. Members of the public and their personal matters with Council**

- 5.7.1. For members of the public and their personal matters with Council, Councillors should refer the individual(s) to contact Council's Customer Services or have the member of the public lodge a CSR.
- 5.7.2. If the Councillor acting on behalf of members of the public and their personal matters with Council are not satisfied with the service, they may lodge a Complaint in accordance with Council's [Complaint Handling Policy](#).
- 5.7.3. Members of the public may also request a meeting with the General Manager if they are unsatisfied with Council's provision of customer service and where they believe that they have been unfairly treated. Such requests can be made only after all other options or processes have been exhausted. The General Manager's Executive Assistant should be contacted for an appointment who will assess if a meeting is required.

## **5.8. Enquiry from Councillors acting in their personal capacity**

- 5.8.1. Where Councillors may have a reason to interact with Council in their personal capacity, they are expected to do so in accordance with clauses 5.28 and 5.29 of Council's Code of Conduct and in the same manner as any other member of the public, clearly identifying that they are acting in such a capacity.

# **6. ROLES AND RESPONSIBILITIES**

## **6.1. Councillors**

- 6.1.1. When interacting with staff or in the course of requesting access to, receiving or using information provided by staff, Councillors are expected to abide by the obligations outlined in Parts 7 and 8 of Council's Code of Conduct, including but not limited to:
- i. Only accessing information required to perform their civic duties;
  - ii. Maintaining the integrity and security of confidential information by using it in the manner and for the purpose authorised to do so;
  - iii. Complying with policy and legislative requirements concerning personal information;
  - iv. Avoiding any action or situation that could create the appearance that Council property, official services or public facilities are being improperly used for their personal benefit;

- v. Not directing, attempting to direct or influence staff or delegate of Council in the exercise of their function(s), including Councillors being overbearing or threatening;
- vi. Not approaching staff to discuss individual or operational staff matters, grievances, workplace investigations and disciplinary matters.

## **6.2. General Manager or their delegate**

- 6.2.1. The General Manager is responsible for ensuring that Councillors can access information necessary for the performance of their official functions.
- 6.2.2. When interacting with Councillors or in the course of providing information to them, the General Manager and Public Officer/their delegate are expected to abide by their own respective responsibilities outlined in Council's Code of Conduct.
- 6.2.3. When determining whether or not to provide information requested by Councillors, the General Manager or Public Officer/their delegate must take into account whether or not:
  - i. the information requested is necessary for the Councillor to perform their official functions (as outlined by section 232 of the Act), and
  - ii. the Councillor has disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter, as outlined in Part 8 of Council's Code of Conduct.
- 6.2.4. Where the General Manager or Public Officer or their delegate has determined to provide the information, or part of, the same information must also be made available to any other Councillors who requests it, or who may somehow be impacted by it.
- 6.2.5. Where the General Manager or Public Officer or their delegate has determined to refuse access to information requested by Councillors, they must act reasonably and state the reasons behind the refusal.

## **6.3. Staff**

- 6.3.1. When interacting with Councillors or in the course of providing information to them, staff are expected to abide by the obligations outlined in Parts 7 and 8 of Council's Code of Conduct, including but not limited to:
  - i. Treating Councillors as outlined in this policy and Council's Code of Conduct.
  - ii. Only providing information authorised to provide, in the manner and for the purpose authorised to do so.
  - iii. Not approaching Councillors to discuss individual or operational staff matters, grievances, workplace investigations and disciplinary matters.
  - iv. Not being overbearing or threatening to Councillors.
  - v. Not providing ad-hoc advice to Councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community.



## 7. POLICY DEFINITIONS

<b>Act</b>	means the <i>Local Government Act 1993</i> (NSW)
<b>Public Officer</b>	means Director Corporate and Community Services
<b>Council</b>	means Cessnock City Council
<b>Councillor</b>	means a person elected or appointed to civic office in Council, and it includes the Mayor
<b>Councillor Access to information Request (CAR)</b>	means the process by which a Councillor submits a request to Council staff in relation to a matter on which a Councillor would like to receive information in accordance with clause 4. CARs are to be sent <a href="mailto:CAR@cessnock.nsw.gov.au">CAR@cessnock.nsw.gov.au</a>
<b>Customer Service Request (CSR)</b>	means a general notification of faulty services/damaged public or Council assets or safety concern and can be lodged by contacting Council's Customer Service or online using Council's website
<b>GIPA Act</b>	means <i>Government Information (Public Access) Act 2009</i> (NSW)

## 8. POLICY ADMINISTRATION

<b>Business Group</b>	Corporate and Community Services
<b>Responsible Officer</b>	Director Corporate and Community Services
<b>Associated Procedure (if any)</b>	NIL
<b>Policy Review Date</b>	Three years from date of adoption unless legislated otherwise
<b>Document Number</b>	DOC2019/121988
<b>Relevant Legislation</b>	<i>Government Information (Public Access) Act 2009</i> (NSW) <i>Local Government Act 1993</i> (NSW) <i>Local Government (General) Regulation 2005</i> (NSW) <i>Privacy and Personal Information Protection Act 1998</i> (NSW) <i>Health Records and Information Privacy Act 2002</i> (NSW)
<b>Relevant desired outcome or objectives</b>	<i>Civic Leadership and Effective Governance</i>
<b>Related Policies / Protocols / Procedures</b>	<ul style="list-style-type: none"> <li>▪ Code of Conduct</li> <li>▪ Code of Conduct Procedures</li> <li>▪ Code of Meeting Practice</li> <li>▪ Complaint Handling Policy</li> <li>▪ <a href="#">Records Management Policy</a></li> </ul>

## **9. POLICY AUTHORISATIONS**

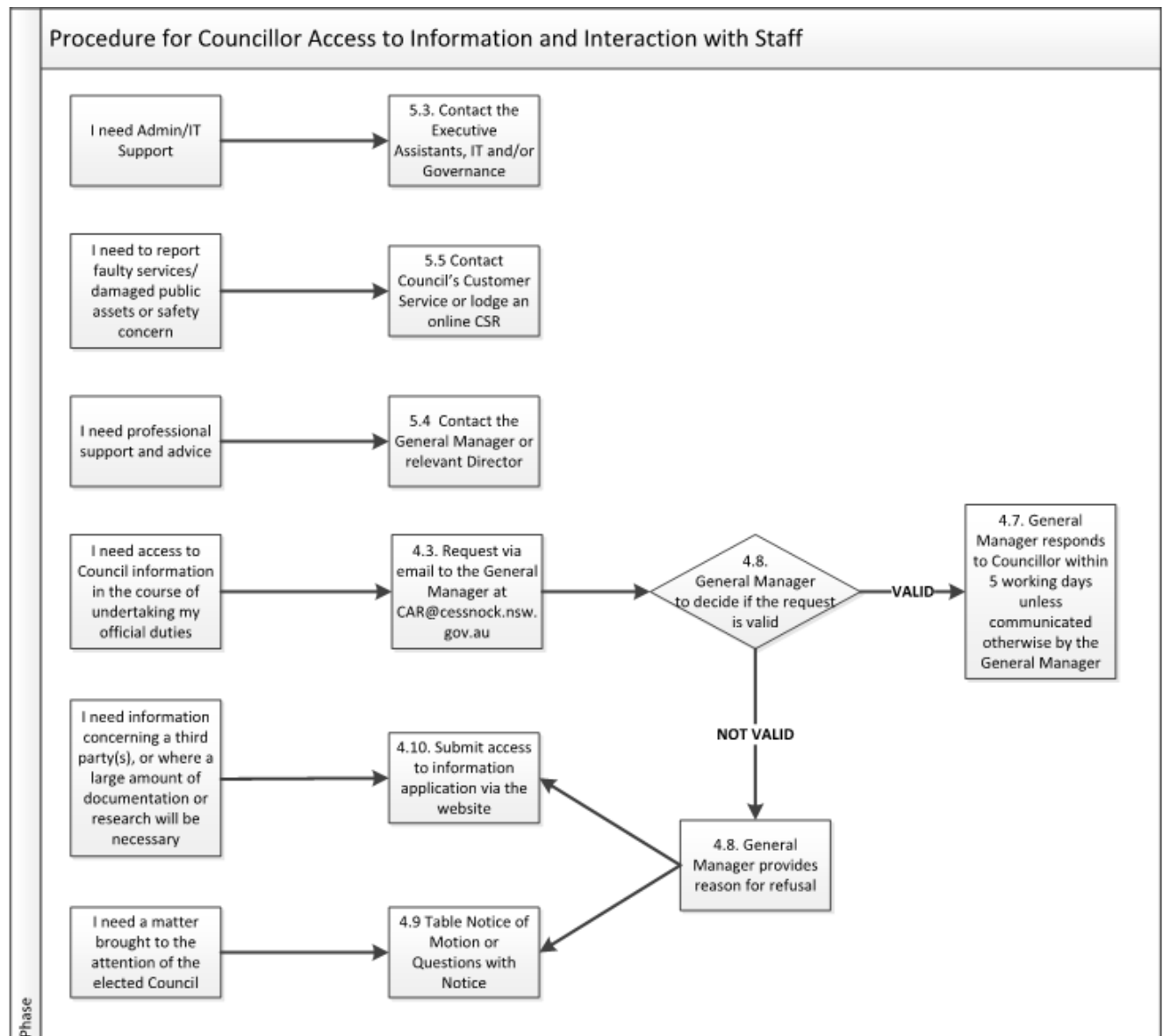
<b>No.</b>	<b>Authorised Function</b>	<b>Authorised Business Unit / Role(s)</b>
	Process CARs as outlined in this policy	General Manager or their delegate
	Provide administrative support to Councillors as outlined in this policy	Executive Assistants, Governance and IT
	Provide professional advice and support as outlined in this policy	General Managers and Directors Managers only when instructed by Directors

## **10. POLICY HISTORY**

<b>Revision</b>	<b>Date Approved / Authority</b>	<b>Description Of Changes</b>
1	TBA	New policy adopted

## 11. Appendices

### Appendix A – Procedure for Councillor Access to Information and Interaction with Staff Flowchart



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**SUBJECT:** *DEVELOPMENT APPLICATION 8/2019/701/1 - CHANGE OF USE FOR THE PURPOSES OF A SECONDARY DWELLING - 80 POKOLBIN MOUNTAINS ROAD, POKOLBIN*

**RESPONSIBLE OFFICER:** *Health & Building Manager - Colin Davis*

<b>APPLICATION NUMBER:</b>	8/2019/701/1
<b>PROPOSAL:</b>	Change of use of the original farm house into a secondary dwelling
<b>PROPERTY DESCRIPTION:</b>	Lot 522, DP 584211
<b>PROPERTY ADDRESS:</b>	80 Pokolbin Mountains Road, Pokolbin
<b>ZONE:</b>	RU4 - Primary Production Small Lot
<b>OWNER:</b>	Miss V Phillips
<b>APPLICANT:</b>	Mr J Hardes

## RECOMMENDATION

**1. That:**

- (i) Development Application No. 8/2019/701/1 proposing to change the use of the original farm house into a secondary dwelling at Lot 522, DP584211, 80 Pokolbin Mountains Road, Pokolbin be approved pursuant to Sections 4.16 and 4.17 of the Environmental Planning and Assessment Act 1979 subject to the conditions contained in this report.
- (ii) The reasons for the decision (having regard to any statutory requirements applying to the decision), are as follows:

  - a) The proposal is a permitted land use in the RU4 zone under Cessnock Local Environmental Plan 2011;
  - b) The proposal is consistent with the objectives of the RU4 zone under Cessnock Local Environmental Plan 2011;
  - c) The proposal is consistent with the relevant State Environmental Planning Policies;
  - d) The proposal is generally compliant with the relevant provisions under Cessnock Development Control Plan 2010;

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- e) The proposal incorporates adequate measures to ensure the development does not result in any adverse impacts on the natural and built environment;
  - f) The proposal will not result in any adverse social or economic impacts;
  - g) The site is considered suitable and appropriate within the rural landscape setting with minimal impacts on the rural amenity of the locality; and
  - h) The proposal is considered to be in the public interest.
- (iii) The details contained above be publicly notified pursuant to Section 2.22 and Clause 20(2) of Schedule 1 of the Environmental Planning and Assessment Act 1979

## **REASON FOR REPORT**

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Development Application No. 8/2019/701/1 is being referred to Council for determination because the land is owned by a Council employee and the proposal does not relate to the employee's principal place of residence.

Under the provisions of Council's Policy - Lodgement of a Development Application, Section 96 Application, Section 82A Application and/or other Application by a Council Official, the application must be assessed by an independent town planning consultant and referred to Council for consideration and determination.

## **REPORT PREPARED BY INDEPENDENT TOWN PLANNING CONSULTANT**

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The following report has been prepared by Thomas Mithen of 'Plandev Urban Planning'

## **EXECUTIVE SUMMARY**

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Council is in receipt of Development Application No. 8/2019/701/1 seeking approval to change of use of the original dwelling into a secondary dwelling at 80 Pokolbin Mountains Road, Pokolbin.

The Development Application has been assessed against the Environmental Planning and Assessment Act 1979, Environmental Planning and Assessment Regulations 2000, relevant Environmental Planning Instruments and Council policies. The outcome of this assessment is detailed further in this report.

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The Development Application was publicly exhibited and no submissions were received. A site inspection was conducted by Plandev on 24 January 2020.

The proposal involves a change of use of the original dwelling into a secondary dwelling. The original dwelling was required to be converted into a storage building following the approval of the main dwelling on the site under Development Application 7/1997/3018/1 (conversion of dwelling to storage and new dwelling) on 16 April 1997.

The original dwelling is currently used as a secondary dwelling without consent. This application seeks to regularise the use of the original dwelling as a secondary dwelling. The proposal does not involve any building works as the internal layout of the original dwelling has not changed.

Based on the assessment, it is recommended that the Development Application be approved subject to the conditions of consent included in this report.

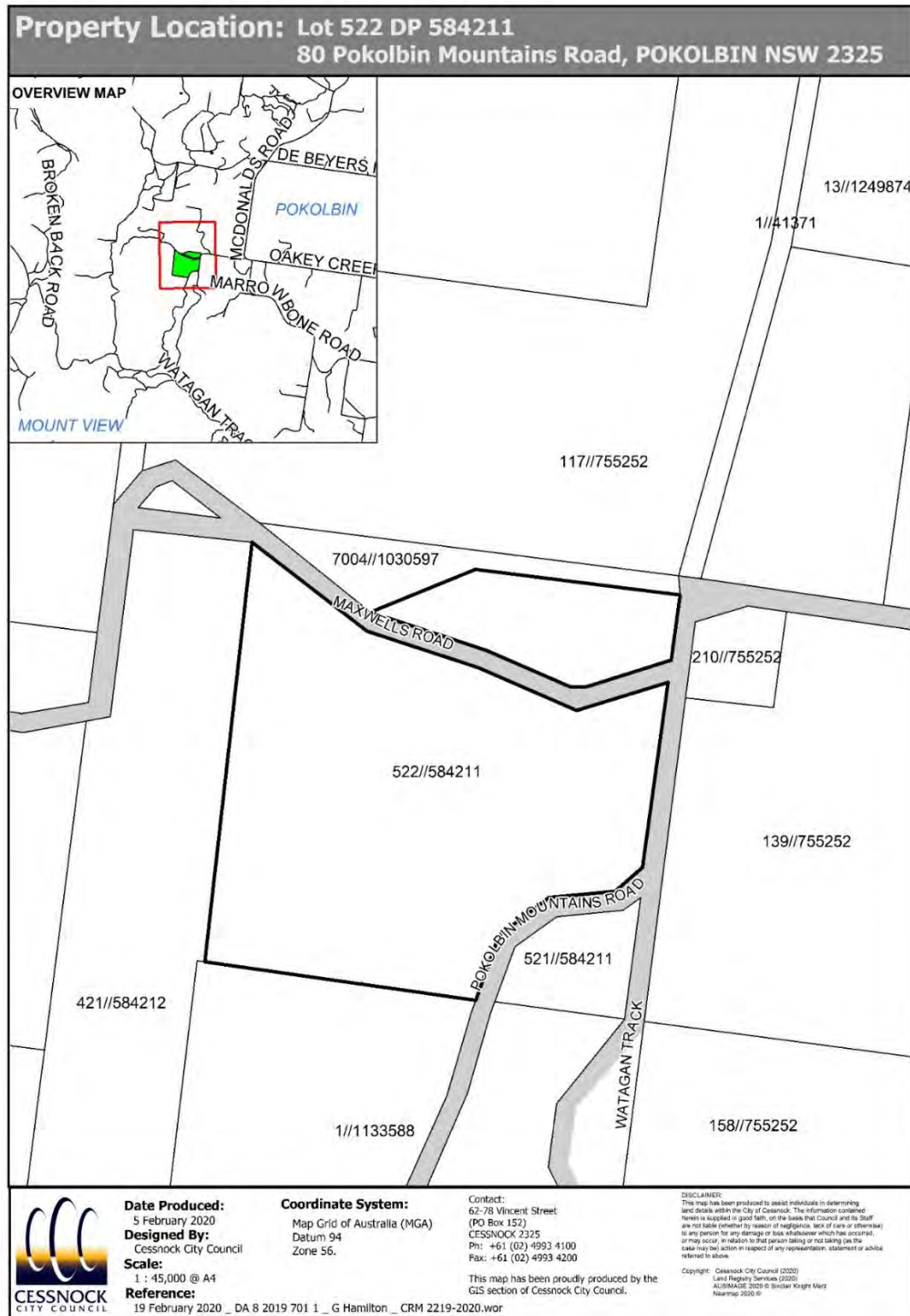
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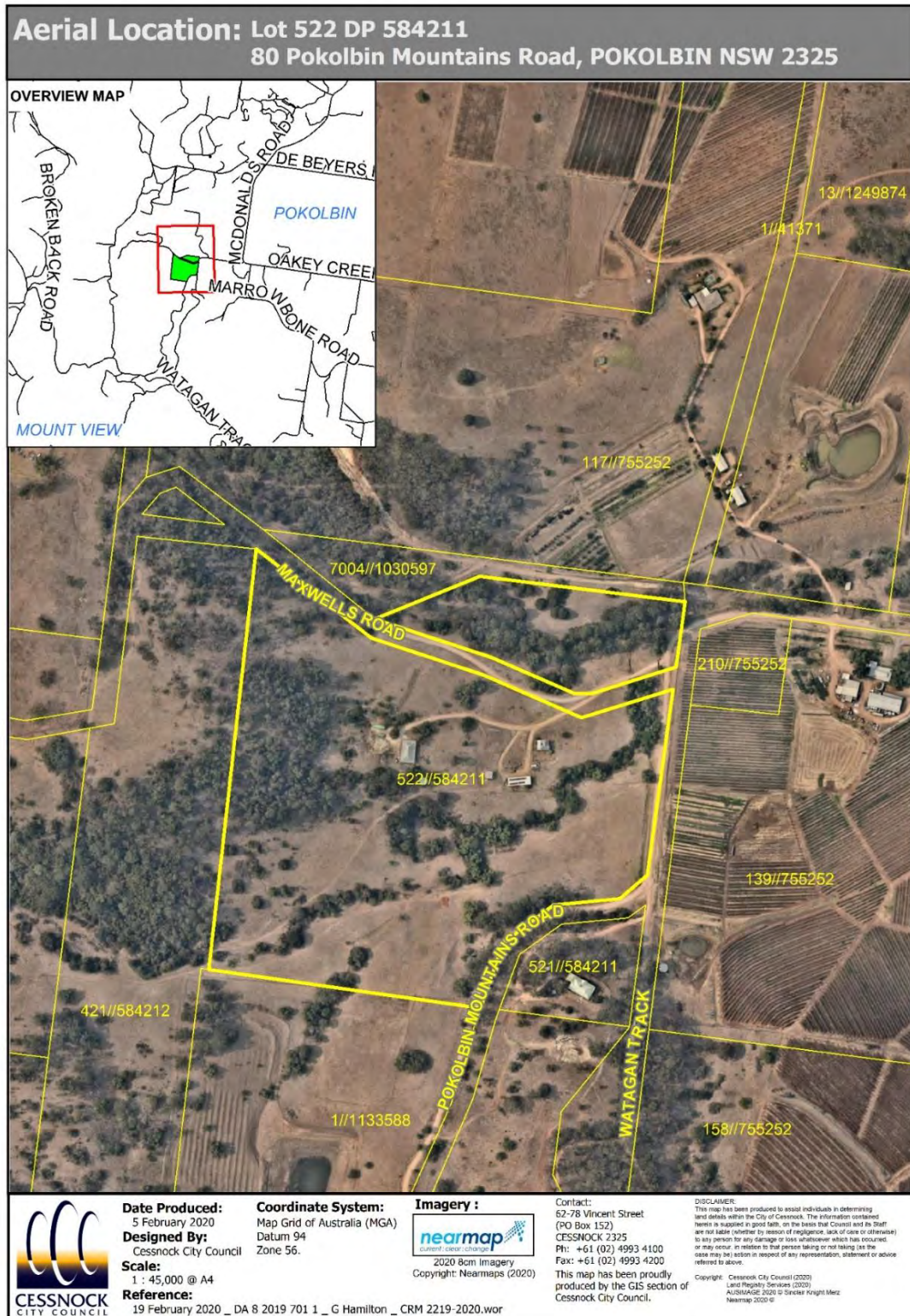


## LOCATION MAP





## AERIAL





## SITE DESCRIPTION AND LOCALITY

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The subject site is commonly known as 80 Pokolbin Mountains Road, Pokolbin and is legally described as Lot 522 Deposited Plan 584211.

The subject site is located on the western side of Pokolbin Mountains Road. Vehicular access is via Maxwells Road, which traverses the northern part of the site.

The site has a frontage of approximately 400m to Pokolbin Mountains Road, and a site area of 14.785 Hectares. The total area of the landholding contains multiple lots with an area of approximately 285 Hectares.

The site slopes down from the western boundary to Muggyrang Creek in the lower eastern part of the site.

The site contains a main dwelling and an original dwelling and farm shed. The main dwelling comprises three bedrooms and a study and the original dwelling contains three bedrooms.

The original dwelling was required to be converted into a storage building following the approval of the main dwelling on the site under Development Application 7/1997/3018/ on 16 April 1997 (conversion of dwelling to storage and new dwelling).

The land surrounding the site is rural in character. The land on the eastern side of Pokolbin Mountains Road contains a vineyard (Tinklers Wines).

## HISTORY

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The history of the subject Development Application is summarised in the following table:

Date	Action
8 November 2019	Development Application lodged with Council
2 December to 12 December 2019	Development Application publicly notified to the adjoining properties
18 December 2019	Independent planning consultant engaged to assess the application
24 January 2020	Site inspection undertaken by Plandev
29 January 2020	Consultants assessment report received by Council

## DETAILS OF THE PROPOSED DEVELOPMENT

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Development Application No. 8/2019/701/1 seeks approval to change of use of the original dwelling into a secondary dwelling. The proposal does not involve any building works as the internal layout of the original dwelling has not changed.

## ASSESSMENT

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### ***Environmental Planning and Assessment Act 1979 – Section 4.15(1)***

In determining a Development Application, the consent authority is to take into consideration the following matters as are of relevance in the assessment of the Development Application on the subject property:

#### ***(a)(i) The Provisions of any Environmental Planning Instrument***

The Environmental Planning Instruments that relate to the proposed development are:

1. State Environmental Planning Policy (Affordable Rental Housing) 2009
2. State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004
3. State Environmental Planning Policy No.55 – Remediation of Land
4. Cessnock Local Environmental Plan 2011

An assessment of the proposed development under the Environmental Planning Instruments is provided below:

#### **1. State Environmental Planning Policy (Affordable Rental Housing) 2009**

This State Environmental Planning Policy includes provisions that provide for the development of Secondary Dwellings. The provisions provide that secondary dwellings are permissible in certain areas regardless of local planning controls and provide non-refusal standards for secondary dwellings. This division of the SEPP does not apply to zone RU4 and the provisions of the SEPP relating to secondary dwellings are not applicable to this land. Therefore, the proposal is considered under the Local Planning Controls (Cessnock Local Environmental Plan 2011).

#### **2. State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004**

A BASIX certificate has been submitted in accordance with the requirements of the SEPP (Building Sustainability Index: BASIX) 2004.

#### **3. State Environmental Planning Policy (Remediation of Land)**

State Environmental Planning Policy No. 55 - Remediation of Land (SEPP 55) provides planning guidelines for remediation of contaminated land. SEPP 55 requires the consent authority to be satisfied that “the site is, or can be made, suitable for the proposed use” prior to the granting of consent. As the proposal seeks to use the original dwelling on the site for habitable purposes, no further investigation is warranted in the circumstance. The proposal is therefore acceptable in terms of the requirements under SEPP 55.

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## 2. Cessnock Local Environmental Plan 2011

### 2.1 Permissibility

The subject site is zoned RU4 Primary Production Small Lots under the provisions of Cessnock Local Environmental Plan (CLEP) 2011. The proposed development is categorised as a secondary dwelling under CLEP 2011, which is defined as follows:

*“a self-contained dwelling that -*

- (a) is established in conjunction with another dwelling (the principal dwelling), and*
- (b) is on the same lot of land as the principal dwelling, and*
- (c) is located within, or is attached to, or is separate from, the principal dwelling.”*

The development satisfies the above definition, as the development comprises a self-contained dwelling established in conjunction with the principal dwelling contained on the same lot.

Development for the purpose of a secondary dwelling is a permitted land use in the RU4 zone.

### 2.2 Objectives

The objectives of the RU4 zone are as follows:

- To enable sustainable primary industry and other compatible land uses.
- To encourage and promote diversity and employment opportunities in relation to primary industry enterprises, particularly those that require smaller lots or that are more intensive in nature.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.
- To maintain prime viticultural land and enhance the economic and ecological sustainability of the vineyards district.
- To encourage appropriate tourist development (including tourist-related retail) that is consistent with the rural and viticultural character of the vineyards district.
- To enable the continued rural use of land that is complementary to the viticultural character of the land.

The proposal is consistent with the relevant objectives of the RU4 zone as the proposed secondary dwelling will have minimal impacts on the rural amenity of the locality.

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**2.3 Relevant Clauses**

The Development Application was assessed against the following relevant clause of CLEP 2011:

*Clause 5.4 – Controls relating to miscellaneous permissible uses*

In part, Clause 5.4 states as follows:

*“(9) Secondary dwellings: If development for the purposes of a secondary dwelling is permitted under this Plan, the total floor area of the dwelling (excluding any area used for parking) must not exceed whichever of the following is the greater-*

- (a) 60 square metres,*
- (b) 50% of the total floor area of the principal dwelling.*

A maximum floor area of 84m<sup>2</sup> (50% of the principal dwelling) applies to the proposal as the principal dwelling has a floor area of 168m<sup>2</sup>. The proposed secondary dwelling has a floor area of 75m<sup>2</sup> (excluding the verandah), which equates to 44% of the principal dwelling and is compliant with the control.

- (a)(ii) The Provisions of any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved).*

No Draft Environmental Planning Instruments are relevant to the application.

- (a)(iii) The Provisions of any Development Control Plan*

**Cessnock Development Control Plan 2010**

The following is an assessment of the proposal's compliance with the relevant requirements and numerical standards in Cessnock Development Control Plan 2010.

<b>Part E: Vineyards District</b>			
<b>Provision</b>	<b>Required</b>	<b>Provided</b>	<b>Complies?</b>
<b>3.2.3 Building Siting and Design</b>			
	Developments are to be sited and designed in accordance with the Vineyards District Landscape and Design Guidelines (Appendix 1).	The primary purpose of these guidelines is to ensure that the rural/viticultural character of the Vineyards District to area is maintained. As the proposal seeks approval to use the existing original dwelling as a secondary dwelling there will be no visual	Yes

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		change to the rural character of the property. The proposal is therefore acceptable in terms of the requirements in the Landscape and Design Guidelines	
<b>3.2.5 Front and Side Development Setbacks</b>			
<b>3.2.5.1 Front Setbacks</b>	Council will usually require a minimum front setback of 75 metres. However, where it is felt that this requirement is inappropriate and that there are more appropriate locations within 75 metres of the front property boundary, Council may vary this figure having regard to the particular qualities of a site, e.g. existence of vineyards, existence of stands of vegetation, existence of prime/poorer viticultural soils, existing site development, topography and visual impact, servicing etc.	The proposed secondary dwelling has a minimum setback of approximately 108m to the eastern front boundary (Polkobin Mountains Road).	Yes
<b>3.2.5.2 Side Setbacks</b>	Council requires a minimum side setback of 50 metres.	The proposed secondary dwelling has a minimum setback of 155m to the northern side boundary and 150m to the southern side boundary.	Yes
<b>3.2.7 Ground Spraying and Aerial Spraying Considerations</b>	In the case of development consents other than for the purposes of vineyards, Council will require the establishment of the required vegetation chemical spray drift buffer and any associated fencing to be constructed prior to occupation of the premises.  With Adjoining/Adjacent Existing or Approved Vineyards (a) New 'public place' developments and	The nearest vineyard to the proposed secondary dwelling is situated 120m to the east (Tinklers Vineyard on the eastern side of Polkobin Mountains Road). The distance separation exceeds of the minimum requirement for residential development adjoining an existing vineyard. It is also noted that intervening existing vegetation along Muggyrang Creek acts as a buffer to the vineyard activities.	Yes

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	dwelling-houses are to have a minimum separation distance of 100 metres from an existing or approved vineyard on adjoining or adjacent land.		
<b>3.2.8 Noise Generation and Odour Considerations</b>	Applications for development with human habitation components (tourist developments, dwelling-houses and the like) located adjoining, adjacent to or within properties containing existing wineries shall be required to provide a report from a qualified acoustic consultant detailing measures proposed to satisfy Council that noise levels within the development will be adequate for the purposes of the development. Odour impacts from existing wineries should also be considered with measures taken to ameliorate such effects.	The DA was not accompanied by an acoustic report or assessment of odour impacts from the existing winery. Notwithstanding, the generous separation distance and intervening vegetation along Muggyrang Creek will minimise potential land use conflicts to the existing vineyard and the proposal is acceptable in that regard.	Acceptable on merit.
<b>3.3.7 Water Management Plan</b>	Waste water will be disposed of to Council's requirements and to the requirements of the Department of Environment, Climate Change and Water (DECC&W) in certain circumstances.  Details of the methods proposed to dispose of waste water must be clearly outlined in applications for development.	The original dwelling is connected to a traditional septic tank and transpiration trench for waste water disposal. Council's Environmental Health Officer recommends the applicant submit a Section 68 application to Council to verify the adequacy of the septic system and include mitigation measures to protect the nearby creek. A condition to this effect is included in the recommended development consent. Refer to the discussion	Yes

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		below under Section (c) The suitability of the site for the development.	
<b>3.3.9 Servicing</b>			
<b>3.3.9.1 Water Supply</b>	Developments are required to comply with Hunter New England Area Health Service requirements for provision of a potable water supply.	The proposed secondary dwelling contains a 22,000 litre water tank.	Yes
<b>3.3.9.2 Electricity and Telecommunications</b>	Developments will be required to be appropriately serviced, with details being provided from servicing authorities regarding availability.	The site is currently serviced by electricity and telecommunication infrastructure.	Yes
<b>3.3.12 Car Parking</b>	Car parking is to be provided consistent with Cessnock DCP 2009, Part C: General Guidelines, Chapter 1: Parking and Access.  Carparks are to be located and designed in a visually sensitive manner in accordance with the requirements of the Vineyards District Landscape and Design Guidelines (Appendix 1).	There is sufficient area for parking of vehicles on the site to minimise visual impact on the surrounding area.	Yes
<b>3.3.13 Section 94 Contributions</b>	Contributions are payable in accordance with Council's adopted Section 94 Contributions Plan.	A section 94 contribution is payable and can be conditioned on any consent granted.	Yes

**(a)(iia) The provision of any Planning Agreement that has been entered into under Section 7.4, or any draft Planning Agreement that a developer has offered to enter into under Section 7.4**

No such agreement has been proposed as part of this application.

**(a)(iv) The provisions of the regulations**

As the Development Application is for development associated with an existing building, Council must consider certain statutory matters, in particular two key provisions relating to fire safety and structural adequacy of the existing building for its new use under clauses 93 and 94 of the Environmental Planning and Assessment Regulation 2000.

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The existing building requires repairs/renovation including re-piering and other external treatments such as new cladding to be fit for purpose. Therefore, a condition requiring a Certificate of Adequacy from a structural engineer prior to occupation of the building is included in the recommended development consent.

Under Division 7A of Part 9 of the Environmental Planning and Assessment Regulation 2000, smoke alarms must be installed in all buildings in New South Wales where people sleep. The smoke alarms must meet the requirements of Australian Standard AS 3786 Smoke Alarms. A condition requiring the installation of smoke alarms complying with AS3786-2014 in accordance with the Building Code of Australia (BCA) prior to occupation of the building is included in the recommended development consent.

The imposition of the above recommended conditions will ensure the existing building is appropriate for the intended use as a dwelling in terms of fire protection and structural capacity.

**(b) *The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts on the locality***

As demonstrated by the above assessment, the proposed development is unlikely to have a significant impact on both the natural and built environments, and the social and economic conditions of the locality. In particular, the proposed secondary dwelling is considered suitable and appropriate within the rural landscape setting with minimal impacts on the rural amenity of the locality.

**(c) *The suitability of the site for the development***

As demonstrated by the above assessment, the land is not subject to any environmental constraints which would make it unsuitable for the proposed development.

However, the subject site is identified as bushfire prone land on Council's bushfire mapping system. Under section 4.14 of the Environmental Planning and Assessment Act 1979, development consent can only be granted on bush fire prone land where the consent authority is satisfied that, or has been provided with a certificate from a recognised consultant stating that the development conforms to NSW Rural Fire Service guidelines Planning for Bushfire Protection (PBP) 2006.

The Applicant submitted a self-assessment bushfire report in accordance with the NSW Rural Fire Service document titled 'building in bushfire prone areas for single dwellings'. The Applicant's bushfire report concludes there is no bushfire attack level (BAL) construction requirement for the proposed secondary dwelling on the basis the site is managed land. However, a site inspection and a desktop study undertaken by Plandev indicates the presence of Category 1 vegetation within 100m of the proposed secondary dwelling in the northern part of the site with the nearest vegetation approximately 55m from the dwelling. The proposed secondary dwelling is therefore required to be fully upgraded to a BAL 12.5 construction in accordance with AS3959-2009 Construction of Buildings in Bushfire Prone Areas, prior to the issue of an Occupation Certificate (OC). A condition to this effect is included in the recommended development consent.



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The subject land is not connected to reticulated sewer and, like other residential development in the area, relies upon on-site waste management of sewage wastes. The subject dwelling is connected to an on-site sewerage management system comprising a traditional septic system and transpiration trench located within 32m of the Muggyrang Creek.

Council's Environmental Health Officer recommends the applicant submit a Section 68 Application to Council to verify the adequacy of the installed septic system to service the proposed three bedroom dwelling, including mitigation measures to protect the nearby creek. As the Development Application does not involve building works, a Section 68 approval and installation verification by Council will be required prior to the issue of an OC. A condition to this effect is included in the recommended development consent.

The appropriateness of the road access to the site is acceptable given the rural nature of the site and no road upgrade works are required. The site also has existing electricity and telecommunications infrastructure.

Subject to the imposition of the recommended conditions above, the site is considered suitable for the proposed secondary dwelling.

***(d) Any submissions made in accordance with this Act or the regulations***

The Development Application was publicly exhibited between 2 December to 12 December 2019. No submissions were received by Council.

***(e) The public interest***

The public interest is served through the detailed assessment of this Development Application under the Environmental Planning and Assessment Act 1979, Environmental Planning and Assessment Regulation 2000, Environmental Planning Instruments and Council Policies.

Based on the above assessment, it is considered that the proposed development is consistent with the public interest.

## SECTION 7.11 CONTRIBUTIONS

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Section 7.11 Contributions are payable for the proposal.

In the event the application is approved, Section 7.11 Contributions totalling \$4,229.63 would be payable, in accordance with the following:

<b>Residential Section 94 Contributions Plan</b>	
District Open Space	\$1,478.86
District Community Facilities (Halls)	\$904.59
District Community Facilities (Libraries)	\$242.59
District Community Facilities (Bushfire)	\$68.53
District Roads – Rural Areas	\$1,126.62
Studies (Plan Preparation)	\$84.98
Plan Administration	\$323.46
<b>Total S94 Contribution - Residential</b>	<b>\$4,229.63</b>

## INTERNAL REFERRALS

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The Development Application was referred to the following Council officer/s for comment:

<b>Officer</b>	<b>Comment</b>
Environmental Health Officer	Recommends the applicant submit a Section 68 approval to verify the adequacy of the septic system and to protect the nearby creek. A condition to this effect is included in the recommended development consent.

## EXTERNAL REFERRALS

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The Development Application was not required to be referred to any external agencies for comment.

## BUILDING SERVICES TEAM LEADER COMMENTS

### a) *Unlawful use of the existing farm house*

As part of the development assessment process, it became apparent that the original farm house was being occupied and being unlawfully used as a secondary dwelling. The lodgement of a development application is considered an appropriate process by which an unlawful use may be regularised. An application for a Building Information Certificate from Council has not been sought by the applicant/owner at this time.

### b) *Updated Section 7.11 Contributions*

Since the planning consultants report, the Section 7.11 Contributions payable have been CPI adjusted to a total of \$4,251.41, in accordance with the following:

<b>Residential Section 94 Contributions Plan</b>	
District Open Space	\$1,486.48
District Community Facilities (Halls)	\$909.25
District Community Facilities (Libraries)	\$243.84
District Community Facilities (Bushfire)	\$68.88
District Roads – Rural Areas	\$1,132.43
Studies (Plan Preparation)	\$85.41
Plan Administration	\$325.12
<b>Total S94 Contribution - Residential</b>	<b>\$4,251.41</b>

### c) *Upgrade works to the proposed secondary dwelling*

The development application does not propose to undertake any building alterations to the existing original farm house seeking approval for use as a secondary dwelling. However, parts of the building are dilapidated and in need of renovation such as re-piering. In addition, the development consent will require the building to be upgraded for bushfire protection and internal smoke alarms. The fire safety upgrade and renovation works are considered capable of being undertaken as exempt development in accordance with the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

## CONCLUSION

The Development Application has been assessed in accordance with Section 4.15(1) of the Environmental Planning and Assessment Act 1979 and all relevant instruments and policies.

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The application is reported to Council in accordance with Council policy as the application is made by a Council employee and the proposal does not relate to the employee's principal place of residence. The proposal complies with all the relevant planning controls and policies for secondary dwellings. The proposal does not result in any significant impacts to the surrounding natural or built environment and the site is suitable for the proposed development. The development is not contrary to the public interest.

Based on the assessment, it is recommended that Development Application No. 8/2019/701/1 be approved, subject to the conditions of consent included in this report.

## **ENCLOSURES**

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[1](#) Plans

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## CONDITIONS OF CONSENT/REASONS FOR REFUSAL

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### STATEMENT OF REASONS:

Pursuant to Section 2.22 and Clause 20(2) of Schedule 1 of the *Environmental Planning and Assessment Act 1979*, the reasons for the decision (having regard to any statutory requirements applying to the decision), are as follows:

- a) The proposal is a permitted land use in the RU4 zone under Cessnock Local Environmental Plan 2011;
- b) The proposal is consistent with the objectives of the RU4 zone under Cessnock Local Environmental Plan 2011;
- c) The proposal is consistent with the provisions contained within applicable State Environmental Planning Policies;
- d) The proposal is generally compliant with the provisions of Cessnock Development Control Plan 2010 (as applicable);
- e) The proposal incorporates adequate measures to ensure the development does not result in any adverse impacts on the natural and built environments;
- f) The proposal incorporates adequate measures to ensure the development does not result in any adverse impacts on the social and economic locality;
- g) The site is considered suitable and appropriate within the rural landscape setting with minimal impacts on the rural amenity of the locality; and
- h) The proposed development is considered to maintain the public interest.

### CONSIDERATION OF SUBMISSIONS

#### 2. If the application was publicly exhibited, and did not attract submissions:

Pursuant to Section 2.22 and Clause 20(2) of Schedule 1 of the *Environmental Planning and Assessment Act 1979*, in respect of considering community views, it is noted that no submissions were received in response to the public exhibition period in relation to the Application.

**SCHEDULE 1**

**TERMS OF CONSENT**

**CONDITIONS OF CONSENT**

**1. Approved Plans and Documents**

Development must be carried out strictly in accordance with DA No. 8/2019/701/1 and the following plans and supplementary documentation, except where amended by the conditions of this consent.

Plan Reference	Drawn By	Date received
Floor Plan – Storage Shed/Original House	Not stated	16 October 2019

Document Title	Prepared By	Date received
Addendum to Statement of Environmental Effects	Joshua Hardes	1 November 2019
Basix Certificate No. 1052824S	Alexandra Hardes	18 October 2019

In the event of any inconsistency between the approved plans and supplementary documentation, the plans will prevail.

**2. BCA Compliance**

Pursuant to Section 4.17(11) (cf previous s 80A) of the *EP&A Act 1979* all building work must be carried out in accordance with the requirements of the *BCA*.

**PRIOR TO THE ISSUE OF AN OCCUPATION CERTIFICATE**

**The following conditions are to be complied with, to the satisfaction of the Principal Certifier, prior to issue of an Occupation Certificate (as specified within the condition):**

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**3. Residential Development Contributions Plan**

A contribution pursuant to the provisions of Section 7.11 (cf previous s 94) of the *EP&A Act 1979* for the services detailed and for the amount detailed must be made to Council prior to the issue of a OC:

Fee  
Type  
Code  
525  
523  
524  
522  
526  
543  
540

Contribution Type	Amount Payable
District Open Space	\$1,486.48
District Community Facilities (Halls)	\$909.25
District Community Facilities (Libraries)	\$243.84
District Community Facilities (Bushfire)	\$68.88
District Roads – Rural Areas	\$1,132.43
Studies (Plan Preparation)	\$85.41
Plan Administration	\$325.12
<b>Total</b>	<b>\$4,251.41</b>

A copy of the *Residential Contributions Plan* may be inspected at Council's Customer Services Section, Administration Building, Vincent Street, Cessnock or can be accessed on Council's website at [www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au).

The amount of contribution payable under this condition has been calculated at the date of consent. In accordance with the provisions of the Contributions Plan, this amount shall be indexed at the time of actual payment in accordance with the Consumer Price Index. Indexation of contributions for payment occurs quarterly.

**4. Roof Stormwater – Clear of Buildings, Without Affecting OSSM**

Prior to issue of an Occupation Certificate, roof water from the building and any rainwater tank overflow shall be piped clear of all buildings - without creating any nuisance on the property, to the onsite sewage management system, or to adjoining properties.

**5. Section 68 Application**

Prior to issue of an Occupation Certificate, an application must be made to Council under Section 68 of the *Local Government Act 1993* to verify the adequacy of the installed septic system to service the 3 bedroom dwelling, including details of the size of the tank, size of transpiration area, site plan (with relevant setbacks), house plan, drainage plan, site and soil assessment and system design specifications.

It is noted that there is a 5th order 'stream' within 32m of the trench to the building. Mitigating measures to protect the creek will be required to be implemented. Details of the intended measures are to be included within the Section 68 Application.

**6. Inspection for on-site sewage management**

Prior to the use of the premises for the purposes approved by this consent, and prior to the issue of an Occupation Certificate, a satisfactory final inspection report from the Council must be received by the Principal Certifier, verifying the associated on-site wastewater management system has been supplied and installed in accordance with the approval under Section 68 of the *Local Government Act 1993*.

## **7. BASIX Requirements & Certification**

In accordance with Clause 154B of the Environmental Planning & Assessment Regulation 2000, a Certifying Authority must not issue an Occupation Certificate for this development, unless it is satisfied that any relevant BASIX commitments and requirements have been satisfied.

Relevant documentary evidence of compliance with the BASIX commitments is to be forwarded to the Principal Certifier prior to the issue of an Occupation Certificate.

## **8. Structural Adequacy**

Prior to the issue of an Occupation Certificate, a Certificate of structural adequacy supplied by a professional engineer must be submitted to the Principal Certifier, verifying the structural adequacy of the existing building for its intended use as a dwelling.

## **9. Bushfire Construction**

The existing building shall be upgraded to a Bushfire Attack Level (BAL) 12.5 construction in accordance with *Australian Standard AS3959-2009 Construction of buildings in bushfire prone areas*. The upgrading works will be required to be completed and verified by the Principal Certifier prior to the issue of an Occupation Certificate.

## **10. Smoke Alarms**

Smoke alarms complying with *Australian Standard AS3786-2014 Smoke Alarms* must be installed within the building in accordance with the Building Code of Australia and certification provided to the Principal Certifier prior to the issue of an Occupation Certificate.

## **11. Asbestos**

Where any upgrade works to the existing building involves the demolition, storage or disposal of asbestos products and materials, all works must be carried out in accordance with the Relevant Occupational Health & Safety legislation and Safework NSW requirements.

Prior to the issue of an Occupation Certificate, a Clearance Certificate or Statement, prepared by a suitably qualified person (i.e. an occupational hygienist, licensed asbestos assessor or other competent person), must be provided to Principal Certifier upon completion of any asbestos related works which confirms that the asbestos material have been removed appropriately.

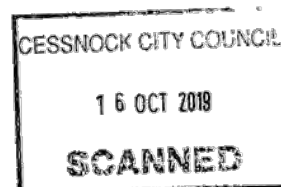
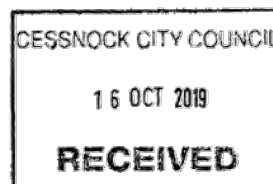
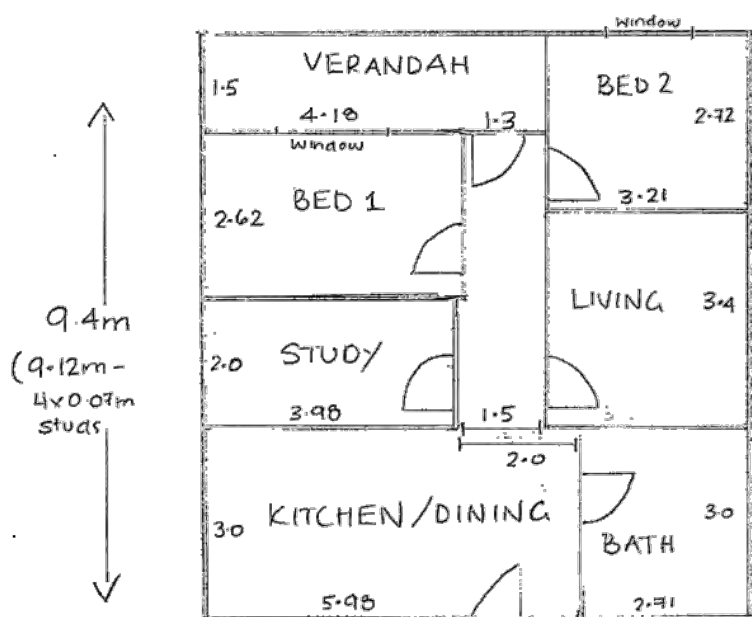


Storage shed/original house

Total house area

$$8.9 \times 9.4 = 83.66 \text{ m}^2$$

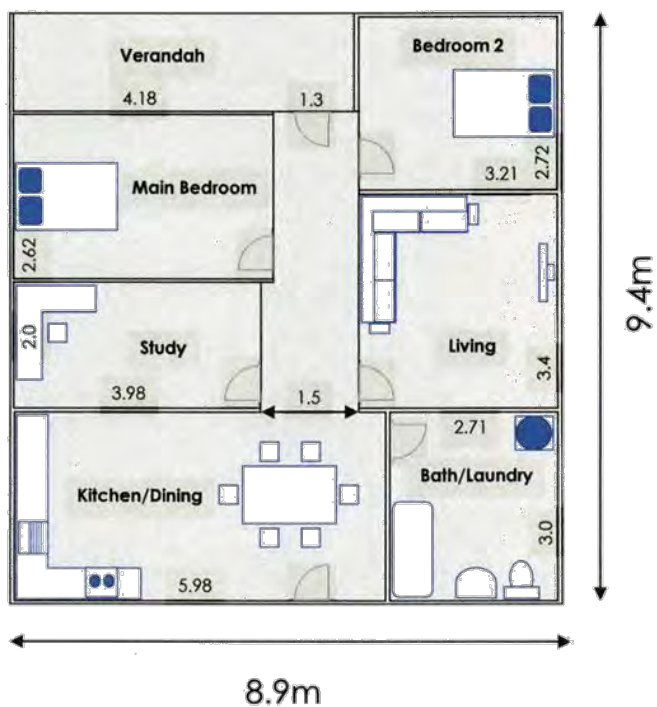
including verandah.  
Verandah  $8.22 \text{ m}^2$



Weatherboard & Colorbond  
Roof.

Bearers & Joist.

1:100





Secondary dwelling - EAST FACING









EAST FACING



















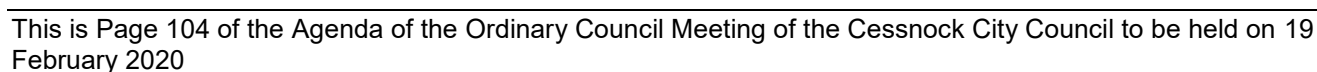


Address	Status Area	Lot/Plan	Type	Council	Last Sale	Settlement Date
80 Pokolbin Mountains Rd	POKOLBIN	Sold	14-785H	IS2/DPS84211	Cessnock	

SITE PLAN.







Planning and Environment

Report No. PE7/2020

Planning and Environment



**SUBJECT:** ***HEDDON GRETA AND CLIFBLEIGH URBAN CORRIDOR  
MASTERPLAN PROJECT UPDATE***

**RESPONSIBLE OFFICER:** ***Strategic Planning Manager - Martin Johnson***

### **SUMMARY**

The purpose of this Report is to provide an update to Council regarding the status of the Heddon Greta Clifbleigh Urban Corridor Masterplan Project.

### **RECOMMENDATION**

**That Council notes the update regarding the Heddon Greta Clifbleigh Urban Corridor Masterplan Project.**

### **BACKGROUND**

On 7 November 2018, Council considered a report, outlining the direction and requirements necessary to develop a Strategic Land Use Plan (the Plan) to manage the impacts of rapid development within Heddon Greta-Clifbleigh Urban Corridor.

The report outlined the unprecedented growth within the Maitland-Kurri Kurri urban corridor, particularly following the opening of the Hunter Expressway in March 2014. In light of the transformation of this corridor as a major transport connection between Maitland and the Lower Hunter, the need for improved coordination of transport needs, local infrastructure provision and land use planning was identified.

At the 7 August 2019 Council meeting, it was resolved:

1. *That Council note the information contained within the report.*
2. *That Council progress the development of the Heddon Greta-Clifbleigh Strategic Land use Plan, noting that the project will require the engagement of a consultant to prepare the Plan.*
2. *That the Heddon Greta-Clifbleigh Strategic Land use Plan be funded from the Rezoning reserve and section 7.11 where appropriate.*
4. *That a further report on the progress of the development of the Strategic Land Use Plan be provided to Council within 6 months.*

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**REPORT/PROPOSAL**

Council's Strategic Planning Team has commenced drafting the *Heddon Greta-Cliffleigh Strategic Land Use Plan*. The plan will recognise the current and projected future local population's needs for local services and amenities, recreational opportunities and where urban design improvement should occur. At this point the development of the Plan has been based on existing adopted Council strategies and plans and reports submitted with past planning proposals to establish the current urban release areas (Kurri Autos, Avery's and Clifftleigh).

However, a draft land use plan is not able to be finalised until such time as Transport for NSW, formerly Roads and Maritime Services (RMS) has undertaken the *Main Road 195 Master Plan Study*. This regional study will focus on the transport needs within the Kurri Kurri to Maitland Growth Corridor and provide recommendations for essential infrastructure upgrades.

At the most recent meeting of the Main Road 195 Master Plan Study Working Group meeting it was indicated that the *Main Road 195 Master Plan Study* is expected to be finalised in August 2020. Importantly the timing of this study will allow Council to undertake the assessment of the amended Hydro Planning Proposal currently with Council and incorporate any identified issues and local infrastructure requirements into the Plan. Any additional studies (for example amended traffic study) would be undertaken at this time.

**OPTIONS**

N/A

**CONSULTATION**

Council will continue to undertake consultation and work with relevant external agencies including Transport for NSW, Maitland City Council and the Department of Planning Industry and Environment prior to exhibition. Other stakeholders are being identified during preparation of the plan and will be engaged at various stages of its development.

Following completion of the *Main Road 195 Master Plan Study* currently being undertaken by Transport for NSW, it is expected that Council's draft strategic land use plan will be finalised for public exhibition. This is anticipated to occur in the last quarter of 2020 and in accordance with Council's Community Participation Plan.

Council will be briefed prior to the draft Plan being recommended for adoption in the last quarter of 2020.

**STRATEGIC LINKS**

**a. Delivery Program**

Development of a Strategic Land Use Plan, structure-masterplan for the Corridor aligns with the following:

**Delivery Program 2017-2024**

- Objective 1.3 Promoting safe communities, specifically objective 1.3.5 to improve the safety of the road network

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- Objective 4.2 improving the road network, specifically the strategic directions that we have a quality road network and that we manage the impact of the Hunter Expressway on local communities
- Objective 5.2 Encourage more community participation in decision-making.

**Operational Plan 2019-20**

**Objective 1.3** Promote safe communities.

**b. Other Plans**

Hunter Regional Plan 2036

The Project will develop housing opportunities within the Kurri Kurri Corridor, consistent with the priorities established in the Local Government Narrative for the Cessnock Local Government Area.

Greater Newcastle Metropolitan Plan 2036

The Heddon Greta Cliftleigh Urban Corridor Project will have regard to the priority transport connection between Kurri Kurri and Central Maitland Strategic Centres as identified within the Greater Newcastle Metropolitan Plan 2036.

**IMPLICATIONS**

**a. Policy and Procedural Implications**

Nil at this stage. As the draft Plan is further developed, implications will become evident and reported Council accordingly as part of the draft Plan.

**b. Financial Implications**

The cost of the Project is funded from within Council's Strategic Land Use Planning budget.

**c. Legislative Implications**

The Project has regard to the provisions of the *Environmental Planning & Assessment Act 1979* and the *Environmental Planning & Assessment Regulation 2000*.

**d. Risk Implications**

Nil

**e. Environmental Implications**

Nil

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**f. Other Implications**

Nil

**CONCLUSION**

Council has commenced drafting the *Heddon Greta-Clifftleigh Strategic Land Use Plan* and continues to meet with the Main Road 195 Working Group, (co-ordinated by Transport for NSW) to provide input into this Study.

This the draft Plan will be reported to Council for endorsement prior to public exhibition in the last quarter of 2020.

**ENCLOSURES**

There are no enclosures for this report



Planning and Environment

Report No. PE8/2020

Planning and Environment



**SUBJECT:** ***ADOPTION OF DRAFT CONTAMINATED LAND POLICY - LAND USE PLANNING***

**RESPONSIBLE OFFICER:** ***Strategic Planning Manager - Martin Johnson***

### **SUMMARY**

Council's Strategic Planning team have developed a draft Contaminated Land Policy – Land Use Planning. The draft Policy is largely based on the Hunter Joint Organisation's *MODEL Regional Contaminated Land Policy Land Use Planning*, including the January 2020 updates.

It is recommended that Council place the draft Contaminated Land Policy – Land Use Planning on public exhibition for a period of twenty-eight (28) days.

### **RECOMMENDATION**

- 1. That Council places the draft Contaminated Land Policy – Land Use Planning on public exhibition for a period of twenty-eight (28) days.**
- 2. That should public submissions be received, a further report be prepared and submitted to Council for consideration.**
- 3. That should no public submissions be received, the draft Contaminated Land Policy – Land Use Planning be adopted by Council.**

### **BACKGROUND**

The NSW Managing Land Contamination Planning Guidelines – SEPP 55 Remediation of Land 1998 (The Planning Guidelines) strongly recommend that *“each local council develop and adopt a formal policy for managing land contamination to provide a local context for decision making”* and that *“the policy should be consistent with guidelines and either adopt or be based on them, with variations based on local conditions and procedure”*.

The Planning Guidelines also identify that *“council's policy on contaminated land may be contained within a number of documents, such as planning instruments that contain land use restrictions relevant to contamination and a DCP or plans. However, it is also advisable to have a formal “stand alone” policy document”*.

The development and consistent application of a local contaminated land policy by Council therefore provides a valuable tool to ensure and demonstrate adherence to the Planning Guidelines. Its implementation will directly assist Council to ensure that we are acting in “good faith” with our legislative obligations.

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**REPORT/PROPOSAL**

Council's Strategic Planning team have developed a draft Contaminated Land Policy – Land Use Planning (**Enclosure 1**). The draft Policy is largely based upon the Hunter Joint Organisation's (HJO) *MODEL Regional Contaminated Land Policy Land Use Planning*, including the January 2020 updates. The HJO prepared the model policy specifically to assist Council's across the region adopt a policy which is consistent across the Hunter Region. Several councils in our region have adopted the HJO model policy as a result.

The purpose of the policy is to provide a framework for Council to appropriately manage land contamination through the land use planning process, and in doing so, ensure Council acts in "good faith" within its legislative obligations. The policy sets out the preferred practice of Council employees in relation to:

- Identifying, evaluating and managing contaminated land through the land use planning process;
- Recording, managing and disclosing contaminated land information;
- Reporting contamination to the NSW Environment Protection Authority (EPA); and
- Preventing or minimising the potential for contamination.

The objectives of this Policy are to:

- Ensure that changes in land use will not increase the risk to human health or the environment;
- Consider the likelihood of land contamination as early as possible in the planning and development control process;
- Link decisions about the development of land with the information available about possible contamination;
- Ensure Council exercise its functions relating to the development of contaminated land with a reasonable standard of care and diligence;
- Ensure the site investigation and remediation works are carried out in a satisfactory manner, and where appropriate, are independently verified by a Site Auditor;
- Avoid inappropriate restriction on land use arising from contamination;
- Provide information to support decision making, and to inform the community of potential restrictions on property arising from contaminated land matters; and
- Minimise the financial and corporate risks to Council associated with our management of contaminated lands.

The Policy also includes a range of proposed policy statements. The key policy statements of note are that Council will develop and maintain a Contaminated Land Information System to facilitate compliance with statutory obligations, support its planning functions, and provide relevant and accurate information on Contaminated Land to the community. The other key policy statements are that, following the establishment of Council's Contaminated Land Information System, Council may be required to update the notations on section 10.7 Planning Certificates.

This Report recommends that Council endorse the draft Contaminated Land Policy – Land Use Planning and place it on public exhibition for a period of twenty-eight (28) days.

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**OPTIONS**

NIL

**CONSULTATION**

It is intended that the draft Policy be placed on public exhibition for a period of twenty-eight (28) days. Council's Strategic Planning team has undertaken consultation with internal business units to develop a policy that aligns with the Cessnock community's vision of a *"sustainable and healthy environment"* as outlined in the adopted *Cessnock 2027- Community Strategic Plan*. The draft Policy was circulated to Council's Environment & Waste Services Manager, the Environmental Health Team Leader and Governance team. The submissions from these groups informed the finalisation of the Policy presented to Council.

A Council briefing has been scheduled for 12 February 2020.

**STRATEGIC LINKS**

**a. Delivery Program**

Council's current delivery program 2017- 2021 includes action 3.1.6 which states that Council will *'Manage the risks to climate change and improve resilience to extreme weather events, flooding, bushfire, mine subsidence and **land contamination**'*. This Policy will allow Council to manage the risks and improve resilience to land contamination. Action 3.1.6.c of the current delivery program states that Council would *'Adopt a contaminated land policy and procedures'*.

**b. Other Plans**

NIL

**IMPLICATIONS**

**a. Policy and Procedural Implications**

The draft Policy will become a new Council policy in the event it is adopted by the Council following exhibition.

**b. Financial Implications**

The exhibition of this draft Policy will have no immediate financial impact. However, resources will be required to develop and maintain the Contaminated Land Information System (CLIS) that will need to be incorporated into future budgets and work programs. Council's relevant Business Units will need to consider budget requirements to deliver the CLIS and this will be considered as part of the 2020/21 operational plan and budget process.

**c. Legislative Implications**

This Policy outlines Council's position in relation to the management of Contaminated Land that is under the regulatory control of Local Government, as stipulated by the *Environmental Planning and Assessment Act 1979 (NSW) (EP&A Act)* and *Managing Land Contamination Planning Guidelines SEPP 55 - Remediation of Land (1998) (NSW)* (the Planning Guidelines).

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The draft policy also references the *Contaminated Land Management Act* 1997, which sets out the process for investigating and (where appropriate) remediating land that the NSW Environment Protection Authority (EPA) considers to be contaminated significantly enough to require regulation.

**d. Risk Implications**

The appropriate management of contaminated land is important to protect human health and the environment. Since contaminated land can restrict the development and certain uses of the land it has economic, legal and planning implications for the community and for regulatory authorities. The development and consistent application of a local contaminated land policy by Council provides a valuable tool to ensure and demonstrate compliance with legislation. Its implementation will directly assist Council to ensure we are acting in “good faith” with our legislative obligations. The adoption of this Policy and establishment of a CLIS will allow Council to reduce the financial and corporate risks associated with the management of contaminated land.

**e. Environmental Implications**

The Policy will allow Council to ensure that changes in land use will assist to manage and minimise the risk to human health or the environment as a result of land contamination. The development of the CLIS will allow for improved management and monitoring of contaminated sites. The adoption of the policy is intended to result in positive environmental impacts.

**f. Other Implications**

NIL

**CONCLUSION**

This Report recommends that Council endorse the draft Contaminated Land Policy – Land Use Planning and place it on public exhibition for a period of twenty-eight (28) days.

**ENCLOSURES**

[1](#) Enclosure 1 - Contaminated Land Policy - Land Use Planning



## Cessnock City Council Contaminated Land Policy – Land Use Planning

Date Adopted xx/xx/xxxx Revision: 1

### 1. APPLICATIONS OF THE POLICY

- 1.1 This policy applies to all relevant Council employees and contractors.

### 2. SCOPE

- 2.1. This Policy outlines Council's position in relation to the management of Contaminated Land that is under the regulatory control of Local Government, as stipulated by the *Environmental Planning and Assessment Act 1979 (NSW) (EP&A Act)* and *Managing Land Contamination Planning Guidelines SEPP 55 - Remediation of Land (1998) (NSW) (the Planning Guidelines)*.
- 2.2. This Policy seeks to align Council activities and management processes to the Planning Guidelines and achieve the key principles of:
- 2.2.1. Ensuring any land use changes will not increase risk to human health or the environment;
- 2.2.2. Avoiding inappropriate restrictions on land use; and
- 2.2.3. Providing information to support decision making and to inform the community of Council's requirements.

### 3. PURPOSE

- 3.1. The purpose of this Policy is to provide a framework for Council to appropriately manage land contamination through the land use planning process, and in doing so, ensure Council acts in "good faith" with its legislative obligations
- 3.2. This Policy sets out the preferred practice of Council employees in relation to
- 3.2.1. Identifying, evaluating and managing Contaminated Land through the land use planning process;
- 3.2.2. Recording, managing and disclosing Contaminated Land information;
- 3.2.3. Reporting contamination to the NSW Environment Protection Authority (EPA);
- 3.2.4. Preventing or minimising the potential for contamination.



- 3.3. It is not the intent of this Policy that an act or omission of any Council employee shall be called into question or held to be invalid on the grounds of failure to comply with this Policy.

#### 4. OBJECTIVES

4.1. The objectives of this Policy are to:

- 4.1.1. Ensure that changes in land use will not increase the risk to human health or the environment;
- 4.1.2. Consider the likelihood of land contamination as early as possible in the planning and development control process;
- 4.1.3. Link decisions about the development of land with the information available about possible contamination;
- 4.1.4. Ensure Council exercise its functions relating to the development of Contaminated Land with a reasonable standard of care and diligence;
- 4.1.5. Ensure the site investigations and remediation works are carried out in a satisfactory manner, and where appropriate, are independently verified by a Site Auditor;
- 4.1.6. Avoid inappropriate restrictions on land use arising from contamination.
- 4.1.7. Provide information to support decision making, and to inform the community of potential restrictions on property arising from contaminated land matters.
- 4.1.8. Minimize the financial and corporate risks to Council associated with our management of contaminated lands.

#### 5. POLICY STATEMENT - GENERAL

- 5.1. Council shall not approve a Development Application or support a Planning proposal unless it is satisfied on the basis of information available to it, under this Policy that:
- 5.1.1. Contamination has been considered;
  - 5.1.2. If the land is contaminated, that the land is suitable in its contaminated state (or will be suitable following remediation) for all intended uses under the approval or proposal; or
  - 5.1.3. If the land is contaminated, that conditions can be placed in planning instruments or on development consents and approvals under Part IV of the EP&A Act that will ensure any Contaminated Land can be remediated to a level appropriate to its intended use, prior to, or during the development stage.
- 5.2. Council will develop and maintain a Contaminated Land Information System to facilitate compliance with statutory obligations, support its planning functions, and provide relevant and accurate information on Contaminated Land to the community in





accordance with the *Government Information (Public Access) Act 2009* NSW (GIPA Act).

5.3. Once Council has a Contaminated Land Information System in place, and inclusion of a property in the system has the potential to restrict the development of the land, the property owner will be notified of the inclusion.

5.4. Council requires all Contaminated Land reports provided, exempt Council from any claim for copyright that may restrict Council's ability to provide information to the public in accordance with the GIPA Act and the *Contaminated Land Management Act 1997* (NSW) (CLM Act).

## 6. POLICY STATEMENT - SECTION 10.7 PLANNING CERTIFICATES

6.1. Section 10.7(2) Planning Certificates issued by Council are to:

- 6.1.1. Contain information on matters prescribed under section 59(2) of the CLM Act that are relevant to the property;
- 6.1.2. Identify whether or not any adopted policy of Council or any other public authority restricts the development of the land (the subject of the certificate) because of the likelihood of any risk of contamination;
- 6.1.3. Provide notations on the certificates as per **Attachment A**.

6.2. Following the establishment of Council's Contaminated Land Information System, section 10.7(5) Planning Certificates issued by Council are to provide information that is provided to councils by the EPA in accordance with section 58 of the CLM Act, which is not already included in a Section 10.7(2) Planning Certificate.

6.3. Following the establishment of Council's Contaminated Land Information System, If Council is aware that a site has been notified to the EPA under section 60 of the CLM Act, but is currently in various stages of being reviewed by the EPA to assess if the contamination is significant enough to warrant regulation, it will provide information to this effect on the Section 10.7(5) Planning Certificate.

6.4. Once Council has a Contaminated Land Information System in place, the following additional information included in the system will be provided on Section 10.7(5) Planning Certificates:

- 6.4.1. Contamination category;
- 6.4.2. Any activities listed in Table 1 of the Planning Guidelines that Council records show have occurred on the land;
- 6.4.3. Any information to Council's knowledge, that indicates the property may be affected by emerging contaminants or contaminating activities of concern;
- 6.4.4. References to any site investigations included in the register;
- 6.4.5. Any notification of remediation.



## 7. POLICY STATEMENT - CONTAMINATED LAND REPORTS

7.1. Contaminated Land reports are to be prepared, or reviewed and approved by an appropriately qualified and certified environmental consultant (for any reports submitted from date of Policy adoption and onwards). Currently, the certification schemes recognised by the NSW EPA and the Council are (noting other schemes may become recognised):

7.1.1. Site Contamination Practitioners Australia (SCPA) scheme'

7.1.2. Environment Institute of Australia and New Zealand's (EIANZ) Contaminated Land Assessment Specialist Certified Environmental Practitioner (CLA Specialist CEnvP) scheme.

7.1.3. Soil Science Australia (SSA) Certified Professional Soil Scientist Contaminated Site Assessment and Management (CPSS CSAM) certification.

7.2. All investigations and accompanying reports provided to Council are to be completed in accordance with EPA prepared and adopted guidelines.

7.3. All Contaminated Land reports provided to Council are required to include a summary report synthesising key findings and recommendations.

7.4. An initial evaluation is to be completed by Council for all land use planning applications.

7.5. A preliminary site investigation is required when an Initial Evaluation identifies that contamination is, or may be present on the site, or if potential or actual contamination on an adjacent area has the potential to migrate to the site.

7.6. A Detailed Site Investigation is required:

7.6.1. Where the Preliminary Site Investigation indicates that the land is, or may be contaminated;

7.6.2. When the site is, or was, formally used for an activity listed in Table 1 of the Planning Guidelines (refer to **Attachment B**), or other potentially contaminating activities known to Council, and a land use change is proposed that has the potential to increase the risk of exposure to contamination;

7.6.3. To accompany a remediation proposal or notification.

7.7. A Remedial Action Plan is required where the Detailed Site Investigation identifies that remediation or management is needed to render the site suitable for its intended land use.

7.8. A Remedial Action Plan (and accompanying investigation reports) must accompany the Planning Application where development consent is required for remediation (i.e. Category 1 Remediation Works as defined in **Attachment C**).





- 7.9. A Remedial Action Plan (and accompanying investigation reports) must accompany any notification to Council for proposed Category 2 Remediation work.
- 7.10. A Validation Report (including monitoring results where applicable) is required to validate the completion and effectiveness of all remediation works for which consent has been provided by Council (i.e. Category 1 Remediation Works).
- 7.11. The Notice of Completion provided to Council for any Category 2 remediation works is to include the Validation Report.
- 7.12. An on-going Environmental Management Plan is required to be provided to Council and implemented where contamination remains on site, and there is uncertainty as to its potential to migrate; and / or the effectiveness of the management measures implemented to contain the contamination following remediation and validation; and / or monitoring and ongoing management forms part of the remediation strategy.
- 7.13. Council may require a Site Audit be to be carried out where Council:
- 7.13.1. Believes on reasonable grounds that the information provided by the Proponent is incorrect or incomplete;
  - 7.13.2. Wishes to verify whether the information provided by the Proponent has adhered to appropriate standards, procedures and guidelines; or
  - 7.13.3. Does not have the internal resources to conduct its own technical review.
- 7.14. A site audit, which provides a site audit certificate and a site audit statement, can review any stage of the contaminated land process including a Preliminary Site Assessment, Detailed Site Assessment, Remedial Action Plan and validation. A site audit shall identify whether the land is suitable for its intended use.
- 7.15. A Site Audit can only be conducted by an EPA accredited site auditor under the CLM Act
- 7.16. All costs associated with providing a Site Audit are to be borne by the Proponent.
- 7.17. Development consent is required for the following remediation work:
- 7.17.1. Category 1 Remediation Work requiring consent as defined by *State Environmental Planning Policy No 55 – Remediation of Land* (SEPP 55) Section 9 (refer to **Attachment C**).
  - 7.17.2. Proposed works that are inconsistent with the requirements of this policy (i.e. remediation works that do not comply with the conduct of remediation works specified in **Attachment D**, and are thereby reclassified as Category 1 Remediation work).
- 7.18. Council must be notified in writing of proposed Category 2 Remediation Works no less than 30 days prior to their scheduled commencement.
- 7.19. Where Council considers that contamination on a site triggers the duty to report contamination, and it is not clear if the polluter or site owner has reported the contamination then Council will notify the EPA for possible action under the CLM Act.



7.20. For potentially polluting activities, Council will apply and enforce conditions of development consent that ensure effective and ongoing control measures are implemented

7.21. Council will proactively undertake compliance inspections of potentially contaminating industries / activities, subject to risk assessments and Council resourcing availability, to ensure compliance with consent conditions and environment protection legislation.

## 8. POLICY DEFINITIONS

<b>Contamination</b>	The condition of land or water where any chemical substance or waste has been added as a direct or indirect result of human activity at above background level and represents, or potentially represents, an adverse health or environmental impact.
<b>Contaminated Land</b>	Contaminated Land may be the result of past or current uses. The land may be contaminated by a current or historical land use activity directly on the site or through migration of contamination from adjacent sites.
<b>Contaminated Land Information System</b>	A Contaminated Land Information System comprises two components: <ul style="list-style-type: none"> <li>• The systematic handling and management of information by Council staff; and</li> <li>• A Contaminated Land Information Register.</li> </ul>
<b>Council</b>	Cessnock City Council
<b>Detailed Site Investigation</b>	An investigation with the objective to define the nature, extent and degree of contamination; assess potential risk posed by contaminants to health and the environment; and obtain sufficient information to develop a Remedial Action Plan (if needed).
<b>Development Application</b>	A Development Application is a formal request for consent to carry out development and is considered under Part IV of the <i>Environmental Planning &amp; Assessment Act 1979</i> .
<b>Initial Evaluation</b>	An evaluation undertaken by Council to determine whether contamination is likely to be an issue, and to assess whether further information is required for it to conduct its planning functions in good faith.
<b>Planning Proposal</b>	A formal proposal to amend the Cessnock Local Environmental Plan
<b>Policy</b>	Contaminated Land Policy – Land Use Planning
<b>Preliminary Site Investigation</b>	An investigation to identify any past or present potentially contaminating activities to provide a preliminary assessment of any site contamination, and if required, to provide a basis for a more detailed investigation.
<b>Remedial Action Plan</b>	A plan that sets out objectives, and documents the process for remediating a contaminated site.
<b>Section 10.7 Planning Certificates</b>	Means a Planning Certificate under Section 10.7 of the NSW <i>Environmental Planning and Assessment Act 1979</i>
<b>Site Auditor</b>	Means a person for the time being accredited under Part 4 of the <i>Contaminated Land Management Act 1997</i> .



**Validation Report**

The objective of the Validation Report is to demonstrate whether or not the objectives stated in the Remedial Action Plan have been achieved.

## 9. POLICY ADMINISTRATION

<b>Business Group</b>	Planning and Environment
<b>Responsible Officer</b>	Manager Strategic Planning
<b>Policy Review Date</b>	Three years from date of adoption unless legislated otherwise
<b>File Number / Document Number</b>	DOC2019/073601
<b>Relevant Legislation (reference specific sections)</b>	<p>Cessnock City Council's decisions regarding management of contaminated lands will be underpinned by the provisions, principles, directions and recommendations contained in:</p> <ul style="list-style-type: none"> <li>• Contaminated Land Management Act 1997</li> <li>• Contaminated Land Management Regulation 2013</li> <li>• Environmental Planning and Assessment Act 1979</li> <li>• Environmental Planning and Assessment Regulation 2000</li> <li>• Government Information (Public Access) Act 2009</li> <li>• Guidelines provided or endorsed by the NSW EPA under the CLM Act</li> <li>• Local Government Act 1993</li> <li>• Local Government (General) Regulation 2005</li> <li>• Managing Land Contamination Planning Guidelines – SEPP 55 Remediation of Land</li> <li>• National Environment Protection (Assessment of Site Contamination) Measure 1999, amended in 2013</li> <li>• State Environmental Planning Policy No. 55 Remediation of Land (SEPP 55), 1998</li> <li>• Cessnock Local Environmental Plan 2011</li> <li>• Cessnock Development Control Plan 2010</li> </ul>
<b>Relevant desired outcome or objectives</b>	<p>A sustainable &amp; healthy environment</p> <p>Objective 3.1: Protecting &amp; enhancing the natural environment &amp; the rural character of the area</p> <p>Objective 3.3: Better waste management and recycling</p>
<b>Related Policies / Protocols / Procedures</b>	<ul style="list-style-type: none"> <li>▪ <a href="#">Records Management Policy</a></li> </ul>

## 10. POLICY AUTHORISATIONS

No.	Authorised Function	Authorised Business Unit / Role(s)
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1	NIL	NIL
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## 11. POLICY HISTORY

Revision	Date Approved	Author	Description Of Changes
1		Emma McDermott	New Policy Adopted

## 12. Attachments

- Attachment A – Notations for s10.7 Certificates
- Attachment B – Potentially Contaminating Activities
- Attachment C – Category 1 Remediation Works
- Attachment D – Site Management Requirements Remediation Works

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## Attachment A - Notations for s.10.7 Certificates

The following notations will be provided on Section 10.7(2) Planning Certificates

1. Notations advising of matters included under Section 59(2) of the Contaminated Land Management Act as specified under Schedule 4 of the *Environmental Planning & Assessment Regulation 2000 (EP&A Reg)*.

Where Council records identify:	Notation to be included on Section 10.7(2) Certificate
That the property is declared as significantly contaminated under the CLM Act (as at date certificate issued)	<i>The land or part of the land is declared to be significantly contaminated land under Part 3 of the Contaminated Land Management Act 1997 at the date of issue of the certificate</i>
That the property is subject to a management order under the CLM Act (as at date certificate issued)	<i>The land or part of the land is subject to a management order within the meaning of the Contaminated Land Management Act 1997 at the date of issue of the certificate</i>
That the property is subject to an approved voluntary management proposal	<i>The land or part of the land is the subject of an approved voluntary management proposal within the meaning of the Contaminated Land Management Act 1997 at the date of issue of the certificate</i>
That the property in question is subject to an ongoing maintenance order under the CLM Act (as at date certificate issued)	<i>The land or part of the land is subject to an ongoing maintenance order within the meaning of the Contaminated Land Management Act 1997 at the date of issue of the certificate</i>
That a site audit statement has been provided to Council <i>at any time</i>	<i>The land or part of the land has been the subject of a site audit statement provided to Cessnock Council.</i>

2. Notations advising that Council has adopted a Policy that restricts the development of the land due to potential contamination
3. The policy will be listed under *Clause 7 council and other public authority policies on hazard risk restrictions* of the EP&A Reg as a council policy, which restricts the development of the land because of the likelihood of a contaminated land risk.

**General Policy Notation for Section 10.7(2) Certificates**

Where Council records identify:	Notation to be included on Section 10.7(2) Certificate
<p>That a potentially contaminating activity may have previously occurred or is currently occurring on the property; however no further information is available.</p>	<p><i>"Council has adopted by resolution a policy on contaminated land which may restrict the development of the land to which this certificate relates. This policy is implemented when zoning or land use changes are proposed on lands which:</i></p> <ul style="list-style-type: none"> <li><i>• are considered to be contaminated; or</i></li> <li><i>• which have previously been used for certain purposes; or</i></li> <li><i>• which have previously been used for certain purposes but Council's records do not have sufficient information about previous use of the land to determine whether the land is contaminated; or</i></li> <li><i>• have been remediated for a specific use.</i></li> </ul> <p><i>Consideration of Council's adopted policy and the application of provisions under relevant State legislation is warranted".</i></p>

## Attachment B - Potentially Contaminating Activities

Source: Managing Land Contamination. Planning Guidelines SEPP 55 – Remediation of Land (1998)

**Table 1. Some Activities that may Cause Contamination**

- acid/alkali plant and formulation
- agricultural/horticultural activities
- airports
- asbestos production, disposal and demolition
- chemicals manufacture and formulation
- defence works
- drum re-conditioning works
- dry cleaning establishments
- electrical manufacturing (transformers)
- electroplating and heat treatment premises
- engine works
- explosive industry
- gas works
- iron and steel works
- landfill sites
- metal treatment
- mining and extractive industries
- oil production and storage
- paint formulation and manufacture, including lead paint contamination
- pesticide manufacture and formulation
- power stations
- railway yards
- scrap yards
- service stations
- sheep and cattle dips
- smelting and refining
- tanning and associated trades
- waste storage and treatment
- wood preservation

**Note:** It is not sufficient to rely solely on the contents of this Table to determine whether a site is likely to be contaminated or not. This Table is a guide only. A conclusive status can only be determined after a review of the site history and, if necessary, sampling and analysis.

## Attachment C - Category 1 Remediation Works

State Environmental Planning Policy No 55—Remediation of Land, Clause 9 defines Category 1 Remediation Work as:

*"Category 1 remediation work: work needing consent*

*For the purposes of this Policy, a category 1 remediation work is a remediation work (not being a work to which clause 14 (b) applies) that is:*

- (a) designated development, or*
- (b) carried out or to be carried out on land declared to be a critical habitat, or*
- (c) likely to have a significant effect on a critical habitat or a threatened species, population or ecological community, or*
- (d) development for which another State environmental planning policy or a regional environmental plan requires development consent, or*
- (e) carried out or to be carried out in an area or zone to which any classifications to the following effect apply under an environmental planning instrument:*
  - i. coastal protection,*
  - ii. conservation or heritage conservation,*
  - iii. habitat area, habitat protection area, habitat or wildlife corridor,*
  - iv. environment protection,*
  - v. escarpment, escarpment protection or escarpment preservation,*
  - vi. floodway,*
  - vii. littoral rainforest,*
  - viii. nature reserve,*
  - ix. scenic area or scenic protection,*
  - x. wetland, or*
- (f) carried out or to be carried out on any land in a manner that does not comply with a policy made under the contaminated land planning guidelines by the Council for any local government area in which the land is situated (or if the land is within the unincorporated area, the Western Lands Commissioner).*

*Note.*

*See Section 5A of the Environmental Planning and Assessment Act 1979 for the factors to be taken into account in assessing whether there is likely to be a significant effect as referred to in paragraph (c) above. The terms used in that paragraph are defined in that Act by reference to both the Threatened Species Conservation Act 1995 and the Fisheries Management Act 1994."*



## **Attachment D - Site Management Requirements Remediation Works**

All Category 2 remediation works must be carried out in accordance with the following site management requirements. These have been established to prevent Category 2 work adversely impacting on the environment and public amenity.

Category 2 remediation works that do not comply with these requirements will be classified as Category 1 remediation work and will require development consent.

### **Remediation Work**

All remediation work must be carried out in accordance with:

- Managing Land Contamination Planning Guidelines SEPP 55- Remediation of Land
- Any guidelines published by the NSW Environment Protection Authority under the *Contaminated Land Management Act 1997*.

### **Hours of Operation**

All remediation work must be carried out between the following hours:

Monday – Friday	7.00am to 6.00pm
Saturday	7.00am to 5.00pm
No work is permitted on Sundays or Public Holidays	

### **Site Signage**

A sign displaying the contact details of the remediation contractor and site manager (if different from the remediation contractor) must be displayed on the site adjacent to the site access, including a contact telephone number that is available 24 hours a day, 7 days a week. The sign must be clearly legible from the street and be displayed for the duration of the remediation works.

### **Notification of Adjacent Owners and Occupiers**

The occupiers of all directly adjoining premises must be notified of the proposed remediation works at least 30 days before the works commence.

### **Site Security**

The site must be securely fenced and any other necessary precautions taken, to prevent unauthorised entry to the site for the duration of the remediation works.

### **Toilet Facilities**

Toilet facilities must be provided for workers in accordance with the publication titled *Code of Practice: Amenities for Construction Work* (WorkCover, 1996).

[Note: Toilets for workers must be connected to the sewerage system where practicable. Alternatively, portable chemical closets on the site must be subject to a waste collection agreement with a suitably licensed contractor.

### **Soil and Water Management**

All remediation work must be carried out in accordance with a soil and water management plan. A copy of the soil and water management plan must be kept on-site and be made available to Council Officers on request.

### **Sediment and Erosion Controls**

Appropriate sediment and erosion controls must be installed before remediation works are commenced and be maintained in a functional condition until site stabilisation works have been completed.

Prior to the commencement of any remedial work, an erosion and sediment control plan prepared by a suitably qualified person in accordance with *"The Blue Book – Managing Urban Stormwater (MUS): Soils and Construction"* (Landcom) must be submitted to and approved by the certifying authority. Control over discharge of stormwater and containment of run-off and pollutants leaving the site/premises must be undertaken through the installation of erosion control devices including (and not limited to) catch drains, energy dissipaters, level spreaders and sediment control devices such as hay bale barriers, filter fences, filter dams, and sedimentation basins.

### **Stockpiles**

No stockpiles of soil or other materials are to be placed on footpaths or nature strips without the prior written approval of Council.

All stockpiles of soil or other materials must be placed away from drainage lines, gutters, stormwater pits or inlets, trees or native vegetation and be provided with appropriate erosion, sediment and leachate management controls.

All stockpiles of soil or other materials likely to generate dust or odours must be covered or where this is not practicable managed to prevent generation of dust and odours.

All stockpiles of contaminated soil must be secured from public access.

### **Site Access**

Vehicular access to the site must be restricted to a stabilised access point.

### **Protection of Public Roads**

Appropriate measures must be taken to prevent the spreading of mud, soil or sediment by vehicles leaving the site. These measures could include the installation of shaker grids or wash-down bays to minimise the transportation of sediment.

Any wastewater from washing the wheels and underbodies of vehicles must be collected and disposed of in a manner that does not pollute waters.

Any mud, soil or sediment tracked or spilled on the roadway must be swept or shoveled up immediately. Hosing of the roadway is not permitted.

### **Disposal of Water from Excavations**

All excavation pump-out water must also be analysed for suspended solids, pH and any contaminants of concern identified during the contamination assessment phase, and comply with relevant EPA and ANZECC water quality criteria prior to discharge to the stormwater system.

Other options for the disposal of excavation pump-out water include disposal to sewer with the prior approval of the relevant water utility, or off-site disposal by a licensed liquid waste transporter at an appropriately licensed liquid waste treatment or processing facility.

#### **Site Stabilisation and Revegetation**

All exposed areas shall be progressively stabilised and revegetated or resealed on the completion of remediation works.

#### **Bunding**

All land farming areas of hydrocarbon contaminated soils must be banded to contain surface water runoff and to prevent the leaching of contaminants into the underlying soils. This will typically require placement on a sealed surface or on durable plastic.

All contaminated water from banded areas must be discharged to sewer with the prior approval of the relevant water authority, or be disposed of off-site by a licensed liquid waste transporter at an appropriately licensed liquid waste treatment or processing facility.

#### **Protection of Trees**

Trees on the site must not be removed, lopped or otherwise trimmed without the prior approval of Council.

Trees to be retained on the site must be protected from damage to their foliage and root systems. Suitable measures may include erecting fences or barriers to keep earthmoving equipment and heavy vehicles well clear of trees.

#### **Noise**

Noise must be minimised as far as practicable, by the selection of appropriate methods and equipment, and by the use of silencing devices where practicable.

Noise from remediation work must comply with the guidelines for construction site noise specified in the *interim Construction Noise Guideline* (OE&H- EPA 2009) as updated from time to time.

Cessnock Council is the appropriate regulatory authority for noise from non-scheduled construction activities in its area, except as described in Section 6(2) of the *POEO Act 1997*.

Any noise monitoring must be carried out by a suitably qualified Acoustical Consultant if complaints are received, or if directed by Council, and any noise control measures recommended by the Acoustical Consultant must be implemented throughout the remediation work.

#### **Vibration**

The use of plant or machinery must not cause vibrations to be felt on any other premises.

#### **Air Quality - Dust Control**

Dust emissions must be confined within the site boundaries. The following dust control measures may be employed to comply with this requirement:

- Erection of dust screens around the perimeter of the site
- Use of water sprays across the site to suppress dust
- Keeping excavation surfaces moist
- Covering of all stockpiles of soil and other materials likely to generate dust or where this is not practicable managed to prevent generation of dust.
- Securely covering all loads entering or exiting the site.

#### **Asbestos**

Works involving the potential disturbance of asbestos containing materials must be carried out in strict accordance with SafeWork NSW requirements.

#### **Odour Control**

Remediation work must not result in the emission of odours that can be detected at any boundary of the site by an Authorised Council Officer. The following measures may be employed to comply with this requirement:

- Use of appropriate covering techniques, such as the use of plastic sheeting to cover excavation faces or stockpiles
- Use of fine mist sprays
- Use of mitigating agents on hydrocarbon impacted areas or materials
- Maintaining equipment and machinery to minimise exhaust emissions.

If odours are detected, the site is to be inspected by a suitably qualified Environmental Consultant and any recommended control measures are to be implemented throughout the remediation process.

#### **Burning of Materials**

No materials are to be burned on site.

#### **Transport**

All haulage routes for trucks transporting soil, materials, equipment or machinery to and from the site must be selected to meet the following objectives:

- Comply with all road traffic rules
- Minimise noise, vibration and odour to adjacent premises
- Minimise use of local roads.

All transport operators and drivers transporting soil, materials, equipment or machinery to and from the site must:

- Use the designated haulage routes and site access points
- Make all deliveries and pick-ups between the hours specified in Hours of Operation
- Securely cover all loads to prevent any dust or odour emissions during transportation
- Not track soil, mud or sediment onto the road.

#### **Hazardous Wastes**

Hazardous wastes arising from the remediation work must be removed, stored and disposed of in accordance with the requirements of the EPA and SafeWork NSW, including the following legislation and guidelines:

- *Work Health & Safety Act 2011*



- *Work Health & Safety Regulation 2011*
- *Protection of the Environment Operations Act 1997*
- *Protection of the Environment Operations (Waste) Regulation 2005*
- Waste Classification Guidelines (NSW EPA, 2014), and associated addenda (available on <http://www.epa.nsw.gov.au/wasteregulation/classify-waste.htm>), resource recovery orders and exemptions (current list available on <http://www.epa.nsw.gov.au/wasteregulation/orders-exemptions.htm>)
- *Environmentally Hazardous Chemicals Act 1997*.

Documentary evidence verifying that all wastes have been classified and disposed of appropriately must be included in the Monitoring and Validation report for the site.

#### **Disposal of Contaminated Soil**

Contaminated soil must be disposed of in accordance with the requirements of the *Protection of the Environment Operations Act 1997* and Regulations and any relevant NSW EPA guidelines such as the publication titled Waste Classification Guidelines (NSW EPA, 2014) and associated addendum (available on <http://www.epa.nsw.gov.au/wasteregulation/classify-waste.htm>), and resource recovery orders and exemptions (current list available on <http://www.epa.nsw.gov.au/wasteregulation/orders-exemptions.htm>)

NOTE: If contaminated soil or other waste is transported to a site unlawfully, the owner of the waste and the transporter are both guilty of an offence.

#### **Containment / Capping of Contaminated Material**

On-site containment or capping of contaminated soil is not permitted if the concentrations of contaminants are statistically above the soil investigation levels specified in The *National Environment Protection (Assessment of Site Contamination) Measure 1999*, amended in 2013 (ASC NEPM, 2013) for the range of land-uses permitted on the site (unless otherwise agreed with Council or other relevant authority through the endorsement of a Remedial Action Plan and an On-going Environmental Management Plan).

#### **Importation of Fill**

Fill material must be validated (at its source if practicable), prior to being imported onto the site. The validation must indicate that the material is free of contaminants (i.e. comprises Virgin Excavated Natural Material (VENM) or Excavated Natural Material (ENM)) or as otherwise approved by the NSW EPA, or the relevant resource recovery exemptions and orders. Fill imported on to the site should also be compatible with the existing soil characteristic for site drainage purposes.

Fill material may be validated by one or both of the following methods:

- The fill should be accompanied by documentation from the supplier which certifies that the material is not contaminated based upon analyses of the material or the known past history of the site where the material is obtained
- The fill should be sampled and analysed in accordance with the relevant EPA Guidelines, to ensure that the material is not contaminated.

Documentary evidence verifying that any fill material has been appropriately validated must be included in the Validation Report for the Site.

### **Groundwater**

An appropriate licence must be obtained from the NSW Office of Water for approval to extract groundwater. Prior to discharge to the stormwater system, site groundwater must be analysed for any contaminants of concern and comply with relevant EPA and ANZECC water quality criteria.

Other options for the disposal of groundwater include disposal to sewer with the prior approval of the appropriate water authority, or off-site disposal by a liquid waste transporter at an appropriately licensed liquid waste treatment or processing facility.

### **Removal of Underground Storage Tanks**

The removal of underground storage tanks (UST) must be undertaken in accordance with the requirements of the *Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2014*, WorkSafe NSW and relevant Australian Standards.

Following the removal of USTs, the tank pits must be remediated and validated in accordance with *Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2014* and relevant guidelines provided under the Regulation.

### **Excavation and Backfilling Work**

All excavation and backfilling work must be carried out by competent persons in accordance with WorkSafe requirements, including the publication titled *Excavation Work Code of Practice: (WorkCover, 2015)*.

If it is necessary to excavate adjacent to an adjoining building or structure, and the excavation work may damage or impair the stability of the building or structure, the person proposing to carry out the work must:

- Take all necessary precautions to protect the building or structure from damage, including any shoring or underpinning where appropriate
- Provide details of the proposed work to the adjoining owner at least seven (7) days before the works commence.

### **Building and Demolition Work**

Development consent may be required from Council for any associated building or demolition work.

**SUBJECT:** ***ADOPTION OF DRAFT CLIMATE CHANGE POLICY***

**RESPONSIBLE OFFICER:** ***Strategic Planning Manager - Martin Johnson***

### **SUMMARY**

Council's Strategic Planning team have developed a draft Climate Change Policy to address the changing climate affecting Cessnock. Council currently considers climate change in some of its operations such as the adoption of flood studies. Council has also undertaken some projects that aim to improve efficiency and reduce greenhouse gas emissions under Council's existing Carbon Management & Energy Reduction Strategy. The adoption of the Climate Change Policy will provide Council with an overarching framework and guidance on the management of this issue.

This Report recommends that Council endorse the draft Climate Change Policy and place it on public exhibition for a period of twenty-eight (28) days.

### **RECOMMENDATION**

1. **That Council place the draft Climate Change Policy on public exhibition for a period of twenty-eight (28) days.**
2. **That should public submissions be received, a further report be prepared and submitted to Council for consideration.**
3. **That should no public submissions be received, the draft Climate Change Policy is adopted by Council.**

### **BACKGROUND**

The NSW and Australian Governments have made formal commitments regarding Greenhouse Gas Emission reduction targets. In 2015, 195 countries signed on to the United Nations Paris Agreement (Paris Agreement) on climate change.

The Australian Government ratified the Paris Agreement in 2016. The current target for Australia is to reduce Greenhouse Gas Emissions by 26 – 28% below the 2005 levels, by 2030.

The NSW Government endorsed the Paris Agreement in 2016 and through the *Climate Change Policy Framework* (refer to **Enclosure 3**), has set NSW the target of achieving zero net emissions by 2050. This target was reiterated in the *Greater Newcastle Metropolitan Plan 2036* (Metro Plan).

All NSW councils, when preparing local plans and policies, must be consistent with NSW State policies. This draft Climate Change Policy (refer to **Enclosure 1**) demonstrates that Council is meeting its obligations in regards to climate change, by adopting the NSW Government's target of achieving zero net emissions by 2050.

**Planning and Environment**

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The direct and indirect environmental impacts associated with climate change have been widely documented in various scientific literature. Modelling undertaken by the NSW Government and summarised in the Hunter Climate Change Snapshot (refer to **Enclosure 2**) predicted the following climate change impacts for our region, including:

- Maximum temperatures are projected to increase by 2 degrees celsius by 2070;
- Minimum temperatures are projected to increase by 2.1 degrees celsius by 2070;
- The number of hot days will increase;
- The number of cold nights will decrease;
- Rainfall is projected to decrease in spring and winter;
- Rainfall is projected to increase in autumn;
- Average fire weather is projected to increase in summer, spring and winter; and
- Severe fire weather is projected to increase in summer and spring.

The NSW Government is currently in the process of updating this modelling. The updated modelling results will be made available to Council once completed. Our region is predicted to experience changes in the severity and frequency of storms, floods, heatwaves, bushfires and drought as a result of climate change.

In Australia, heatwaves are responsible for more deaths than any other natural hazard. Vulnerable groups such as the elderly, very young or those with pre-existing medical conditions are most at risk during these events. Heatwaves also result in a burden to the economy, increase house hold costs and cause stress to our natural environment and native flora and fauna.

Bushfire behaviour is also predicted to change as a result of climate change. The length of the bushfire season is also increasing which is reducing the time available for preventative works such as hazard reduction burns. Bushfires can result in significant losses including loss of life, loss of property, economic losses and environmental impacts. This has been evident during the unprecedented 2019-2020 bushfires and recovery operations, which directly impacted on Cessnock Local Government Area.

The people and environment of Cessnock will be better able to cope with the impacts of climate change if we actively build resilience. Resilience to climate change ensures that people, property, infrastructure, the economy and the environment can cope with shock and stresses these events create, while also allowing communities to quickly recover.

The draft Climate Change Policy is considered to be a positive step in the right direction to help build resilience, and is presented for Council to consider placing onto public exhibition.

**REPORT/PROPOSAL**

The draft Climate Change Policy (the Policy) provides a framework for Council to investigate the appropriate actions for addressing climate change as an organisation and also encouraging the region to act on climate change. The draft Policy provides a framework for Council to establish baseline emissions for both Council as an organisation and the broader Cessnock region. The aim of the Policy is to guide planning and development of Cessnock as a region resilient and adaptive to the changing climate. The draft Policy will enable Council to align its operations and planning with the NSW Government's aspirational target of net zero emissions by 2050.



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The purpose of this Policy is to clearly state Council's position on Climate Change. The Policy also identifies the commitment to prepare a Climate Change Strategy. The proposed Climate Change Strategy would address climate change mitigation and adaptation and identify measures for building climate resilience. The proposed Climate Change Strategy would detail how Council would achieve the Policy position. Council is proposing to undertake extensive community consultation during the development of the proposed Climate Change Strategy as outlined below.

**CONSULTATION**

It is intended that the draft Policy be placed on public exhibition for a period of twenty-eight (28) days. Council's Strategic Planning team has undertaken consultation with internal business units to develop a policy that aligns with the Cessnock community's vision of a *"sustainable and healthy environment"* as outlined in the adopted *Cessnock 2027- Community Strategic Plan*. The draft Policy was circulated internally to Council's Management Team on 20<sup>th</sup> December 2019. Council's Strategic Planning team also offered to brief the Managers Team and/or individual business units as requested.

The internal submissions informed the finalisation of the Policy presented to Council. Future internal meetings and workshops will proceed as part of the consultation for the Climate Change Strategy. Council is proposing to undertake extensive community and stakeholder engagement during the development of the proposed Climate Change Strategy. A Communication Plan would be prepared that details the methods for community and stakeholder engagement. Consultation methods may include community workshops, open days, online surveys etc.

A council briefing on the draft Policy is scheduled for 12 February 2020.

**STRATEGIC LINKS**

**a. Delivery Program**

Cessnock City Council identified Climate Change in its 2013 – 2017 Delivery Program as a specific financial risk to the organisation and the community. Council's 2017 – 2021 Delivery Program also recognises the need to *'manage the risks of climate change and improve resilience to extreme weather events, flooding, bushfire, mine subsidence and land contamination'*. Council's Operational Plan 2019-20 has identified the project as item 3.1.6.a – *'Adopt a Climate Change Policy'*. This same project has also been previously identified in the previous 2017-18 Operational Plan. The Operational Plan 2019-20 identifies the development of the Policy as a priority for this financial year.

**b. Other Plans**

NIL

## **IMPLICATIONS**

### **a. Policy and Procedural Implications**

The draft Policy will become a new Council policy. The draft Policy identifies a number of actions, including the development of a Climate Change Strategy. The Strategy is the mechanism for delivering the Policy position and will be subject to extensive consultation before being presented to Council for consideration and adoption.

### **b. Financial Implications**

The NSW Government recently offered a series of grants that related to increasing resilience to climate change. A requirement for applying for many of these grants, is that you have adopted climate change policy documentation. The adoption of the Policy and subsequent climate change documentation would improve Council's chances of success when applying for similar climate change resilience grants in the future. Lucrative grants such as these, could be accessed by Council for projects that build resilience such as increasing the capacity of storm water infrastructure or water storage infrastructure or for the upgrade/replacement of roads and bridges.

The adoption of this draft Policy will have no immediate financial impact. However, resources will be required to develop the Climate Change Strategy that will need to be incorporated into future budgets and work programs as part of business as usual. Council's relevant Business Units will need to consider budget requirements to deliver the Climate Change implementation actions.

The adoption of the Policy will pave the way for long term financial benefits for Council in terms of both income generation and cost savings. For example, installing higher efficiency equipment and lighting, use of timers/motion sensors, hybrid/electric vehicles in the fleet, and installation of solar panels could significantly reduce our ongoing costs.

### **c. Legislative Implications**

See above.

### **d. Risk Implications**

The potential key risks from climate change impacts have been identified as follows:

- Financial risk to business continuity and emergency response and recovery of council services
- Operational risks due to the loss of or damage to property, assets and infrastructure.
- Reputational risks due to Council's inability to sustain or restore services following extreme events.
- Economic risks faced by the region due to supply chain disruption and local businesses inability to recover resulting in unemployment and poverty.
- There is legal opinion that identifies that climate change risks are relevant to a company director's duty of care and diligence and failure to consider such risks could be breach of their statutory duty of care and diligence.

**Planning and Environment**

**Report No. PE9/2020**

**Planning and Environment**

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The adoption of a Climate Change Policy will provide a framework for Cessnock Council to investigate and later adopt actions that will assist in mitigating these risks and adapting to the future.

**e. Environmental Implications**

See above.

**f. Other Implications**

NIL

**CONCLUSION**

The adoption of a Climate Change Policy will provide a framework for Cessnock Council to investigate and later adopt actions that will assist in mitigating and adapting to the future. This Report recommends that Council endorse the draft Climate Change Policy and place on public exhibition for a period of twenty-eight (28) days.

**ENCLOSURES**

- [1](#) ↓ Enclosure 1 - Climate Change Policy
- [2](#) ↓ Enclosure 2 - Hunter Climate Change Snapshot
- [3](#) ↓ Enclosure 3 - NSW Climate Change Policy Framework

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# Cessnock City Council Climate Change Policy

Date Adopted xx/xx/2020 Revision: 1

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## 1. POLICY OBJECTIVES

- 1.1. This Policy sets out Council's position on climate change, the objectives of this Policy are to:
- 1.1.1. enable Council to align its operational and strategic planning with NSW State policy;
  - 1.1.2. provide a whole of Council commitment to managing climate change risks within the Cessnock Local Government Area (LGA);
  - 1.1.3. support community initiatives to deal with climate change;
  - 1.1.4. empower Council as a leader for action on climate change;
  - 1.1.5. ensure that the risks to the environment and community associated with climate change are understood and managed by Council;
  - 1.1.6. inform core functions and operations of Council – climate change must be considered in strategic decision making, planning processes and day to day operations;
  - 1.1.7. provide direction on climate change for Council and the Cessnock community; and
  - 1.1.8. commit Council to the Policy Commitments outlined in clause 5.

## 2. POLICY SCOPE

- 2.1. This policy applies to all Council functions and operations, and Council Officials.
- 3.1. The NSW and Australian Governments have made commitments regarding Greenhouse Gas Emission reduction targets. In 2015, 195 countries signed on to the United Nations Paris Agreement (Paris Agreement) on climate change. The main objective of this agreement was to reaffirm the goal of limiting global temperature increase to well below 2 degrees, while actively pursuing efforts to limit the rise to 1.5 degrees. By limiting the rise to 1.5 degrees, the global community could avoid some of the most damaging impacts of climate change. The Paris Agreement aims to achieve net zero emissions globally by the second half of the century.
- 3.2. The Australian Government ratified the Paris Agreement in 2016. The current targets for Australia are to reduce Greenhouse Gas Emissions by 26 – 28% below the 2005 levels by 2030.
- 3.3. The NSW Government endorsed the Paris Agreement in 2016. The NSW Government, through the *Climate Change Policy Framework*, has set NSW the target

of achieving zero net emissions by 2050. This target was reiterated in the *Greater Newcastle Metropolitan Plan 2036* (Metro Plan).

**3.4.** All NSW councils are required to prepare local plans that are consistent with NSW State policies. This Policy demonstrates that Council is meeting its State legislative obligations in regards to climate change, by adopting the NSW Government's target of achieving zero net emissions by 2050.

**4.1.** Council shall integrate the following principles into its business as usual operations and decision making processes:

**4.1.1. Principle 1:** Council endorse the principles of *Ecologically Sustainable Development* (ESD) by integrating social, economic and environmental considerations in decision making through the implementation of the four ESD principles:

- a) The precautionary principle - If there are threats of serious or irreversible environmental damage, lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation;
- b) The principle of inter-generational equity –the present generation should ensure that the health, diversity and productivity of the environment is maintained or enhanced for the benefit of future generations;
- c) The conservation of biological diversity and ecological integrity should be a fundamental consideration in decision making; and
- d) Improved valuation, pricing and incentive mechanisms should be promoted.

**4.1.2. Principle 2:** Council adopts a *Collaborative Decision Making* approach, partnering with the community, business and other stakeholders in planning and implementing climate change actions through learning and shared responsibility.

**4.1.3. Principle 3:** Council implement a program of *Continuous Improvement* in relation to improving energy efficiency and reducing greenhouse gas emissions.

**4.1.4. Principle 4:** Council implement *Evidence Based* decision making to respond, to adapt and build resilience to climate change. Recognising the need for continually evolving response to the threat of climate change based on the best available scientific knowledge.

**4.1.5. Principle 5:** Council implement a *Flexible and Proactive* approach to managing the complex challenges posed by climate change.

**5.1.** Council supports the people of the Cessnock LGA and the sustainable, fair and equitable transition to a net zero emissions region. Following the adoption of this policy, Council's decision making shall be guided by the following policy commitments:

**5.1.1. Governance**

- 5.1.1.1 Adopt a Greenhouse Gas Emissions reduction target of net zero emissions by 2050, in line with the NSW Government's target.
- 5.1.1.2 Develop a Climate Change Strategy by June 2021, which addresses climate change mitigation and adaptation and identifies actions for building climate resilience.
- 5.1.1.3 Recognise the importance of shared responsibility across all levels of government, Council, community and businesses in addressing climate change and transitioning towards a net zero emissions region.
- 5.1.1.4 Identify and develop systems and relevant planning mechanisms to consider Council's corporate climate change risks, ongoing disaster response and recovery activities. Integrate climate change planning within Council's Integrated Management System.

**5.1.2 Collaboration**

- 5.1.2.1 Engage with the community and other stakeholders in the development of the Climate Change Strategy.
- 5.1.2.2 Establish partnerships between Council and the community with the goal of identifying investment opportunities for economic stability and sustainable growth.
- 5.1.2.3 Support initiatives and education programs to enhance the community's understanding and resilience to climate change risks.
- 5.1.2.4 Council will provide support and advice to those in the community who want to build resilience to climate change (i.e. people wanting to build resilience on their own property).

**Managing Risks & Building Resilience** 5.1.3.1 Consider climate risks in Council's strategic planning process - including land use planning, the development of planning controls and the development of guidelines to facilitate local investments.

- 5.1.3.2 Capture climate change planning within Council's IP&R framework.
- 5.1.3.3 Establish a holistic and systematic approach to monitor and understand climate change risks and their impact on ecological, social, economic and physical built forms.
- 5.1.3.4 Actively pursue funding opportunities for projects within the Cessnock LGA that build resilience to climate change.
- 5.1.3.5 Identify and pursue climate resilience opportunities through advancing technology, innovation and continuous improvement in the planning and management of existing built and natural assets, infrastructure projects and renewable resources.

**5.1.4 Energy Efficiency & Emissions Reductions**

- 5.1.4.1 Develop a Cessnock Greenhouse Gas Emissions inventory using regional data and establish baselines for an incremental pathway to meet the net zero emissions target by 2050. Undertake regular monitoring so that Council can know if the strategies being employed to reduce emissions are succeeding.

- 5.1.4.2 Undertake an annual corporate Greenhouse Gas Emissions inventory including Scope 1 (direct) and Scope 2 (indirect) emissions utilising the *National Greenhouses and Energy Reporting Act 2007 (Cth)*.
- 5.1.4.3 Prepare a Renewable Energy Strategy to encourage government and private sector investment in renewable energy projects (in suitable locations) and encourage the renewal of Council's energy using asset.
- 5.1.4.4 Commit to continually improving energy efficiency, reducing Greenhouse Gas Emissions and improving climate change resilience at all Council sites/assets. When replacing assets, more efficient and low greenhouse gas emitting assets shall be selected.
- 5.1.4.5 Review and update Council's Carbon Management & Energy Reduction Strategy and continue to implement.
- 5.1.4.6 Review Council's procurement processes in an effort to reduce Greenhouse Gas Emissions in the production, use and disposal of goods.

## 6.1 All Council Officials

- 6.1.1 All Council Officials are responsible for:
  - a) familiarising themselves with this policy;
  - b) considering climate change in the IP&R framework, decision making, and day to day operations; and
  - c) Integrating the five principles and policy commitments into day to day operations and decision making processes.

## 6.2 The General Manager

- 6.2.1 The General Manager is responsible for the implementation of this policy and ensuring regular reports are provided to the elected Council.

## 6.3 Directors and Managers

- 6.3.1 All Directors and Managers are responsible for supporting Council Officials to apply the strategies in this policy and for ensuring compliance with this policy.

## 6.4 Reporting

- 6.4.1 No additional reporting is required.

## 6.5 Records management

- 6.5.1 Staff must maintain all records relevant to administering this policy in accordance with Council's [Records Management Policy](#).

<b>Council</b>	means Cessnock City Council.
<b>Council Officials</b>	includes Councillors, members of staff of a council whether be employees or contractor, administrators, Council committee members, delegates of Council, Council advisors and volunteers.
<b>Climate Adaptation</b>	means consideration of the actions on an on-going basis for preparation in dealing with the impacts of climate change.
<b>Climate Mitigation</b>	means consideration of the actions to reduce the impacts of climate change.
<b>Climate Resilience</b>	means building capacity to cope with climate change, to recover from the impacts of climatic changes and to adapt using a combination of sustainable adaptation and mitigation measures.

<b>Greenhouse Gas Emissions</b>	means emissions of carbon dioxide, methane, nitrous oxide, sulphur hexafluoride, a hydrofluorocarbon gas, a perfluorocarbon gas or any other gas prescribed by the legislation for the purposes of this definition.
<b>IP&amp;R Framework</b>	Council's Integrated Planning and Reporting Framework

## 8 POLICY ADMINISTRATION

<b>Business Group</b>	Planning and Environment
<b>Responsible Officer</b>	Manager Strategic Planning
<b>Associated Procedure (if any)</b>	Three years from the date of adoption unless legislated otherwise
<b>Policy Review Date</b>	Three years from date of adoption unless legislated otherwise
<b>File Number / Document Number</b>	DOC2019/067227
<b>Relevant Legislation</b>	<p>This policy supports Council's compliance with the following legislation:</p> <ul style="list-style-type: none"> <li>▪ <i>Environmental Planning and Assessment Act 1979 (NSW)</i></li> <li>▪ <i>Local Government Act 1993 (NSW)</i></li> <li>▪ <i>National Greenhouse and Energy Reporting Act 2007 (Cth)</i></li> </ul>
<b>Relevant desired outcome or objectives</b>	<p>A sustainable and healthy environment</p> <p>Objective 3.1: Protecting &amp; enhancing the natural environment &amp; the rural character of the area.</p> <p><i>e.g. A connected, safe and creative community</i></p> <p><i>Objective 1.3: Promoting safe communities</i></p>
<b>Related Policies / Protocols / Procedures / Documents</b>	<p>The following policies, protocols and procedures are related to this policy:</p> <ul style="list-style-type: none"> <li>▪ Carbon Management &amp; Energy Reduction Strategy.</li> <li>▪ <a href="#">Records Management Policy</a></li> <li>▪ The Paris Agreement 2016</li> <li>▪ Cessnock Development Control Plan 2010</li> <li>▪ Cessnock Local Environmental Plan 2011</li> <li>▪ Greater Newcastle Metropolitan Plan 2036</li> <li>▪ NSW Government Climate Change Policy Framework</li> </ul>



## 9 POLICY AUTHORISATIONS

No.	Authorised Function	Authorised Business Unit / Role(s)
1	NIL	NIL

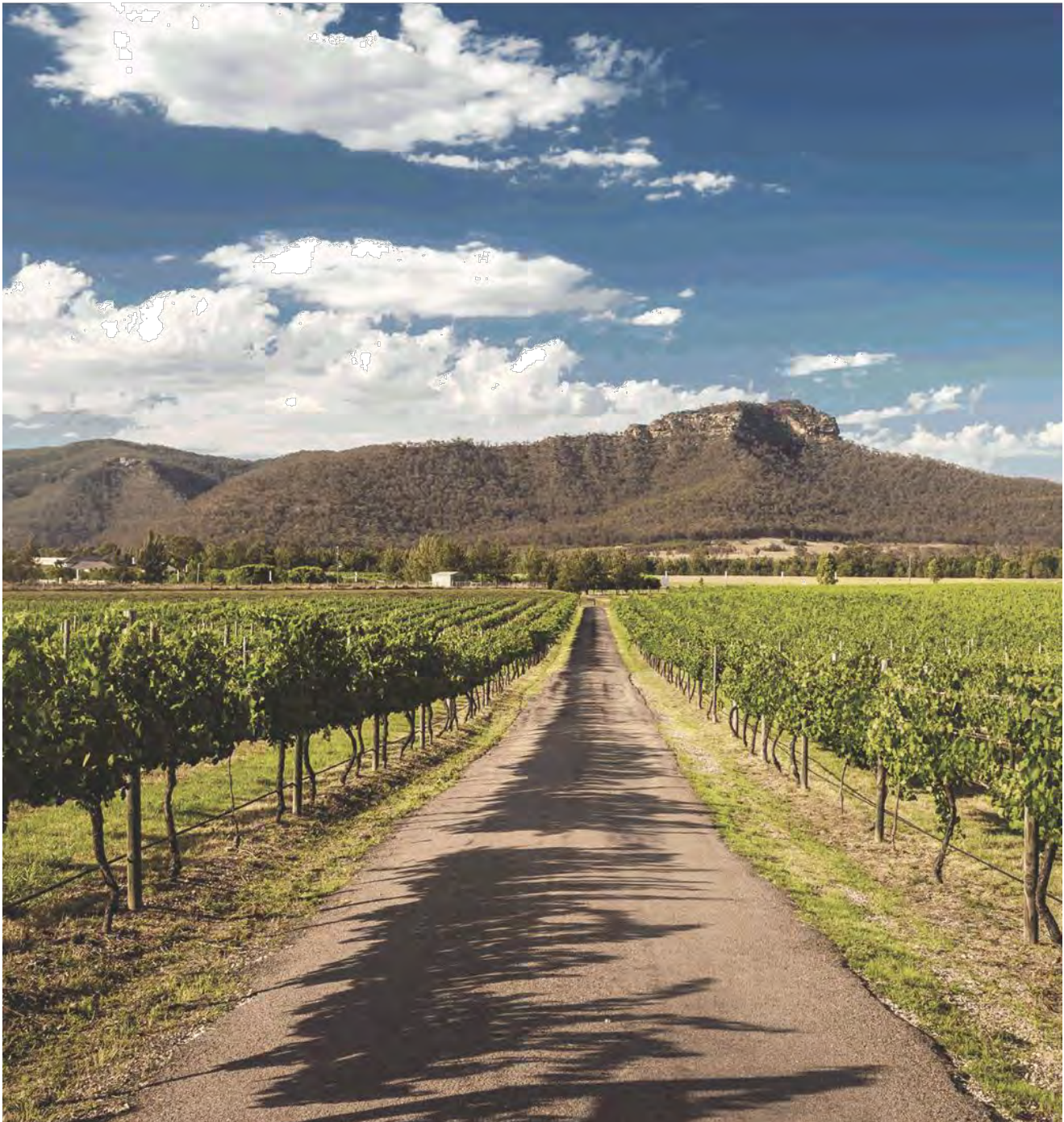
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## 10 POLICY HISTORY

Revision	Date Approved / Authority	Author	Description Of Changes
1	<<Enter text...>> <i>Must include the ELT or Council minute number</i>	<i>Emma McDermott</i>	<i>New policy adopted</i>



# Hunter Climate change snapshot







## Overview of Hunter Region climate change

Based on long-term (1910–2011) observations, temperatures in the Hunter Region have been increasing since about 1960, with higher temperatures experienced in recent decades.

The region is projected to continue to warm during the near future (2020–2039) and far future (2060–2079), compared to recent years (1990–2009). The warming is projected to be on average about 0.7°C in the near future, increasing to about 2°C in the far future. The number of high temperature days is projected to increase in parts of the region, with fewer potential frost risk nights anticipated.

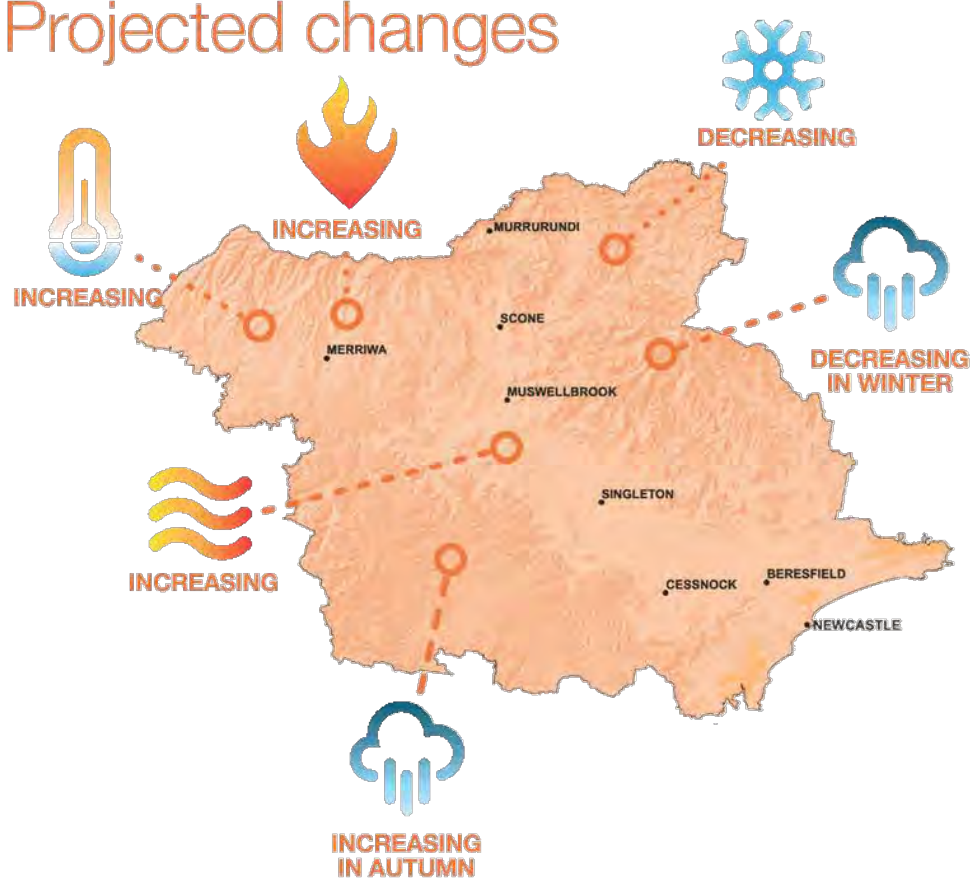
The warming trend projected for the region is large compared to natural variability in temperature and is of a similar order to the rate of warming projected for other regions of NSW.

The Hunter Valley currently experiences considerable rainfall variability across the region, seasons and from year-to-year and this variability is also reflected in the projections. However most models agree that autumn rainfall will increase.

Front Cover: Old building and vineyard in the Hunter Valley. Copyright: Neele Cousland. Page 2: View of Hunter Valley vineyards, NSW, Australia. Copyright: Andrey Bayda. Page 4: Group of Australian kangaroos at Hunter Valley, Australia. Copyright: Andrey Bayda. Page 9: Barrington Tops Thunderbolt lookout view of mountain valley in Blue Mountains with eucalyptus forest under cloudy sky. Copyright: Taras Vyshnya.



## Projected changes



### Projected temperature changes



Maximum temperatures are projected to **increase** in the near future by 0.4–1.0°C

Maximum temperatures are projected to **increase** in the far future by 1.6–2.6°C



Minimum temperatures are projected to **increase** in the near future by 0.5–0.9°C

Minimum temperatures are projected to **increase** in the far future by 1.5–2.5°C



The number of hot days will **increase**

The number of cold nights will **decrease**

### Projected rainfall changes



Rainfall is projected to **decrease** in spring and winter

Rainfall is projected to **increase** in autumn

### Projected Forest Fire Danger Index (FFDI) changes



Average fire weather is projected to **increase** in summer, spring and winter

Severe fire weather is projected to **increase** in summer and spring



## NSW and ACT Regional Climate Modelling project (NARClIM)

The climate change projections in this snapshot are from the NSW and ACT Regional Climate Modelling (NARClIM) project. NARClIM is a multi-agency research partnership between the NSW and ACT governments and the Climate Change Research Centre at the University of NSW. NSW Government funding comes from the Office of Environment and Heritage (OEH), Sydney Catchment Authority, Sydney Water, Hunter Water, NSW Office of Water, Transport for NSW, and the Department of Primary Industries.

The NARClIM project has produced a suite of twelve regional climate projections for south-east Australia spanning the range of likely future changes in climate. NARClIM is explicitly designed to sample a large range of possible future climates.

Over 100 climate variables, including temperature, rainfall and wind are available at fine resolution (10km and hourly intervals). The data can be used in impacts and adaptation research, and by local decision makers. The data is also available to the public and will help to better understand possible changes in NSW climate.

## Modelling overview

The NARClIM modelling was mainly undertaken and supervised at the Climate Change Research Centre. NARClIM takes global climate model outputs and downscales these to provide finer, higher resolution climate projections for a range of meteorological variables. The NARClIM project design and the process for choosing climate models has been peer-reviewed and published in the international scientific literature (Evans et. al. 2014, Evans et. al. 2013, Evans et. al. 2012).

Go to [climatechange.environment.nsw.gov.au](http://climatechange.environment.nsw.gov.au) for more information on the modelling project and methods.

Interpreting climate projections can be challenging due to the complexities of our climate systems. 'Model agreement', that is the number of models that agree on the direction of change (for example increasing or decreasing rainfall) is used to determine the confidence in the projected changes. The more models that agree, the greater the confidence in the direction of change.

In this report care should be taken when interpreting changes in rainfall that are presented as the average of all of the climate change projections, especially when the model outputs show changes of both wetting and drying. To understand the spread of potential changes in rainfall the bar charts should be considered along with the maps provided in this document. Help on how to interpret the maps and graphs in this report is provided in Appendix 1.

Summary documents for each of the state planning regions of NSW are available and provide climate change information specific to each region.

The snapshots provide descriptions of climate change projections for two future 20-year time periods: 2020–2039 and 2060–2079.

1. The climate projections for 2020–2039 are described in the snapshots as **NEAR FUTURE, or as 2030**, the latter representing the average for the 20-year period.
2. The climate projections for 2060–2079 are described in the snapshots as **FAR FUTURE, or as 2070**, the latter representing the average of the 20-year period.

Further information about the regions will be released in 2015.

# Introduction

This snapshot presents climate change projections for the Hunter region of NSW. It outlines some key characteristics of the region, including its current climate, before detailing the projected changes to the region's climate in the near and far future.

With about 261,500 people employed in the region, the largest employers by sector include hospitality, retail and professional and scientific services. Coal mining is also a significant industry, with the export of coal representing 90 per cent of all shipping tonnage leaving Newcastle Port, making it one of the largest coal terminals in the world. By 2031, the population of the Hunter region is projected to reach about 734,850.

## Location and topography

Famous for its world-class vineyards and wines, the Hunter Region covers an area of 26,100 km<sup>2</sup> with the Hunter River a dominant feature. The region extends from west of Murrumbidgee and Merriwa to Newcastle on the NSW east coast.

The Hunter River catchment is 21,500 km<sup>2</sup> in extent, with the Hunter River flowing 460 km from its headwaters in Barrington Tops to the Tasman Sea at Newcastle. Some of the more significant natural areas include Barrington Tops, the Wollemi–Yengo region, the Tomago Sands and the Ramsar-listed Hunter Estuary Wetlands.

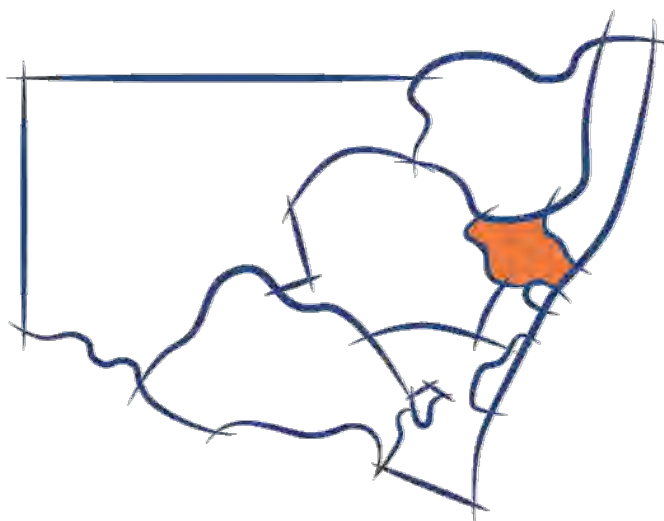
## Population and settlements

The population of the Hunter Region is approximately 604,600, with the largest cities in the region including Newcastle, Maitland, Lake Macquarie and Cessnock in the lower Hunter, and Singleton, Muswellbrook and Scone in the upper Hunter. The majority of the population lives near the coast or near the Hunter River.

## Natural ecosystems

The region is a convergence zone for ecosystems that are characteristic of the north coast, western slopes and Sydney Basin. Large areas of the coast, escarpment and sandstone plateau are protected in the Barrington Tops, Yengo, Wollemi and other national parks. Extensive areas on the lowlands have been cleared and much of the remaining vegetation in these areas is fragmented.

The region contains several estuaries and large lake systems including Port Stephens and Lake Macquarie. The Hunter Estuary Wetlands (Kooragang Nature Reserve and Shortland Wetlands) are of international significance (Ramsar site) and Barrington Tops National Park forms part of the Gondwana Rainforests of Australia's World Heritage Areas.





# Climate of the region

## CURRENT CLIMATE

The climate of the Hunter region is sub-tropical to temperate, with annual rainfall across the region averaging about 870 mm. Rainfall varies as you move from the coast inland, ranging from more than 1100 mm per year on the coast and on the Barrington Tops, down to less than 600 mm per year in parts of the upper Hunter. Rainfall is greatest in summer and autumn, with a higher proportion of winter rainfall on the coast than inland. It is mild to warm in summer throughout much of the region, however winters are cool in more elevated parts of the region and as you move inland. Milder conditions occur along the coast, which typically experiences the warmest average winter temperatures and lower summer maximum temperatures in the region.

### Temperature

The upper Hunter experiences distinct seasonal variations in temperature, with temperatures varying less in the lower Hunter closer to the coast. In summer, average temperatures range from 22–24°C throughout much of the region, with cooler temperatures (18–22°C) in the Barrington Tops. In winter, average temperatures range from 12–14°C along the coast to 4–8°C in the Barrington Tops and along the Liverpool Range.

In summer the highest average maximum temperatures (30–32°C) occur in the upper Hunter valley, with cooler conditions along the coast and in the Barrington Tops and Liverpool Ranges. In winter, the lowest average minimum temperatures range from 0–2°C on the Barrington Tops and along the Liverpool Range to 8–10°C near the coast.

Figure 1 shows seasonal variations in average, minimum and maximum monthly temperatures, averaged across the entire region.

Long-term records indicate a gradual increase in temperatures in the Hunter since the 1960s. More sustained warming has occurred over the most recent decades.

### Temperature extremes

Temperature extremes, both hot and cold, occur infrequently but can have considerable impacts on health, infrastructure and our environment. Changes to temperature extremes often result in greater impacts than changes to average temperatures.

### Hot days

Much of the Hunter Valley experiences 10–20 days each year with a maximum temperature greater than 35°C. Along the Liverpool Range, in the Barrington Tops and near the coast there are fewer hot days per year.

### Cold nights

The number of cold nights per year (minimum temperatures below 2°C) ranges from only a few near the coast to over 50 nights per year along the Liverpool Range and on the Barrington Tops.

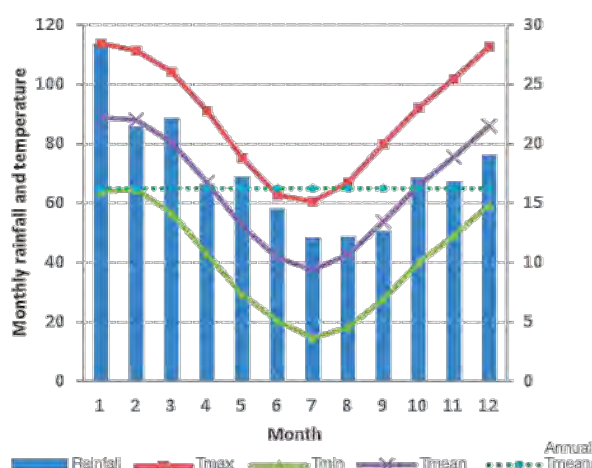
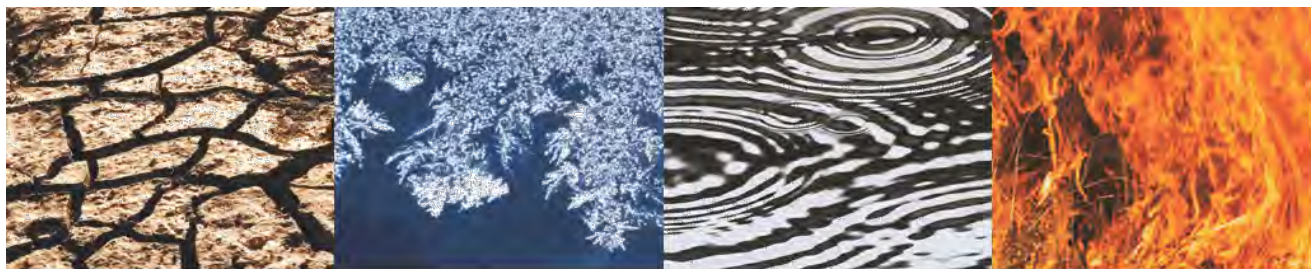


Figure 1: Seasonal rainfall and temperature variations (AWAP<sup>1</sup> data for 1960–1991).

1. Australian Water Availability Project, see [www.csiro.au/awap/](http://www.csiro.au/awap/).





## Rainfall

Rainfall varies considerably across the Hunter. This variability is due to the complex interactions between weather patterns in the region, the influence of larger-scale climate patterns such as El Niño Southern Oscillation, the topography of the valley, including the Liverpool Range and the Barrington Tops and the influence of sea surface temperature near the coast.

Rainfall generally decreases with distance from the coast, with average annual rainfall ranging from 800–1600 mm along the coast to 400–800 mm in the upper Hunter. More rainfall occurs during summer and autumn, with lower rainfall in winter and spring. Average monthly rainfall for the region as a whole shows more rainfall in the warmer months (Figure 1).

The long term rainfall record (1900–2013) shows that the Hunter has experienced considerable variation in rainfall with periods of both wetter and drier conditions. During much of the first half of the 20<sup>th</sup> century the region experienced drier conditions. From the 1950s to the 1990s there was more inter-annual variability with many wet years and many dry years. The first decade of the 21<sup>st</sup> century saw a long period of below average rainfall during the Millennium Drought. This dry period ended with two of the wettest years on record for Australia (2010–2011), with 2010 being the third wettest year on record for NSW

## Fire weather

The risk of bushfire in any given region depends on four 'switches'. There needs to be enough vegetation (fuel), the fuel needs to be dry enough to burn, the weather needs to be favourable for fire to spread, and there needs to be an ignition source (Bradstock 2010). All four of these switches must be on for a fire to occur. The Forest Fire Danger Index (FFDI) is used in NSW to quantify fire weather. The FFDI combines observations of temperature, humidity and wind speed with an estimate of the fuel state.

Long-term observations of FFDI come from daily measurements of temperature, rainfall, humidity and wind speed at only a small number of weather stations in Australia, with 17 stations located in NSW and the ACT (Lucas 2010).

Long-term FFDI estimates are available for one station in the Hunter, Willamtown near the coast north of Newcastle. The average annual FFDI estimated for Willamtown for the period 1990–2009 is 5.4. The highest average FFDI occurs in spring and summer, and the lowest in autumn and winter.

Fire weather is classified as 'severe' when the FFDI is above 50, and most of the property loss from major fires in Australia has occurred when the FFDI reached this level (Blanchi et al. 2010). FFDI values below 12 indicate low to moderate fire weather, 12–25 high, 25–49 very high, 50–74 severe, 75–99 extreme and above 100 catastrophic.

Severe fire weather conditions are estimated to occur one day per year on average at Willamtown, and are more likely to occur in summer and spring.

Mean FFDI					
Station	Annual	Summer	Autumn	Winter	Spring
Willamtown	5.4	6.7	3.4	4.1	7.4
Number of severe fire weather days (FFDI>50)					
Willamtown	1.4	0.7	0	0	0.7

Table 1: Baseline FFDI values for meteorological stations within the Hunter Region.



# Temperature

Climate change projections are presented for the near future (2030) and far future (2070), compared to the baseline climate (1990–2009). The projections are based on simulations from a suite of twelve climate models run to provide detailed future climate information for NSW and the ACT.

Temperature is the most reliable indicator of climate change. Across the Hunter Region all of the models agree that average, minimum and maximum temperatures are all increasing.

## Summary temperature

Maximum temperatures are projected to increase in the near future by 0.7°C

Maximum temperatures are projected to increase in the far future by 2.0°C

Minimum temperatures are projected to increase by near future by 0.7°C

Minimum temperatures are projected to increase by far future by 2.1°C

There are projected to be more hot days and fewer cold nights

## Projected regional climate changes

The Hunter is expected to experience **an increase in all temperature variables** (average, maximum and minimum) for the near future and the far future (Figure 2).

Maximum temperatures are projected to increase by 0.7°C in the near future and by 2.0°C in the far future (Figure 2b). Summer and spring will experience the greatest changes in temperatures, with maximum temperatures increasing by 2.3°C by 2070 (Figure 2b). Increased maximum temperatures are known to impact human health through heat stress and increasing the numbers of heatwave events.

Minimum temperatures are projected to increase by 0.7°C in the near future and by 2.1°C in the far future (Figure 2c). Increased overnight temperatures (minimum temperatures) can have a considerable effect on human health.

These increases are projected to occur across the region, with a slightly greater increase in the upper Hunter (Figures 3–6).



The long-term temperature trend indicates that temperatures in the Hunter Valley have been increasing since approximately 1960, with the largest increase in temperature in the most recent decades.

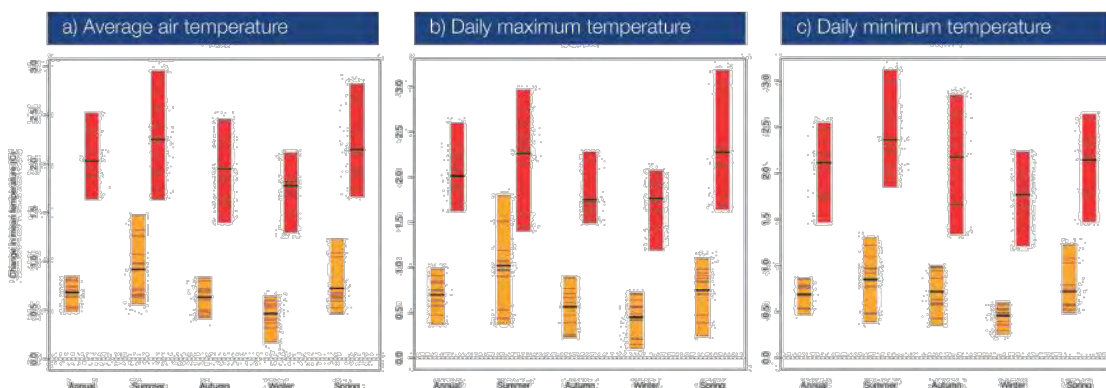


Figure 2: Projected air temperature changes for the Hunter Region, annually and by season (2030 yellow; 2070 red): a) average, b) daily maximum, and c) daily minimum. (Appendix 1 provides help with how to read and interpret these graphs).



Figure 3: Near future (2020–2039) change in annual mean maximum temperature, compared to the baseline period (1990–2009).

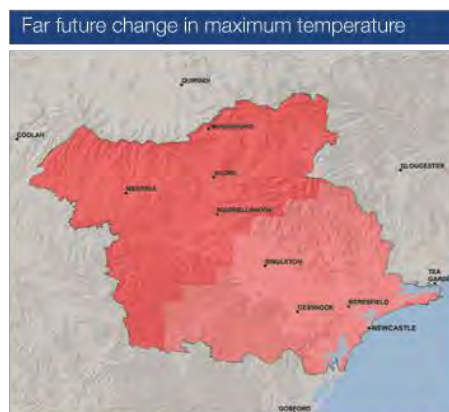


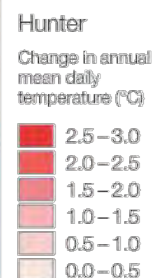
Figure 4: Far future (2060–2079) change in annual mean maximum temperature, compared to the baseline period (1990–2009).



Figure 5: Near future (2020–2039) change in annual mean minimum temperature, compared to the baseline period (1990–2009).



Figure 6: Far future (2060–2079) change in annual mean minimum temperature, compared to the baseline period (1990–2009).



# Hot days

## DAYS PER YEAR ABOVE 35°C

Currently the Hunter Region experiences an average of 10–20 days above 35°C each year, although areas near Muswellbrook and Denman within the upper Hunter valley have recorded 20–30 hot days per year. International and Australian experiences show that prolonged hot days increase the incidence of illness and death – particularly among vulnerable population groups such as people who are older, have a pre-existing medical condition or who have a disability. Seasonal changes are likely to have considerable impacts on bushfire danger, infrastructure development and native species diversity.

### Projected regional climate changes

**The Hunter is expected to experience more hot days in the near future and the far future (Figure 7).**

**The greatest increase in hot days is projected for the upper Hunter with an additional 5–10 days in the near future (Figure 8) and over 20 additional hot days by 2070 (Figure 9).**

**Averaging across the region as a whole there are projected to be an additional five hot days in the near future (ranging from 0–7 days across the 12 models) and 14 more hot days in the far future (5–19 days across the 12 models) (Figure 7).**

**These increases are projected to occur mainly in spring and summer, although in the far future a small increase in the number of hot days is also projected to extend into autumn (Figure 7).**

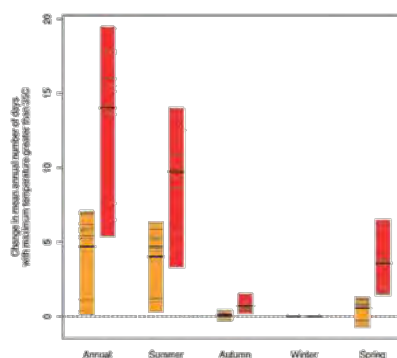


Figure 7: Projected changes in the number of hot days (with daily maximum temperature of above 35°C) for the Hunter Region, annually and by season (2030 yellow; 2070 red). (Appendix 1 provides help with how to read and interpret these graphs).

#### Near future change in days per year above 35°C



Figure 8: Near future (2020–2039) projected changes in the number of days per year with maximum temperatures above 35°C.

#### Far future change in days per year above 35°C



Figure 9: Far future (2060–2079) projected changes in the number of days per year with maximum temperatures above 35°C.



# Cold nights

## DAYS PER YEAR BELOW 2°C

Most of the emphasis on changes in temperatures from climate change has been on hot days and maximum temperatures, but changes in cold nights are equally important in the maintenance of our natural ecosystems and agricultural/horticultural industries; for example, some common temperate fruit species require sufficiently cold winters to produce flower buds.

### Projected regional climate changes

**All models agree that the Hunter is expected to experience fewer cold nights in the near future and the far future (Figure 10).**

**The greatest decreases are projected to occur in the upper Hunter where there could be a decrease of 30–40 cold nights per year by 2070 along the Liverpool Range and the Barrington Tops. There are no projected changes for the coastal areas where there are already very few cold nights (Figures 11 and 12).**

**Averaging across the region as a whole, there are projected to be approximately six fewer cold nights per year by 2030 (ranging from 4–8 nights across the individual models). The decrease in cold nights is projected to be even greater by 2070, with an average decrease of 15 nights per year (ranging from 12–19 nights across the models) (Figure 10).**

**A decrease in the number of cold nights is projected for all seasons, dominated by decreases winter and spring (Figure 10).**

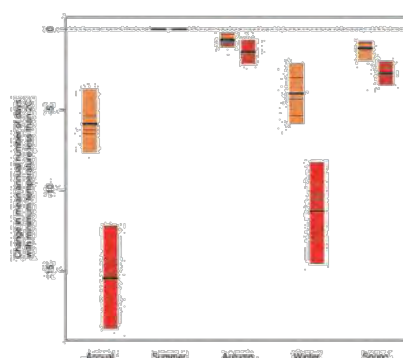


Figure 10: Projected changes in the number of low temperature nights for the Hunter Region, annually and by season (2030 yellow; 2070 red). (Appendix 1 provides help with how to read and interpret these graphs).

Near future change in number of cold nights (below 2°C) per year



Figure 11: Near future (2020–2039) change in the number of days per year with minimum temperatures below 2°C, compared to the baseline period (1990–2009).

Far future change in number of cold nights (below 2°C) per year



Figure 12: Far future (2060–2079) change in the number of days per year with minimum temperatures below 2°C, compared to the baseline period (1990–2009).

# Rainfall

Changes in rainfall patterns have the potential for widespread impacts. Seasonal shifts in rainfall can impact native species' reproductive cycles as well as impacting agricultural productivity; for example crops that are reliant on winter rains for peak growth.

Rainfall changes are also associated with changes in the extremes, such as floods and droughts, as well as secondary impacts such as water quality and soil erosion that occur as a result of changes to rainfall intensity.

Modelling rainfall is challenging due to the complexities of the weather systems that generate rain. 'Model agreement', that is the number of models that agree on the direction of change (increasing or decreasing rainfall) is used to determine the confidence in the projected change. The more models that agree, the greater the confidence in the direction of change.

Care should be taken when interpreting changes in rainfall from averaging climate change projections when the model outputs project changes of both wetting and drying. To understand the spread of potential changes in rainfall the bar charts should be considered along with the maps provided in this document.

## Rainfall is projected to decrease in spring and winter and to increase in autumn

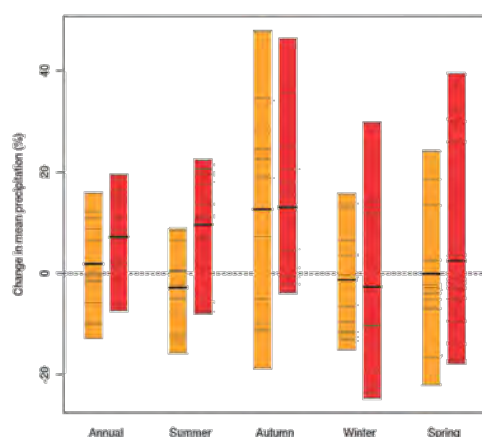


Figure 13: Projected changes in average rainfall for the Hunter Region, annually and by season (2030 yellow; 2070 red). (Appendix 1 provides help with how to read and interpret these graphs).

## Projected regional climate changes

In the Hunter the majority of models (8 out of 12) agree that autumn rainfall will increase in the near future and far future (Figure 13, 14 and 15).

The majority of models (8 out of 12) also agree that spring rainfall will decrease in the near future (Figure 13, 14 and 15).

During winter seven out of 12 models project a decrease in rainfall in the near future but projections for the far future are less clear (Figure 13, 14 and 15).

Seasonal rainfall projections for the near future and far future span both drying and wetting scenarios. In the near future the range of changes are: summer -16% to +9%, autumn -19% to +48%, winter -15% to +16%, and spring -22% to 24%; in the far future the range of projected changes are: summer -8% to +22%, autumn -4% to +46%, winter -25% to +30%, and spring -18% to +39% (Figure 13).

Projections for the region's annual average rainfall range from a decrease (drying) of 13% to an increase (wetting) of 16% by 2030 and still span both drying and wetting scenarios (-7% to +19%) by 2070.





Figure 14: Near future (2020–2039) projected changes in average rainfall by season.

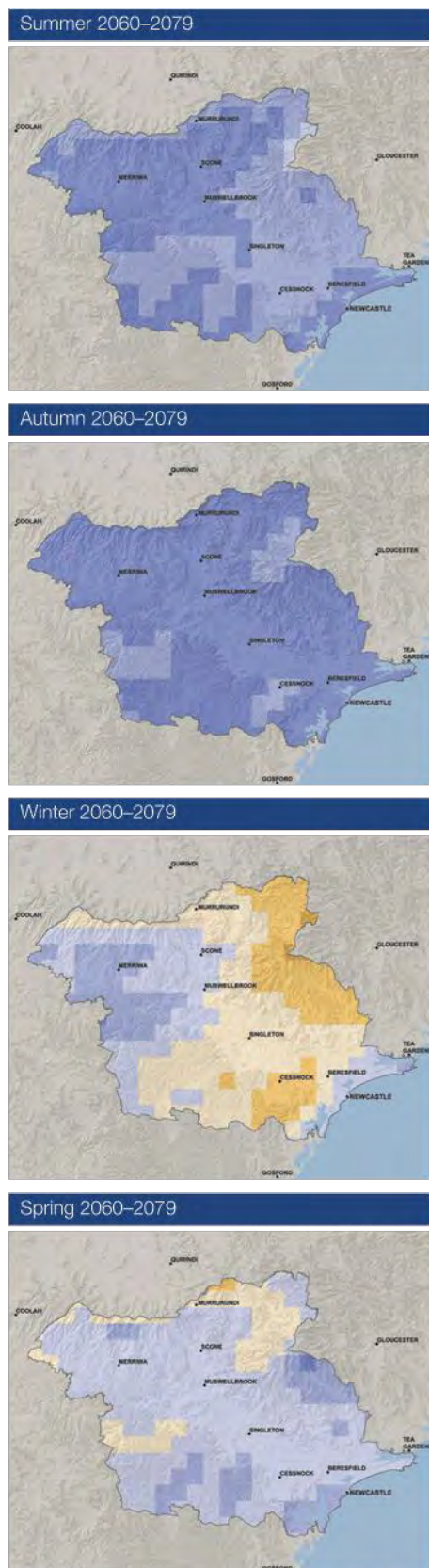


Figure 15: Far future (2060–2079) projected changes in average rainfall by season.

# Fire weather

The Bureau of Meteorology issues Fire Weather Warnings when the FFDI is forecast to be over 50. High FFDI values are also considered by the Rural Fire Service when declaring a Total Fire Ban.

Average FFDI values are often used to track the status of fire risk. These values can be used when planning for prescribed burns and help fire agencies to better understand the seasonal fire risk. The FFDI is also considered an indication of the consequences of a fire if one was to start – the higher the FFDI value the more dangerous the fire could be.

FFDI values below 12 indicate low to moderate fire weather, 12-25 high, 25-49 very high, 50-74 severe, 75-99 extreme and above 100 catastrophic.

**Severe and average fire weather is projected to increase in summer and spring**

**Severe fire weather is projected to decrease in autumn**

## Projected regional climate changes

**The Hunter Region is projected to experience an increase in average and severe fire weather in the near future and the far future (Figures 16 and 17).**

**Increases in severe fire weather are projected in summer and spring. Although these changes are relatively small in magnitude (up to two more days per year on average) they are projected in prescribed burning periods (spring) and the peak fire risk season (summer) (Figure 19).**

Average fire weather risk is projected to increase in all seasons in the far future except for autumn (figure 18). The increases are in prescribed burning periods (spring) and the peak fire risk (summer), reducing the ability for preventative works.

Autumn is projected to have a decrease in severe fire weather along parts of the Liverpool Range and the Barrington Tops. As fire weather measurements take into account rainfall, it is likely that the decrease in autumn FFDI is due to projected increases in autumn rainfall across the region (compare Figures 14 and 15 with Figures 18 and 19).

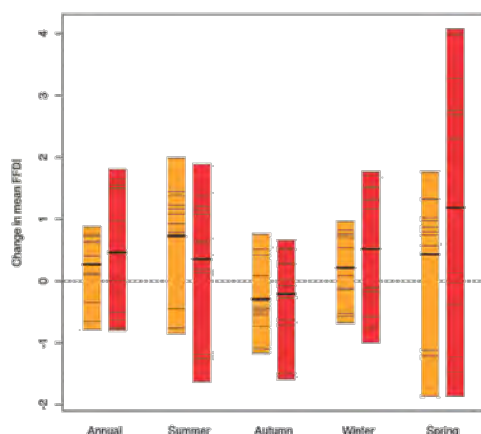


Figure 16: Projected changes in the average daily forest fire danger index (FFDI) for the Hunter Region, annually and by season (2030 yellow; 2070 red). (Appendix 1 provides help with how to read and interpret these graphs).

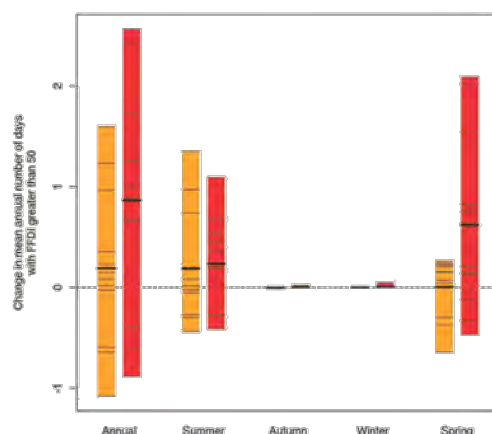


Figure 17: Projected changes in average annual number of days with a forest fire danger index (FFDI) greater than 50 for the Hunter Region, annually and by season (2030 yellow; 2070 red). (Appendix 1 provides help with how to read and interpret these graphs).



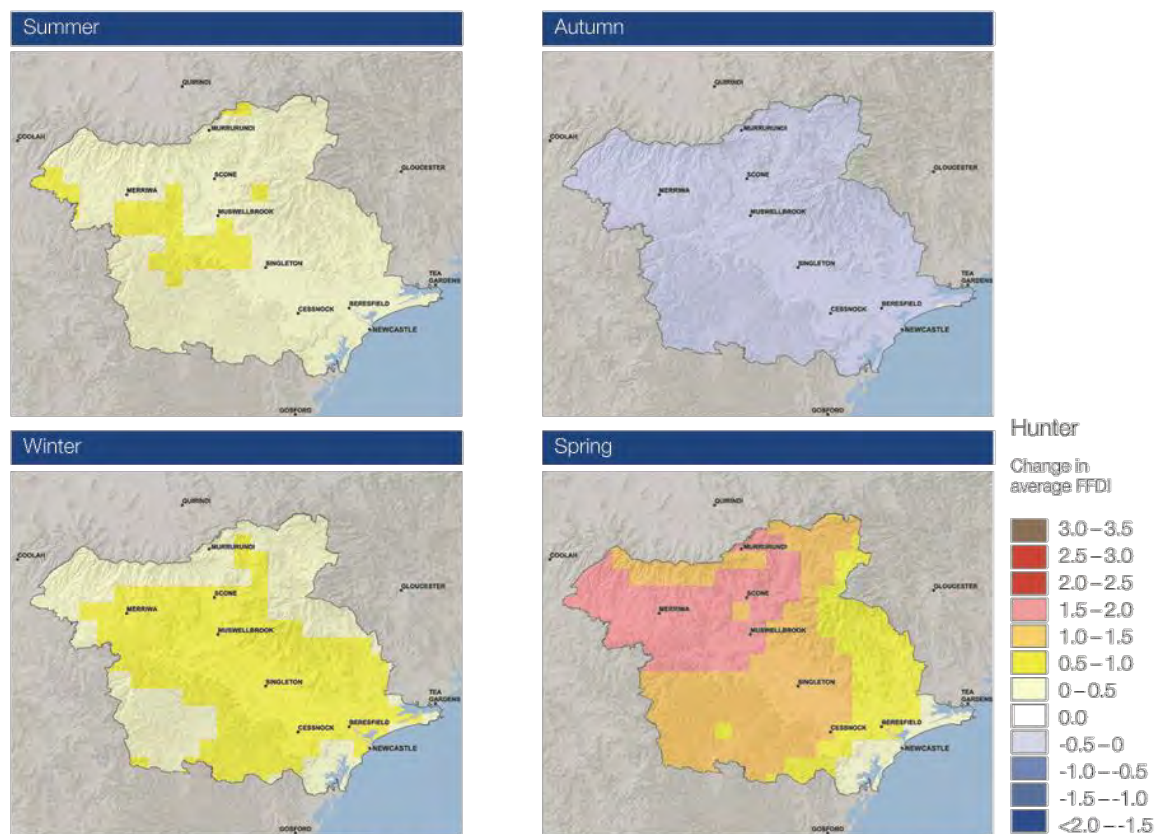


Figure 18: Far future (2060–2079) projected changes in average daily FFDI, compared to the baseline period (1990–2009)

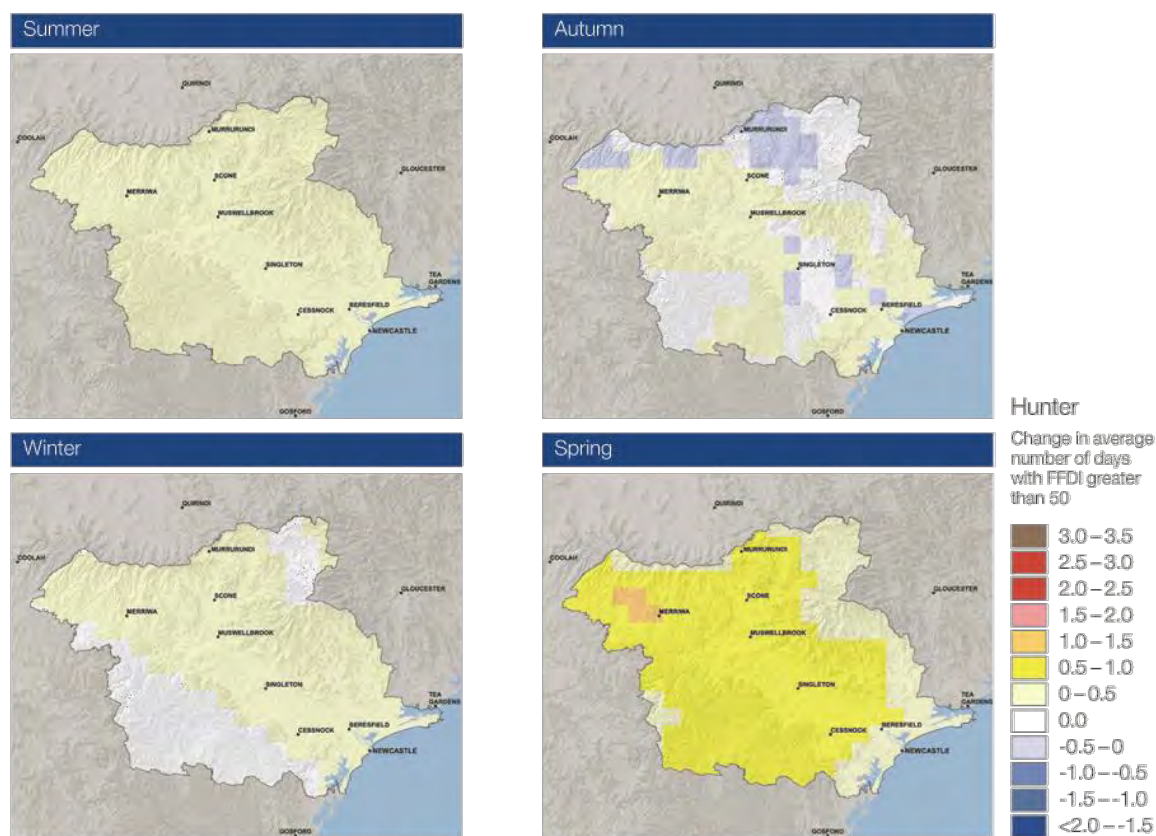


Figure 19: Far future (2060–2079) projected changes in average annual number of days with a FFDI greater than 50, compared to the baseline period (1990–2009)



## Appendix 1 Guide to reading the maps and graphs

This document contains maps and bar graphs of the climate change projections. The maps present the results of the twelve models as an average of all twelve models. The bar graphs show projections averaged across the entire state and do not represent any particular location within the state. The bar graphs also show results from each individual model. See below for more information on what is displayed in the maps and bar graphs..

### How to read the maps

The maps display a **10km grid**.

NSW has been divided into State Planning Regions and each region has a Local Snapshot report.

The colour of each grid is the average of all 12 models outputs for that grid.



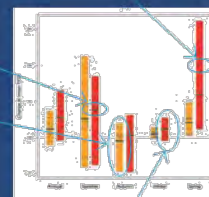
### How to read the bar graphs

The thin grey lines are the **individual models**. There are 12 thin lines for each bar.

The thick line is the **average of all 12 models** for the region.

The length of the bar shows the **spread of the 12 model values** for the region.

Each line is the **average for the region**. They do not represent a single location in the region.



Note: The yellow bars represent near future scenarios (2020–2039), while the red bars represent far future scenarios (2060–2079).

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# NSW CLIMATE CHANGE POLICY FRAMEWORK





# CLIMATE CHANGE POLICY FRAMEWORK FOR NSW

Aim						
Maximise the economic, social and environmental wellbeing of NSW in the context of a changing climate and current and emerging international and national policy settings and actions to address climate change						
Aspirational long-term objectives						
Achieve net-zero emissions by 2050 NSW is more resilient to a changing climate						
Roles of NSW Government						
<b>Emissions savings</b> <b>Government policy:</b> Implement emissions savings policies that are consistent with achieving the Commonwealth Government's interim and long-term emissions saving objectives and are fair, efficient and in the public interest <b>Government operations:</b> Lead by example to save emissions in government operations <b>Government advocacy:</b> Advocate for Commonwealth, COAG and international action consistent with the Paris Agreement			<b>Impacts and adaptation</b> <b>Government policy:</b> Implement policies to plan for climate risks and provide targeted support for households, communities and businesses that is fair, efficient and in the public interest <b>Government operations:</b> Assess and effectively manage climate change risk to government assets and services <b>Government advocacy:</b> Advocate for Commonwealth, COAG and international action to support effective adaptation			
NSW Government policy directions						
Create a certain investment environment by working with the Commonwealth to manage transition	Boost energy productivity, put downward pressure on household and business energy bills	Capture co-benefits and manage unintended impacts of external policies	Take advantage of opportunities to grow new industries in NSW	Reduce risks and damage to public and private assets in NSW arising from climate change	Reduce climate change impacts on health and wellbeing	Manage impacts on natural resources, ecosystems and communities
Implementation						
» Investigate how to embed climate change emissions savings and adaptation in government decision making » Develop a benchmark value for emissions saving and apply this consistently in government economic appraisal » Release and consult on a strategic plan to guide expenditure from the Climate Change Fund » Develop an advanced energy action plan, a new energy efficiency plan, a climate change adaptation action plan, and additional policy investigations for sectors with significant opportunities and risks.						

Cover: Solar panel installation (credit: Shutterstock)

NSW Climate Change Policy Framework



## 1

## HOW THIS FRAMEWORK OPERATES

The aim of this policy framework is to maximise the economic, social and environmental wellbeing of NSW in the context of a changing climate and current and emerging international and national policy settings and actions to address climate change.

The framework:

- » defines the NSW Government's role in reducing carbon emissions and adapting to the impacts of climate change
- » sets policy directions to guide implementation of the framework
- » commits NSW to achieving aspirational long-term objectives of net-zero emissions by 2050 and to help NSW become more resilient to a changing climate
- » sets out next steps for implementation.



Voltage optimisation (credit: iStock)

NSW Climate Change Policy Framework

## 2

THE INTERNATIONAL,  
NATIONAL AND  
STATE CONTEXT

## International context

The world in which NSW operates is in transition because of actions by governments, communities and business to limit the increase in global temperatures and adapt to a changing climate.

In December 2015, 195 countries agreed on the United Nations Paris Agreement on climate change. The key objectives of the Paris Agreement include:

- » a goal to limit the increase in global temperatures to well below 2 degrees and pursue efforts to limit the rise to 1.5 degrees
- » a commitment to achieve net-zero emissions, globally, by the second half of the century
- » differentiated expectations for developed nations, including Australia, that they will reduce their emissions sooner than developing nations
- » a five year review and ratchet process which is likely to lead to more ambitious commitments from countries in the future.

Figure 1 shows that more ambitious commitments will be needed globally to achieve the Paris Agreement's temperature and emissions objectives.

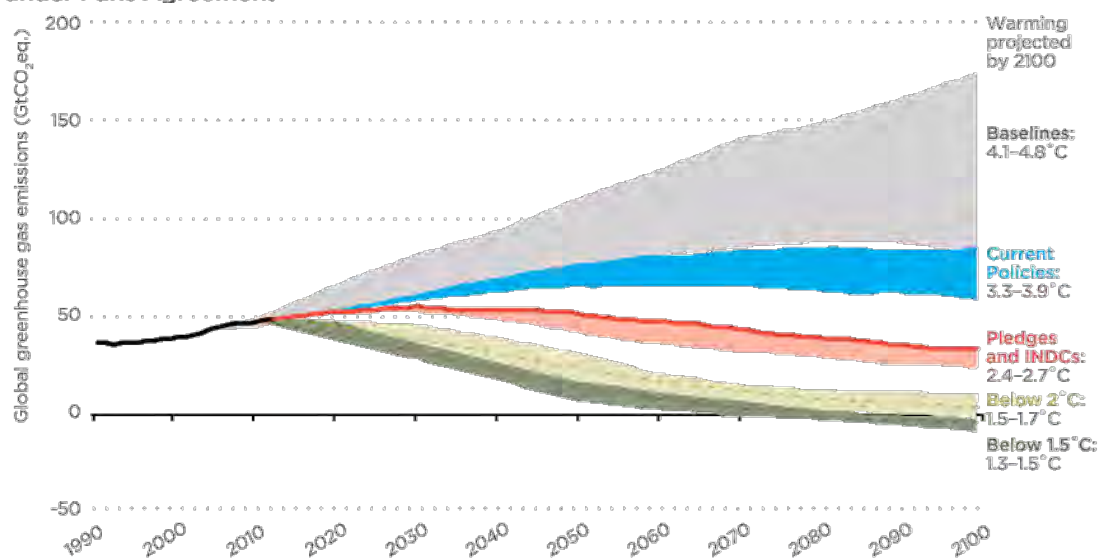
## National context

The Commonwealth Government has signed and announced its intention to ratify the Paris Agreement. The agreement's review and ratchet mechanism means that Australia's interim emissions reduction targets are likely to become more ambitious over time, with the first review due in 2017. The current interim targets are:

- » 5 per cent below 2000 levels by 2020
- » 26 to 28 per cent below 2005 levels by 2030.

The 2030 target is equivalent to a 50 to 52 per cent reduction in per capita emissions and a 64 to 65 per cent reduction in the emissions intensity of the economy.

**Figure 1: Global emission trajectories: objectives, pledges and current policies under Paris Agreement**



Adapted from: The Climate Tracker 2015, <http://climateactiontracker.org/global.html>

NSW Climate Change Policy Framework



## State context

The NSW Government endorses the Paris Agreement and will take action that is consistent with the level of effort to achieve Australia's commitments to the Paris Agreement. Our response will complement national action.

Our response will build on NSW's strong track record in expanding renewable energy, helping households and businesses reduce their energy bills by saving energy and preparing for the impacts of climate change.

For example, NSW is home to Australia's largest utility scale solar plants at Nyngan, Moree and Broken Hill, and in 2014–15 had more ongoing renewable energy jobs than any other state or territory in Australia.

Our state is a national and international leader in energy efficiency. Our programs helping households and business to cut their electricity use have been very successful, with the NSW Energy Savings Scheme expected to support projects that will save over 50,000 gigawatt hours of energy, over 40 million tonnes of greenhouse gas emissions and reduce power bills by over \$13 billion from 2015 to 2040.

While we're seeing the effects of climate change in New South Wales, we have taken steps to prepare for them. For example, we have developed the south-east Australian regional climate model, known as NARCLIM, which provides climate change projections for NSW and the Australian Capital Territory to 2030 and 2070, down to the nearest 10km.

Central Park, Sydney, 2014 International Green Infrastructure Award Winner (credit: Lisa Madden/OEH)



NSW Climate Change Policy Framework

## 3

ASPIRATIONAL  
OBJECTIVES FOR NSW

The NSW Government's emissions savings objective and adaptation objectives aim to:

- » attract investment by providing policy certainty
- » guide public and private sector decision making, particularly for long-lived assets
- » ensure consistency of NSW Government policy with the international and national policy context and the likely long term direction of government and private sector action on climate change.

### An aspirational emissions savings objective

The NSW Government's objective is **to achieve net-zero emissions by 2050.**

This long-term objective sets a clear statement of government's intent, commitment and level of ambition and sets expectations about future emissions constraints that will help the private sector to plan and act.

### An aspirational impacts and adaptation objective

The NSW Government's objective is for **NSW to be more resilient to a changing climate.**

Most effective climate change adaptation occurs at a local level through the actions of individuals, businesses and communities in response to locally-specific climate change impacts.

The NSW Government will help NSW adjust to a changing climate by supporting local adaptation actions, managing climate change risks to its own assets and services and removing market, regulatory and governance barriers to the private sector and local government adapting effectively.



Monroe Springs in Alexandria (credit: Lisa Madden/OEH)



## 4

THE NSW GOVERNMENT'S  
ROLES IN CLIMATE CHANGE

The NSW Government will take emissions savings action that is broadly consistent with the level of effort to achieve Australia's short and long term emissions savings objectives and take adaptation action that helps the NSW community adjust to a changing climate.

The NSW Government will apply this level of effort across the following roles of government:

- » **Government policy:** The NSW Government will set policy to achieve emissions savings, consistent with Commonwealth action, and to enable effective adaptation to climate change.

- » **Government operations:** The NSW Government is a major purchaser in the NSW economy through delivering government services and managing government assets. The government will lead by example and drive market change.

- » **National and international advocacy:** The NSW Government will advocate for climate policy action at national and international levels.

The following table shows how this level of effort will be applied across these three roles.

Role	Emissions savings	Impacts and adaptation
<b>Policy</b>	Implement emission savings policies that are consistent with achieving the Commonwealth Government's interim and long-term emissions savings objectives and are fair, efficient and in the public interest  <b>For example:</b> energy efficiency, advanced energy, transport, carbon farming	Implement policies to plan for climate risks and provide targeted information and support for households, communities and businesses that is fair, efficient and in the public interest  <b>For example:</b> regional climate impact information, planning to help coastal councils and regional and vulnerable communities, growing the adaptation services market
<b>Operations</b>	Lead by example to save emissions in government operations  <b>For example:</b> government purchasing, asset management, service delivery	Assess and effectively manage climate change risk to assets and services  <b>For example:</b> impacts on service delivery, asset management and infrastructure provision
<b>Advocacy</b>	Advocate for Commonwealth, COAG and international action consistent with the Paris Agreement  <b>For example:</b> advocating within the COAG Energy Council for reforms to the National Electricity Market	Advocate for Commonwealth, COAG and international action to support effective adaptation  <b>For example:</b> building standards, national climate modelling



## 5

## POLICY DIRECTIONS

Policy directions will guide government action including implementation of this policy framework.

Direction	Rationale
Create a certain investment environment by working with the Commonwealth to manage transition	<p>As the world moves to net-zero emissions, NSW will be part of the global transformation of the world's energy system. This will create investment and job opportunities in emerging industries such as advanced energy, transport, carbon farming and environmental services.</p> <p>Private sector investment will flow to jurisdictions with stable and supportive policy environments. NSW will work with the Commonwealth Government and take complementary action to create a certain investment environment in NSW and make the transition to a net-zero emissions economy for NSW more affordable.</p>
Boost energy productivity, put downward pressure on household and business energy bills	<p>Boosting energy and resource productivity can reduce the impact of rising energy prices and the cost of transition to a net-zero emissions economy. NSW will strengthen its position as the national leader in energy efficiency, including its programs for vulnerable households.</p>
Capture co-benefits and manage unintended impacts of external policies	<p>There will be positive co-benefits from emissions savings efforts, such as improved health from reduced air pollution. These benefits can be an important consideration in the design of emissions savings actions.</p> <p>NSW will advocate for Commonwealth and COAG policy reform and provide complementary programs, to ensure that market design, consumer protections and environmental protection measures work together with emissions savings policies.</p>
Take advantage of opportunities to grow new industries in NSW	<p>The shift to a net-zero emissions economy is likely to create new opportunities in sectors in which NSW has a competitive advantage, such as professional services, agriculture, advanced energy technology, property management and financial services.</p> <p>There will also be new opportunities in these sectors as the world adapts to climate change, and the government will look for opportunities to grow these emerging industries in NSW.</p>
Reduce risks and damage to public and private assets in NSW arising from climate change	<p>Climate change will lead to more extreme weather, heatwaves and sea level rise, which increase the risk of direct costs to public and private assets and services. The government will manage the impact of climate change on its assets and services by embedding climate change considerations into asset and risk management.</p> <p>The government will also reduce barriers that would prevent effective private sector adaptation by providing information and a supportive regulatory framework for adaptation measures at the local level.</p>

Direction	Rationale
Reduce climate change impacts on health and wellbeing	The government will enable communities and individuals to be better prepared and more resilient to climate change impacts by anticipating increased demand for services, such as health and emergency services. The government will also identify ways to support communities that are more vulnerable to the health impacts of climate change.
Manage impacts on natural resources, ecosystems and communities	<p>The government will provide long-term and coordinated efforts to increase the resilience of our primary industries and rural communities as climate change impacts water availability and water quality.</p> <p>The government will also manage the environment impacts of climate change, such as the impacts on habitats, weeds and air pollution.</p>

Tree plantings (credit: Western Sydney Parklands Trust)



NSW Climate Change Policy Framework



## 6

DELIVERING THE  
POLICY FRAMEWORK

The next steps to implement this framework are:

#### Climate Change Fund Strategic Plan

The Premier and the Minister for the Environment have released the *Draft Climate Change Fund Strategic Plan* for public consultation.

#### Develop value for emissions savings

The NSW Government will develop a value for emissions savings and apply this consistently in government economic appraisal.

#### Embedding climate change consideration in government decision making

The NSW Government will investigate how to embed consideration of climate change mitigation and adaptation across government operations including service delivery, infrastructure, purchasing decisions and regulatory frameworks.

#### Develop action plans and strategies

Climate change action plans will implement the policy directions in this policy framework and give effect to potential actions in the *Draft Climate Change Fund Strategic Plan*. Three action plans will be developed in 2017:

- » advanced energy (how clean generation and storage technologies can be combined with existing infrastructure, the internet, software, regulation, demand management solutions, energy efficiency, market design, pricing and other innovations to ensure the energy supply remains or becomes more reliable and affordable): to manage the transition to net-zero emissions and increase investment certainty, take advantage of opportunities to grow emissions savings industries, capture health co-benefits and manage security and reliability impacts of external policies

- » energy efficiency: to boost energy productivity, put downward pressure on energy bills, capture health co-benefits, manage price impacts of external policies and take advantage of opportunities to grow the energy efficiency industry
- » climate change adaptation: to reduce costs to public and private assets, reduce impacts on health and wellbeing, manage impacts on natural resources, ecosystems and communities, and take advantage of opportunities to grow adaptation services.

Agencies will undertake additional policy investigation for sectors with significant opportunities and risks, including:

- » energy productivity  
(Office of Environment and Heritage)
- » fugitive emissions  
(Division of Resources and Energy)
- » primary industries emissions and adaptation  
(Department of Primary Industries)
- » health and wellbeing  
(Ministry of Health).

#### Review mechanisms

All action plans will be regularly reviewed consistent with NSW Government program evaluation guidelines. Climate Change Fund projects will be reported on annually and will include progress on program goals and expenditure.

This policy framework will be reviewed in 2020.

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Back cover: Bonnie Vale picnic area Royal National Park (credit: Simone Cottrell/OEH)





Corporate and Community

Report No. CC9/2020

Corporate and Community Services



**SUBJECT:** *TRANSFER OF LAND AND DEDICATION AS PUBLIC ROAD  
- HEATON ROAD, QUORROBOLONG*

**RESPONSIBLE OFFICER:** *Finance and Administration Manager - Andrew Glauser*

### **SUMMARY**

This report seeks Council's approval to accept the transfer of Lot 1 DP 844195 being a 150sqm parcel of land not required by the Commonwealth and located within a council road reserve. A plan identifying the land to be transferred is attached as **Enclosure 1**.

### **RECOMMENDATION**

1. That Council agrees to the transfer of the land being Lot 1 DP 844195 and dedicate the land as public road;
2. That Council authorises the Common Seal of Cessnock City Council to be affixed to the transfer deed;
3. That Council authorises the General Manager and Mayor to execute the transfer deed.

### **BACKGROUND**

Council received a letter from The Commonwealth, Department of Finance, dated 10 December 2019, seeking to transfer the subject parcel of land to council.

The land to be transferred to Council is Lot 1 DP 844195, being 150sqm in area, and located wholly within the current Heaton Road reserve which is owned by Council. The Commonwealth advised in their letter that the land was originally acquired by them for postal and telegraph/communications services that did not eventuate.

### **REPORT/PROPOSAL**

**Enclosure 1** shows the location of the land which is surrounded by Council owned land and in context, if approved for transfer, will complete the total ownership for Council in that area.

The land to be transferred will be incorporated into the Heaton Road reserve and in time could be required within any realignment works. The transfer now will alleviate any potential delays and/or future potential costs of acquisition when works are required.

Under Section 10 of the *Roads Act 1993* Council can "dedicate any land held by it" as a public road. To enable Council to finalise the transfer of the land for road purposes the land will be dedicated as public road upon registration of the transfer documentation.

**Corporate and Community**

**Report No. CC9/2020**

**Corporate and Community Services**

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**OPTIONS**

The land is not required at this time, nor in the immediate future, but if it is transferred now at no cost to Council it will mean that Council owns all the land in that reserve in that area without any future complications of ownership.

**CONSULTATION**

Infrastructure and Asset Manager  
Land Registry Services NSW  
Local Government Legal

**STRATEGIC LINKS**

**a. Delivery Program**

This matter is a routine road administrative function and as such is not a specific action within the delivery program but aligns to the community's desired outcome of Objective 5: *Civic Leadership and Effective Governance* and Objective 4: *Promoting safe communities* through improving the road network.

**b. Other Plans**

N/A

**IMPLICATIONS**

**a. Policy and Procedural Implications**

The procedure for the use of the Council Seal has been followed in the preparation of this report.

**b. Financial Implications**

The total cost for transfer of the land including Council's reasonable legal costs are to be covered by the Commonwealth. We have been advised by Local Government Legal that the indicative costs are \$1,000 plus disbursements.

There is no reason to obtain a survey of the land as it is identified in a Deposited Plan and Council own all the surrounding property. Council may be required to pay \$1 (if demanded) as agreed consideration for the transfer from the Government.

There are no ongoing costs to manage the site as the site and the surrounding land is all virgin bush and is not currently maintained by Council.

**c. Legislative Implications**

The land is proposed to be dedicated as public road on registration of the transfer at Land Registry Services NSW.

**Corporate and Community**

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**d. Risk Implications**

The transfer is a very low risk acquisition of the land required for any future road works and the land will be dedicated as public road.

**e. Environmental Implications**

Unknown at this stage as no assessments have been undertaken. If works on the area were to occur in the future a full assessment would be conducted at that time in accordance with normal road works requirements.

**f. Other Implications**

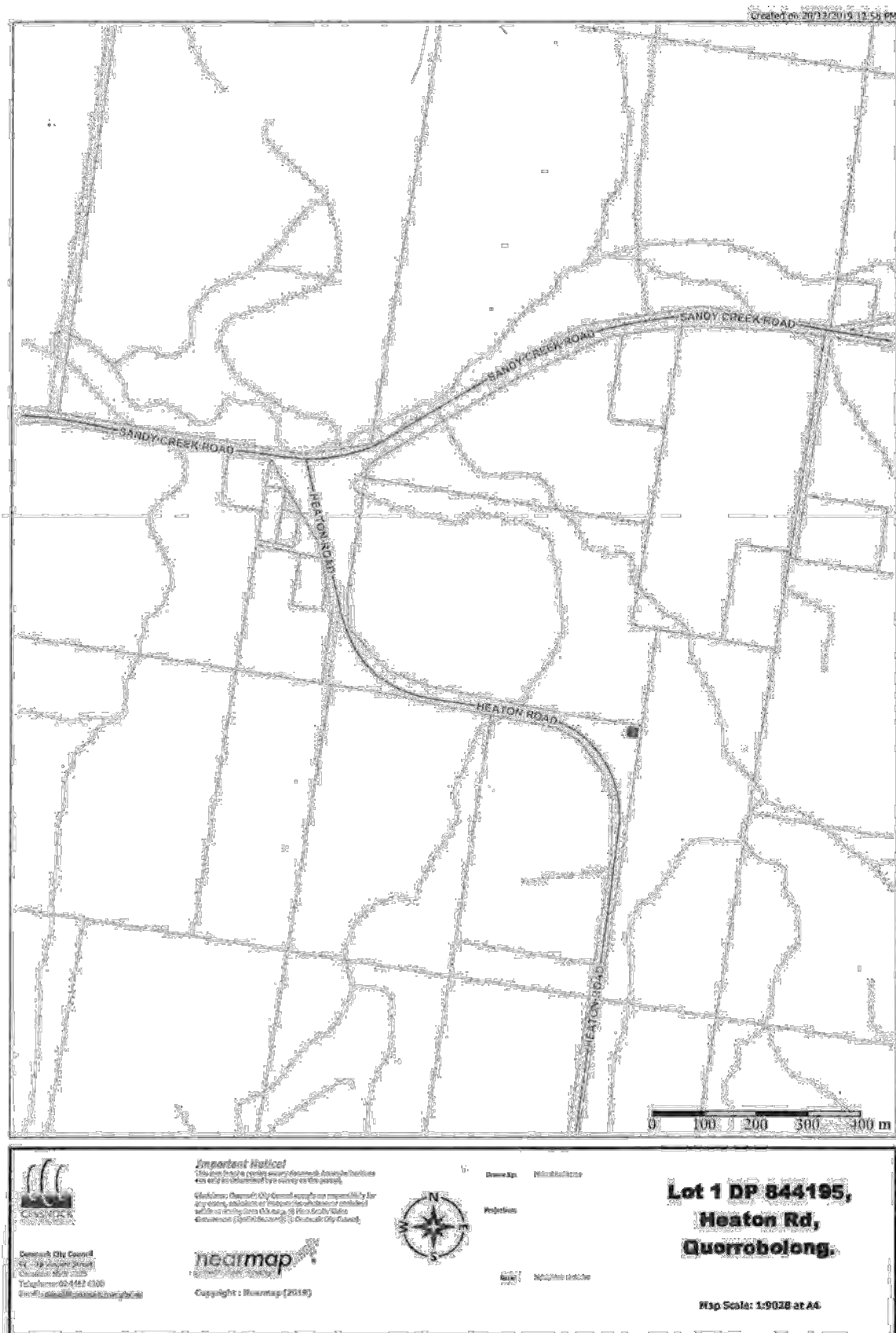
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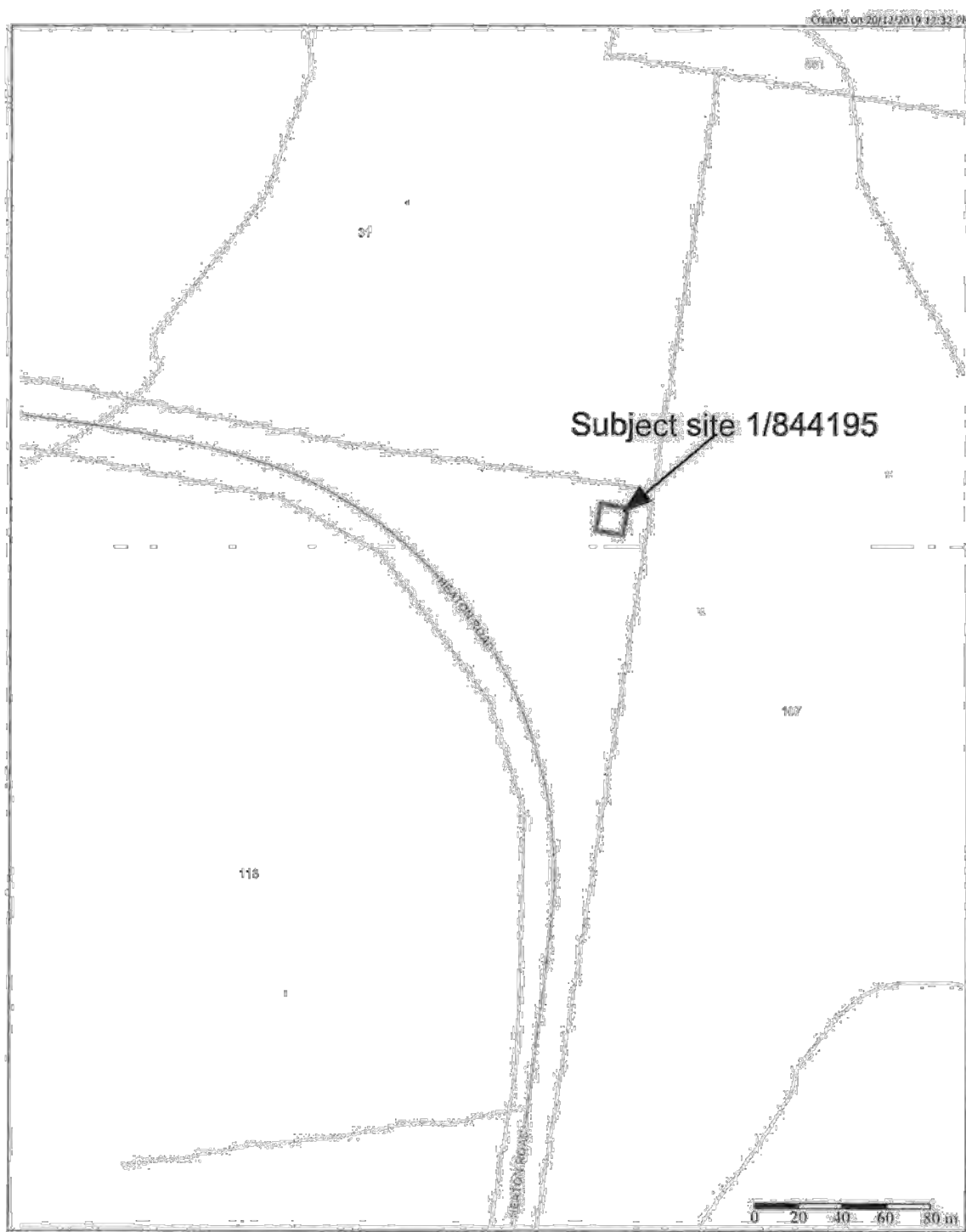
**CONCLUSION**


The transfer of the land, and dedication as public road purposes, will complete Council's ownership within the area at no cost to Council.

**ENCLOSURES**

- [1](#) General location
- [2](#) Site location
- [3](#) Letter from Government -Department of Finance








**Cessnock City Council**  
 65 - 66 Mount Street  
 Cessnock NSW 2325  
 Telephone: 08 9512 4300  
 Email: council@cessnock.nsw.gov.au

**Important Notice!**  
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Map Scale: 1:2257 at A4





**Australian Government  
Department of Finance**

Ms Lotta Jackson  
General Manager  
Cessnock City Council  
PO Box 152,  
Cessnock NSW 2325

Email: [council@cessnock.nsw.gov.au](mailto:council@cessnock.nsw.gov.au)

Dear Ms Jackson

**Proposed transfer of Lot 1 DP844195, Heaton Road, Quorrobolong to  
Cessnock City Council**

The Commonwealth of Australia, as represented by the Department of Finance (Finance), seeks to transfer Lot 1 DP844195, Heaton Road, Quorrobolong, to the Cessnock City Council (the Council). The land forms part of Heaton Road which is owned by your Council.

The land, 150 square metres, was originally acquired for postal and telegraph/telecommunications services that did not eventuate.

The land is not required by the Commonwealth and as it is within a Council road, it would seem appropriate for the land to be owned by the Council.

Subject to the agreement of the Council, it is proposed to transfer the land from the Commonwealth to the Council through a 'transfer of title' to be completed by Council and co-signed by our respective delegates. Finance will pay an agreed amount to cover the reasonable costs associated with this land transfer.

I can be contacted on (02) 6215 1662 should you require further clarification.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Ross Stevens', is written over a faint, circular official stamp.

Ross Stevens  
A/g Assistant Secretary – Property Projects Branch  
Property & Construction Division

10 December 2019

Corporate and Community

Report No. CC10/2020

Corporate and Community Services



**SUBJECT:** ***DECEMBER 2019 QUARTERLY REVIEW OF 2017-21 DELIVERY PROGRAM***

**RESPONSIBLE OFFICER:** ***Finance and Administration Manager - Andrew Glauser***

### **SUMMARY**

The purpose of this report is for Council to note the Quarterly update on the progress against Council's 2017-21 Delivery Program in the Operational Plan 2019/20, and for Council to endorse a number of capital program changes.

### **RECOMMENDATION**

1. That Council notes the progress in implementing the 2017-21 Delivery Program as at 31 December 2019.
2. That Council endorses the following change to the Recreation Facilities Construction Program:  
  
Project ID - CFR-2020-004 Margaret Johns Park Kurri Kurri:  
Remove: concourse extension  
Add: additional spectator seating
3. That Council endorses the following change to the Cultural & Community Buildings Renewal Program:  
  
Project ID - RBC-2020-002 Kurri Kurri Senior Citizens Hall:  
Remove: internal painting  
Add: toilet refurbishment  
  
Project ID - RBC-2020-013 Millfield Community & Recreation Precinct :  
Add: security and safety improvements.  
  
Project ID - RFC-2020-004 Cessnock Library Branch:  
Add: lift installation
4. That Council endorses the following change to the Recreation Facilities Renewal Program:  
  
Project ID - RFR-2020-005 Kurri Kurri Sportsground:  
Add: scoreboard  
  
Project ID - RFR-2020-006 Baddeley Park Cessnock:  
Add: scoreboard
5. That Council endorses the following change to the Local Road Renewal Program:  
  
Project ID - RRL-2020-015 Cessnock Road Weston:  
Add: Pavement Rehabilitation

6. That Council endorses the following change to the Recreation Buildings Renewal Program:

Project ID - RBR-2020-004 Turner Park Cessnock:  
Add: Hornets Clubhouse facility upgrade (Stage2)

7. That Council endorses the following change to the Local Road Construction Program:

Project ID - CRL-2020-001 Murrays Run:  
Add: Road Embankment Restoration Investigation and Design

Project ID - CRL-2018-002 Frame Drive Project:  
Add: Stage 3–5 Resurfacing

8. That Council endorses the following change to the Airport Construction Program:

Project ID - PCA-2020-006 Cessnock Airport:  
Add: Fencing end of runway

9. That Council endorses the following changes to the Town Centre Program:

Project ID - CTK 2020 001 Kurri Kurri Commercial Centre:  
Add: Stage 1 Phase 1

## **BACKGROUND**

Section 404(5) of the Local Government Act 1993 requires the General Manager to provide regular progress reports to Council with respect to progress against the principal activities detailed in its Delivery Program with reports provided at least every six months.

The Quarterly Budget Review Statements, required under clause 203 of the Local Government (General) Regulation 2005, provide financial information in regards to estimates of income and expenditure and are separately reported to Council.

Council adopted the 2017-21 Delivery Program in June 2017 and 2019-20 Operational Plan in June 2019. The Delivery Program outlines the activities that Council will undertake to implement the strategies identified in the Community Strategic Plan and is the single point of reference for all principal activities undertaken by an elected Council during its term in office.

At the end of each quarter (September, December, March and June) a report is prepared to assess our progress against 2017-21 Delivery Program actions and the Capital Works Program.

**Corporate and Community**

**Report No. CC10/2020**

**Corporate and Community Services**

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***REPORT/PROPOSAL***

The 2019-20 Operational Plan is a one year plan (the third year of the 2017-21 Delivery Program) developed to implement the adopted actions from the 2017-21 Delivery Program.

Some of the highlights for December quarter are provided below:

- Council Draft Local Strategic Planning Statement out on public exhibition until late February 2020.
- The Community and Cultural Development Dollar for Dollar Grant Scheme allocated funding to 12 community projects. The total amount awarded was \$25,000.
- CYCOS participated in and co-facilitated a number of school programs during October including The Gathering and Love Bites at Kurri Kurri High School. The service also participated in Cessnock Walks Kawuma, a walk against domestic violence held in November.
- Masterplans for Cessnock Pool and Greta Central Oval have been adopted.
- Revised draft Cessnock Flying Fox Camp Management Plan endorsed by Council for Public exhibition.
- Mattress collection held at Cessnock on 9 November collected 708 mattresses.
- A compost giveaway at North Rothbury markets gave away 144 bags = 2 pallets.

**2017-21 Delivery Program**

At 31 December 2019, 145 (or 91%) of the deliverables (from the Operational Plan) were in progress, 5 (or 3%) were not due to start and 8 (or 5%) were complete.

96% of deliverables were either complete or in progress at 31 December 2019.

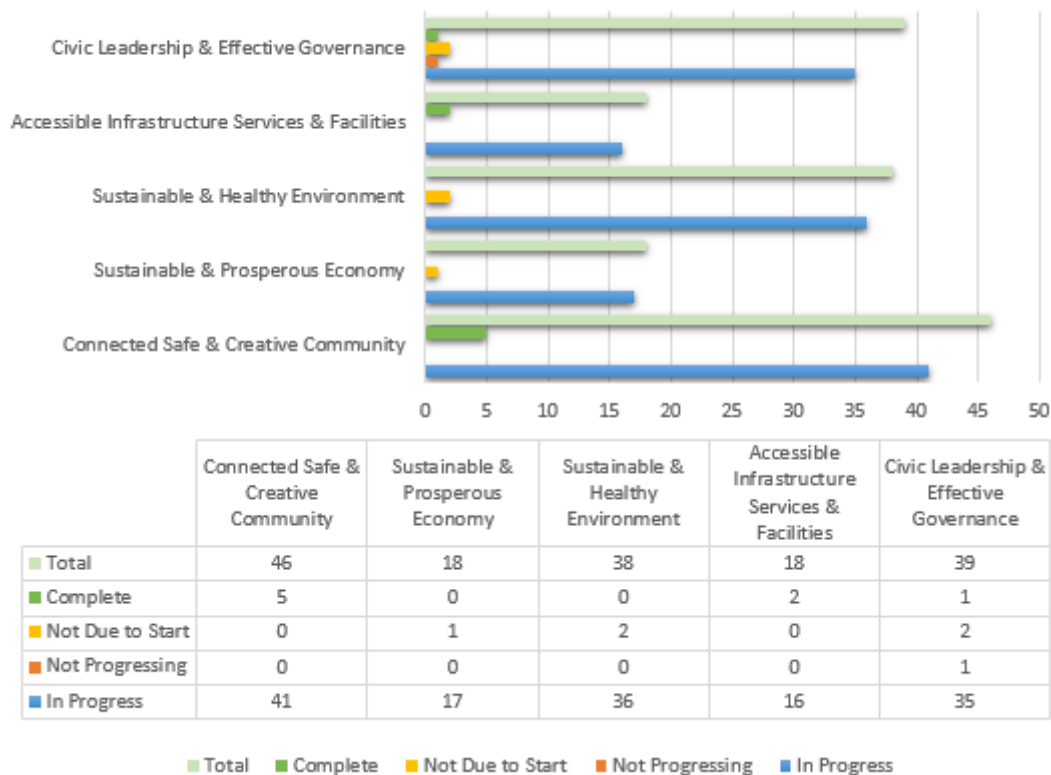
Corporate and Community

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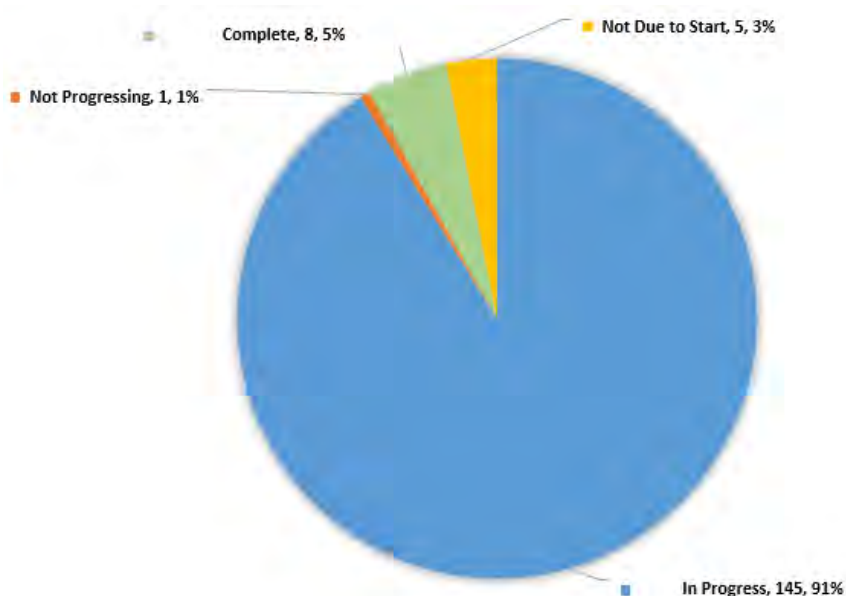
Corporate and Community Services



Status of Deliverables



There is a total of 159 actions within the 2019-20 Operational Plan. The chart below shows the overall status of these actions.



2017-21 Delivery Program – Measures



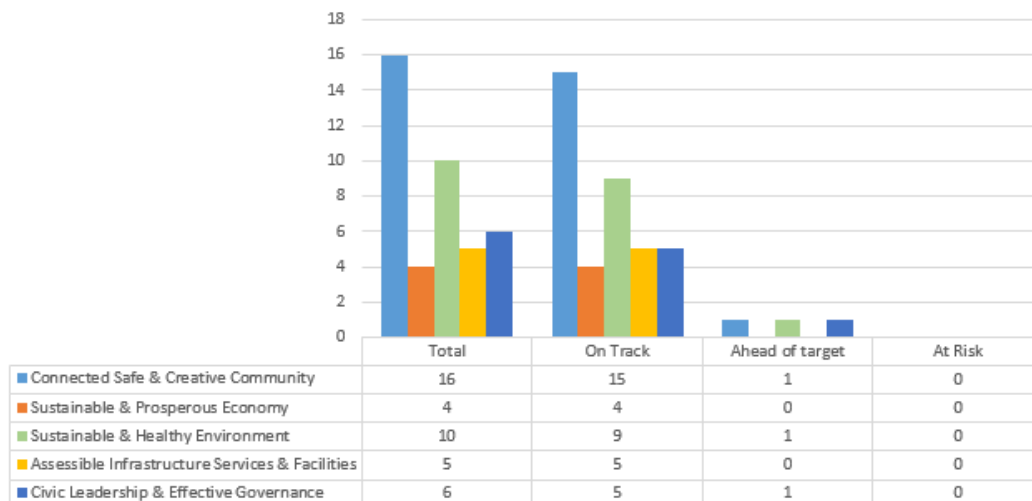
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At 31 December 2019, 38 (or 93%) of the Delivery Program measures were on-track and 3 (or 7%) were ahead of target.



Details of progress against each action and measure in the 2017-21 Delivery Program are included in **Enclosure 1** to this report.

**2019-20 Capital Works Program**

At 31 December 2019, 22 (or 16%) of the Capital Works Program projects were complete, 66 (or 48%) were on track and 33 (or 24%) were not due to start.

The program includes 28 (or 20%) projects that will require grant funding to progress works.

Details of these projects are provided below:

	<b>Connected, Safe &amp; Creative Community</b>	<b>Sustainable &amp; Prosperous Economy</b>	<b>Sustainable &amp; Healthy Environment</b>	<b>Accessible Infrastructure , Services &amp; Facilities</b>	<b>Total Projects</b>	<b>%</b>
Complete	8	1	5	8	22	16%
Not due to start	12	-	3	18	33	24%
Carry forward	-	-	1	5	6	4%
Not Progressing	1	-	2	8	11	8%
On track	13	8	23	22	66	48%
<b>Total Program</b>	<b>34</b>	<b>9</b>	<b>34</b>	<b>61</b>	<b>138*</b>	<b>100%</b>

\*includes 7 projects added to the program at the September Quarterly Review.

Detailed information on the Capital Works Program is included in **Enclosure 2**.

**Corporate and Community**

**Report No. CC10/2020**

**Corporate and Community Services**



**Capital Works Program – 2019-20 proposed changes**

During the December 2019 quarter there are twelve (12) changes proposed to the 2019-20 Capital Works Program. Details of these projects and the reason for the proposed change are provided below:

<b>Project ID</b>	<b>Project Details</b>
CFR-2020-004	Margaret Johns Park Kurri Kurri – concourse extension
	<i>Project description change from “concourse extension” to “additional spectator seating”. A review of the scope of works revealed that the installation of spectator seating will be more of a benefit than extending the concourse at this point in time. \$10,000. Operational Plan budget \$11,000 – existing allocation.</i>
RBC-2020-002	Kurri Kurri Senior Citizens Hall – internal painting
	<i>Internal painting was completed as part of kitchen replacement in 2018-19. Funds to be used to complete a toilet refurbishment. \$7,000. Operational Plan budget \$8,000 – existing allocation.</i>
RBC-2020-013	Millfield Community & Recreation Precinct – security & safety improvements.
	<i>New project as a result of a successful funding application to NSW Community Safety Fund. \$36,300.</i>
RFC-2020-004	Cessnock Library Branch – Lift Installation
	<i>Investigation, design and construction for retrofitting and installation of passenger lift into library, funded by Public Library Infrastructure Grant. Operational Plan budget \$296,326 – existing allocation</i>
RFR-2020-005	Kurri Kurri Sportsground – scoreboard replacement
	<i>New project as a result of a successful funding deed variation to utilise unexpended funds from the Sportsground fence replacement. Stronger Country Communities Grant \$27,659 and Kurri Kurri Rugby League Football Club \$7,081.</i>
RFR-2020-006	Baddeley Park Cessnock - scoreboard
	<i>New project as a result of Council Resolution No. 1118 Report WI95/2019 – 11 December 2019 Funding for Sporting Facility Infrastructure. Funds \$60,000 allocated from RBR-2020-004 Turner Park Cessnock – Hornets Clubhouse facility upgrade (Stage 2) and \$10,000 from Cessnock Rugby League Football Club.</i>

**Corporate and Community**

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**Corporate and Community Services**



	RRL-2020-015	Cessnock Road Weston – Pavement Rehabilitation
		<i>Rehabilitation of existing pavement failure adjacent to new works where new road alignment changed wheel path for heavy vehicles, to be funded from the 2019-20 Local Road Renewal Program. \$125,173.</i>
	RBR-2020-004	Turner Park Cessnock – Hornets Clubhouse facility upgrade (Stage 2)
		<i>Council Resolution No. 1118 Report WI95/2019 – 11 December 2019 Funding for Sporting Facility Infrastructure recommended that the funding for this project be directed towards the replacement of the electronic scoreboard at Cessnock Sportsground as detailed in the report. \$50,000.</i>
	CRL-2020-001	Murrays Run – Road Embankment Restoration Investigation and Design
		<i>Restoration of road embankment adjacent to Wollombi Brook at risk of failure due to undermining of embankment by Brook during heavy rain events. Budget allocations to be determined following investigation and design.</i>
	CRL-2018-002	Frame Drive Abermain Project – Stage 3 – 5 Resurfacing
		<i>Upgrade road surface from a 2 coat seal to AC funded by allocation of Road Special Rate Variation Funds 2019-20 as per Council Resolution No. 975 Report WI57/2019 – 4 September 2019. \$102,000.</i>
	PCA-2020-006	Cessnock Airport – fencing end of Runway
		<i>To stop kangaroos accessing the runway and causing a hazard. To be funded within existing operating budgets. \$25,000.</i>
	CTK 2020 001	Kurri Kurri Commercial Centre – Stage 1 Phase 1 Investigation and Design
		<i>Investigation and design for upgrade of Commercial Centre. Funded by \$3.647 million grant from Restart NSW.</i>

**OPTIONS**

N/A

**CONSULTATION**

The General Manager, Directors, Managers and Coordinators provided the information for this report and its enclosures.

**Corporate and Community**

**Report No. CC10/2020**

**Corporate and Community Services**



**STRATEGIC LINKS**

**a. Delivery Program**

This report is part of the organisation's governance framework – providing feedback on the progress against the key plans adopted by Council. This is in line with the community's desired outcome of: *"Civic Leadership and Effective Governance."*

**b. Other Plans**

N/A

**IMPLICATIONS**

**a. Policy and Procedural Implications**

N/A

**b. Financial Implications**

The quarterly budget review forecasts have been reported separately to Council.

**c. Legislative Implications**

This report satisfies the requirements of Section 404 of the *Local Government Act 1993*.

**d. Risk Implications**

This report satisfies the requirements of Section 404 of the *Local Government Act 1993*.

**e. Other Implications**

N/A

**CONCLUSION**

The review of the 2017-21 Delivery Program against the Operational Plan 2019/20, for the quarter ended 31 December 2019, is submitted for Council's consideration.

**ENCLOSURES**

[1↓](#)

December 2019 Quarterly Review of the 2017-21 Delivery Program

[2↓](#)

December 2019 Quarterly Review of the 2019-20 Capital Works Program



# December 2019 Review of the 2017-21 Delivery Program



## 1: A connected, safe and creative community

### 1.1: Promoting social connections

#### 1.1.1: Engage with the community in reconciliation activities

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.1.1.a	Organise an event to recognise National Reconciliation Week	0%	Reconciliation Week scheduled for May 2020. Planning for the event to commence early 2020.	Community and Cultural Engagement Manager
1.1.1.b	Coordinate and promote a community program of activities and events for NAIDOC Week.	100%	NAIDOC Week 2019 was held July and included a program with 16 diverse and engaging activities.	Community and Cultural Engagement Manager
1.1.1.c	Continue to progress the Innovate Reconciliation Action Plan deliverables and report on the outcomes to the Aboriginal and Torres Strait Islander Committee.	60%	With Council adopting the two year Plan in May 2018, a number of actions have been delivered in consultation with the Aboriginal and Torres Strait Islander Committee. Progress in actioning the Plan is reported to Council's Aboriginal and Torres Strait Islander Committee and an overview of first year actions and achievements was reported to Council 20 August 2019.	Community and Cultural Engagement Manager

#### 1.1.2: Develop and deliver programs to engage young people

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.1.2.a	Deliver an inclusive programing strategy for Council's Youth Service CYCOS that engages and encourages young people to participate in a diverse range of social, recreational and educational activities.	60%	A number of new programs are being piloted and include a weekly youth drop in program facilitated by CYCOS at Kurri Kurri Library, a drop in program at a local primary school and increased activities offered as part of the CYCOS holiday program. Attendance and feedback for these pilot	Community and Cultural Engagement Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.1.2.b	Prepare a strategic plan for CYCOS that includes youth programming, service development engagement and promotions opportunities.	25%	A project plan has been developed considering the scope of the plan and time frames. A review has occurred considering other local youth services strategic plan's.	Community and Cultural Engagement Manager
1.1.2.c	CYCOS to continue working in partnership with external organisations to implement youth based community programs that promote and encourage well-being, address alcohol consumption and illicit drug use.	50%	CYCOS participated in and co-facilitated a number of school programs during October including The Gathering and Love Bites at Kurri Kurri High School. The service also participated in Cessnock Walks Kawuma, a walk against domestic violence and was held November. CYCOS's participation included educational awareness for domestic violence and was supported with an engaging installation. The event was in partnership with the Cessnock Anti Violence Network.	Community and Cultural Engagement Manager
1.1.2.d	Organise an event with a diverse program of activities to recognise and celebrate Youth Week	40%	The Committee has commenced planning for Youth Week 2020 including consulting with young people on activities that could be included in the event calendar. Youth Week will be held 1-9 April.	Community and Cultural Engagement Manager
<b>1.1.3: Commence Implementation of the Disability Inclusion Action Plan</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.1.3.a	Investigate further opportunities for the participation of people with disability and organisations that support people with disability in the procurement of	55%	Strategies to expand Council's social procurement and supplier diversity options have been considered including opportunity	Community and Cultural Engagement Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
	goods and services for community and cultural programs.		for local Australian Disability Enterprises (ADE's). Next actions will involve updating procurement guidelines, inviting ADE's to join Vendorpanel, facilitating content in Council's internal procurement newsletter and adding further social procurement detail to the Cessnock City Council Procurement Policy when reviewed in 2020.	
<b>1.1.4: Develop and deliver a program of community and civic events</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.1.4.a	Coordinate and promote a community program of activities and events for the Cessnock City Seniors Festival.	65%	The NSW Seniors Festival will run from 12 February to 23 February 2020. The call for community sponsorship has commenced with \$6,500 commitments received to date. Council has also been awarded \$8,700 in Communities & Justice NSW grant funding for Seniors Festival 2020. The Seniors Week Advisory Committee has continued to actively guide the development of the program, promotion and delivery of the festival. A program and media and communications plan has been developed with promotions commencing early 2020.	Community and Cultural Engagement Manager
1.1.4.b	Organise the Spring Awakening Festival event with a diverse program of activities.	100%	Spring Awakening was held 6 September. Adverse weather conditions including dust storms, rain and strong wind affected attendance, with participation less than previous years and was recorded at 750 people. The event as the conditions worsened ended an hour early. The lantern parade was well received by the community	Community and Cultural Engagement Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.1.4.c	Organise the Carols In The Park event with a diverse program of activities.	100%	and the music and vendor food trucks was supported by attendees.  Carols in the Park was scheduled to be held 6 December 2019 and was set to deliver new and exciting elements. Due to adverse air quality conditions associated with the bushfires, and following a risk assessment, the decision was made on the day of the proposed event to cancel. The fireworks exhibition had already been cancelled on the 4 December 2019 out of respect to fire fighters and people impacted by the bushfires. Council at its meeting on the 11 December 2019 resolved that in lieu of the fireworks exhibition the \$4,500 be distributed amongst the 14 Rural Fire Service Brigades located in the Cessnock Local Government Area.	Community and Cultural Engagement Manager
1.1.4.d	Organise the City of Cessnock Hall of Fame 2019-20 nominations process and induction ceremony.	60%	Initial call for nominations closed 13 September 2019. No eligible applications were received. The nomination round has been reopened, with media and communications to promote the round throughout the call for nominations and will close March 2020.	Community and Cultural Engagement Manager
1.1.4.e	Organise ceremonies (and associated activities) for civic events such as Australia Day, Mayoral Scholarships and Citizenship presentations.	40%	Preparations and organisation on track for Australia Day Awards and Citizenship Ceremony.	Executive Assistant to General Manager



## 1.2: Strengthening community culture

### 1.2.1: Continue to promote the range of community services across the local government area

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.2.1.a	Increase community connectivity through strengthening Council's social media presence.	50%	Council's Social Media Presence continues to grow. Council's Facebook page is currently at 7959 likes and 8,407 follows. Council is also active on Twitter. It currently has 2787 followers.	Senior Media and Communications Officer
1.2.1.b	Improve community awareness about Council's services through media and communications material, including Council's electronic platforms.	35%	During this period Council has published 20 news articles on its website. We have issued 20 media releases promoting the services of Council. A number of Council's services were promoted including but not limited to Council's Local Strategic Planning Statement, Annual Report, Christmas Appeal, Jeffries Park works, Mayoral Scholarships and the launch of a parking education campaign.	Senior Media and Communications Officer
1.2.1.c	Review and promote the Cessnock LGA Community Directory and Council's What's On Calendar.	65%	The existing Community Directory and What's On Calendar platforms will be replaced in 2020 as part of Council's new website. A Communications Plan will be developed to guide the promotion of the new tools.	Community and Cultural Engagement Manager

### 1.2.2: Collaborate with the community to develop and deliver services

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.2.2.a	Be an active member of collaborative network groups that strive for inclusive, safer and healthier	55%	The Unit is an active member of a number of collaborative networks and includes Cessnock Healthy Lifestyle Network,	Community and Cultural Engagement Manager



Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.2.2.b	Promote and administer Council's Community Cultural Development Dollar for Dollar Grant Scheme.	100%	<p>The Community and Cultural Development Dollar for Dollar Grant Scheme was promoted throughout August and the funding round closed 6 September 2019. 15 applications were assessed for funding with a total amount requested of \$34,012. The minutes of the Dollar for Dollar Grants Committee Meeting held 23 October 2019 with funding recommendations was adopted at the Ordinary Meeting of Council held 6 November 2019.</p> <p>12 projects were resolved to be funded and the total amount awarded was \$25,000. Applicants have been informed of the outcome.</p>	Community and Cultural Engagement Manager
<b>1.2.3: Commence implementation of the Community Infrastructure Strategic Plan</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.2.3.a	Liaise with community groups who operate from Council owned cultural facilities, to provide a welcoming, engaging, inclusive, safe and accessible environment.	55%	Council continues to liaise with community groups operating from Council owned cultural facilities with the purpose of working together to increase the overall use, access, safety and function of facilities for the wider community.	Community and Cultural Engagement Manager
1.2.3.b	Investigate options and pursue funding for the revitalisation of Marthaville Arts and Cultural Centre.	60%	Funding secured for fence replacement and includes Council funding and contributions from adjacent property owners. Fencing replacement occurred September for 3	Community and Cultural Engagement Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.2.3.c	Pursue funding opportunities for facility upgrades at CPAC to ensure it remains a high quality cultural venue.	60%	<p>sides of the property. The front fencing requires replacement and will be in accordance with heritage requirements. A costing for renovation works to the Timber Shed Hut has been sourced and was tabled to the Cultural Facilities Committee Meeting held December 2019.</p> <p>Funding application submitted for kitchen upgrade with commercial quality appliances and fixtures to the Stronger Country Communities Funding Grant. Preliminary design concepts for the investigation of a cultural hub at CPAC received and tabled to the Cultural Facilities Committee Meeting held October. A project brief has been developed and made available to suppliers seeking indicative project and construction costs for the redesign of CPAC.</p>	Community and Cultural Engagement Manager
1.2.3.d	Continue with the preparation of a business case for an expanded Cessnock Library Branch, including investigating its location within a cultural hub.	100%	The Business Case for an expanded Cessnock Library Branch was reported to the Cultural Facilities Committee Meeting held December 2019. The Business Case presented a number of options including locations and will be further considered for inclusion in the next Delivery Program.	Community and Cultural Engagement Manager
<b>1.2.4: Provide a range of community, sporting and aquatic facilities</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.2.4.a	Promote and deliver Council's Dollar for Dollar programs to community groups including the eligibility criteria for infrastructure projects that seek	75%	The majority of dollar for dollar funds allocated in the first round 2019. Tidy Towns	Open Space and Community Facilities Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.2.4.b	<p>to improve Council owned and/or managed community facilities to be welcoming, engaging, inclusive, safe and accessible.</p> <p>Prepare and submit applications for funding to improve and/or construct community, sporting and aquatic facilities.</p>	75%	<p>dollar for dollar program to host another round in 2020.</p> <p>Funding submissions this quarter</p> <ul style="list-style-type: none"> <li>Stronger Country Community Fund</li> <li>Splashpad for Cessnock Pool</li> <li>Regional Skatepark for Mt View park</li> <li>Amenity Building at Birralee Oval Kurri Kurri</li> <li>Bluey Frame Park</li> <li>Assisted Branxton Lions Club – Community Hub at Branxton Hall</li> </ul> <p>Community Building Partnership Grant</p> <ul style="list-style-type: none"> <li>Drain Oval Cessnock storage improvements</li> <li>Playground upgrade at Brunner Park Branxton</li> <li>Assisted Rotary Club of Kurri Kurri with an application for Fitness Stations at Maybury Peace Park Weston</li> </ul> <p>Everyone Can Play</p> <ul style="list-style-type: none"> <li>Playground upgrade at Brunner Park Branxton</li> </ul> <p>Swimming Australia</p> <ul style="list-style-type: none"> <li>LTS for persons with a disability</li> </ul> <p>Infrastructure Grants Program</p> <ul style="list-style-type: none"> <li>Miller Park Community Hub</li> </ul>	Open Space and Community Facilities Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.2.4.c	Support community groups to manage facilities in conjunction with Council	75%	NSW Regional Communities Development Fund Mountain Bike Precinct at Neath  Working with sporting groups on Level 1 and proposed Level 2 water restrictions to ensure that they comply with Hunter Water requirements.	Open Space and Community Facilities Manager
<b>1.2.5: Develop and implement adopted masterplans for community facilities</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.2.5.a	Continue to develop and implement masterplans for community, sporting and aquatic facilities.	75%	Masterplans for Cessnock Pool and Greta Central Oval adopted. Masterplans under development include Baddeley Park Cessnock, Carmichael Park Bellbird and Weston Bears Park. Implementation of Masterplans for Miller Park and Bridges Hill Cessnock well underway due to external funding opportunities.	Open Space and Community Facilities Manager
<b>1.2.6: Provide a variety of affordable interment options to the community</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.2.6.a	Implement the Cessnock City Council Cemeteries Masterplan.	75%	Ongoing through the delivery of capital works projects listed in the Operational Plan including Kurri Kurri Lawn Cemetery Stage 2, installation of seating at Wollombi Cemetery and signage at others.	Open Space and Community Facilities Manager



### 1.3: Promoting safe communities

#### 1.3.1: Participate in collaborative partnerships to prevent crime

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.3.1.a	Participate on the Cessnock City Liquor Accord and Community Safety Precinct Committee	50%	Liaised with members of Liquor Accord during first two quarters.	Infrastructure Manager

#### 1.3.2: Carry out regulatory and education programs to protect residential amenity and community health and safety

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.3.2.a	Assess requests for additional, changes to existing and special event alcohol-free zones across the LGA	50%	Implemented special event signage for the Postie Bike Grand Prix in Nov 2019	Infrastructure Manager
1.3.2.b	Conduct internal driver awareness sessions.	30%	Recruited new Road Safety Officer during second quarter. Internal Driver Awareness Session to be coordinated in 3rd quarter.	Infrastructure Manager
1.3.2.c	Conduct Graduated Licensing Scheme Workshops for supervisors and learners drivers.	50%	Conducted workshop.	Infrastructure Manager

#### 1.3.3: Continue to comprehensively and professionally process construction certificates and complying development certificates

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.3.3.a	Comprehensively and professionally process construction certificates and complying development certificates	50%	Council's building certification team assess and determine planning and building related applications. For 2019, Council processed 350 construction certificates (CC's) and 15 complying development certificates (CDC's) approved within the area. This equates to 55% of all CC's and 5% of all CDC's. The remainder have been determined by private certifiers.	Health and Building Manager



**1.3.4: Continue implementation of local government road safety projects from the Road Safety Strategic Plan 2014-2018**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.3.4.a	Deliver road safety education and awareness programs under the joint Local Government Road Safety Program	50%	Prepared media release and arranged preparation of brochure regarding use of the Share Zone in Cessnock CBD.  Undertook a number of school zone investigation and design works to improve safety around School Zones.	Infrastructure Manager
1.3.4.b	Implement the Road Safety Strategic Plan 2019-23	50%		Infrastructure Manager

**1.3.5: Improve the safety of the road network**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.3.5.a	Provide designs and documentation for traffic facilities and road works to improve the safety of the road environment	50%	Carried out investigations and community consultations, provided designs and implemented solutions through the Local Traffic Committee process.	Infrastructure Manager
1.3.5.b	Assess applications for over mass, over size vehicle movements within the LGA.	50%	Assessed applications as received and continued liaison with the National Heavy Vehicle Regulator.	Infrastructure Manager
1.3.5.c	Research and respond to road safety and road engineering enquiries	50%	Responded to crms as received to meet time frames, prioritised investigation and detailed responses and ensuring action according to predetermined road safety criteria.	Infrastructure Manager
1.3.5.d	Prepare reports for and facilitate the Local Development Committee (Traffic)	50%	Assessed impacts of development, consulted with Development Services, conducted site inspections, prepared reports	Infrastructure Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.3.5.e	Prepare reports for and facilitate the Local Traffic Committee	50%	and facilitated Local Development Committee (Traffic) as necessary. Researched and prepared reports to monthly Local Traffic Committees and generated work orders for implementation of approved treatment by Council.	Infrastructure Manager
1.3.5.f	Collaborate with partners to develop and maintain a street light network to improve the safety of the road network.	50%	Assessed applications as received.	Infrastructure Manager

#### 1.4: Fostering an articulate and creative community

##### 1.4.1: Develop and deliver the annual Cessnock Performing Arts Centre season program

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.4.1.a	Deliver an engaging Cessnock Performing Arts Centre season with programming strategy that considers Council's community plans, diversity and inclusion.	70%	Preparations for 2020 Season programming well underway with promotional collateral launched including the 2020 Season Program made available to the community. The 2020 Season includes a number of programs that engage children.	Community and Cultural Engagement Manager
1.4.1.b	Deliver programs at Cessnock Performing Arts Centre that engage children and young people in cultural expression.	55%	Hunter Drama uses the venue and assists to engage with youth programming. The 2020 Season program includes a number of children's performances. Opportunities are being scoped for CPAC's inclusion in Youth Week 2020.	Community and Cultural Engagement Manager

1.4.2: Continue implementation of the priority projects from the Cessnock City Library Review, Report & Strategy				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
1.4.2.a	Develop and promote Cessnock City Library digital services.	60%	E-lending has increased considerably. The Cessnock City Library Facebook site is regularly used to promote e-resources and the 'My 24/7 Library'.	Community and Cultural Engagement Manager
1.4.2.b	Develop and deliver diverse and inclusive lifelong learning programs, arts and local history exhibitions at Cessnock Library and Kurri Kurri Library Branches.	60%	The use of the Cessnock Library Branch foyer for art displays and exhibitions has been well received by the community with a number of bookings in place including bookings for 2020. A Talking History 2020 Events program has been developed and lists a number of activities including Library Basement Tours, History Exhibitions and History Walks. The event program is being promoted on the Library's website.	Community and Cultural Engagement Manager
1.4.2.c	Progress next stage access improvements at Cessnock Library Branch including installation of a lift at Cessnock Library Branch.	55%	Project is being facilitated by Public Works and has included a structural assessment for where the lift is proposed to be installed.	Community and Cultural Engagement Manager
1.4.2.d	Finalise the internal redesign of the Kurri Kurri Library Branch enhancing it as a modern and accessible facility for library users.	85%	The Kurri Kurri Library is looking fresh and modern with all internal works near complete. Planning is underway for the installation of air-conditioning in the meeting room and the works are scheduled for 2020.	Community and Cultural Engagement Manager

Measure	Target	Actual	Comments	Responsible Officer
Aquatic Facility Patronage (Braxnton) - This is a measure of attendance and utilisation of Braxnton Aquatic facility. Number of customers per annum. This data is sourced from attendance data.  This measure was 25,771 in 2016-17.	>25,800	5,149	Total annual attendance 11,386 as at 31 December 2019	Open Space & Community Facilities Manager
Aquatic Facility Patronage (Cessnock) - This is a measure of attendance and utilisation of Cessnock Aquatic facility. Number of customers per annum. This data is sourced from attendance data.  This measure was 42,102 in 2016-17.	>42,150	6,889	Total annual attendance 19,136 as at 31 December 2019	Open Space & Community Facilities Manager
Aquatic Facility Patronage (Kurri Kurri) - This is a measure of attendance and utilisation of Kurri Kurri Aquatic & Fitness Centre. Number of customers per annum. This data is sourced from attendance data.  This measure was 120,000 in 2015-16.	>120,000	12,515 for December	YTD 51,700	Open Space & Community Facilities Manager
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. Base 12,028 in 2015.	Maintain	8,199	Dance season was held November and December.	Community & Cultural Engagement Manager
Engagement with young people - This measure is the number of young people attending and participating in structured programs and drop-in	Maintain	4,199	The drop in youth program at Kurri Kurri Library has been well received. The school holiday program for	Community & Cultural Engagement Manager

Measure	Target	Actual	Comments	Responsible Officer
<p>services with CYCOS each year. 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>			October offered a diverse range of activities.	
<p>Library Programs - This measure is the number of programs offered at Council's libraries. This data is sourced from NSW Public Libraries statistics.</p> <p>This is a measure of the libraries engagement with the community for the purpose of both recreation and education.</p> <p>In 2014-15 the median for NSW public libraries was 563 programs. Base 810 programs in 2014-15.</p>	>NSW Median	552	Author talks well received by the community.	Community & Cultural Engagement Manager
<p>Library Programs - This measures the number of attendees at library programs. This data is sourced from NSW Public Libraries statistics.</p> <p>This is a measure of the libraries engagement with the community for the purpose of both recreation and education.</p> <p>In 2014-15 the median for NSW public libraries was 11,582 attendees. Base 15,582 attendees in 2014-15.</p>	> NSW Median	14,231	The library had a diverse range of programming for children, young people and adults. The local history activities engages well with the community.	Community & Cultural Engagement Manager
<p>NAIDOC Week - This measures the diversity and growth of activities offered on the NAIDOC Week calendar. Number of activities listed in NAIDOC Week event calendar.</p> <p>The target measure was 10 in 2015-16.</p>	Increase	18	Achieved above measure. Item complete.	Community & Cultural Engagement Manager



Measure	Target	Actual	Comments	Responsible Officer
NAIDOC Week - This measures the engagement with the community during NAIDOC Week. Number of attendees at Council hosted NAIDOC Week events.  This measure was 2,800 in 2016-17.	Maintain	1,580 at Council hosted events but over 2,500 for entire program.	NAIDOC Week 2019 complete.	Community & Cultural Engagement Manager
Participation in major civic and community events and programs. - This measure is the number of community members attending and participating in major civic and community events and programs provided by CPAC each year. Base 2,500 in 2015.	Increase	1,081	Spring Awakening estimated participation 750. Adverse weather conditions impacted on the event. The 2019 Carols in the Park event was cancelled on the event day due to air quality concerns associated with the bushfires.	Community & Cultural Engagement Manager
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%	20 Completed in December.	120 Public pool and spa inspections scheduled between November and February.	Health & Building Manager
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	100%	91% of inspections scheduled for December were	YTD - 96% of Regulatory premises inspections scheduled year to date have been completed. (162 of 169)	Health & Building Manager

Measure	Target	Actual	Comments	Responsible Officer
<p>inspections, skin penetration inspections etc.</p> <p>This is a measure of Council's contribution to the health and safety of the community.</p> <p>In 2015-16 there were 732 inspections and 95% of programmed inspections were carried out.</p>		completed. (32 of 35)		
<p>Seniors Week - This measures the diversity and growth of activities offered on the Seniors Week calendar. Number of activities listed in Seniors Week event calendar.</p> <p>The target measure was 15 in 2015-16.</p>	Increase	0	To be held February 2020.	Community & Cultural Engagement Manager
<p>Seniors Week - This measures the engagement with the community during Seniors Week. Number of attendees at Seniors Week events.</p> <p>This measure was 1,500 in 2016-17.</p>	Maintain	0	To be held February 2020.	Community & Cultural Engagement Manager
<p>Youth Week - This measures the diversity and growth of activities offered on the Youth Week calendar. Number of activities listed in Youth Week event calendar.</p> <p>The target measure in was 15 in 2015-16.</p>	Increase	0	To be held in 2020.	Community & Cultural Engagement Manager
<p>Youth Week - This measures the engagement with the community during Youth Week. Number of attendees at Youth Week events.</p> <p>This measure was 1,800 in 2016-17.</p>	Maintain	0	To be held in 2020.	Community & Cultural Engagement Manager

## 2: A sustainable and prosperous economy

### 2.1: Diversifying local business options

#### 2.1.1: Undertake a follow-up Business Capability Study (to include trend analysis) and a Liveability Study

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
2.1.1.a	Deliver the Business Capability Study and develop a toolkit to support the project.	95%	Report to Council with Draft Report for 11 December 2019 to support Grant Acquisition with Australian Government. A business capability study was undertaken, determining how many businesses operate within the region, their size, employment capacity, digitisation, export/ import status, skills shortages, performance and optimism. It strategically allows ongoing growth opportunities and capacity building. The Economic Development Unit identified 3017 businesses, engaged with 899 businesses and 713 businesses completed the survey surpassing expected target of 600. The project will allow further projects and strategy to be developed with this research as a basis to responsive programming. A Business engagement toolkit was also drafted based on learnings of the consultative approach to economic development. The toolkit can provide economic development practitioners around Australia with insight and a model into strategies in responsive business engagement.	Economic Development Officer
2.1.1.b	Scope and prepare for the renewal of a city wide Economic Development Strategy which prescribes a	20%	Research being collated to scope strategic frameworks in order to engage consultants	Economic Development Officer

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
	clear strategic framework for diverse and sustainable economic development outcomes, subject to funding.		to support the preparation of a new strategy and supporting plans. To be co-funded by a grant secured from the Australian Government.	
<b>2.1.2: Identify opportunities and advocate for economic development and infrastructure funding</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
2.1.2a	Undertake research for economic analysis and reporting, prepare publications, submissions, and discussion papers and collate economic development information pertaining to major funding attraction.	50%	Mayor addressed Select Committee on Jobs for the Future in Regional Areas Inquiry into "New industries and employment opportunities that can be created in regions," following the submission. Detailed submission made into the Strategic Review of Resources for Regions program in NSW. Extensive support and research to bolster application to Growing Local Economies Fund for Cessnock Airport. Business Capability Study in draft form ready for adoption.	Economic Development Officer
<b>2.1.3: Implement a Business Investment Attraction Program</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
2.1.3.a	Maintain the Advance Cessnock City business investment attraction resources.	40%	Attended Hunter Joint Organisation and Regional NSW Economic Development network to discuss regional business investment attraction approaches. Business Capability Study draft report has identified further leads to refine.	Economic Development Officer
2.1.3b	Implement the Business Investment Attraction Program, cooperate with Advance Cessnock	30%	The Advance Cessnock City platform has allowed a strategic approach to business	Economic Development Officer



Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
	partners and the NSW Investment Concierge to facilitate and accommodate investment leads.		investment attraction to target jobs-rich industries that complement existing businesses. Resources are maintained and utilised, investment enquiries are supported via the resources.	
<b>2.1.4: Provide support for activation of commercial centres, business engagement, promotion and support for business growth</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
2.1.4a	Support Advance Cessnock City partnership through providing economic development grants and sponsorship for projects which improve the business environment, build capacity and capabilities amongst businesses, stimulate investment, enterprise and job creation as well as enhance the city's image.	30%	Economic Grants and Sponsorship program is now administered for 2019/20 in line with the Town Coordinator Committee.	Economic Development Officer
2.1.4b	Support and nurture existing economic activity in the city through Advance Cessnock City, collaborate with Advance Cessnock partners and foster sustained business productivity, growth and employment through business engagement opportunities and projects.	30%	"Cessnock Under Construction" supported business continuity during construction disruption. Best practice business engagement informing the entire business community of planning and strategy during the CBD works. Doing business with Council delivered. Ongoing support through Advance Cessnock City.	Economic Development Officer
<b>2.2: Achieving more sustainable employment opportunities</b>				
<b>2.2.1: Develop and communicate employment-related information to businesses</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
2.2.1.a	Maintain the Advance Cessnock City news, continue to provide critical and relevant information to	30%	Ongoing - Advance Cessnock City dedicated business portal maintained and engagement from businesses continues.	Economic Development Officer



Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
	businesses, and increase the resources on the Cessnock City Jobs Portal.		Cessnock City Jobs Portal being refined in conjunction with key agency partners, updating resources ready to soft launch to businesses.	
<b>2.2.2: Undertake a Skills Needs Analysis and collaborate with State and Federal Governments to promote employment</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
2.2.2.a	Collaborate with governments, training and employment agencies and maintain online resources for businesses, and promote employment and training outcomes.	30%	Network of training bodies and employment agencies convened to respond to findings of the Economic Development Unit's Cessnock City Skills Audit 2018. TAFE partnership negotiated with Advance Cessnock City with training packages being developed to respond to business needs. Meetings held with network to progress opportunities for unemployed populations, and find synergies on mutual issues such as employment programming and learn to drive programs. Jobs Portal being developed and refined in support of this deliverable. Over 50 attendees registered to attend the Greater Newcastle's Introduction to Exporting workshop co hosted by Cessnock City Council.	Economic Development Officer
<b>2.2.4: Provide and promote apprenticeships and traineeships within Council</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
2.2.4.a	Implement a graduate program in critical functional areas.	30%	Framework and supporting documents currently underdevelopment.	Human Resources Manager

### 2.3: Increasing tourism opportunities and visitation in the area

#### 2.3.1: Collaboratively identify markets and promote the local government area's tourism industry

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
2.3.1.a	Continue to support product development opportunities, diversification of the market, and promote the growth of industry capacity in the visitor economy.	30%	Photography and media development project underway to renew visual media catalogue. Council resolved to host NSW Golf Regional Qualifier Events in 2019, 2020, and 2021, with resources allocated to foster collaboration to cross promote golf experiences through the Hunter Valley Visitor Information Centre. Golf brochure readying to production.	Economic Development Officer
2.3.1.b	Provide support to funding submissions for the visitor economy, including Destination NSW funding.	30%	Support provided to Major Cooperative Campaign: Here's to the Good Life. Council's pledge commitment resolved for when DNSW releases funding rounds.	Economic Development Officer
2.3.1.c	Investigate opportunities for the Richmond Main site to become an eco-tourism/outdoor adventure hub that would co-exist with the current and heritage use of the site.	0%	Support provided to promote the Hunter Valley in AIME 2019.  Senior Strategic Property Specialist recruited. Project to commence January 2020	Strategic Planning Manager

#### 2.3.2: Promote and grow the Hunter Valley Visitor Centre

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
2.3.2.a	Provide quality visitor services to Level 1 Accreditation standards under the Accredited Visitor Information Centre network.	50%	Continuing to closely adhere to standards for responding to visitor requests, whether by social media, phone call in person. The Team has received increased contact in	Economic Development Officer

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
			regard to the recent fires, providing appropriate and timely information to assist the visitors with their travel decisions. Feedback via Google, Guest Book continues to be at a consistently high standard, with no complaints received. We are looking at ways to improve customer service further through interaction and observation of other customer service providers.	
2.3.2.b	Take a strategic approach towards supporting the financial sustainability of the Hunter Valley Visitor Information Centre, whilst promoting increased visitation into the centre, and offering value to businesses under Fee for Service and marketing initiatives.	85%	All income items from the approved budget are on track. Action for renewal of existing Fee For Service clients has been completed, with focus now on opportunities for new businesses. All A2 advertising poster positions have been booked and paid for the 2019-20 financial year. Gift Shop turnover is on target as at 30 November 2019. Team is focusing on visits to the HVVIC website to encourage increased visitation.	Economic Development Officer
2.3.2.c	Support local suppliers including micro and small businesses (as well as businesses who identify as Aboriginal) through the Hunter Valley Visitor Information Centre gift shop.	70%	Regular contact with both existing and potential local suppliers for the Gift Shop is continuing. Quarterly stock take conducted at end of November 2019 with payment to suppliers for stock sold. Marketing initiatives are taken for display and rotation of stock with interaction and education of suppliers in order to maximise sales.	Economic Development Officer

**2.3.3: Support major community events and festivals**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
2.3.3.a	Assess requests associated with major community events and festivals, including use of public road reserve open space and assets.	50%	Assessed applications as received, liaised with applicants and stakeholders, complied with notification requirements and advertising, provided conditions of consent and previewed debrief reports where received.	Infrastructure Manager

**2.3.4: Commence implementation of the Vineyard Signage Strategy**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
2.3.4.a	Implement the strategy to replace the existing Vineyards mapping system subject to grant funding being received.	50%	Installed Gateways, Information Bays, Suburb Entry Signs, street name, community facility blades and directional pictograms for visitor information, in accordance with two successful grant applications, being the Federal Government's Building Better Regions Fund (BBRF) and Restart NSW, Regional Growth - Environment and Tourism Fund (RGETF).	Infrastructure Manager

Measure	Target	Actual	Comments	Responsible Officer
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.	28,000	1928	July to December 2019 running total is 18,004, an increase of 27.14% on same period in 2018-19.	Economic Development Officer



Measure	Target	Actual	Comments	Responsible Officer
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.	398,000	31,320	Measure is standardised page views. Work is continuing with the provider to review SEO opportunities, and improve the level of engagement with potential visitors. Running total from July to December 2019 is 239,770.	Economic Development Officer
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	2.93	Community Survey undertaken March 2019	Economic Development Officer
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.	>100,000	23,453	Figures are less than the target for first three months, mainly due to drop off in August (7,444) and September (7,026). July was 8,986. September (7026) and November (6637) has been slowing, with a busy October (8637) showing the impact of the long weekend and School Holiday period. December showed some recovery despite uncertain conditions with bushfires in the region deterring visitation. July to December 2019 are showing 46,089 total door count.	Economic Development Officer



### 3: A sustainable and healthy environment

#### 3.1: Protecting and enhancing the natural environment and the rural character of the area

##### 3.1.1: Finalise Cessnock City Planning Strategy and commence implementation

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.1.1.a	Finalise the Cessnock City Planning Strategy	50%	Council Draft Local Strategic Planning Statement out on public exhibition, community engagement until early February 2020.	Strategic Planning Manager
3.1.1.b	Commence review of Cessnock LEP 2011	0%	To be commenced pending finalisation of the LSPS (replacing Cessnock City Planning Strategy)	Strategic Planning Manager

##### 3.1.3: Progress the review of land use planning controls within the vineyard district

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.1.3.a	Finalise the review of land use planning controls within the vineyard district.	35%	Working Group meeting held 26 November 2019. Discussion paper reviewed. Master/strategic Plan with high level description of character areas to be prepared and presented to Working Group meeting in first quarter of 2020, then report to Council seeking exhibition.	Strategic Planning Manager

##### 3.1.4: Continue Implementation of the Biodiversity Strategy

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.1.4.a	Implement the Biodiversity Strategy Communication Plan to improve community awareness, including delivery of 'Our Bushland' Environmental Trust grant project.	75%	Held business engagement workshop 19/11/2019 at Pokolbin Community Hall with 6 business representatives and agency staff (DPIE, Bird Life Aust). (Clr Gray also in	Special Projects Officer, Waste Services

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
			Facilitator's report received and forwarded to Economic Development for information purposes.	
<b>3.1.5: Continue to implement the Carbon Management &amp; Energy Reduction Strategy</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.1.5.a	Develop an action plan for Council's Revolving Energy Fund.	50%	Draft Action Plan developed. DPIE funding to implement the Plan postponed until late 2020; after Round 1 assessment completed.	Special Projects Officer, Waste Services
<b>3.1.6: Manage the risks to climate change and improve resilience to extreme weather events, flooding, bushfire, mine subsidence and land contamination</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.1.6.a	Adopt a Climate Change Policy	35%	Briefing of ELT 15 January 2020, Councillor briefing first briefing February with report to second meeting February 2020.	Strategic Planning Manager
3.1.6.b	Adopt a contaminated land policy and procedures	35%	Briefing ELT 15 January 2020, Councillor briefing scheduled for first briefing in February 2020 with report to second Council meeting in February 2020.	Strategic Planning Manager
3.1.6.c	Develop Remedial Action Plans for high priority sites and report outcomes to Council for consideration.	40%	Tenders assessed and awarded for remediation of Council former waste sites- Council Report WI 74/2019. Site inspections undertaken and assessment/analysis work commenced.	Special Projects Officer, Waste Services

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
			EPA accredited Site Auditor for project appointed.	
3.1.6.d	Assess the flood impacts of development.	50%	Assessed DAs as referred from Development Services.	Infrastructure Manager
3.1.6.e	Raise community awareness of developing flood impacted land.	50%	Responded to enquiries, provided information via Council's website, and facilitated public meeting for residents.	Infrastructure Manager
<b>3.1.7: Manage Council's environmental assets</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.1.7.a	Implement the flying fox camp management plan, subject to grant funding	60%	Subsidy program finalised. Revised Draft Cessnock Flying Fox Camp Management Plan endorsed by Council for public exhibition, commencing January 2020. Stage 2 of Vegetation augmentation commenced.	Strategic Planning Manager
3.1.7.b	Identify, protect and manage Council's civil infrastructure with heritage significance.	0%		Infrastructure Manager
<b>3.1.8: Carry out regulatory and education programs to protect and enhance the natural environment and environmental health</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.1.8.a	Continue to implement the On-Site Sewage Management (OSSM) inspection program	50%	Council's Environmental Health Unit implements an environmental and public health focused program involving the monitoring and regulating of properties that have an onsite sewerage management system (eg septic tank). Systems are categorised and inspected based on their	Health and Building Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
			risk to the environment and/or public health. Inspection frequency ranges from yearly (high risk) to once every 7-10 years (low risk). Council has completed 90% the inspections scheduled for the December Period.	
3.1.8.b	Continue to implement the Regulatory Premises inspection program, including food shops, skin penetration premises and public swimming pools	50%	Council's Environmental Health Unit implements a public health focused program involving the monitoring and regulating of businesses selling food or high risk skin penetration beauty therapy/body art (eg tattooists). Businesses are categorised and inspected based on their public health risk and/or compliance history. Inspections are conducted at least annually but more frequently where required. Council has completed 91% of the inspections scheduled for the December period.	Health and Building Manager
3.1.8.c	Implementation of Council's companion animals education programs focusing on responsible pet ownership as per the Companion Animals Management Plan.	50%	During December Council's Rangers continued the "Keep Your Mate Safe - With Love Comes Responsibility" campaign aimed towards owners of Companion Animals. Education involves; Bus and bus stop advertisements, Social media and Council's website.	Health and Building Manager
3.1.8.d	Implementation of the Regional Weeds Action Plan	50%	On-going local program under the Regional Weed Action Plan. Approx 580 ha treated during November 2019.	Special Projects Officer, Waste Services
3.1.8.e	Continue community engagement and education relating to environmental initiatives	60%	State Tidy Town Awards held 1 - 3 Nov 2019 - approx 150 attendees from across the state	Special Projects Officer, Waste Services



Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
			<p>Mattress collection held Cessnock 9/11/2019 - 708 mattresses collected</p> <p>Compost giveaway at North Rothbury markets (2 pallets = 144 bags).</p>	
<b>3.1.9: Commence implementation of the priority recommendations from flood studies and risk management plans for major catchments in the local government area</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.1.9.a	Implement high priority projects from the Swamp/Fishery Creek Floodplain Risk Management Plan.	50%	Progressed Concept Design for the Swamp Creek Flood Warning System in accordance with the grant funding requirements.	Infrastructure Manager
3.1.9.b	Implement high priority projects from the Cessnock City/Black Creek Flood Risk Management Plan.	50%	Progressed successful negotiations with Subsidence Advisory NSW to further the outcomes of the Black Creek (Cessnock) Flood Risk Management Plan. Progressed the Concept Design for the Cessnock Flood Warning System.	Infrastructure Manager
3.1.9.c	Implement high priority projects from the Wollombi Flood Risk Management Study and Plan.	75%	Completed installation of equipment, prepared for commissioning.	Infrastructure Manager
3.1.9.d	Facilitate Council's Floodplain Management Committee.	50%	Facilitated 2 Floodplain Management Committee meetings and presented a number of reports.	Infrastructure Manager



Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.1.9.e	Implement high priority projects from the Greta/Anvil Creek Flood Study.	50%	Prepared for update of Council's waterRIDE software to incorporate the Greta Flood Study & Hunter River Study.	Infrastructure Manager
3.1.9.f	Continue the review of the Infrastructure Plan to suit planned expansion of new infrastructure for future development.	35%	Provided input to infrastructure planning for growth areas of Bellbird.	Infrastructure Manager
<b>3.1.10: Continue implementation of Council's Trunk Stormwater Drainage Strategy to protect and enhance the natural environment</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.1.10.a	Investigate and design works identified in the Stormwater, Waterway and Floodplain Strategy.	35%	Facilitated adoption of the Stormwater Management (Kerb & Gutter) Strategy in accordance with the Implementation Plan.	Infrastructure Manager
<b>3.1.11: Commence development of a street tree strategy</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.1.11.a	Finalise and implement the Cessnock City Council Street Tree Strategy.	20%	Framework completed and audit of street trees commenced.	Open Space and Community Facilities Manager
<b>3.2: Better utilisation of existing open space</b>				
<b>3.2.1: Implement the Recreation &amp; Open Space Strategic Plan 2018</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.2.1.a	Continue implementation of the recommendations from the Recreation & Open Space Strategic Plan 2018.	75%	A3.4.4 Collaboration with NPWS as well as A3.4.3 Collaborating with Neighboring Council's has been met through the	Open Space and Community Facilities Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.2.1.b	Develop an Off Leash Dog Exercise Area Strategy.	25%	development of the adopted Trails Strategy; A3.2.3 Develop and review Contributions Plans and Planning Agreements has been met through the significant work completed and large input into the citywide Section 7.11 Plan. A large amount of work has also been completed for open space areas within the Avery's Village and Huntlee Urban Release Areas; A2.1.4 Detailed designs and construction drawings have been completed for Millfield Skatepark; A3.2.1 Draft Masterplans have been developed for Baddeley Park, Carmichael Park & Weston Bears Park with community & Councillor engagement to place in January 2020.	Open Space and Community Facilities Manager
<b>3.2.2: Develop and update Plans of Management</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.2.2.a	Develop and update plans of management.	15%	Project partially commenced, Council resources have increased to enable this project to progress in first half of 2020.	Open Space and Community Facilities Manager

**3.2.3: Continue to implement the adopted masterplans for Council's recreation & community facilities and spaces**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.2.3.a	Continue to implement the adopted masterplans for Council's recreation and community facilities spaces including the Cessnock CBD Masterplan, Bridges Hill Masterplan, Kurri Kurri Cemetery and Gordon Williams Memorial Lawn Cemetery Masterplans.	50%	Ongoing through the delivery of capital works projects listed in the Operational Plan.	Open Space and Community Facilities Manager

**3.2.4: Provide and maintain recreation facilities, streetscapes and public open space**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.2.4.a	Undertake routine maintenance in accordance with schedules	75%	Ongoing through recurrent maintenance works however drought has affected routines and workloads have been adjusted to suit.	Open Space and Community Facilities Manager

**3.3: Better waste management and recycling**

**3.3.2: Commence construction of the landfill extension project**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.3.2.a	Investigate alternate capping technologies, remaining void space and current approval for existing landfill site.	60%	Additional field work undertaken to better inform extent of waste fill level, which will in turn inform the existing Landfill Closure Plan.	Special Projects Officer, Waste Services
3.3.2.b	Develop tender documents for Stage 1 of the landfill extension project.	60%	Stage 1 of the project is meeting Conditions of Development Consent. Importantly - Biodiversity offset approved by DPIE. Currently working to finalise survey and legal documentation (Restrictive + Positive	Special Projects Officer, Waste Services

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Comments relating to this condition of consent.	Responsible Officer
<b>3.3.3: Continuous implementation of the priority projects from the Waste Management Strategy 2014-19 and the EPA Waste Less Recycle More program</b>					
3.3.3.a	Undertake problem waste management strategies including safe sharps disposal, mattress drop-offs, community recycling centres and stations.	50%	<p>Mattress drop held 9/11/19 (708 collected)</p> <p>Compost giveaway Nth Rothbury (markets) 2 Pallets 144 bags</p> <p>Community Recycling Centre (CRC) education now being coordinated via Hunter JO to provide unified and coordinated messaging</p>		Special Projects Officer, Waste Services
3.3.3.b	Develop policies and procedures to increase the efficiency of waste services, including missed bins, multi-unit dwellings, community exemptions and public place bins.	50%	<p>Planned November 2019 Briefings postponed to align with new briefing and reporting processes. Will be included as part of briefing around Waste &amp; Resource Recovery Strategy 2020 - 25 which is due in the first quarter 2020.</p> <p>Draft kerbside collection run manual developed in consultation with staff to increase efficiency of collection.</p> <p>Exemptions to waste fees put in place following EPA notification following local fires.</p>		Special Projects Officer, Waste Services



Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.3.3.c	Project manage the development of waste management and recycling facilities in accordance with the Waste Management Strategy 2014-19.	50%	Provided Project Management services for Wash Down Bays and Staff Amenities.	Infrastructure Manager
<b>3.3.4: Update the Waste Management Strategy for the period 2020-24</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.3.4.a	Present finalised Waste Management Strategy for the 2020-24 period to Council for adoption.	60%	Councillor briefing postponed to February 2020. Public exhibition of draft strategy to follow with final report due back to Council for adoption.	Special Projects Officer, Waste Services
<b>3.3.5: Continue to implement programs that target litter and illegal dumping</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
3.3.5.a	Participate in the regional illegal dumping (RID) squad.	50%	On going regional program.	Special Projects Officer, Waste Services
3.3.5.b	Undertake litter reduction projects and illegal dumping clean-ups and prevention, subject to grant funding.	70%	Clean up of National Park land (Old Matland Rd) conducted 3/1/2019. Site signage erected at Baddeley Park Cessnock. Progress report submitted to & approved by EPA.	Special Projects Officer, Waste Services



Measure	Target	Actual	Comments	Responsible Officer
Biodiversity, sustainability and natural resource matters - This is the measure of decreased energy consumption in council properties. The number of megawatt hours used. This data is sourced from energy account data. 1369 MW hrs 2016-17.	Decrease	683 MW		Environment and Waste Services Manager
Biodiversity, sustainability and natural resource matters - This measure is the number of people engaged in biodiversity, sustainability and natural resource workshops, presentations and consultation. The number of people attending workshops, presentations and consultations.	1,000	400		Environment and Waste Services Manager
Completion of Capital Works Program (Recreation) - This measure is the number of completed projects divided by the total number of projects of the current adopted Recreation & Buildings Capital Works Program. Base 64%.	>85%	92% 2018-19	Reported annually	Open Space & Community Facilities Manager
Environmental health and protection inspections - This measure is the number of on-site sewage management systems 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% in 2015-16.	>80%	90% of inspections scheduled for December were completed. (48 of 53)	YTD - 98% of OSSM inspections scheduled year to date have been completed. (436 of 444)	Health and Building Manager

Measure	Target	Actual	Comments	Responsible Officer
Illegal dumping - This is a measure of community engagement reporting illegal dumping. This is a measure of illegal dumping sites reported. This data is sourced from RID online entries.	Increase	107 reports	Reported at December and June Review	Environment and Waste Services Manager
Waste & Recycling - This is a measure of increased Resource Recovery at Cessnock Waste Management Centre. The number of tonnes recycled and re-processed from Cessnock Waste Management Centre. This data is sourced from weigh bridge data.	Increase	1,250.18 t		Environment and Waste Services Manager
Waste & Recycling - This is a measure of the diversion of problem waste from landfill. The number of tonnes of problem waste collected at Cessnock Community Recycling Centre. This data is sourced from the EPA and Toxfree service data.	Increase	79.68 t		Environment and Waste Services Manager
Waste & Recycling - This is a measure of the diversion of waste from landfill. The overall percentage diversion of waste from landfill. This data is sourced from service contractors and weigh bridge data.	Increase	30%		Environment and Waste Services Manager
Waste & Recycling - This is a measure of the number of domestic waste collection services provided by Council. In 2015-16 there were 21,022 domestic waste collection services.	Increase		Measure updated annually	Environment and Waste Services Manager

Measure	Target	Actual	Comments	Responsible Officer
This data is sourced from the annual rates data.				
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 and Australian Native Landscapes service data. Base 5501t in 2015-16.	11,300t	1,905.61 tonnes recycling; 1,997.22 tonnes organics	Kerbside recycling tonnages are down as a result of the introduction of the CDS (approx 400t in 1st & 2nd quarter) Organics volumes impacted by dry weather conditions. Despite challenging conditions the kerbside diversion rate is 38%.	Environment and Waste Services Manager

## 4: Accessible infrastructure, services and facilities

### 4.1: Better transport links

#### 4.1.1: Advocate for increased road, public and community transport and associated infrastructure funding

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
4.1.1.a	Prepare applications for available grant funding to improve commuter, freight and tourism transport links.	75%	Submitted applications for external grant funding under Restart NSW Fixing Country Roads Round 2 program for upgrade of Sandy Creek Road, Upgrade Weston By-pass, and George Booth Drive Route Assessment.	Infrastructure Manager
4.1.1.b	Prepare funding applications for upgrades of public transport stops	100%	Prepared and submitted application for upgrades of public transport stops under the Country Passenger Transport Infrastructure Grants Scheme for 2020-21.	Infrastructure Manager

#### 4.1.2: Commence implementation of the Traffic & Transport Strategy

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
4.1.2.a	Continue investigate and design for high priority projects from the Traffic & Transport Strategy.	35%	Progressed Concept Design 4 lane 2 way treatment.	Infrastructure Manager

#### 4.1.3: Commence implementation of the Pedestrian Access & Mobility Plan

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
4.1.3.a	Implement the following high priority pathway project from the Pedestrian Access & Mobility Plan. - Bridge Street, Cessnock pathway (stage 2)	20%	Progressed preparation of application for external grant funding under the RMS Walking and Cycling Program 20/21 to increase scope of project to shared pathway on Bridge Street with connection	Infrastructure Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
			to Cessnock Public School and Bridges Hill Park.	
<b>4.1.4: Commence implementation of the Cycling Strategy</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
4.1.4.a	Investigate and design the following high priority project from the Cycling Strategy. - Maitland Road to Wine Country Drive off road pathway.	15%	Developed Concept Design, progressed Preliminary Design and cost estimates for inclusion in application of external grant funding under RMS Walking and Cycling Program 20/21 Program.	Infrastructure Manager
4.1.4.b	Develop a Trails Strategy	75%	Strategy to be publicly exhibited late January 2020 for adoption by 30 June 2020.	Open Space and Community Facilities Manager
<b>4.1.5: Contribute to the investigations and planning for the Richmond Vale Rail Trail</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
4.1.5.a	Progress the trail concept development for the Richmond Vale Trail.	25%	Council briefed in December on the project progress and resources required to progress the concept. A report to be considered early 2020 on scope, resources and timeframe.	Open Space and Community Facilities Manager
4.1.5.b	Participate in the Richmond Vale Rail Trail working group.	0%	Working group coordinated by Newcastle City Council. Officers awaiting meeting dates.	Open Space and Community Facilities Manager



#### 4.2: Improving the road network

##### 4.2.1: Develop prioritised capital works programs in line with adopted asset management plans

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
4.2.1.a	Develop prioritised Capital Works Programs in line with adopted Asset Management Plans.	35%	Prepared Prioritisation Spreadsheets for asset classes to contribute to future Capital Works Programs.	Infrastructure Manager
4.2.1.b	Review and update Road Network Asset Management Plans.	50%	Completed inventory and data collection, and progressed condition assessment.	Infrastructure Manager

##### 4.2.2: Deliver prioritised on-ground capital works and maintenance programs

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
4.2.2.a	Investigate alternative treatments for maintenance and construction works	25%	Investigating alternative material additives.	Works and Operations Manager
4.2.2.b	Undertake in-house design and document road work, bridges and culverts to meet required service levels for the Capital Works Program.	30%	Continued design and documentation of works scheduled in current Capital Works Programs.	Infrastructure Manager
4.2.2.c	Deliver Capital Works Program.	25%	Progressed delivery of Capital Works (Completed= 8, in progress = 29).	Infrastructure Manager
4.2.2.d	Deliver capital works projects.	25%		Works and Operations Manager
4.2.2.e	Continue to review the maintenance inspection regime (using technology for recording inspections and works) and integrate results with other corporate systems.	25%	Reviewing Reflect and investigating Recover software. Meeting scheduled with Director W&I in Jan 2020 to outline the resources required and present a proposal to implement the Recover system and procedures as it relates to disaster management.	Works and Operations Manager

**4.2.3: Continue to improve support services and facilities to assist works delivery and service provision**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
4.2.3.a	Complete the priority projects from the heavy plant and equipment service improvement project	25%	Ongoing following utilization reviews.	Works and Operations Manager
4.2.3.c	Progress the improvements identified in the Depot Masterplan	20%	Relocation of Plant office and small plant room.	Works and Operations Manager

**4.3: Improving access to health services locally**

**4.3.1: Advocate for health services on behalf of the community**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
4.3.1.a	Investigate grant funding opportunities to upgrade the kitchen facility at CYCOS to enable healthy cooking programs.	60%	Grant application submitted for Stronger Country Communities Funding Grant for a kitchen upgrade supporting the delivery of healthy cooking programs. The facility is occasionally used by service providers for cooking and life skills programs. The outcome of the application is expected to be known early 2020.	Community and Cultural Engagement Manager

Measure	Target	Actual	Comments	Responsible Officer
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% in 2015-16.	>100%			Finance & Administration Manager

Measure	Target	Actual	Comments	Responsible Officer
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 in June 2016.	Intermediate	Basic	Currently undertaking the Road Network Condition Survey.	Infrastructure Manager
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% om 2-15-16.	>100%			Finance & Administration Manager
Completion capital works program (roads, bridges and drainage) - This measure is the number of completed projects divided by the total number of projects of the current adopted Roads, Bridges & Drainage Capital Works Program. 84% in 2015-16.	>85%	89% 2018-19	Reported annually	Finance & Administration Manager
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%			Finance & Administration Manager

## 5: Civic leadership and effective governance

### 5.1: Fostering & supporting community leadership

#### 5.1.1: Foster professional development of Councillors

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.1.1.a	Develop and deliver a Professional Development Program for Councillors in line with OLG Guidelines, Council Policy and budget to support Councillors in their role.	50%	Proposed Councillor Training and Development Plan for 2020 to Sept 2020 and to report on the Councillor Training and Development Training undertaken in 2018/2019 to be presented to Council meeting 15 February 2020.  Following adoption of the proposed Plan the training can be delivered and individual plans for each Councillor can be created and approved.	Finance & Administration Manager

#### 5.1.2: Conduct pre-induction and induction programs for the 2020 local government election

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.1.2.a	Finalise the agenda and topic descriptions for pre-induction and induction programs for the 2020 local government election and develop a draft program.	30%	Draft Induction Training Plan has been drafted and is out for consultation with senior staff for feedback.	Finance & Administration Manager



**5.2: Encouraging more community participation in decision making**

**5.2.1: Commence implementation of the priority projects from the Communications & Engagement Strategy**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.2.1.a	Review and updated the Communications & Engagement Strategy.	5%	Strategy to be reviewed by Community Engagement Officer	Business Support and Customer Relations Manager
5.2.1.b	Finalise a Community Participation Plan by December 2019.	100%	Plan adopted by Council. Completed	Strategic Planning Manager

**5.2.2: Actively participate in and collaborate with Hunter Joint Organisation to promote the interests of the local government area**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.2.2.a	Actively participate in and collaborate with Hunter Joint Organisation to promote the interests of the LGA	40%	Mayor and General Manager Lotta Jackson attending scheduled meetings and sub committees as required.	Executive Assistant to General Manager

**5.2.3: Continue to monitor and respond to the State Government's local government reform program to improve the financial sustainability of councils**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.2.3.a	Monitor and respond to the State Government's local government reform program.	10%	Ongoing	Finance & Administration Manager

**5.2.4: Continue to support and monitor the operations of Section 355 committees**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.2.4.a	Meet with groups on a regular basis and provide assistance where required.	75%	Ongoing liaison as required. Recent examples include Weston Civic Centre and North End Hall (Cessnock) committees regarding planned renewal works.	Open Space and Community Facilities Manager



### 5.3: Making Council more responsive to the community

#### 5.3.1: Develop and commence implementation of the Customer Service Strategy sub-plans

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.1.a	Build an organisation which has a focus on the customer by having well trained staff who are committed to providing a quality service.	60%	Our Customer Relations team has continued to implement the Customer Service Program across the organisation. Skype for Business Training has been undertaken by the majority of the organisation. Team Leaders and Managers have completed formal leadership training and Domestic & Family Violence Awareness Training. Customer Service Team have completed training in relation to dealing with aggressive customers undertaking a number of role play scenarios.	Business Support and Customer Relations Manager

#### 5.3.2: Continue to conduct regular development consultation forums

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.2.a	Conduct regular development consultation forums	50%	Development Consultation Forum scheduled to be held on 8 April 2020. Topics and agenda to be confirmed.	Development Services Manager

#### 5.3.3: Continue to efficiently and effectively process development applications and respond to planning-related enquiries

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.3.a	Continue to efficiently and effectively process development applications and respond to planning-related enquiries	50%	This is an ongoing operational service. DA's (and related Applications) are processed effectively as indicated by average turnaround times and satisfaction surveys. Planning related inquiries are responded to	Development Services Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.3.b	Refine and expand the online lodgement of applications.	85%	<p>promptly and accurately through our Duty Planning Services, Development Assessment Officers and Pre-DA Meetings for prospective applicants.</p> <p>Training has been provided to key stakeholders in relation to lodging applications online using the NSW Planning Portal, with approx 75% of applications lodged during December received via the portal. Cessnock City Council was invited by DOPI to present at the South Coast ePlanning Forum. Promotional material has been emailed to key stakeholders via Business Support and Customer Relations promoting the portal as well as a standard script announced by the Contact Centre, brochures are available for duty officer to promote the portal which will be mandatory for lodging applications with Cessnock City Council in January 2020. Council's ePlanning working group has continued to test a number of options to undertake electronic inspections in the field, electronic processing of applications, automated document folders and Council has continued to work with the vendor to develop the middleware for the API integration between Council's corporate applications systems and the DOPI system.</p>	Business Support and Customer Relations Manager
5.3.3.c	Assess and mitigate the impact of traffic generated by development.	50%	Assessed and provided conditions of consent to mitigate the impacts of traffic generating development.	Infrastructure Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.3.d	Review and update Council's engineering requirements for development.	50%	Completed draft standard drawings for review.	Infrastructure Manager
<b>5.3.4: Develop and implement a strategic and operational internal audit plan</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.4.a	Develop and implement a strategic and annual internal audit plan	25%	To be progressed upon commencement of Internal Auditor	Director Corporate & Community Services
<b>5.3.5: Implement the Risk Management Strategy</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.5.a	Continue implementation of the Risk Management Strategy.	60%	On track. IRMS framework mapped to 21 system procedures. Eight IRMS system procedures approved by ELT. A further four system procedures are currently with the WHS Committee and Management team for feedback and review prior to being sent to the Strategic Risk and Safety Committee for final sign off. Risk register completed for Business Support and Customer Relations, Works & Operations, and Community and Cultural Engagement. Risk registers being developed for Environment and Waste, Health and Building, Strategic Planning, Human Resources and Finance and Administration.	Human Resources Manager

5.3.6: Implement systems and strategies to improve productivity across the organisation				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.6.a	Implement an electronic performance management system to improve productivity and integration across council.	55%	<p>The implementation of an electronic performance management system is currently being undertaken as part of the Human Capital component of introducing Pulse. Council's current paper based system has been replicated into the Pulse system. Some enhancements to the system needed to replicate Council's current system.</p> <p>The aim is to be using Pulse for the 20/21 Performance Review period and potentially the mid year check in for the 19/20 Performance Review period.</p>	Human Resources Manager
5.3.6.b	Implement a Leadership and Emerging Leaders training program.	30%	<p>Through the local Government Skill Set funding Council is putting a number of staff through leadership training and project management training. Still to do</p> <ul style="list-style-type: none"> <li>• Framework &amp; delivery pathway developed and endorsed</li> <li>• Specific topics mapped to operational / individual needs &amp; development</li> <li>• Units created in line with framework</li> <li>• Pilot facilitated capturing feedback</li> <li>• Mentor program built into framework</li> <li>• Endorsed and delivered by 30 June 2020</li> </ul>	Human Resources Manager

**5.3.7: Continue to educate staff on statutory compliance obligations**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.7.a	Implementation of the Statutory Compliance and Reporting Framework.	70%	Implementation of the Statutory and Reporting Framework is complete, this consists of developing and implementing the Compliance Management Plan, the Reporting annually to the Audit Committee. Currently options are being investigated as to the possible integration of the framework with the Corporate Management System (Pulse).	Finance & Administration Manager

**5.3.8: Carry out governance functions, provide advice and conduct education programs to comply with legislation and best practice**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.8.a	Implement industry best practice governance frameworks to support Council's statutory compliance requirements.	70%	This action is undertaken in conjunction with the action 5.3.7a Implementation of the Statutory Compliance and Reporting Framework.	Finance & Administration Manager

**5.3.9: Action the Strategic Property Review**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.9.a	Progress and implement the Strategic Property Review Project	25%	Senior Strategic Property Specialist appointed. Work program being implemented.	Strategic Planning Manager



**5.3.10: Further embed IP&R as the centrepiece of the new LG Act**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.10.a	Incorporate actions from high level council strategies and plans in the new corporate planning system - stage 1	20%	Draft hierarchy for council strategies and plans being developed for the corporate planning system (Pulse). The next step will be to standardise data for the template to upload into the system. Priority high level strategies and plans will be captured in the system by June.	Finance & Administration Manager
5.3.10.b	Implement a Grants Policy to align with Council's Strategic Plan.	90%	On 16 December 2019, the Executive Leadership Team adopted the Grants Management Protocol. This Protocol provides a framework for the assessment, application, management and reporting of grants received by Council. A review of the operation of the Protocol will be undertaken in May to ensure the Protocol is meeting Council's needs.	Finance & Administration Manager

**5.3.11: Continue implementation of the Financial Sustainability Initiative projects**

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.11.a	Review Council's ratings mix and develop options to recalibrate model to better reflect ratepayer base (includes forecasting of growth in LGA)..	10%	Council has reviewed the IPART report and provided feedback. Supported most recommendations. Will rely on the implementation of the recommendations from the IPART rating review as these will provide council with greater flexibility - can undertake analysis in parallel. Awaiting IPART to release the final report.	Finance & Administration Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.11.b	Evaluate community feedback on service and funding options and develop scenarios for community consultation	0%	This action will be progressed once the scale and nature of community consultation is determined as part of the community engagement activity.	Finance & Administration Manager
5.3.11.c	Maintain principle of balanced operating budget and ensure programs are fully funded	50%	Ongoing process of reviewing both operating and cash budgets and actuals and confirming adherence to this principle.	Finance & Administration Manager
5.3.11.d	Continue implementation of the Plant and Fleet Management review to ensure efficient and effective use of resources.	30%	Ongoing review of plant utilization.	Works and Operations Manager
5.3.11.e	Develop recommendations for consideration on changes to Fees & Charges to ensure preferred mix between ratepayer and user funding of specific services.	0%	A series of recommendations will be developed for consideration as part of the next CSP / Delivery program	Finance & Administration Manager
5.3.11.f	Enhance contract and vendor management processes as part of Purchasing and Procurement Service Improvement Project.	40%	Draft strategy is under development. Still progressing through the project and now entering year 2 of the implementation program which has a focus on supplier management.	Finance & Administration Manager
5.3.11.g	Review and update the Investment Policy to allow a broader range of compliant investment options to be considered to enable higher investment returns to be realised whilst meeting agreed risk parameters.	0%	Research on viable and prudent options on how to increase investment returns within a low interest rate environment will be commenced in the March quarter. This research will consider the approach of other councils, the current mix of reserve funds and the timing of the use of these funds and the risk profile of different options. A paper	Finance & Administration Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.11.h	Review options for the generation of alternative revenue sources which might reduce the reliance on rates to fund incremental increases in funding requirements.	5%	<p>will be developed of options and recommendations by May 2020.</p> <p>The fees and charges process is currently under review by managers and finance staff for the 2020/21 financial year. This includes a review of the current fees and charges and the potential additional revenue sources. Focus will therefore be primarily on other opportunities such as enhancing returns on Council's property portfolio and possible investment options.</p>	Finance & Administration Manager
<b>5.3.12: Continue to improve financial systems and services to support the organisation</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.12.a	Undertake service level (condition) scenarios of council assets and evaluate financial impact in LTFP	30%	<p>Joint exercise with Infrastructure team. Currently a condition assessment is being undertaken for the majority of council's infrastructure assets. This will form the basis for undertaking service level based scenarios. Waiting for the data on the condition of relevant assets to be returned from the consultant.</p>	Finance & Administration Manager
5.3.12.b	Review Council's Revenue Policy to assess when Council will charge for services and the basis for determining the charges that should apply.	5%	<p>This action will be able to be completed upon completion of 5.3.11.h - Review options for the generation of alternative revenue sources which might reduce the reliance on rates to fund incremental increases in funding requirements.</p>	Finance & Administration Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.12.c	Implement enhanced internal monthly reporting.	15%	Proof of concept has been completed.	Finance & Administration Manager
<b>5.3.13: Continue to improve Council's use of technology to inform and engage the community</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.13.a	Provide website updates on the current Capital Works Program, particularly with respect to traffic disruptions and construction works	50%	Provided weekly up dates to information on Council's web site, provided information on current projects to Media team for updates to social media.	Infrastructure Manager
5.3.13.b	Share information regarding the status of capital works projects using social media.	50%	Posted weekly up dates on current projects on Council's web site, provided information on current project to Media team for updates to social media.	Infrastructure Manager
<b>5.3.14: Implement the Workforce Plan</b>				
Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
5.3.14.a	Develop a succession management framework.	10%	<p>Tasks to be undertaken to deliver the succession management framework include</p> <ul style="list-style-type: none"> <li>• Undertake workforce review of at risk positions</li> <li>• Develop pathway program to close the gaps on skills / knowledge for individuals / teams</li> <li>• Utilise the career conversation in the PDP process to ascertain future career objectives</li> <li>• Utilise Pulse once implemented to assess skills gaps</li> <li>• Develop supporting documentation to support the framework</li> <li>• Develop a phased approach framework</li> </ul>	Human Resources Manager

Action ID	Operational Plan 2019-20 Action	Progress	Comments	Responsible Officer
			targeting at risk positions / areas of Council first Aim to have the framework endorsed by 30 June 2020 with project steps and timeframes for implementation.	
5.3.14.b	Implement training strategies to identify and address current and anticipated skill gaps within Council's workforce.	30%	<ul style="list-style-type: none"> <li>Implement Pulse uploading of all relevant qualifications / certificates &amp; licences for all employees</li> <li>Conduct a Training Needs Analysis (TNA) in conjunction with Directors and Managers to determine gaps in individuals and teams</li> <li>Undertake a comprehensive risk assessment on the TNA in order to determine priority areas for addressing the gaps</li> <li>Develop a delivery strategy &amp; pathway to address gaps and relevant timeframes</li> </ul> Aim to have this action completed and endorsed by 30 March 2020.	Human Resources Manager
5.3.14.c	Review and update Council's EEO Management Plan.	10%	Redraft of EEO Management Plan to commence in January 2020.	Human Resources Manager
5.3.14.d	Implement priority actions from the workforce plan relating to attracting and retaining young workers, succession planning, the Disability Inclusion Action Plan and the Reconciliation Action Plan (RAP).	10%	All relevant actions have been allocated to appropriate HR staff member as part of the PDP process.	Human Resources Manager



Measure	Target	Actual	Comments	Responsible Officer
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% in 2015-16.	>0 and <20%	6.06		Finance & Administration Manager
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 in 2015-16 23 Median in 2015-16	Maintain Mean   28 Days Median	December - 63.6 days (average), and 34.5 days (median).	It is noted that a number of long-outstanding applications were determined in December 2019 including DA 2016/557 (which had been outstanding for 3 years), therefore impacting and increasing assessment timeframes.	Development Services Manager
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) in 2015-16.	>0	-0.78%		Finance & Administration Manager
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% in 2015-16.	>60%	67.45%		Finance & Administration Manager

Measure	Target	Actual	Comments	Responsible Officer
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.	75%	91%	A total of 12043 CRMs were completed during Jul - Dec 2019 with 91% completed within the agreed time-frame.	Business Support and Customer Relations Manager
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).	>3.5	3.17	Community Survey undertaken March 2019	Finance & Administration Manager



## **December 2019 Review 2019-20 Capital Works Program**

**A Connected, Safe & Creative Community**  
**Cemeteries Facilities Construction Program (CFC)**

Project ID	Project Name	Status	Comments	Responsible Officer
CFC-2016-003	Cessnock, Ellalong and Millfield Cemeteries - Signage renewal	Not Due To Start	Scheduled for Q3	Open Space and Community Facilities Manager
CFC-2017-001	Kurri Kurri Lawn Cemetery – Construct new section of lawn cemetery stage 2	Complete		Open Space and Community Facilities Manager
CFC-2018-001	Wollombi Cemetery - Masterplan Implementation - Stage 1	Complete	Project description changed from Fence Renewal (Council Report No. CC107/2019)	Open Space and Community Facilities Manager

**Cultural & Community Buildings Renewal Program (RBCC)**

Project ID	Project Name	Status	Comments	Responsible Officer
RBC-2019-004	Various Facilities - Asset renewal	Complete		Open Space and Community Facilities Manager
RBC-2020-001	Abermain Plaza Hall - Pier replacement and ant capping	Not Due To Start	Scheduled for Q3.	Open Space and Community Facilities Manager
RBC-2020-002	Kurri Kurri Senior Citizens Hall - Internal painting	Not Due To Start	Scheduled for Q3.	Open Space and Community Facilities Manager

Project ID	Project Name	Status	Comments	Responsible Officer
RBC-2020-003	Laguna Community Hall - Pier replacement and ant capping	Not Due To Start	Scheduled for Q3.	Open Space and Community Facilities Manager
RBC-2020-004	North Cessnock Community Hall - Upgrade toilets	Not Due To Start	Scheduled for Q4.	Open Space and Community Facilities Manager
RBC-2020-005	Weston Civic Centre - Upgrade toilets	On Track	Majority of works complete with the exception of mirrors in the toilets. Scheduled for Q3.	Open Space and Community Facilities Manager
RBC-2020-006	Weston Civic Centre - Extend drainage to street	Complete		Open Space and Community Facilities Manager
RBC-2020-007	Various Community Facilities Renewal - Structural repairs to Greta Courthouse, painting of Bellbird Community Hall, Abermain Plaza Hall painting and bathroom repairs	Not Due To Start	Meetings with committees and contractors underway with works scheduled for Q3 and 4.	Open Space and Community Facilities Manager
RBC-2020-008	Cessnock - CYCOS (Grant Funding Dependent) - Kitchen upgrade	On Track	Grant application submitted to Stronger Country Communities Fund for kitchen upgrade - awaiting outcome of application.	Community and Cultural Engagement Manager
RBC-2020-008	Richmond Main - Ablution Block Repairs	On Track	Early 2020 completion	Open Space and Community Facilities Manager
RBC-2020-009	Kurri Kurri Community Centre - Renewal	On Track	Early 2020 completion	Open Space and Community Facilities Manager



Project ID	Project Name	Status	Comments	Responsible Officer
RBC-2020-010	Kurri Kurri Ambulance Hall - Renewal	Complete		Open Space and Community Facilities Manager
RBC-2020-011	Wollombi Cultural Centre (Grant Funding Dependent) - Replacement deck	On Track	Funding opportunities are being investigated.	Community and Cultural Engagement Manager
RBC-2020-012	Millfield Community Hall (Subject to s7.11 funding) - Kitchen upgrade	Not Due To Start	Pending approval from 7.11 Steering Committee.	Open Space and Community Facilities Manager
RFC-2019-002	Cessnock - CYCOS - Replacement of deck	Not Due To Start	Scheduled for Q3.	Open Space and Community Facilities Manager
RFC-2019-003	Richmond Main (Grant Funding Dependent) - Amenities block	On Track	Funding grant secured and awarded by NSW Heritage Grants - Caring for State Heritage \$65,000. Procurement process complete with contractor appointed. The works have now been completed. The project acquittal will be finalised 2020.	Community and Cultural Engagement Manager
RFC-2019-004	Kurri Kurri Library (Grant Funding Dependent) - Replacement of water damaged chipboard	Complete	Works complete and occurred as part of the modernisation project for Kurri Kurri Library.	Community and Cultural Engagement Manager
RFC-2019-005	Cessnock Performing Arts Centre (Grant Funding Dependent) - Dock loading bay	On Track	Design concepts drafted by architect with approvals to be sought.	Community and Cultural Engagement Manager
RFC-2020-001	Cessnock Performing Arts Centre (Grant Funding Dependent) - Wheelchair lift	On Track	Grant funding not secured.	Community and Cultural Engagement Manager

Project ID	Project Name	Status	Comments	Responsible Officer
RFC-2020-002	Kurri Kurri Library (Grant Funding Dependent) - AC replacement (including ductwork)	On Track	Air conditioning is being extended to the Kurri Kurri Library meeting room with works to commence 2020.	Community and Cultural Engagement Manager
RFC-2020-009	Cessnock - Marthaville - Fence replacement	Complete		Open Space and Community Facilities Manager
RFC-2020-010	Cessnock Performing Arts Centre (Grant Funding Dependent) - AC replacement	On Track	Funding opportunities are being investigated.	Community and Cultural Engagement Manager

**Recreation Buildings Renewal Program (RBR)**

Project ID	Project Name	Status	Comments	Responsible Officer
RBR-2020-002	Various - Birralee Park, Kurri Kurri Netball Courts and Jeffery Park - Food premises compliance program	Not Due To Start	Scheduled for Q4.	Open Space and Community Facilities Manager
RBR-2020-003	Norman Brown Memorial Park, Greta - Public toilet renewal	Not Due To Start	Scheduled for Q4	Open Space and Community Facilities Manager
RBR-2020-004	Turner Park, Cessnock - Stage 2 - facility upgrade to Cessnock Hornets Clubhouse	Not Progressing	Funds reallocated to other renewal projects	Open Space and Community Facilities Manager
RBR-2021-001	Drain Oval, Cessnock - Storage shed renewal	Not Due To Start	Scheduled for Q4.	Open Space and Community Facilities Manager

Project ID	Project Name	Status	Comments	Responsible Officer
RBR-2021-003	Carmichael Park Bellbird - Change rooms	Not Due To Start	Scheduled for Q4.	Open Space and Community Facilities Manager
<b>Pools Facilities Renewal Program (RFP)</b>				
Project ID	Project Name	Status	Comments	Responsible Officer
RFP-2020-001	Branxton Pool - Renewal Works	On Track	Pool painting complete and balance of works to plant and equipment scheduled for Q4.	Open Space and Community Facilities Manager
RFP-2020-002	Cessnock Pool - Renewal Works	Complete		Open Space and Community Facilities Manager
RFP-2020-003	Kurri Kurri Aquatic & Fitness Centre - Renewal Works	On Track	Family change room upgrade complete. Plant and equipment works scheduled for Q3.	Open Space and Community Facilities Manager
RFP-2020-004	Cessnock Pool - Splash Pad (Grant Funding Dependent)	On Track	Masterplan adopted, funding submission lodged and construction plans underway.	Open Space and Community Facilities Manager

## A Sustainable & Prosperous Economy

### Signage / Vineyard Roads Program (CRV)

Project ID	Project Name	Status	Comments	Responsible Officer
CRV-2020-001	Various - Hunter Valley Wine Country Tourist Signage	On Track	Progressed investigation and design, undertook demolition at site of Lovedale Information Bay.	Infrastructure Manager

### Branxton Town Centre Program (CTB)

Project ID	Project Name	Status	Comments	Responsible Officer
CTB-2019-001	Mailland St, Branxton (north side) - Pavement and Street Trees	On Track	Completed Detailed Design, programmed construction to commence 3rd quarter 2019-20.	Infrastructure Manager
CTB-2019-002	Branxton - Public Domain Works	On Track	Completed Detailed Design, programmed construction to commence 3rd quarter 2019-20.	Infrastructure Manager

### Cessnock Civic Precinct Revitalisation Program (RCC)

Project ID	Project Name	Status	Comments	Responsible Officer
RCC-2017-001	Upgrade Bridges Hill Park Playground	On Track	Works underway with completion scheduled for Q4	Open Space and Community Facilities Manager
RCC-2017-002	Improve walking path across from CBD to Bridges Hill Park	On Track	Works underway with completion scheduled for Q4	Open Space and Community Facilities Manager

Project ID	Project Name	Status	Comments	Responsible Officer
RCC-2017-003	CBD Wayfinding Signage	Complete		Open Space and Community Facilities Manager
RCC-2019-005	Off Wollombi Road, Cessnock - Create new pedestrian links across drainage channels	On Track	Progressed Detailed Design, schedule construction for Q2 2019-20.	Infrastructure Manager
RCC-2019-007	Facilitate Public Art with solar and signage	On Track	Public art and signage component complete and solar lights scheduled for March 2020.	Open Space and Community Facilities Manager
RCC-2019-008	Vincent Street, Cessnock - Upgrade of Vincent St laneways, lighting and public art	On Track	Progressed Preliminary Designs and cost estimates.	Infrastructure Manager



## A Sustainable & Healthy Environment

### Recreation Buildings Construction Program (CBR)

Project ID	Project Name	Status	Comments	Responsible Officer
CBR-2020-001	Bridges Hill Park, Cessnock - Toilet block	On Track	Toilet block procured and approvals underway.	Open Space and Community Facilities Manager

### Drainage Construction Program (CDR)

Project ID	Project Name	Status	Comments	Responsible Officer
CDR-2019-004	Heddon Greta – Cooper St Stage 1 construction	Not Progressing	Concept Design being prepared for modified open earth channel drainage works in line with outcomes of Heddon Greta Minor Flood Study 2019. Concept Design likely to require additional land acquisition.	Infrastructure Manager
CDR-2020-000	Various - Minor Drainage Works	On Track	Investigations in progress.	Infrastructure Manager
CDR-2020-001	Railway St, Branxton - Drainage improvements - Stage 2 construction	Complete	Determined that works required are the responsibility of Sydney Trains and Transport for NSW on Rail Corp land.	Infrastructure Manager
CDR-2020-002	Whitburn Estate, Greta - Drainage improvements - Stage 3 & 4 construction	On Track	Prepared Options Report, preparing Concept Design and cost estimate.	Infrastructure Manager
CDR-2020-003	Heddon St, Kurri Kurri - Drainage improvements - Stage 2 construction	On Track	Preparing Detailed Design and construction cost estimate.	Infrastructure Manager

Project ID	Project Name	Status	Comments	Responsible Officer
CDR-2020-004	Booth St, Kurri Kurri - Drainage improvements - Stage 1 investigation & design	On Track	Prepared Request for Quotation for Hydrology and Concept Design.	Infrastructure Manager
CDR-2020-005	Lang & Mulbring Streets, Kurri Kurri - Drainage improvements - Stage 1 investigation & design	On Track	Commenced site investigation and preparation of Request for Quotation for hydrology and Concept Design.	Infrastructure Manager
CDR-2020-006	Thomas St, North Rothbury - Drainage upgrade - Stage 1 construction	On Track	Progressed REF, progressed planning for drainage easement on private property, progressed further design for higher in the catchment.	Infrastructure Manager
CDR-2020-007	Cruikshank St, Bellbird - Drainage upgrade - Stage 1 investigation & design	On Track	Progressed investigations.	Infrastructure Manager

**Recreation Facilities Construction Program (CFR)**

Project ID	Project Name	Status	Comments	Responsible Officer
CFR-2018-001	Veteran's Memorial Park (Aberdare)	Complete		Open Space and Community Facilities Manager
CFR-2019-002	Kurri Kurri Central Oval (Grant Funding Dependent) - Installation of floodlighting	On Track	Funding submissions lodged where opportunities arise.	Open Space and Community Facilities Manager
CFR-2019-006	Crawfordville Park – skate module, fencing and park furniture	Carry Forward	Exhibition of concept design complete. Construction planned for 2020	Open Space and Community Facilities Manager

Project ID	Project Name	Status	Comments	Responsible Officer
CFR-2020-001	Bluey Frame Weston, Brunner Park East Braxton - Playground replacement program	Not Due To Start	Bluey Frame scheduled for Q4, Brunner Park pending outcome of funding application and scheduled for Q4.	Open Space and Community Facilities Manager
CFR-2020-002	Abernethy Park - Playground shade program	Complete		Open Space and Community Facilities Manager
CFR-2020-003	Greta Central Oval (Grant Funding Dependent) - Installation of floodlighting	On Track	Funding submissions lodged where opportunities arise.	Open Space and Community Facilities Manager
CFR-2020-004	Margaret Johns Park Kurri Kurri - Extension to the concrete concourse	Not Due To Start	Scheduled for Q4	Open Space and Community Facilities Manager
CFR-2020-005	Miller Park Braxton - Masterplan implementation - long jump pits, children's bike circuit, rebound wall, drainage	On Track	Meetings with user groups underway. Masterplan amendment required due to location of third cricket wicket. Report to Council planned for March 2020.	Open Space and Community Facilities Manager
CFR-2020-006	Poppethead Park Kitchener - Upgrade - Masterplan implementation	On Track	Pending development and adoption of a site specific Plan of Management scheduled for Q4.	Open Space and Community Facilities Manager

***New Landfill Development Program***

Project ID	Project Name	Status	Comments	Responsible Officer
CFW-2019-001	Old Maitland Rd, Cessnock - New Landfill Development - Investigation, planning and design	On Track	Relevant approvals are progressing.	Infrastructure Manager

**Floodplain Management Program (PMF)**

Project ID	Project Name	Status	Comments	Responsible Officer
PMF-2018-002	South Cessnock (Grant Funding Dependent) - Bund wall and channel works design and construction	On Track	Worked with NSW Subsidence Advisory to refine Concept Design for Floodplain Management Grant application in March 2020.	Infrastructure Manager
PMF-2018-003	Abermain & Weston (Grant Funding Dependent) - Voluntary house purchase	Not Progressing	Not progressing due to lack of available co-contribution from affected property owners as required by grant offer.	Infrastructure Manager
PMF-2018-004	Wollombi (Grant Funding Dependent) - Flood warning system design & construction	On Track	Progressed construction and installation of equipment.	Infrastructure Manager
PMF-2018-008	Abermain & Weston (Grant Funding Dependent) - Voluntary house raising	On Track	Noted limited uptake of Voluntary House Raising scheme.	Infrastructure Manager
PMF-2018-009	Cessnock (Grant Funding Dependent) - Voluntary house raising	On Track	Noted limited uptake of Voluntary House Purchase scheme.	Infrastructure Manager
PMF-2020-001	Various - Investigation, research and planning	On Track	Investigated flooding and drainage issues raised including clearing of Swamp Creek, procurement of an LGA Wide Flood Model.	Infrastructure Manager
PMF-2020-002	Wollombi - Flood warning system operational	Not Due To Start	Scheduled to commence 2nd half of 2019-20 after successful commissioning of system.	Infrastructure Manager
PMF-2020-003	Cessnock - Dam Safety Emergency Plan update	On Track	Updated Dam Safety Emergency Plan, received Draft Dam Safety Compliance Review for Mount View Detention Basin, progressed Mount View scope and cost estimate.	Infrastructure Manager

**Recreation Facilities Renewal Program (RFR)**

Project ID	Project Name	Status	Comments	Responsible Officer
RFR-2018-003	Maybury Peace Park Weston - Remediation of the rock edging around pond	Complete		Open Space and Community Facilities Manager
RFR-2020-001	Various Playgrounds (Brunner Park, East Braxton) - Install concrete plinths around playground	On Track	To be incorporated into playground upgrade works scheduled for Q4.	Open Space and Community Facilities Manager
RFR-2020-002	Various Parks & Reserves - Asset renewal - Park furniture, fencing, signs	On Track	Kurri Kurri Netball Courts re-sealed.	Open Space and Community Facilities Manager
RFR-2020-003	Bimbadeen Lookout - Barrier fence replacement	On Track	Scheduled for Q3	Open Space and Community Facilities Manager
RFR-2020-004	Cessnock Sportsground - Concourse Remediation	Complete		Open Space and Community Facilities Manager
RFR-2020-005	Howe Park Amenities - Replacement	On Track	Delay with flooring will push completion to early 2020	Open Space and Community Facilities Manager



**Accessible Infrastructure, Services & Facilities**  
**Bridge Construction Program (CBS)**

Project ID	Project Name	Status	Comments	Responsible Officer
CBS-2016-001	Sandy Creek Rd, Mount Vincent - Fosters Bridge - Stage 2 construction	On Track	Completed construction of bridge, commenced construction of road approaches to new bridge.	Infrastructure Manager
CBS-2017-004	Yango Creek Rd, Wollombi - Bridge over Wollombi Brook - Stage 2 construction	Not Progressing	Reviewed external grant funding sources to progress preferred option, including Bridge Renewal Program.	Infrastructure Manager
CBS-2017-005	Nelson St, Greta - Anvil Creek Bridge - Stage 2 design and construction	On Track	Received Concept Design for review, commenced preparation of Request for Tender for Detailed Design and Construct.	Infrastructure Manager
CBS-2018-002	Congewai – Thursbys Bridge refurbishment	Carry Forward	Completed refurbishment of structural members, postponed pile replacement and welding associated with finishing works due to total fire ban and bush fire risk. Rescheduled remainder of works for late January 2020.	Infrastructure Manager
CBS-2018-005	Kline St, Weston – Kline St Bridge - Stage 1 investigation and design	On Track	Completed Options Report, commenced Concept Design and cost estimate.	Infrastructure Manager
CBS-2018-006	Laguna – Watagan Creek #3 refurbishment	Carry Forward	Rescheduled refurbishment due to bush fire activity for May 2020.	Infrastructure Manager
CBS-2018-007	Bellbird – Abbotsford Street Bridge refurbishment	Not Due To Start	Deferred as per resolution W195/2018.	Development Services Manager

Project ID	Project Name	Status	Comments	Responsible Officer
			Carried forward to 2019-20 Program (funding to be identified).	
CBS-2019-001	Paynes Crossing Rd, Paynes Crossing - Paynes Crossing Bridge - Stage 2 construction	On Track	Prepared Request for Tender, called Detailed Design and Construct tender, and prepared Tender Evaluation Plan.	Infrastructure Manager
CBS-2019-005	Cedar Creek - Sawpit Road Crossing	Complete	Completed construction.	Infrastructure Manager
CBS-2020-001	Buchanan Rd, Buchanan (North Valley View Ln) - Culvert - Stage 1 investigation and design	On Track	Preparing Options Report and cost estimates.	Infrastructure Manager

**Traffic Facilities Program (CFT)**

Project ID	Project Name	Status	Comments	Responsible Officer
CFT-2016-006	Gallagher St, Cessnock - LATM Traffic facility improvements Stage 1 investigation and design	On Track	Prepared Concept Design, commenced preparation of cost estimate.	Infrastructure Manager
CFT-2018-004	King Street Abermain - Holy Spirit Infants School parking and footpath	Complete	Completed construction.	Infrastructure Manager
CFT-2018-005	Weston Public School Precinct - Traffic facilities improvements	Not Due To Start	Commenced preparation of application under Walking and Cycling Grant.	Infrastructure Manager
CFT-2020-002	Cnr Westcott St & Wollombi Rd, Cessnock (Grant Funding Dependent) - Traffic facilities remediation	Not Due To Start	Funding submissions lodged where opportunities arise	Infrastructure Manager
CFT-2020-005	Wollombi Road, Cedar Creek - Safety investigation and improvements	Not Progressing	Unfunded.	Infrastructure Manager
CFT-2020-006	Cessnock CBD - RV, coach and caravan parking	Complete	Erected guide signage for RV parking.	Infrastructure Manager

Project ID	Project Name	Status	Comments	Responsible Officer
CFT-2020-008	Radford St/Traders Way, Cliffeigh - Traffic facilities improvements	On Track	Completed investigation and design, commenced construction.	Infrastructure Manager
CFT-2020-009	Unnamed Council Road between Halls Road & DeBeyers Road, Pokolbin - Road Barrier Upgrade	On Track	Scheduled for installation 2nd half of 2019-20.	Infrastructure Manager
CFT-2020-010	Old Maitland Rd, Cessnock - Upgrade Stage 1 investigation and design	Not Due To Start	Provided input to RMS Network Study.	Infrastructure Manager
CFT-2020-011	Millfield - LATM Traffic facility improvements Stage 1 investigation and design	Complete	Completed community engagement, completed Concept Design and cost estimates.	Infrastructure Manager
CSB-2020-001	Various - 4 New Bus Stops/Shelters, 5 Upgrades	On Track	Awaiting outcome of CPTIG's funding application.	Infrastructure Manager
CSB-2020-002	Helena St, Ellalong - Bus Shelter construction	Complete		Infrastructure Manager

**Pathway Construction Program (CPW)**

Project ID	Project Name	Status	Comments	Responsible Officer
CPW-2019-001	Bellbird - Kendall St - from intersection of Doyle St to Mary St	Complete	Prepared design and completed construction.	Infrastructure Manager
CPW-2020-001	Bridge Street Cycleway, Cessnock - Stage 2 - construction	Not Due To Start	Preparing submission for Transport NSW Walking and Cycling Program 20-21 to increase scope and funding.	Infrastructure Manager
CPW-2020-002	Wine Country Dr, Nulkaba (Grant Funding Dependent) - Off road cycleway Kerlew St to Lomas Ln	Not Due To Start	Preparing funding submission for Transport NSW Walking and Cycling Program 20-21	Infrastructure Manager

Project ID	Project Name	Status	Comments	Responsible Officer
CPW-2020-003	Tomalpin St, Kearsley - Pathway and Parking improvements Stage 1 investigate and design	On Track	Prepared Concept Design, commenced construction.	Infrastructure Manager

**Local Road Construction Program (CRL)**

Project ID	Project Name	Status	Comments	Responsible Officer
CRL-2017-006	Gallagher Street Cessnock Turning Head	Carry Forward	Progressed Concept Design for alternate traffic facility treatments in Gallagher St to address various issues.	Infrastructure Manager
CRL-2018-001	Sandy Creek Rd, Mount Vincent - Fosters Bridge road component - Stage 2 construction	On Track	Prepared Options Report.	Infrastructure Manager
CRL-2019-001	Cessnock CBD/Civic Precinct - Roads component - Stage 2 construction	Complete	Completed construction.	Infrastructure Manager
CRL-2019-007	Gingers Lane, Sawyers Gully - Upgrade Stage 2 construction	On Track	Progressed enabling works, finalised scope and price for roadworks.	Infrastructure Manager

**RMS Blackspot or Safer Roads Program (CRR)**

Project ID	Project Name	Status	Comments	Responsible Officer
CRR-2020-001	Great North Rd, Laguna (Grant Funding Dependent) - Road Safety Audit works	Not Progressing	Unfunded.	Infrastructure Manager
CRR-2020-002	George Downes Dr, Bucketty (Grant Funding Dependent) - Road Safety Audit works	Not Progressing	Unfunded.	Infrastructure Manager
CRR-2020-003	Wollombi Rd, Bellbird to Sweetmans Creek (Grant Funding Dependent) - Road Safety Audit works	Not Progressing	Unfunded.	Infrastructure Manager



Project ID	Project Name	Status	Comments	Responsible Officer
CRR-2020-004	Sandy Creek Rd, Mount Vincent (Grant Funding Dependent) - Motorcycle Safety works	On Track	Submitted application for Black Spot Funding.	Infrastructure Manager
CRR-2020-005	Sandy Creek Rd, Quorrobolong (Grant Funding Dependent) - Church St to Whittings Ln	Not Due To Start	Funding submission prepared for next round of Fixing Country Roads Program.	Infrastructure Manager

**Airport Construction Program**

Project ID	Project Name	Status	Comments	Responsible Officer
PCA-2019-001	Cessnock Airport (Grant Funding Dependent) - Eastern area hardstand	On Track	Awaiting advice as to success of grant application.	Works and Operations Manager
PCA-2019-002	Cessnock Airport (Grant Funding Dependent) - Hangar facilities and aircraft storage	On Track	Awaiting advice as to success of grant application.	Works and Operations Manager
PCA-2019-003	Cessnock Airport (Grant Funding Dependent) - Water connection	On Track	Awaiting advice as to success of grant application.	Works and Operations Manager
PCA-2019-004	Cessnock Airport (Grant Funding Dependent) - Sewer connection	On Track	Awaiting advice as to success of grant application.	Works and Operations Manager
PCA-2020-005	Extend deHavilland Drive, Cessnock Airport	Complete	Works completed with 2nd seal to be applied after private hangar construction completed.	Works and Operations Manager



**Airport Renewal Program**

Project ID	Project Name	Status	Comments	Responsible Officer
PRA-2019-001	Cessnock Airport (Grant Funding Dependent) - Perimeter fencing	On Track	Awaiting advice as to success of grant application	Works and Operations Manager
PRA-2019-002	Cessnock Airport (Grant Funding Dependent) - Runway resealing	On Track	Awaiting advice as to success of grant application.	Works and Operations Manager
PRA-2019-003	Cessnock Airport (Grant Funding Dependent) - Taxiway widening and resealing	On Track	Awaiting advice as to success of grant application.	Works and Operations Manager

**Gravel Rehab & Resheeting Program**

Project ID	Project Name	Status	Comments	Responsible Officer
RRG-2020-001	Gravel Rehab & Resheeting Program - Various	On Track	Awaiting program advice.	Works and Operations Manager

**Local Road Renewal Program (RRL)**

Project ID	Project Name	Status	Comments	Responsible Officer
RRL-2019-005	Macquarie Ave, Cessnock - From Sargent St to Wangi Ave	Not Due To Start	Due to commence 2nd half of 2019-20	Infrastructure Manager
RRL-2019-007	Heddon Street, Kurri Kurri	Not Due To Start	Due to commence 2nd half of 2019-20	Infrastructure Manager
RRL-2019-010	Government Rd, Cessnock – from Anzac to Pangani	Carry Forward	Completed investigation and design, progressed construction.	Infrastructure Manager

Project ID	Project Name	Status	Comments	Responsible Officer
RRL-2019-011	Henderson Ave, Cessnock - Investigation and design	Not Due To Start	Due to commence 2nd half of 2019-20	Infrastructure Manager
RRL-2019-013	Marlton St, Cessnock - Investigation and design	Not Due To Start	Due to commence 2nd half of 2019-20	Infrastructure Manager
RRL-2020-001	Various - Local Road Resurfacing Program	Not Due To Start	Due to commence 2nd half of 2019-20	Infrastructure Manager
RRL-2020-004	Various - Carpark Resurfacing/ Rehabilitation	Not Due To Start	Due to commence 2nd half of 2019-20	Infrastructure Manager
RRL-2020-008	Butler Pde, Kurri Kurri - From Deakin to Deakin	Not Due To Start	Due to commence 2nd half of 2019-20	Infrastructure Manager
RRL-2020-009	Buckland Ave, Cessnock - From MacLean St Bridge to Burnett St	Not Due To Start	Due to commence 2nd half of 2019-20	Infrastructure Manager
RRL-2020-010	Sanctuary Road, Paxton – From CH1300 to CH1800	Carry Forward	Completed Detailed Design, scheduled for construction 3rd quarter 2019-20.	Infrastructure Manager
RRL-2020-011	Quorrobolong St, Kitchener - From Stanford St North to CH2830	Not Due To Start	Due to commence 2nd half of 2019-20	Infrastructure Manager
RRL-2020-012	Deasy's Rd, Pokolbin - From LGA Boundary to Deasys Bridge	Not Due To Start	Due to commence 2nd half of 2019-20	Infrastructure Manager
RRL-2020-013	South Ave, Cessnock - From Darwin St to Vincent St	Not Due To Start	Due to commence 2nd half of 2019-20	Infrastructure Manager
RRL-2020-014	Camp St, Greta - From Mansfield St to CH1320	Not Due To Start	Due to commence 2nd half of 2019-20	Infrastructure Manager

**Regional Road Renewal Program (RRR)**

Project ID	Project Name	Status	Comments	Responsible Officer
RRR-2020-002	Regional Roads Resurfacing Program	Not Due To Start	Due to commence 2nd half of 2019-20	Infrastructure Manager
RRR-2020-003	MR181 Wollombi Rd Millfield - Stage 6	On Track	Scheduled for construction by Works & Ops 3rd quarter 2019-20.	Infrastructure Manager
RRR-2020-004	George Downes Rd, Bucketty - Geotechnical Risk Assessment - works minor slip in road cutting near 2821 George Downes Dr approximately 1.7 km west of intersection with Private Road No.6 Bucketty	On Track	Engaged Public Works Advisory, delayed site visit due to bush fire activity, commenced preparation of Request for Tender for Design and Construct.	Infrastructure Manager

Corporate and Community

Report No. CC11/2020

Corporate and Community Services



**SUBJECT:** *QUARTERLY BUDGET REVIEW STATEMENTS -  
DECEMBER 2019*

**RESPONSIBLE OFFICER:** *Finance and Administration Manager - Andrew Glauser*

### **SUMMARY**

The purpose of this report is to present the December 2019 Quarterly Budget Review Statements (QBRs), for the Council's consideration, as per requirements of Clause 203 of the Local Government (General) Regulation 2005.

### **RECOMMENDATION**

1. That Council notes that the December 2019 Quarterly Budget Review Statements were endorsed for presentation to Council by the Audit and Risk Committee on 11 February 2020.
2. That Council approves the variations to the income, expenditure and capital budgets as detailed in the December 2019 Quarterly Budget Review Statements.
3. That Council notes that the December 2019 Quarterly Budget Review Statements reflects a cash surplus of \$81,392 and that due primarily to the delay in Council's residential development project (Vineyard Grove Stage 8), and the assumption that no advance payment of the 2020/21 Financial Assistance Grant will be received in June 2020 (as reflected in the September 2019 Quarterly Budget Review Statements) the Budget Operating Position for 2019/20 will be revised to reflect a deficit of \$4,616,398.

### **BACKGROUND**

Clause 203 of the *Local Government (General) Regulation 2005* requires the QBRs to be prepared and submitted to Council. A separate report to Council contains information in regard to Council's Delivery Program and reporting under Integrated Planning and Reporting requirements.

The Audit and Risk Committee on 11 February 2020 reviewed and endorsed the QBRs for referral to Council. The QBRs for December 2019 are now presented to Council for consideration and adoption.

### **REPORT**

The budget review process involved responsible cost centre managers reviewing income and expenditure patterns and, after consultation with finance staff, proposing any required changes. Changes may have been from unforeseen circumstances or elements beyond the control of Council, additional funding opportunities, or from Council resolutions.

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The quarterly review has taken into account a range of cost increases/decreases. Additional revenues and reductions in expenditure items have been identified where appropriate to ensure the adopted budget strategy remains intact and that an appropriate source of funding is identified for unexpected expenditure variations. Directors have reviewed full group summaries and endorsed the proposed changes, as outlined in the QBRS.

*General Budget Commentary*

The QBRS are provided to Council at **Enclosure 1** and are showing, on a cash basis, a surplus of \$81,392 for the quarter ending 31 December 2019. The surplus is recommended for retention as a buffer against future deteriorations and to help improve Council's unrestricted cash position.

*Profit and Loss Statement Commentary*

The major items in this review are:

- Rates and Annual Charges Income – an increase in waste management charges of \$70,000 and an increase in general rates of \$169,246 as a result of subdivisions and part year rating.
- User Charges and Fees Income – an increase in Town Planning Fees of \$107,558, increase in Airport income \$22,000 and an increase in regulatory / statutory fees of \$20,000.
- Interest and Investment revenues – an increase of \$630,132 from the distribution of an investment claim resultant from a settled class action with a ratings agency.
- Grants and Contributions Income – Operating – WHS Insurance Incentive Programs grant \$100,365, waste levy program grant \$93,029, combatting illegal dumping grant \$26,848 and tourism marketing contributions \$24,000.
- Grants and Contributions Income – Capital – Miller Park cricket upgrade grant \$107,150 and a reduction in RMS contributions \$410,000.
- Net Gain from Disposal of Assets – Residential Development (Stage 8 Vineyard Grove) sales income of \$2,300,000 delay in project timelines with development and sales not expected until 2020/21, income removed from 2019/20 budget.
- Materials and Contracts – Old landfill sites investigations \$261,169, Marthaville Slab Shed repairs \$22,000 (refer to Cultural Facilities Committee Minutes 18 December 2019) and a decrease in Vineyard Grove Stage 8 operating expenditure of \$409,000 due to delay in project.
- Legal Costs – increases in Planning & Development \$80,000 for Land and Environment Court actions and an increase in Corporate & Community of \$133,200, primarily related to the Airport hangar legal matter.



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The full year budget operating position now reflects a deficit of \$4,616,398 (before capital grants and contributions). This deficit is mainly attributable to the assumption that no advance payment of the 2020/21 Financial Assistance Grant will be received in June 2020 (\$3.4m) as reported in the September 2019 QBRs, the deletion of Residential Development (Vineyard Grove) sales income and expenditure in 2019/20 (\$1.9m) due to delay in project and the positive result of Investment returns (\$0.63m).

*Vineyard Grove Residential Development*

As reported to Council at the 5 February 2020 meeting (report PE4/2020) the development has been impacted by the redesign of the subdivision to support road widening, and legislative implications relating to the *Biodiversity Conservation Act 2016* may require a higher standard of review relating to environmental factors associated with the revised development plan which have delayed the progress of the project. This has delayed the modification assessment.

As a result the project cannot proceed until the biodiversity issue is addressed under the current modification application and then if that modification is granted consent. The application remains under assessment and a timeframe for completion is not known. Therefore the original project timelines cannot be met and the forecast completion of the development and subsequent sales will not be realised in the current financial year, which has necessitated an adjustment to the 2019/20 Operational Plan and budget.

The financial impacts included in the QBRs are that forecast income and expenditure related to Vineyard Grove for 2019/20 needs to be reversed which includes:

- \$2.3m in sales revenue (Profit and Loss)
- \$409,000 operational expenses in materials/Contracts (Profit and Loss)
- \$632,000 capital expenditure
- \$1.259m transfer to reserve

Councils Operating Result for 2019/20 will be negatively impacted in the amount of \$1.891m which is the reversal of the two items that show in the Profit and Loss statement only. From a cash perspective (which matches expenditure and income, both capital and operational, as well as reserve transfers) there is no impact to Council's unrestricted cash position nor does this impact the funding of other budgeted projects.

*Road and Infrastructure Programs*

Budget review changes to Road and Infrastructure Programs are contained in the Capital Budget Review Statement which is reported in the enclosed QBRs Reports.

*Aged Sundry Debtors Trial Balance*

A summary aged trial balance for Sundry Debtors has been included as part of the QBRs suite of reports. The summary provides commentary on the > 120 days balances, with all debtors being subject to Councils normal recovery processes.

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*Grant Funding Leverage Reserve*

In Council Report No. CC76/2019 on 18 September 2019, Council resolved:

- 1. That the reserved funds of \$795,450 be retained and used as leverage for matching funds for future grant funding opportunities.***
- 2. That the six monthly report on Grant Funding Leverage Reserve be integrated into the Quarterly Budget Review Statement by way of a separate section of the report until such time as the funds are fully allocated.***

To date, funds from this reserve have been allocated to successful funding opportunities as follows:

- Miller Park Master Plan – Cricket Infrastructure (Mayoral Minute MM11/2019 3 July 2019) \$95,000.
- Resourcing review of existing Cessnock LGA Traffic & Transport Strategy Report & develop implementation program (Council Report WI88/2019 11 December 2019) \$140,000.

Funds from this reserve have also been committed subject to grant approval notification as follows:

- Cessnock Skatepark (Council Report WI42/2019 17 July 2019) \$400,000 – Stronger Country Communities Fund Round 3
- Miller Park Community Hub (Council Report WI98/2019 11 December 2019) \$121,200 – Infrastructure Grant Program November 2019 Round
- Branxton to Greta Cycleway (Council report WI100/2019 11 December 2019) –balance of available funds \$39,250 – Building Better Regions Fund Round 4

**Responsible Accounting Officer Statement**

Section 203 (2) of the Local Government (General) Regulation 2005 requires that the budget review statement include, or be accompanied by, a report from the Responsible Accounting Officer. This report is required to indicate whether the Responsible Accounting Officer believes that the statement indicates that the financial position of the Council is satisfactory, having regard to the original estimate of income and expenditure, and, if that position is unsatisfactory, recommendations for remedial action.

Upon inspection of the quarterly budget review statements, I Robert Maginnity, as Responsible Accounting Officer hereby certify that having regard to the original estimates of income and expenditure, and the projected estimates of income and expenditure to 30 June 2020, the financial position of Council is considered **satisfactory** as the identified changes proposed have been offset by suitable funding allocations.

In making this statement and the presentation of the QBRS it is highlighted that while the adopted balanced budget strategy has been preserved through a cash surplus, current operations and future commitments continue to exert pressure on the management of our financial position. Budget commitments and associated processes continue to undergo careful reassessment with a view to identifying opportunities for improvement.

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**Continued Improvement Strategies**

1. Continuation of the improvement actions identified in previous QBRs reports.
2. Review of all expenditure commitments to identify projects or programs that can be reduced or delayed while at the same time identifying additional income opportunities.
3. That surplus revenues identified be quarantined for the purpose of improving Council's cash position.

**CONSULTATION**

The following staff provided input into the preparation of this report and its enclosures:

- General Manager
- Directors
- Managers
- Senior finance staff

**STRATEGIC LINKS**

**a. Delivery Program**

This report is a crucial part of the organisation's governance framework – providing feedback on the progress against the budget adopted by Council. This is in line with the community's desired outcome of: *Civic Leadership and Effective Governance.*"

**IMPLICATIONS**

**a. Policy and Procedural Implications**

N/A

**b. Financial Implications**

The QBRs are presented in accordance with the adopted budget strategy. The detailed review of all operational and capital budgets is a continuous process. The objective is to improve Council's financial position.

**c. Legislative Implications**

Clause 203 of the *Local Government (General) Regulation 2005* requires the Responsible Accounting Officer to prepare and submit to Council a QBRs that shows revised estimates of income and expenditure for the year.

**d. Risk Implications**

N/A

**e. Other Implications**

N/A

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### ***CONCLUSION***

The QBRS for December 2019 are submitted for consideration and adoption by Council following endorsement by the Audit and Risk Committee.

### ***ENCLOSURES***

[1](#) December 2019 Quarterly Budget Review Statement

Cessnock City Council

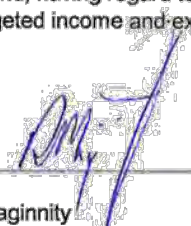
**Quarterly Budget Review Statement**  
for the period 01/10/19 to 31/12/19

**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 31/12/19 indicates that Council's projected financial position at 30/6/20 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

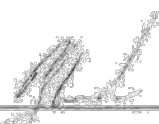
Signed:

  
Robert Maginnity  
Responsible Accounting Officer

Date: 31st January 2020


**Report prepared by:**

Signed:

  
Paul Grosbernd  
Management Accountant

**Report reviewed by:**

Signed:

  
Andrew Glauser  
Finance and Administration Manager



**Quarterly Budget Review Statement**  
for the period 01/10/19 to 31/12/19

Cessnock City Council

**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 31 December 2019

**Income & Expenses - General Fund**

	Original Budget 2019/20	Approved Changes		Revised Budget 2019/20	Variations for this Dec Qtr	Projected Year End Result	YTD Budget	Actual YTD figures
		Carry Forwards	Other than by QBRs					
<b>Income</b>								
Rates and Annual Charges	52,766,760	-	-	52,766,760	236,346	53,003,106	53,032,589	53,115,788
User Charges and Fees	8,426,050	-	-	8,426,050	149,644	8,575,694	8,725,338	8,793,379
Interest and Investment Revenues	836,300	-	-	836,300	630,132	1,466,432	393,144	877,678
Other Revenues	1,709,022	-	-	1,709,022	56,481	1,765,503	1,821,984	1,878,000
Grants & Contributions - Operating	10,999,106	283,743	-	11,282,849	319,041	11,601,890	11,921,931	12,241,971
Grants & Contributions - Capital	16,236,955	1,647,096	(105,215)	17,778,836	(285,850)	17,492,986	17,778,836	18,058,736
Net gain from disposal of assets	2,300,000	-	-	2,300,000	(2,300,000)	-	-	-
<b>Total Income from Continuing Operations</b>	<b>93,274,193</b>	<b>1,930,839</b>	<b>(105,215)</b>	<b>95,100,017</b>	<b>(1,194,206)</b>	<b>93,905,811</b>	<b>95,100,017</b>	<b>96,294,017</b>
<b>Expenses</b>								
Employee Costs	34,827,870	-	(3,691)	34,824,179	(50,396)	34,773,783	34,824,179	34,824,179
Borrowing Costs	380,500	-	-	380,500	(50,100)	330,400	330,400	330,400
Materials & Contracts	12,862,036	772,827	453,866	13,455,245	56,655	13,511,900	13,511,900	13,511,900
Depreciation	12,177,000	-	-	12,177,000	-	12,177,000	12,177,000	12,177,000
Legal Costs	700,500	-	-	700,500	213,200	913,700	913,700	913,700
Consultants	336,900	-	-	336,900	(1,906)	334,994	334,994	334,994
Other Expenses	12,301,432	-	-	12,301,432	107,450	12,408,882	12,408,882	12,408,882
Net Loss from disposal of assets	3,000,000	-	-	3,000,000	-	-	-	-
<b>Total Expenses from Continuing Operations</b>	<b>76,586,238</b>	<b>772,827</b>	<b>450,175</b>	<b>77,809,240</b>	<b>274,903</b>	<b>78,084,143</b>	<b>78,084,143</b>	<b>78,084,143</b>
<b>Net Operating Result from Continuing Operations</b>	<b>16,687,955</b>	<b>1,158,012</b>	<b>(555,390)</b>	<b>17,290,579</b>	<b>(1,469,109)</b>	<b>15,821,470</b>	<b>17,015,874</b>	<b>18,209,874</b>
Discontinued Operations - Surplus/(Deficit)	-	-	-	-	-	-	-	-
<b>Net Operating Result from All Operations</b>	<b>16,687,955</b>	<b>1,158,012</b>	<b>(555,390)</b>	<b>17,290,579</b>	<b>(1,469,109)</b>	<b>15,821,470</b>	<b>17,015,874</b>	<b>18,209,874</b>
<b>Net Operating Result before Capital Items</b>	<b>451,000</b>	<b>(489,084)</b>	<b>(450,175)</b>	<b>(488,259)</b>	<b>(1,183,259)</b>	<b>(932,259)</b>	<b>(932,259)</b>	<b>(932,259)</b>

**Quarterly Budget Review Statement**  
for the period 01/10/19 to 31/12/19

Cessnock City Council

**Income & Expenses Budget Review Statement - Operating & Capital**

Budget review for the quarter ended 31 December 2019

**Income & Expenses - General Fund**

	Original Budget 2019/20	Approved Changes		Revised Budget 2019/20	Variations for this Dec Qtr	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs				
<b>Operating and Capital</b>							
<b>Income</b>							
Council & General Manager's Units	620,200	-	-	620,200	133,565	792,329	352,276
Planning and Environment Directorate	7,266,550	-	-	7,266,550	(3,201,437)	4,483,240	2,013,000
Corporate & Community Services Directorate	51,820,263	-	223,442	52,043,705	1,268,689	54,658,363	42,998,224
Works & Infrastructure Services Directorate	42,302,424	4,343,694	571,559	47,217,677	410,896	46,770,692	22,212,351
<b>Total Income from Operating &amp; Capital</b>	<b>102,009,437</b>	<b>4,343,694</b>	<b>797,001</b>	<b>107,150,132</b>	<b>(1,388,287)</b>	<b>106,704,644</b>	<b>67,575,851</b>
<b>Expenses</b>							
Council & General Manager's Units	6,099,630	-	16,666	6,116,296	175,736	6,296,244	3,907,916
Planning and Environment Directorate	13,061,359	-	80,376	13,141,735	(3,260,314)	10,575,355	5,634,160
Corporate & Community Services Directorate	15,665,951	-	(233,476)	15,432,475	914,650	16,751,241	5,847,164
Works & Infrastructure Services Directorate	67,136,521	6,038,309	933,435	74,108,265	700,249	74,643,230	32,007,453
<b>Total Expenses from Operating &amp; Capital</b>	<b>101,963,461</b>	<b>6,038,309</b>	<b>797,001</b>	<b>108,798,775</b>	<b>(1,469,679)</b>	<b>108,266,070</b>	<b>47,396,693</b>
<b>Net Operating Result from Operating &amp; Capital</b>	<b>45,976</b>	<b>(1,694,615)</b>	<b>-</b>	<b>(1,648,643)</b>	<b>81,392</b>	<b>(1,561,426)</b>	<b>20,179,158</b>
<b>Net Operating Result from All Operations</b>	<b>45,976</b>	<b>(1,694,615)</b>	<b>-</b>	<b>(1,648,643)</b>	<b>81,392</b>	<b>(1,561,426)</b>	<b>20,179,158</b>

Cessnock City Council

**Quarterly Budget Review Statement**  
for the period 01/10/19 to 31/12/19**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>\$236,346</b>
	Increased Income	
	Waste Management Charges	\$70,400
	General Rates	\$169,246
	Decreased Income	
	Pensioner Rebates	(\$3,300)
<b>2</b>	<b>User Charges and Fees</b>	<b>\$149,644</b>
	Increased Income	
	Town Planning Fees	\$107,558
	Building Permits and Fees	\$1,000
	Sewage Management Fees	\$1,205
	Sundry	\$4,232
	Performing Arts Centre	\$1,649
	Airport Income	\$22,000
	Regulatory / Statutory Fees	\$20,000
	Decreased Income	
	Private Works - Noxious Weeds	(\$8,000)
<b>3</b>	<b>Interest and Investment Revenues</b>	<b>\$630,132</b>
	Increased Income	
	Distribution of Investment Claim (offset by transfer to internally restricted assets)	\$630,132
<b>4</b>	<b>Other Revenues</b>	<b>\$56,481</b>
	Increased Income	
	Insurance Claim	\$23,126
	Waste Depot Income	\$23,000
	Lease Rentals	\$3,000
	Sundry	\$7,355
<b>5</b>	<b>Grants &amp; Contributions - Operating</b>	<b>\$319,041</b>
	Increased Income	
	WHS Insurance Incentive Programs Grant	\$100,365
	Seniors Festival Contributions	\$6,500
	Seniors Festival Grant	\$8,700
	Tourism Marketing Contributions	\$24,000
	Combating Illegal Dumping Grant	\$26,848
	Waste Levy Grant Program	\$93,029
	Road Safety Grants	\$13,700
	Road Reinstatements	\$38,000
	Sundry Contributions	\$7,899
<b>6</b>	<b>Grants &amp; Contributions - Capital</b>	<b>(\$285,850)</b>
	Increased Income	
	Cessnock RLFC Scoreboard Contribution	\$10,000
	Kurri Kurri RLFC Scoreboard Contribution	\$7,000
	Miller Park Cricket Upgrade Grant	\$107,150
	Decreased Income	
	RMS Contributions	(\$410,000)
<b>7</b>	<b>Net Gain from Disposal of Assets</b>	<b>(\$2,300,000)</b>
	Decreased Income	
	Vineyard Grove Stage 8 Sales not expected in 2019/20	(\$2,300,000)

Cessnock City Council

**Quarterly Budget Review Statement**  
for the period 01/10/19 to 31/12/19**Income & Expenses Budget Review Statement**  
**Recommended changes to revised budget**

Budget Variations being recommended include the following material items:

**Notes Details****Expenditure**

<b>8</b>	<b>Employee Costs</b>	<b>(\$50,396)</b>
	Increased Expenditure	
	Sundry	\$6,240
	Decreased Expenditure	
	Training Costs	(\$16,800)
	Fringe Benefits Tax	(\$11,700)
	Vehicle Running Expenses	(\$28,136)
<b>9</b>	<b>Borrowing Costs</b>	<b>(\$50,100)</b>
	Decreased Expenditure	
	Savings In Interest Payments	(\$50,100)
<b>10</b>	<b>Material &amp; Contracts</b>	<b>\$56,655</b>
	Increased Expenditure	
	Tourism Projects	\$28,200
	(offset by contributions income)	
	Seniors Festival	\$15,200
	(offset by contributions & grant income)	
	Marthaville Shed Repairs	\$22,000
	Combating Illegal Dumping Grant	\$26,848
	(offset by grant income)	
	Waste Depot Plant Hire	\$50,000
	Garden Organics Processing	\$45,500
	Old Landfill Sites Investigations	\$261,169
	Illegal Dumping RID Squad	\$50,000
	(offset by grant income)	
	Waste Reduction Education Program	\$38,029
	(offset by grant income)	
	Decreased Expenditure	
	Vineyard Grove Stage 8 Lot Preparation	(\$409,000)
	not expected in 2019/20	
	Public Utility Restorations	(\$10,000)
	Library Grant Transfer to Capital Expenditure	(\$37,267)
	Sundry	(\$24,024)
<b>11</b>	<b>Legal Costs</b>	<b>\$213,200</b>
	Increased Expenditure	
	Planning and Development	\$80,000
	Airport	\$105,000
	Corporate	\$28,200
<b>12</b>	<b>Consultants</b>	<b>(\$1,906)</b>
	Decreased Expenditure	
	Strategic Land Use Planning	(\$1,906)
<b>13</b>	<b>Other Expenses</b>	<b>\$107,450</b>
	Increased Expenditure	
	Recruitment Consultants	\$20,000
	Street Lighting Charges	\$94,000
	Decreased Expenditure	
	Electricity	(\$4,800)
	Sundry	(\$1,750)

**Quarterly Budget Review Statement**  
for the period 01/10/19 to 31/12/19

Cessnock City Council

**Capital Budget Review Statement**

Budget review for the quarter ended 31 December 2019

**Capital Budget - General Fund**

	Original Budget 2019/20	Approved Changes			Revised Budget 2019/20	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs Sep	Other than by QBRs Dec					
<b>Capital Expenditure</b>									
Gravel Rehab & Resheeting Program	417,000	-	-	-	417,000	-	-	417,000	221,841
Local Road Renewal Program	3,397,419	404,590	609,350	5,000	4,416,359	-	-	4,416,359	528,862
Local Road Construction Program	6,344,128	1,080,166	102,000	10,171	7,511,465	-	-	7,511,465	2,384,821
Traffic Facilities Program	183,700	59,118	-	-	242,818	-	-	242,818	134,306
Regional Road Renewal Program	1,768,600	3,219	(3,219)	-	1,768,600	-	-	1,768,600	193,979
Signage Program	2,316,314	332,247	-	-	2,926,202	-	-	2,926,202	397,794
Braxton Town Centre Program	212,309	200,307	-	-	412,616	-	-	412,616	56,382
Drainage Construction Program	1,020,000	607,664	-	-	1,627,664	-	-	1,627,664	264,249
Bridge Construction Program	3,412,646	840,438	-	-	4,253,084	-	-	4,253,084	1,348,346
Pool Facilities Renewal Program	480,555	119,758	-	20,000	620,313	315,000	1	620,313	242,370
Community Buildings Renewal Program	437,500	23,238	10,064	54,562	590,464	-	-	590,464	246,182
Pathways Construction Program	293,000	172,140	-	120,000	585,140	(292,000)	2	293,140	117,739
Property Investment Fund Capital Projects	-	-	-	-	250,000	-	-	250,000	206,616
Recreation Facilities Renewal Program	196,300	42,783	-	(1,499)	237,584	7,000	3	244,584	94,599
Recreation Buildings Renewal Program	167,100	111,554	-	(3,825)	274,829	10,000	4	284,829	126,968
Recreation Buildings Construction Program	204,000	-	-	-	204,000	-	-	204,000	612,541
Recreation Facilities Construction Program	414,898	662,524	-	11,499	1,128,921	202,150	5	1,331,071	1,394,228
Cessnock Civic Precinct Revitalisation Program	4,084,511	354,866	-	(145,450)	4,318,947	-	-	4,318,947	120,990
Cemetery Facilities Construction Program	55,000	69,506	-	-	124,506	(632,000)	6	124,506	-
Vineyard Grove-Stage 8	632,000	-	-	-	632,000	-	-	-	788,091
Waste Services (Collection) Capital Program	400,000	-	-	-	800,000	-	-	800,000	-
Waste Services (Disposal) Capital Program	1,030,000	-	-	-	1,030,000	-	-	1,030,000	182,421
New Landfill Development Program	63,000	-	-	-	63,000	100,000	7	163,000	299,733
Major Plant-Capital-Workshop	1,220,400	-	-	-	1,220,400	-	-	1,220,400	315,449
Vehicle Fleet Purchases	516,000	-	-	-	516,000	-	-	516,000	163,324
Library Book Purchases	215,600	-	-	-	215,600	(2,000)	-	213,600	1,094,816
Other Fixed Assets	791,726	14,674	-	-	1,012,155	359,994	8	1,372,149	-
<b>Total Capital Expenditure</b>	<b>30,273,706</b>	<b>5,098,812</b>	<b>718,195</b>	<b>70,558</b>	<b>37,399,667</b>	<b>68,144</b>	<b>9</b>	<b>37,467,811</b>	<b>11,777,676</b>



Cessnock City Council

**Quarterly Budget Review Statement**  
for the period 01/10/19 to 31/12/19**Capital Budget Review Statement**  
**Recommended changes to original budget**

Budget Variations being recommended include the following material items:

**Notes**

<b>1</b>	<b>Bridge Construction Program</b>	<b>\$315,000</b>	
	Increased Expenditure		
	Abbotsford St Bridge		\$315,000
	(offset by internally restricted assets - Bridge Reserve)		
<b>2</b>	<b>Pathways Construction Program</b>	<b>(\$292,000)</b>	
	Decreased Expenditure		
	Bridge St Cessnock Cycleway deferred to 2020/21		(\$292,000)
	(offset by transfer to internally restricted assets - Civil Works Reserve)		
<b>3</b>	<b>Recreation Facilities Renewal Program</b>	<b>\$7,000</b>	
	Increased Expenditure		
	Kurri Kurri RLFC Scoreboard Contribution		\$7,000
<b>4</b>	<b>Recreation Buildings Renewal Program</b>	<b>\$10,000</b>	
	Increased Expenditure		
	Cessnock RLFC Scoreboard Contribution		\$10,000
<b>5</b>	<b>Recreation Facilities Construction Program</b>	<b>\$202,150</b>	
	Increased Expenditure		
	Miller Park Long Jump Pits		\$202,150
	(offset by grant funds & internally restricted assets)		
<b>6</b>	<b>Vineyard Grove - Stage 8</b>	<b>(\$632,000)</b>	
	Decreased Expenditure		
	Vineyard Grove Stage 8 Lot Preparation not expected in 2019/20		(\$632,000)
<b>7</b>	<b>New Landfill Development Program</b>	<b>\$100,000</b>	
	Increased Expenditure		
	Hooklift bins, survey costs & development costs		\$100,000
	(offset by internally restricted assets - Waste Depot Reserve)		
<b>8</b>	<b>Other Fixed Assets</b>	<b>\$359,994</b>	
	Increased Expenditure		
	Land Purchase Allandale Rd Cessnock		\$283,000
	(offset by internally restricted assets - Property Investment Fund Reserve)		
	Computer Software & Hardware Purchases		\$112,300
	(offset by internally restricted assets - Computer Reserve)		
	Library Special Projects		\$52,089
	(offset by grant funds)		
	Sundry		\$2,605
	Increased Income		
	Land Sale Wollombi Rd Bellbird		(\$90,000)
	(80% of sale proceeds transferred to Property Investment Fund Reserve)		

**Other than by QBRs Dec Adjustments**

Budget Variations include the following material items:

**Notes**

<b>1</b>	<b>Local Road Renewal Program</b>	<b>\$5,000</b>	
	Transfer from Road Maintenance Program		\$5,000
<b>2</b>	<b>Local Road Construction Program</b>	<b>\$10,171</b>	
	Transfer from Cessnock Civic Precinct Revitalisation Program		\$10,171
<b>3</b>	<b>Pool Facilities Renewal Program</b>	<b>\$20,000</b>	
	New grant for Kurri Kurri Aquatic Facility family amenities upgrade		\$20,000
<b>4</b>	<b>Community Buildings Renewal Program</b>	<b>\$54,662</b>	
	New Grant for Millfield Community Hall safety & security upgrade		\$54,662
<b>5</b>	<b>Pathways Construction Program</b>	<b>\$120,000</b>	
	Transfer from Civil Works Reserve per Council report W176/2019 23 Oct 2019 Tomalpin Street Kearsley		\$120,000
<b>6</b>	<b>Recreation Facilities Construction Program</b>	<b>\$11,499</b>	
	Brought forward unspent grant for Jeffries Park playground		\$11,499
<b>7</b>	<b>Cessnock Civic Precinct Revitalisation Program</b>	<b>(\$145,450)</b>	
	Reduction to offset expenditure in 2019 financial year		(\$135,279)
	Transfer to Local Road Construction Program		(\$10,171)

**Quarterly Budget Review Statement**  
for the period 01/10/19 to 31/12/19

**Cessnock City Council**

**Cash & Investments Budget Review Statement**

Budget review for the quarter ended 31 December 2019

**Cash & Investments - General Fund**

	Actual 2018/19	Original Budget 2019/20	Approved Changes		Revised Budget 2019/20	Variations for this Dec Qtr	Projected Year End Result
			Carry Forwards	Other than by QBRs			
<b>Externally Restricted <sup>(1)</sup></b>							
Developer Contributions	12,359,779	2,061,902	(166,706)	-	13,948,975	(78,000)	13,871,975
RMS Contributions	2,102,220	-	(19,284)	-	2,082,936	-	2,082,936
Specific Purpose Unexpended Grants	1,285,622	-	(1,285,622)	-	-	-	-
Stormwater Management	227,157	-	(70,646)	-	156,512	-	156,512
Domestic Waste Management	370,000	-	-	-	370,000	-	370,000
Other	60,000	-	-	-	60,000	-	60,000
<b>Total Externally Restricted</b>	<b>16,404,778</b>	<b>2,061,902</b>	<b>(1,542,257)</b>	<b>-</b>	<b>16,619,423</b>	<b>(78,000)</b>	<b>16,541,423</b>
(1) Funds that must be spent for a specific purpose							
<b>Internally Restricted <sup>(2)</sup></b>							
Plant & Vehicle Replacement	1,579,075	60,250	-	-	1,689,325	6,500	1,695,825
Employees Leave Entitlement	2,620,764	465,000	-	-	3,075,764	-	3,075,764
Carry Over Works	1,695,000	-	(1,695,000)	-	-	-	-
Bridge Replacement	1,102,717	(105,295)	-	-	997,422	(315,000)	682,422
Latin Cemetery	69,466	-	-	-	69,466	-	69,466
Computer Services	367,925	116,700	-	-	434,229	(140,000)	293,829
Insurance Provisions	1,307,921	30,000	-	-	1,328,540	91,165	1,419,705
Miscellaneous & Property Reserve	1,118,847	(1,578,816)	(251,088)	-	(488,931)	768,061	269,130
Leverage for Matching Grant Funds	795,450	-	-	-	795,450	(235,000)	560,450
Financial Assistance Grant In Advance	3,684,592	-	-	-	3,684,592	-	-
Operations & Programs Provision	411,856	98,130	-	-	501,586	-	501,586
Property Investment Fund	780,985	2,075,800	-	-	2,842,300	(2,327,000)	315,300
Rezoning Fees	85,251	-	-	-	85,251	-	85,251
Civil Works	1,211,853	65,000	-	-	1,060,193	28,059	1,088,252
Energy Efficiency Reserve	38,303	60,200	-	-	98,503	2,000	100,503
Waste Depot & Rehabilitation	3,997,750	(951,110)	-	-	3,598,159	(346,319)	3,251,840
Unexpended Loan Funds	536,792	-	(536,792)	-	-	-	-
Committed Projects (SRV)	1,799,973	-	-	(1,463,368)	336,605	-	336,605
<b>Total Internally Restricted</b>	<b>23,204,520</b>	<b>325,859</b>	<b>(2,482,880)</b>	<b>(1,463,368)</b>	<b>16,223,862</b>	<b>(2,478,134)</b>	<b>13,745,728</b>
(2) Funds that Council has earmarked for a specific purpose							
<b>Total Cash &amp; Investments</b>	<b>39,609,298</b>	<b>2,387,761</b>	<b>(4,025,137)</b>	<b>(1,463,368)</b>	<b>32,843,285</b>	<b>(2,556,134)</b>	<b>30,287,151</b>

Note: Funds Committed from Internally Restricted Asset - Leverage for Matching Grant Funds

Project	Council Report	Amount \$
Miller Park - Cricket Infrastructure	(MM11/2019 dated 3/7/2019)	95,000
Cessnock Skatepark	(W14/2019 dated 17/7/2019)	400,000
Cessnock LGA Traffic & Transport Strategy Review	(W18/2019 dated 11/12/2019)	140,000
Miller Park Community Hub	(W19/2019 dated 11/12/2019)	121,200
Branxton to Greta Cycleway (balance of funds)	(W1100/2019 dated 11/12/2019)	39,250
<b>Total</b>		<b>795,450</b>

Cessnock City Council

**Quarterly Budget Review Statement**  
for the period 01/10/19 to 31/12/19

**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 \$40,629,807

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.  
The date of completion of this bank reconciliation is 31/12/19

**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)		2,093
Investments on Hand		38,441
less: Unpresented Cheques	(Timing Difference)	(33)
add: Undeposited Funds	(Timing Difference)	413
less: Identified Deposits (not yet accounted in Ledger)	(Require Actioning)	-
add: Identified Outflows (not yet accounted in Ledger)	(Require Actioning)	-
less: Unidentified Deposits (not yet actioned)	(Require Investigation)	(307)
add: Unidentified Outflows (not yet actioned)	(Require Investigation)	24
<b>Reconciled Cash at Bank &amp; Investments</b>		<b>40,630</b>

Cessnock City Council

**Quarterly Budget Review Statement**  
for the period 01/10/19 to 31/12/19**Key Performance Indicators Budget Review Statement**

	Current Projection Amounts 19/20	Indicator 19/20	Actual 18/19
<b>1. Operating Performance</b>			
Operating Revenue (excl. Capital) - Operating Expenses	\$ (1,762)	Ratio -2.45%	-0.78%
Operating Revenue (excl. Capital Grants & Contributions)	\$ 72,004		

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

Benchmark: Minimum  $\geq 0.00\%$

This ratio has decreased due to increase in depreciation on specialised buildings and increase in recycling contract (but offset by funding from internally restricted assets) and Stage 8 Vineyard Grove sales income not to be received in 2019/20.

**2. Own Source Operating Revenue**

Operating Revenue (excl. ALL Grants & Contributions)	\$ 64,075	Ratio 70.92%	67.45%
Total Operating Revenue (incl. Capital Grants & Cont)	\$ 90,352		

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.

Benchmark: Minimum  $\geq 60.00\%$

**3. Unrestricted Current Ratio**

Current Assets less all External Restrictions	\$ 51,960	Ratio 2.78	3.05
Current Liabilities less Specific Purpose Liabilities	\$ 18,723		

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  $\geq 1.50$

**4. Debt Service Cover Ratio**

Operating Result before Interest & Dep. Exp.	\$ 10,115	Ratio 5.49	5.05
Principal Repayments + Borrowing Interest Costs	\$ 1,841		

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.

Benchmark: Minimum  $\geq 2.00$

**5. Rates, Annual Charges, Interest & Extra Charges Outstanding**

Rates, Annual & Extra Charges Outstanding	\$ 1,150	Ratio 2.22%	2.02%
Rates, Annual & Extra Charges Collectible	\$ 51,698		

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

Benchmark: Minimum  $< 5.00\%$

**6. Cash Expense Cover Ratio**

Current Year's Cash & Cash Equivalents (Incl all Term Deposits) X 12	\$ 40,205	Ratio 6.96	7.01
Payments from Cash Flow of operating and financing activities	\$ 5,775		

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 01/10/19 to 31/12/19**Consultancy & Legal Expenses Budget Review Statement**

## Consultancy &amp; Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	\$ 93,952	Y
Legal Fees	\$ 846,705	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**

Company	Purpose	Rationale	Amount
Civica	General Ledger maintenance	Specialist Programming	\$ 569
Edwards Heritage	Heritage Advisor	Heritage Specialist	\$ 11,165
Trehu Ingold Neate	Land Use Planning	Land Use Planning Strategy	\$ 2,248
SGS Economics and Planning	Housing Study	Land Use Planning Strategy	\$ 32,546
Consulting Earth Scientists Pty Ltd	Hebburn Estate	Strategic Property Review	\$ 580
ADE Consulting Group Pty Ltd	Survey Work	Strategic Property Review	\$ 2,635
LJ Hooker Cessnock	Agency agreement	Strategic Property Review	\$ 1,809
Marshall Scott Pty Ltd	Survey Work	Strategic Property Review	\$ 1,250
Preston Rowe Paterson Newcastle	Valuations	Strategic Property Review	\$ 2,500
David Broyd Consulting Service	Wine Country Precinct	Land Use Planning Strategy	\$ 7,801
Moir Landscape Architecture	Branxton Town Centre Public Domain	Land Use Planning Strategy	\$ 13,806
RPS Australia East Pty Ltd	Vineyard Grove	Land Use Planning Strategy	\$ 17,043

Legal Expenditure Summary	Original Budget	Sept Review		Revised Budget	Dec Variation	Projected Result	Actual YTD
Debt Recovery	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ 228,892
Planning & Development	\$ 180,000	\$ 314,378	\$ -	\$ 494,378	\$ 80,000	\$ 574,378	\$ 426,215
Other Legal Costs	\$ 20,500	\$ 35,900	\$ -	\$ 56,400	\$ 133,200	\$ 189,600	\$ 191,598
Sub Total	\$ 700,500	\$ 350,278	\$ -	\$ 1,050,778	\$ 213,200	\$ 1,263,978	\$ 846,705
Less Recoveries							
Debt Recovery	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ 234,201
Planning & Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ 237,701
Net Council Cost	\$ 200,500	\$ 350,278	\$ -	\$ 550,778	\$ 213,200	\$ 763,978	\$ 609,004

Legal Expenditure Details	Original Budget	Sept Review		Revised Budget	Dec Variation	Projected Result	Actual YTD
- Vineyard Grove	\$ -	\$ 41,000	\$ -	\$ 41,000	\$ -	\$ 41,000	\$ -
- Legal Advices	\$ 180,000	\$ (114,869)	\$ -	\$ 65,131	\$ 60,848	\$ 125,979	\$ 16,796
- DA 2011/836 Ruby Street Bellbird	\$ -	\$ -	\$ -	\$ -	\$ 11,989	\$ 11,989	\$ 11,989
- Baileys Lane Abermain	\$ -	\$ -	\$ -	\$ -	\$ 3,443	\$ 3,443	\$ 3,443
- DA 2018/650 Ruby Street Bellbird	\$ -	\$ 53,728	\$ -	\$ 53,728	\$ -	\$ 53,728	\$ 53,728
- DA 2018/859 Ruby Street Bellbird	\$ -	\$ 21,698	\$ -	\$ 21,698	\$ -	\$ 21,698	\$ 24,169
- Bridge St Cessnock	\$ -	\$ 37,642	\$ -	\$ 37,642	\$ -	\$ 37,642	\$ 37,642
- Bellbird St Pelaw Main	\$ -	\$ 1,801	\$ -	\$ 1,801	\$ 3,720	\$ 5,521	\$ 5,521
- DA 2018/837 Ruby Street Bellbird	\$ -	\$ 90,909	\$ -	\$ 90,909	\$ -	\$ 90,909	\$ 90,909
- DA 2017/459 Ruby Street Bellbird	\$ -	\$ 90,909	\$ -	\$ 90,909	\$ -	\$ 90,909	\$ 90,909
- DA 2017/460 Ruby Street Bellbird	\$ -	\$ 90,909	\$ -	\$ 90,909	\$ -	\$ 90,909	\$ 90,909
- Phase 3 Properties	\$ -	\$ 651	\$ -	\$ 651	\$ -	\$ 651	\$ 200
Planning & Development Total	\$ 180,000	\$ 314,378	\$ -	\$ 494,378	\$ 80,000	\$ 574,378	\$ 426,215
Debt Recovery Total	\$ 500,000	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ 228,892
- Property Management	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 4,816
- Aerodrome	\$ -	\$ 27,400	\$ -	\$ 27,400	\$ 105,000	\$ 132,400	\$ 137,880
- Work, Health & Safety Programs	\$ -	\$ 2,900	\$ -	\$ 2,900	\$ -	\$ 2,900	\$ 2,898
- General Administration	\$ 8,500	\$ 5,100	\$ -	\$ 13,600	\$ -	\$ 13,600	\$ 6,834
- General Manager	\$ 7,000	\$ 500	\$ -	\$ 7,500	\$ 28,200	\$ 35,700	\$ 39,170
Other Legal Total	\$ 20,500	\$ 35,900	\$ -	\$ 56,400	\$ 133,200	\$ 189,600	\$ 191,598
Total Expenditure	\$ 700,500	\$ 350,278	\$ -	\$ 1,050,778	\$ 213,200	\$ 1,263,978	\$ 846,705

## Cessnock City Council

## Statement of Financial Position

as at 31 December 2019

\$ '000	Actual 2019	Year to date 2020
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash & Cash Equivalents	5,421	3,105
Investments	34,100	37,100
Receivables	2,814	26,730
Inventories	2,029	2,066
Other	78	-
<b>Total Current Assets</b>	<b>44,442</b>	<b>69,001</b>
<b>Non-Current Assets</b>		
Investments	800	800
Inventories	-	-
Infrastructure, Property, Plant & Equipment	852,855	865,895
<b>Total Non-Current Assets</b>	<b>853,655</b>	<b>866,695</b>
<b>TOTAL ASSETS</b>	<b>898,097</b>	<b>935,696</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Payables	6,222	10,055
Income received in advance	68	-
Borrowings	1,511	1,721
Provisions	9,471	9,447
<b>Total Current Liabilities</b>	<b>17,272</b>	<b>21,223</b>
<b>Non-Current Liabilities</b>		
Payables	3,982	4,005
Income received in advance	813	813
Borrowings	5,349	6,555
Provisions	11,447	11,447
<b>Total Non-Current Liabilities</b>	<b>21,591</b>	<b>22,820</b>
<b>TOTAL LIABILITIES</b>	<b>38,863</b>	<b>44,043</b>
<b>Net Assets</b>	<b>859,234</b>	<b>891,653</b>
<b>EQUITY</b>		
Retained Earnings	484,883	517,302
Revaluation Reserves	374,351	374,351
<b>Total Equity</b>	<b>859,234</b>	<b>891,653</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	RMS	GST	Rates	Closing Balance		
July 2019	4,474	(6,138)	(1,617)		(2,000)	5,500	1,601		155	4,096	5,072	31,900	37,972
August 2019	6,072	(6,949)	(2,160)	(3,600)	(4,600)	4,600	2,280	1,025	297	8,377	5,342	35,500	40,842
September 2019	5,342	(5,207)	(1,670)	(5,500)	(1,000)	3,900	1,397		349	5,559	3,170	38,100	41,270
October 2019	3,170	(6,113)	(1,640)		(800)	5,700	1,578	472	227	1,562	4,156	33,900	38,056
November 2019	4,156	(5,681)	(2,157)	(3,900)	(5,000)	6,000	4,748	632	295	6,644	5,737	36,100	41,837
December 2019	5,737	(5,643)	(1,725)	(5,200)	(1,900)	4,800	1,357	580	-	3,518	2,134	38,400	40,534
January 2020	3,807												-
February 2020	4,017												-
March 2020	5,445												-
April 2020	3,655												-
May 2020	3,794												-
June 2020	7,799												-

Actual	
Estimate	

Cessnock City Council  
Sundry Debtors

Quarterly Budget Review Statement  
for the period 01/10/18 to 31/12/19

Review for the quarter ended 31 December 2019

Sundry Debtor Categories	30 days	60 days	90 days	120+ days	Total Outstanding	Notes regarding accounts in 120+ days
Category 67 - Highway Applications	\$ 403.00	\$ -	\$ -	\$ -	\$ 403.00	
Category 68 - Fire safety inspections	\$ 3,759.00	\$ 2,632.00	\$ 385.00	\$ 3,243.77	\$ 9,379.77	Accounts under review & debt collection
Category 69 - Premise inspections	\$ 11,942.00	\$ 9,690.00	\$ 3,146.00	\$ 53,014.88	\$ 71,686.88	Various accounts referred to debt collection. Annual fees have been waived with debt recovery action underway
Category 68 - Hunter Valley Visitor Centre	\$ 322.00	\$ 5,264.00	\$ 6,342.00	\$ 6,786.00	\$ 21,728.00	Accounts and service in review
Category 69 - Airport Fees	\$ 1,692.00	\$ -	\$ -	\$ -	\$ 1,692.00	
Category 67 - Waste Disposal Fees	\$ 10,597.18	\$ 13,112.18	\$ 6,836.49	\$ 18,468.40	\$ 49,091.25	Various accounts currently in process of debt collection
Category 68 - Karts & Gutting	\$ -	\$ -	\$ -	\$ 11,275.84	\$ 11,275.84	Accounts currently on extended payment arrangements
Category 69 - Miscellaneous	\$ 502,632.26	\$ 27,305.01	\$ 27,683.47	\$ 247,993.30	\$ 805,618.08	Various accounts including government agency
Category 71 - Competitive Building Fees	\$ 19,416.02	\$ 6,626.01	\$ -	\$ -	\$ 26,042.03	
Category 72 - OESM inspection charges	\$ 2,862.00	\$ 3,626.00	\$ 2,323.00	\$ 5,066.00	\$ 14,165.00	Various accounts currently in process of debt collection
Category 73 - Rental charges	\$ 20,432.08	\$ 8,413.64	\$ 6,897.82	\$ 8,239.93	\$ 43,743.47	Accounts under review & debt collection
Category 74 - Road Operations	\$ -	\$ -	\$ -	\$ 31,005.00	\$ 31,005.00	Accounts referred for debt collection
Category 75 - Recreation Services	\$ -	\$ -	\$ -	\$ 12,940.17	\$ 12,940.17	Accounts referred for debt collection
Category 77 - Hire of Community Facilities	\$ 6,765.00	\$ 618.00	\$ -	\$ 752.00	\$ 7,083.00	Accounts referred for debt collection
Category 78 - Hire of Public Swimming Pool Inspections	\$ 3,515.00	\$ 2,404.00	\$ 768.00	\$ 2,838.00	\$ 7,787.00	Various accounts currently in process of debt collection
Category 79 - Cemetery Reservations	\$ -	\$ -	\$ -	\$ 6,127.91	\$ 6,127.91	Various accounts with extended payment arrangements
Category 84 - Karts & Gutter Contributions	\$ -	\$ -	\$ -	\$ 3,008.00	\$ 3,008.00	Amount referred for Legal Action, Payment Arrangement now in place
					\$ 1,125,784.48	

Break down of large outstanding amounts

Category 69 - Miscellaneous	
Grant Funding - Resources for Region	\$ 104,085.00
Grant Funding - Stronger Country Communities Funding	\$ 180,058.30
Grant Funding - Road Upgrades	\$ 258,216.46
Grant Funding - Sportground Upgrades	\$ 41,166.00
Grant Funding - Transport Grants	\$ 21,196.00
Grant Funding - Debt Collections	\$ 20,000.00
Road Maintenance Contributions (current period)	\$ 37,880.00



Corporate and Community

Report No. CC12/2020

Corporate and Community Services



**SUBJECT:** *COMMUNITY ACCESS POLICY - RECOMMENDATION FOR REVOCATION*

**RESPONSIBLE OFFICER:** *Community & Cultural Engagement Manager - Natalie Drage*

### **SUMMARY**

The Community Access Policy (Policy Number C65.2) has been reviewed in line with Council's Controlled Documents Protocol and Review Procedure. The review has found that the Community Access Policy has been superseded by Council's adopted Disability Inclusion Action Plan (2017-2021). This report seeks Council's endorsement to revoke the Community Access Policy.

### **RECOMMENDATION**

**That Council revoke the Community Access Policy (Policy Number C65.2).**

### **BACKGROUND**

At its meeting on 1 November 1995, Council considered report DSS 38/1995 – Social and Community Plan and resolved:

- 1. That the changes referred to in this report be incorporated in the City of Cessnock Social and Community Plan.***
- 2. That subject to the above changes the Social and Community Plan be adopted.***
- 3. That the Social and Community Plan be reviewed every two years.***

During a review of the Social and Community Plan in 2003 a recommendation was made to determine a Community Access Policy. This was endorsed by Council at its Ordinary Meeting held on 5 March 2003 (DC&RS 1/2003). The enclosed Community Access Policy was developed and defined a vision and principles for how Council intended to ensure that the Cessnock Local Government Area became an accessible community to all people, regardless of their ability.

### **REPORT/PROPOSAL**

In 2014, the NSW State Government passed the *Disability Inclusion Act 2014* which required all public authorities in NSW to have a Disability Inclusion Action Plan (DIAP) setting out the measures it intends to put in place (in connection with the exercise of its functions) so that people with disability can access general supports and services available in the community, and can participate fully in the community.

At its meeting on 7 June 2017, Council considered report CC37/2017 and resolved to adopt the DIAP 2017-2021. The plan is available for viewing on Council's website <http://www.cessnock.nsw.gov.au/community/AccessInclusion>. The plan provides a four year framework that formally identifies how Council can assist to improve access and inclusion within the community for its services, infrastructure, communications and business systems.

**Corporate and Community**

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In developing the plan, Council consulted with 160 people and included people with disability, carers of people with disability, families of children with disability, community groups and service providers to understand opportunities to improve inclusion and access.

The four focus areas of the plan are:

1. Develop positive community attitudes and behaviours.
2. Create liveable communities.
3. Support access to meaningful employment.
4. Improve access to services through better systems and processes.

Under the *Disability Inclusion Act 2014*, Councils are required to review their DIAP every four years and report progress on the implementation of their DIAPs in Council's annual report.

Council's Controlled Documents Protocol defines a policy as 'a statement of Council's position on a matter, designed to guide current and future decisions of the organisation and are publically available on Council's website'. The Community Access Policy outlines a series of aspirational principles but is not adequately designed to guide Council decision making. The adopted DIAP is Council's key strategic document informing access and inclusion practices and guides actions in the annual Operational Plan. The DIAP will be reviewed in 2020/21, informing the development of the next four year plan which is required to be adopted by Council prior to 30 June 2021.

**OPTIONS**

N/A

**CONSULTATION**

Community and Cultural Engagement Manager  
Governance Officer

**STRATEGIC LINKS**

**a. Delivery Program**

The 2017-21 Delivery Program includes 1.1.3.a Commence implementation of the Disability Inclusion Action Plan.

**b. Other Plans**

Actions listed within the DIAP (2017- 2021) are included in Council's 2019-20 Operational Plan.

**IMPLICATIONS**

**a. Policy and Procedural Implications**

Revoking the Community Access Policy will ensure Council's adopted DIAP is the key document informing Council's position on access and inclusion, guiding future decisions of the organisation.

**Corporate and Community**

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**b. Financial Implications**

N/A

**c. Legislative Implications**

Section 12 of the *Disability Inclusion Act 2014* indicates that each public authority must, from the day prescribed by the regulations, have a plan (a disability inclusion action plan) setting out the measures it intends to put in place (in connection with the exercise of its functions) so that people with disability can access general supports and services available in the community, and can participate fully in the community.

**d. Risk Implications**

If the Community Access Policy is not revoked Council could be seen to have an inconsistent position on access and inclusion. The existence of both the Community Access Policy and DIAP could also complicate future planning processes as there are discrepancies between the documents.

**e. Environmental Implications**

N/A

**f. Other Implications**

N/A

**CONCLUSION**

The Community Access Policy has been superseded by the DIAP which is a legislated plan that provides a clear and current position on access and inclusion and an integrated response to reducing and removing barriers for people with disability. It is recommended that Council revoke the Community Access Policy.

**ENCLOSURES**

[1](#) Community Access Policy - C65.2



## Cessnock City Council Community Access Policy

<b>Policy Owner:</b>	Community & Cultural Engagement Manager
<b>Relevant Legislation:</b>	Not Applicable
<b>Related Policy:</b>	Not Applicable
<b>Policy Adoption/Amended Date:</b>	1 November 1995 (38/1995 – 40)
<b>Policy Reviewed/History:</b>	18 September 2013 (PM91/2013 – 581) 1 November 1995 (38/1995 – 40)

<b>Policy Review Date:</b>	<b>Policy Number:</b>	<b>Document Number:</b>
April 2014	C65.2	DOC2013/043615

### 1. Objective:

Council will adopt and implement strategies which aim to ensure that the Cessnock Local Government Area becomes an accessible community to all people, regardless of their ability.

Council interprets an “accessible community” as one in which the transportation systems, physical environment, communication systems, technological systems, political, cultural, bureaucratic, corporate, social institutions and employment practices are open and available to people with disabilities, providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community.

### 2. Definitions

Access can mean different things to various groups, for example:

- to people with a physical disability, access can mean being able to enter a building in a wheelchair and being able to use all parts of it, including the toilet, hand-rails, well-graded ramps, non-slippery surfaces;
- to people with a visual disability, access can mean good lighting, clear signing as well as auditory and tactile aids;
- to people with a hearing disability, access can mean assisted listening systems, TV captioning and good visual aids;
- to people with intellectual disability, access can mean clear, unambiguous signing in building and streets, and considerate assistance;
- to people with a psychiatric disability, access can mean social acceptance and understanding.

Add to this list those people who have temporary impairments, such as damaged limb, and parents pushing prams/strollers

Access also involves opportunities to participate in decision making, management of services, training, employment, cultural, social recreational and political activities and to obtain needed information in an appropriate format.

### **3. Policy Statement**

Council's policy statement for community access is based of the following principles:

- No person who lives or works in, or visits the Council area, shall be denied access to any Council facility or service on the grounds of personal disability or disadvantage.
- All new facilities operated by the Council shall be designed to be fully accessible to persons with all types of disability.
- Existing facilities operated by the Council shall, where possible, be progressively modified to optimise their accessibility.
- Programs and services provided by the Council should have operating guidelines which optimise their availability to persons experiencing disability or disadvantage, and those guidelines shall be publicised.
- Council staff should be given the opportunity to undertake in-service training related to disability.
- No suitable applicant for employment with the Council shall be rejected on the basis of disability.
- Council shall adopt principles which facilitate the employment of people with disabilities, and this Policy will be noted in employment advertisements.
- Council shall, where possible, make available its resources to bodies in the area, to assist in community education and the integration of persons with disabilities into all aspects of life in the community.
- Council shall encourage developers to optimise the accessibility of their projects and incentive schemes to encourage this shall be investigated.
- Council shall encourage all non Council bodies to maximise the accessibility of their facilities programs and services.
- Council shall actively enforce the relevant building regulations and Council requirements for the provision of access to new and existing buildings.

#### **Physical access**

- Parking
- Kerbs
- Pathways
- Ramps
- Steps



- Passageways
- Toilets
- Utilities, telephones, drinking fountains
- Signs
- Lifts
- Furniture/fittings

#### **Sensory access**

- Lighting (e.g. well lit corridors)
- Contrasting textural cues (e.g. tactile tiles on floors)
- Audio inductive loop system
- Signs
- Appropriate colours (e.g. avoiding busy patterns in walls)
- Appropriate typefacing (clear and bold)

#### **Typical Faults with Access Design**

There are many examples where developers have the right intentions to provide adequate access but make basic errors. Known examples include:

- standard size car park spaces designated for disabled people, other vehicles park alongside preventing any return to the vehicles by wheelchair;
- good access around a building except for a high kerb from the carpark;
- ramp too steep;
- inability of people with poor vision or small stature to read signs high up on a wall;
- a toilet block on top of a grass hill with a toilet accessible by a wheelchair user but no hard surface/path;
- lack of audio-inductive loops for hearing impaired in theatres and other entertainments.

Corporate and Community

Report No. CC13/2020

Corporate and Community Services



**SUBJECT:** ***CITY OF CESSNOCK HALL OF FAME - CALL FOR NOMINATIONS AND REVOCATION OF POLICY NO: C1.3 "POLICY AND SELECTION CRITERIA FOR INDUCTION INTO THE CITY OF CESSNOCK HALL OF FAME"***

**RESPONSIBLE OFFICER:** ***Community & Cultural Engagement Manager - Natalie Drage***

## **SUMMARY**

This report provides an update on the 2019/20 City of Cessnock Hall of Fame (Hall of Fame) call for nominations. Nominations are in accordance with the City of Cessnock Hall of Fame Guidelines (the Guidelines) which were adopted by Council on 17 October 2018.

The Guidelines outline the framework for the nomination and selection of inductees into the Hall of Fame and replaces Policy C1.3: "Policy and Selection Criteria for Induction into the City of Cessnock Hall of Fame" (the Policy). This Policy was not revoked at the time of adopting the Guidelines and is recommended for revocation to correct that oversight.

## **RECOMMENDATION**

1. That Council notes the 2019/20 City of Cessnock Hall of Fame call for nominations close 28 February 2020 and that the nomination and selection process for the City of Cessnock Hall of Fame will be conducted in accordance with the City of Cessnock Hall of Fame Guidelines adopted by Council on 17 October 2018.
2. That Council revoke Policy C1.3; Policy and Selection Criteria for Induction into the City of Cessnock Hall of Fame.

## **BACKGROUND**

The adopted Policy and Selection Criteria for Induction into the City of Cessnock Hall of Fame proposed a framework for Council Officers to conduct the Hall of Fame and included objectives, award categories, criteria and inductee recognition.

The Hall of Fame was established in 2006 to:

- Recognise and celebrate the achievements of people who have a strong association with the City of Cessnock and have made a significant contribution in their field of endeavour.
- Be an aspirational resource to inspire current and future generations of the City of Cessnock.
- Be a source of civic pride.
- Showcase the achievements and contributions of the City of Cessnock to the broader state, national and international community.

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**REPORT/PROPOSAL**

After its adoption in 2006, the Policy was reviewed in 2013 and reported to Council 18 September 2013 (Reprot PM91/2013, resolution 581), with no changes made to the Policy as part of that review.

In 2018, the selection criteria and assessment process were reviewed and the Guidelines developed as a public document. The Guidelines were presented to the Council Initiated Awards Committee at its meeting held on 19 September 2018 and recommended to Council that the Guidelines be adopted.

At its meeting held 17 October 2018, Council considered report CC77/2018 – Minutes of the Council Initiated Awards Meeting held on 19 September 2018 and resolved Motion 702:

- 1. That the Minutes of the Council Initiated Award Committee of 19 September 2018 be adopted as a resolution of the Ordinary Council.**
- 2. That Council adopts the amended Guidelines and Criteria for the nomination and selection of both Freeman of the City and Hall of Fame members.**

The Guidelines outline the framework for the nomination and selection of inductees into the Hall of Fame and replaced Policy, *C1.3 Policy and Selection Criteria for Induction into the City of Cessnock Hall of Fame* (the Policy), refer to **Enclosure 1**. The Policy was not revoked at the time of adopting the Guidelines and is now recommended to Council for revocation to correct that oversight.

The Hall of Fame Guidelines are available on the Cessnock City Council website <http://www.cessnock.nsw.gov.au/community/events-ceremonies/halloffame>.

The most recent call for nominations to the City of Cessnock Hall of Fame opened July 2019. The round was extended with no eligible nominations received and now closes 28 February 2020. The assessment and selection of nominees will be in accordance with the Guidelines by the Council Initiated Awards Committee.

**OPTIONS**

N/A

**CONSULTATION**

Community and Cultural Engagement Manager  
Principal Community Planner  
Governance Officer

**STRATEGIC LINKS**

**a. Delivery Program**

The Delivery Program 2017-21 Objective 1.1 Promoting social connections includes the action:

- 1.1.4d Organise other civic events such as Australia Day, Citizenship Ceremonies and Hall of Fame events.

**b. Other Plans**

N/A

**IMPLICATIONS**

**a. Policy and Procedural Implications**

Revoking the superseded Policy will ensure there are no inconsistencies in the documents for the Hall of Fame program and the program is governed effectively.

**b. Financial Implications**

N/A

**c. Legislative Implications**

N/A

**d. Risk Implications**

The risk of not revoking the Policy is that any inconsistencies between the Policy and Guidelines create reputational risk for Council in relation to the communication and delivery of the program.

**e. Environmental Implications**

N/A

**f. Other Implications**

N/A

**CONCLUSION**

In the process of reviewing the framework for the Hall of Fame in 2018 the Guidelines were developed and adopted by Council and are the key document outlining the process for nomination and selection of inductees. The Guidelines have superseded the Policy, which was not revoked at that time and in order to eliminate any inconsistencies it is recommended that the Policy is revoked.

**ENCLOSURES**



Policy and Selection Criteria for Induction into the City of Cessnock Hall of Fame



## **Cessnock City Council Policy Policy and Selection Criteria for Induction into the City of Cessnock Hall of Fame**

<b>Policy Owner:</b>	Community & Cultural Engagement Manager
<b>Relevant Legislation:</b>	Not Applicable
<b>Related Policy:</b>	Not Applicable
<b>Policy Adoption/Amended Date:</b>	18 October 2006 (DS&CS 148/2006 – 561)
<b>Policy Reviewed/History:</b>	18 September 2013 (PM91/2013 – 581) 18 October 2006 (DS&CS 148/2006 – 561) 23 August 2013

<b>Policy Review Date:</b>	<b>Policy Number:</b>	<b>Document Number:</b>
August 2014	C1.3	DOC2013/043620

### **1. Objective:**

The City of Cessnock Hall of Fame is being established to meet the following objectives:

- To recognise the achievements and contributions of those people who have or have had a strong association with the City of Cessnock Local Government Area (LGA) and who have achieved significant prominence in their field of endeavour.
- To provide a resource which will easily assist the communities of the City of Cessnock LGA to locate information about the LGA's high achievers.
- To be a source of civic pride which can inspire current and future generations of residents of the area to strive and meet their aspirations.
- To promote to the achievements and contributions of citizens of the City of Cessnock LGA to the broader national and international community.
- To establish the City of Cessnock Hall of Fame consistent with the Cessnock City Council's Strategic Plan, Social and Community Plan, Cultural Development Principles and Actions and any other relevant planning tools.

### **2. Policy Statement**

The City of Cessnock Hall of Fame celebrates individuals and families who have a strong association with the City and who have attained significant prominence at a state, national or international level in their field of endeavour. People inducted into the Hall of Fame will be from all spheres of the community and will be recognised and celebrated for their outstanding achievements.



## **Categories**

The City of Cessnock Hall of Fame will recognise those individuals who have achieved significant prominence in the following categories:

### **Arts**

*(including Culture, Entertainment)*

### **Business**

*(including Agriculture)*

### **Public Service**

*(including Politics, Unionism, Religion, Education, Welfare, Defence, Bravery, Gallantry)*

### **Science**

### **Sport**

The City of Cessnock Hall of Fame will also recognise those families associated with the City of Cessnock LGA across several generations and which have achieved significant prominence. Such families will have achieved that significance at a level commensurate with the examples listed below for the other categories and have been associated with the City of Cessnock LGA for three or more generations. These families will be recognised in the following category:

### **Meritorious Families**

## **Selection Criteria**

### **Association with the City of Cessnock LGA**

To be eligible for consideration for induction into the City of Cessnock Hall of Fame, the nominated individual or family must:

- Have been born in the LGA; and/or
- Have spent a substantial period of their childhood/adolescence in the LGA; and/or
- Have been resident in the LGA for a substantial period of time during their period of high achievement.

Organisations, groups and business entities are not eligible for nomination/induction and are recognised for their achievements through other programs.

### **Scale of Achievement**

Fame or celebrity per se will not be used as a measure of achievement. Some high achievers will have attained a status of fame or celebrity and be a household name. Others might have achieved high accolade and recognition within their sphere of endeavour but not be well known to the broader community. The criteria for consideration for the various categories are as follows:

### **Arts**

Examples of achievements which might establish eligibility for induction into the Arts category of City of Cessnock Hall of Fame are:

- Receipt of an award at a state, national or international level in recognition of artistic endeavour, eg NSW Premier's Literary Awards, The Australian Vogel Literary Award, Commonwealth Writers' Prize, Booker Prize, the Wynne Prize, the Archibald Prize;
- Publication of a work of literary significance, eg a major bestseller, a work recognised by peers as being of significant merit;
- Exhibition of work at a gallery of state or national status;
- Membership of a national company or a company of national status, eg Opera Australia, the Australian Ballet, Sydney Dance Company, Bell Shakespeare Company, Sydney Theatre Company, Sydney Symphony Orchestra;
- Significant contribution to the production of a nationally or internationally released/broadcast film or television program, eg acting, presentation, direction, cinematography;
- Receipt of an award at a state, national or international level in recognition of journalism, eg Walkley Award.

### **Business**

Examples of achievements which might establish eligibility for induction into the Business category of City of Cessnock Hall of Fame are:

- Establishment of a business which has developed into an undertaking of state, national or international proportions;
- Appointment to a position of leadership at the head of a business or industry organisation of state, national or international status;
- Major contribution to the development of an industry or sector of national or international significance through innovation, invention or outstanding commitment;
- Receipt of an award at a state, national or international level in recognition of business practice, eg Australian Business Excellence Prize, Telstra Business Awards, Telstra Businesswoman of the Year.

### **Public Service**

Examples of achievements which might establish eligibility for induction into the Public Services category of City of Cessnock Hall of Fame are:

- Appointment to a position of leadership at the head of a prominent State or Federal government organisation, department or instrumentality;
- Appointment to a State or Federal government ministerial position;
- Appointment to a position of leadership at the head of a prominent, state or national nongovernment or not for profit organisation, eg union, church, educational establishment;
- Appointment to a position of leadership at the head of a national military or defence organisation;
- Appointment to a prominent or unique position in and of the public service examples listed above;
- Major contribution to one of the public service examples listed above through outstanding commitment or service;
- Recognition through the award of a Companion or Officer in the Order of Australia.

### **Science**

Examples of achievements which might establish eligibility for induction into the Science category of City of Cessnock Hall of Fame are:

- Establishment of a scientific organisation which has developed into an undertaking of State, National or International proportions;

- Appointment to a position of leadership at the head of a scientific organisation of State, National or International status;
- Major contribution to the development of science, research or understanding of national or international significance through innovation, invention or outstanding commitment;
- Receipt of an award at a State, National or International level in recognition of scientific endeavour, eg Australian Academy of Science Awards, Australian Museum Eureka Prizes, Prime Minister's Prizes for Science.

### **Sport**

Examples of achievements which might establish eligibility for induction into the Sport category of City of Cessnock Hall of Fame are:

- Representation of Australia in international competition in an individual or team sport (for the sport to be acknowledged in the City of Cessnock Hall of Fame, the sport must be represented by an national sporting organisation recognised by the Australian Sports Commission – see <http://www.ausport.gov.au/sportdirectory/ascstatus.asp> );
- Representation of Australia in an international boardgame competition, eg chess;
- Participation in a significant sport at the highest level of competition, if it is not played at an international level;
- Major contribution to the development of sport of national or international significance through innovation, invention or outstanding commitment.

### **Nomination and Induction Process**

- The establishment of the City of Cessnock Hall of Fame will see the induction of the inaugural list of approved nominees. This list will be compiled by the Cultural Planning & Development Committee of Cessnock City Council and then be submitted to Council for ratification.
- The initial list will be expanded on an annual basis by calling for public submissions which will be formally considered by the Cultural Planning & Development Committee.
- Nominations must propose the induction of an individual or family and can be made by any person or organisation. Any individual or family meeting the criteria relating to association with the City of Cessnock and the scale of achievement is eligible for nomination. Self-nominations from individuals or families, however, will not be accepted.
- Nominations from members of the public will be required to be submitted on Council's City of Cessnock Hall of Fame Nomination Form.
- Documentary evidence supporting the nomination will also need to be submitted with the Nomination Form. It is the responsibility of the nominator to conduct any necessary research and obtain documentation to substantiate the nomination. The supporting documentation must include supporting statements from authoritative sources and/or appropriate historical documentation. This documentation will be necessary to assist with the verification of credentials for induction into the City of Cessnock Hall of Fame.
- A non-refundable registration fee of \$25.00 must be lodged with the Nomination Form. This fee is charged to help cover the costs of administering the City of Cessnock Hall of Fame.

### **Format of Recognition**

- New inductees will be recognised at an annual induction event.

- The City of Cessnock Hall of Fame will be located on the Cessnock City Council website in order to maximise the opportunities to promote the Hall of Fame and its content to the wider community.
- A physical dimension of the Hall of Fame will be created with the establishment of "Walks of Fame" in various localities throughout the LGA. The Walks of Fame will incorporate a series of simple commemorative plaques in acknowledgement of those who have been inducted into the Hall of Fame.
- The website for Hall of Fame will remain the principle location containing and displaying the detailed information relating to each person in the Hall of Fame.



Corporate and Community

Report No. CC14/2020

Corporate and Community Services



**SUBJECT:** *INVESTMENT REPORT - JANUARY 2020*

**RESPONSIBLE OFFICER:** *Finance and Administration Manager - Andrew Glauser*

### **SUMMARY**

Section 625 of the *Local Government Act 1993*, Clause 212 of the *Local Government (General) Regulation 2005* and Council's Investment Policy require a monthly report to Council detailing all money invested.

### **RECOMMENDATION**

That Council receives the Investment Report for January 2020 and notes:

- Investments are held in accordance with Council's Investment Policy which accords with the Ministerial Investment Order
- Council's month end balance was \$39,702,884, year to date interest earned to 31 January was \$432,730 and the interest earned for January 2020 was \$54,272.

### **BACKGROUND**

The *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Council's Investment Policy requires a monthly report to Council detailing all money invested.

### **REPORT**

#### **Statement by the Responsible Accounting Officer**

I, Robert Maginnity, as Responsible Accounting Officer, hereby certify that this report is produced in accordance with Clause 212 of the *Local Government (General) Regulation 2005* and that all investments have been made in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2005* and Council's Investment Policy.

#### **General Investment Commentary**

Following assessment of projected cash flow requirements, surplus funds are invested in accordance with Council's Investment Policy. Investment revenues to the end of January 2020 exceeded the benchmark in the Investment Policy with an actual level of return at 112.40 % of the year to date budget.

The Reserve Bank of Australia (RBA) official cash rate as at 31 January 2020 was 0.75%. Scheduled RBA Board meetings are held on the first Tuesday of each month (excluding January) at which the official cash rate is one of the matters considered. The meeting held on 4 February 2020 retained the official cash rate at 0.75%.



## Corporate and Community

Report No. CC14/2020

## Corporate and Community Services

**Investment Portfolio Information****Table 1** Total cash and investments held by Council as at 31 January 2020

Invest No	Financial Institution Investment Held With	Invest Type	Interest Coupon Term	Maturity / Next Coupon Date	Current Coupon Rate	Par Value \$'000
	Commonwealth Bank	CASH			0.40%	4,562
	Commonwealth Bank	At Call			0.10%	41
1243	AMP Bank	At Call			1.05%	500
1277w	Greater Bank	FRN	91	24-Feb-20	2.33%	500
1281j	National Bank	TD	245	31-Mar-20	1.81%	700
1298r	Newcastle Permanent Building Society	VRD	91	03-Apr-20	2.32%	800
1306h	Suncorp Bank	TD	214	14-Jul-20	1.50%	900
1325c	Members Equity Bank	TD	272	19-May-20	1.68%	900
1330c	National Bank	TD	160	29-Jun-20	1.57%	900
1332c	Suncorp Bank	TD	271	25-Feb-20	2.15%	1,000
1341b	AMP Bank	TD	280	12-May-20	2.00%	1,000
1345c	National Bank	TD	217	05-May-20	1.65%	800
1347b	Suncorp Bank	TD	210	26-May-20	1.58%	800
1358b	National Bank	TD	230	07-Jul-20	1.48%	1,000
1360a	National Bank	TD	210	24-Mar-20	1.63%	1,000
1361a	AMP Bank	TD	339	05-Jun-20	2.20%	1,000
1362a	AMP Bank	TD	337	10-Jun-20	2.20%	1,000
1366a	Bankwest	TD	210	10-Mar-20	1.62%	1,000
1368a	Suncorp Bank	TD	222	14-Apr-20	1.61%	1,000
1369a	National Bank	TD	231	30-Jun-20	1.52%	1,000
1370a	IMB Bank	TD	217	25-Jun-20	1.52%	1,000
1371a	Members Equity Bank	TD	270	08-Sep-20	1.58%	1,000
1373	Bank of QLD	TD	270	17-Mar-20	2.08%	1,000
1374a	National Bank	TD	272	27-Oct-20	1.50%	1,000
1375	National Bank	TD	186	04-Feb-20	1.83%	1,000
1376	Suncorp Bank	TD	193	11-Feb-20	1.80%	800
1377	Suncorp Bank	TD	200	18-Feb-20	1.80%	600
1380b	Commonwealth Bank	TD	196	28-Jul-20	1.44%	600
1381	Macquarie Bank	TD	215	07-Apr-20	1.75%	1,000
1383	Macquarie Bank	TD	224	21-Apr-20	1.75%	1,000
1384	Macquarie Bank	TD	224	28-Apr-20	1.75%	1,000
1385	Commonwealth Bank	TD	273	23-Jun-20	1.52%	900
1387	Suncorp Bank	TD	221	16-Jun-20	1.55%	1,000
1388	Suncorp Bank	TD	257	11-Aug-20	1.50%	1,000
1389	Suncorp Bank	TD	131	08-Apr-20	1.48%	600
1390	Suncorp Bank	TD	151	28-Apr-20	1.52%	600
1391	Macquarie Bank	TD	222	13-Jul-20	1.55%	1,000
1392	Commonwealth Bank	TD	105	17-Mar-20	1.33%	600
1393	Commonwealth Bank	TD	209	29-Jun-20	1.32%	600
1394	National Bank	TD	220	13-Jul-20	1.47%	600
1395	ANZ Bank	TD	237	04-Aug-20	1.40%	700
1396	ANZ Bank	TD	251	18-Aug-20	1.40%	700
1397	ANZ Bank	TD	216	21-Jul-20	1.40%	1,000
<b>TOTAL</b>						<b>39,703</b>

## Corporate and Community

Report No. CC14/2020

## Corporate and Community Services

**Table 2** Level of funds held and the percentage invested with financial institutions

Financial Institution	Rating	Maximum Counterparty	Amount \$'000	% of Portfolio
Commonwealth Bank	A1+	25%	7,303	18.39%
Bankwest	A1+	25%	1,000	2.52%
IMB Bank	A2-	10%	1,000	2.52%
National Bank	A1+	25%	8,000	20.15%
Suncorp Bank	A1	25%	8,300	20.91%
Members Equity Bank	A2	10%	1,900	4.79%
Newcastle Permanent Building Society	A2	10%	800	2.01%
AMP Bank	A2-	10%	3,500	8.82%
Greater Bank	A2	10%	500	1.26%
Bank of QLD	A2	10%	1,000	2.52%
Macquarie Bank	A1	25%	4,000	10.07%
ANZ Bank	A1+	25%	2,400	6.04%
<b>TOTAL</b>			<b>39,703</b>	<b>100.00%</b>

**Table 3** Investment types, risk assessment, amount and percentage invested compared to the total

Investment Type	Risk Assessment		Amount	% of
	Capital	Interest	\$'000	Portfolio
Term Deposits	Low	Low	33,300	83.87%
Cash/At Call Deposits	Low	Low	5,103	12.86%
Variable Rate Notes	Low	Low	800	2.01%
Floating Rate Deposit	Low	Low	500	1.26%
<b>TOTAL</b>			<b>39,703</b>	<b>100.00%</b>

**Table 4** Comparison of interest rates, earnings and balances this year to last year

Performance Measures	This Year	Last Year
Portfolio Average Interest Rate (year to date)	1.86%	2.56%
BBSW Average Interest Rate (year to date) *	0.95%	1.98%
Actual Investment Interest Earned January	\$54,272	\$85,188
Actual Investment Interest Earned (year to date)	\$432,730	\$608,848
Budget Investment Interest (year to date)	\$385,000	\$487,095
Original Budget Investment Interest (Annual)	\$860,000	\$825,000
Revised Budget Investment Interest (Annual)	\$660,000	\$835,000

Investment Balances (Par Value)	This Year	Last Year
Opening Balance as at 1 July	\$39,874,176	\$38,760,390
Month End Current Balance	\$39,702,884	\$37,617,452

- BBSW 90 day Bank Bill Reference Rate (performance measure as per Council's Investment Policy)

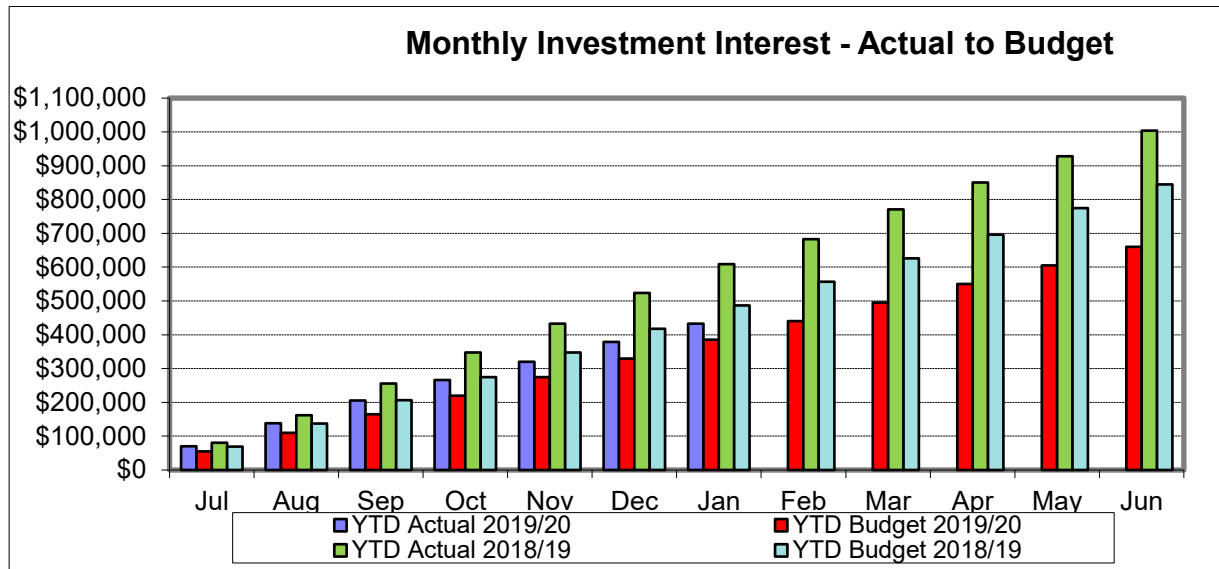
Corporate and Community

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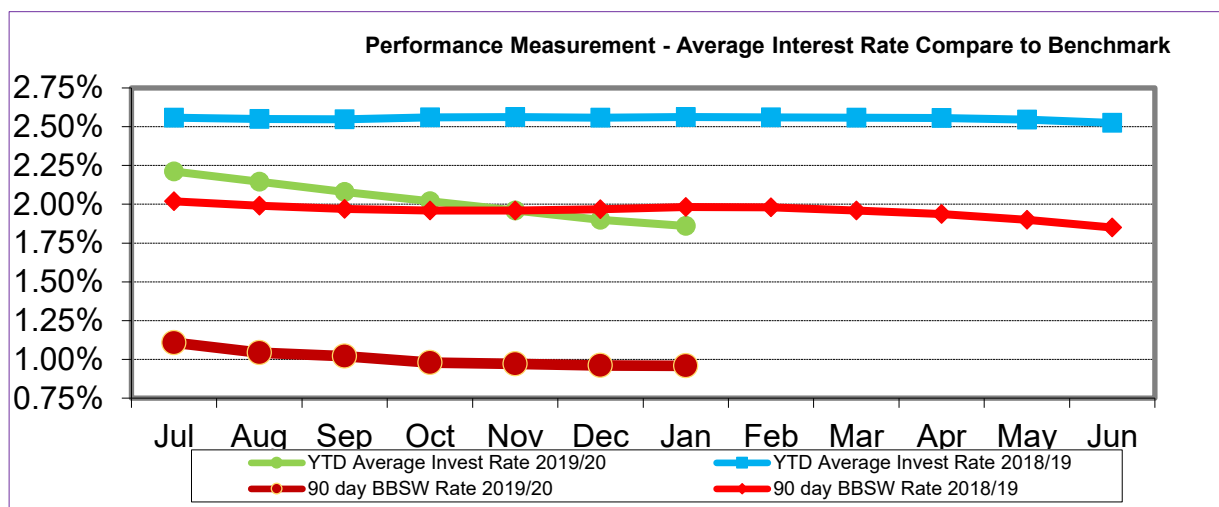
Corporate and Community Services



**Graph 1** Actual interest earned to budget for this year and last year



**Graph 2** Current year portfolio performance to prior year performance



## Corporate and Community

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## Corporate and Community Services

**Table 5** Internal and external restrictions over cash and investments held

<b>Month End Totals \$'000</b>	<b>Jan 2020</b>	<b>Dec 2019</b>	<b>Nov 2019</b>	<b>Oct 2019</b>	<b>Sep 2019</b>	<b>Aug 2019</b>
Developer contributions	14,157	13,677	13,423	13,361	12,831	12,679
RMS contributions	2,083	2,083	2,083	2,083	2,083	2,083
Specific purpose unexpended grants	1,860	871	773	902	928	1,272
Domestic waste management reserve	430	430	430	430	430	430
Stormwater management	75	75	55	87	112	155
<b>External Restrictions</b>	<b>18,605</b>	<b>17,136</b>	<b>16,764</b>	<b>16,863</b>	<b>16,384</b>	<b>16,619</b>
<b>Month End Totals \$'000</b>	<b>Jan 2020</b>	<b>Dec 2019</b>	<b>Nov 2019</b>	<b>Oct 2019</b>	<b>Sep 2019</b>	<b>Aug 2019</b>
Plant and vehicle replacement	1,648	1,712	1,775	1,718	1,484	1,615
Employees leave entitlement	3,076	3,076	3,076	3,076	3,076	3,076
Carry over works	753	757	795	816	928	1,114
Bridge replacement	939	1,232	1,081	1,039	1,103	1,103
Lawn cemeteries	69	69	69	69	69	69
Computer services	366	366	453	485	485	485
Energy efficiency	101	101	38	38	38	38
Insurance provisions	1,420	1,420	1,349	1,349	1,308	1,308
Miscellaneous and property	1,668	1,647	1,141	1,141	1,299	1,119
Grant Fund Leverage	774	795	795	795	795	795
Operations and programs	604	604	604	612	612	612
Property investment fund	792	833	828	742	906	906
Rezoning fees	85	85	85	85	85	85
Civil Works	642	680	780	762	786	790
Waste depot and rehabilitation	3,998	3,998	3,998	3,998	3,998	3,998
Unexpended loan funds	143	143	131	147	185	421
Committed projects(SRV)	1,343	1,433	1,565	1,575	1,575	1,800
<b>Internal Restrictions</b>	<b>18,421</b>	<b>18,951</b>	<b>18,563</b>	<b>18,447</b>	<b>18,732</b>	<b>19,334</b>
<b>Unrestricted - Balance of funds</b>	<b>2,677</b>	<b>4,447</b>	<b>6,510</b>	<b>2,746</b>	<b>6,154</b>	<b>4,889</b>
<b>Total Cash &amp; Investments</b>	<b>39,703</b>	<b>40,534</b>	<b>41,837</b>	<b>38,056</b>	<b>41,270</b>	<b>40,842</b>

Whilst the overall level of cash and investments has remained relatively static over the last few months, the level of Unrestricted funds has reduced from the December reported figure by \$1.77m (refer to table above). This variation relates to cashflow where expenditure does not directly align with receipt of revenue, with the variation consistent with previous years.

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Unrestricted funds and investment balances vary from month to month primarily due to the cash flow from rate payments, which will peak in the months of August, November, February and May each year when rate installments are due. Other variations in income will occur where grant funding is received which is not directly related to expenditure incurred in that month for the grant purpose. The Financial Assistance Grants which form a large part of Council revenue are normally received in August, November, February and May each year, and the associated expenditure is spread throughout the year. In January 2020, Council received \$1M in bushfire relief grant funding, which will be expended over the coming months, once Council determines the projects that the funding will be used for.

Monthly expenditure remains relatively static throughout the year, with the exception of months where major payments are made for such things as contracts, insurances or other significant payments.

**OPTIONS**

N/A

**CONSULTATION**

Director Corporate and Community Services  
Management Accountant

**STRATEGIC LINKS**

**a. Delivery Program**

Investment returns are an integral part of funding sources for future services and community expectations within the Delivery Program and Operational Plan.

This report is a part of the organisation's governance framework – providing feedback on the progress against the investment policy and budget adopted by Council. This is in line with the community's desired outcome of: "*Civic Leadership and Effective Governance*" and more specifically links to strategic direction:

5.3.7: Continue to educate staff on statutory compliance obligations.

5.3.8: Carry out governance functions to comply with legislation and best practice.

**b. Other Plans**

N/A

**IMPLICATIONS**

**a. Policy and Procedural Implications**

Investments are held in accordance with Council's Investment Policy which accords with the Ministerial Investment Order.



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**b. Financial Implications**

Investment returns are included in Council's Delivery Program and Operational Plan. Amendments are effected through the Quarterly Budget Review process. Investment portfolio performance is detailed within the report with comparisons to prior year and budget.

A portion of the portfolio and its associated investment income is restricted as it relates to funds held from Developer Contributions, Domestic Waste Management and Property Investment Reserve and is not available for operational projects.

**c. Legislative Implications**

This report meets Council's statutory obligations under the *Local Government (General) Regulation 2005* and the *Local Government Act 1993*.

**d. Risk Implications**

Investment risks are detailed within this report.

**e. Other Implications**

There are no environmental, community, consultative or other implications to this report.

**CONCLUSION**

The report details investments held and meets statutory and policy reporting obligations.

**ENCLOSURES**

There are no enclosures for this report.

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Report No. CC15/2020

Corporate and Community Services



**SUBJECT:** *DISCLOSURES OF INTERESTS IN WRITTEN RETURNS*

**RESPONSIBLE OFFICER:** *Finance and Administration Manager - Andrew Glauser*

### **SUMMARY**

Clause 4.24 of Council's Code of Conduct requires the General Manager to keep a register of returns lodged by Councillors and designated persons and to table them at a meeting of Council.

Clause 4.21 of the Code of Conduct requires that such returns are to be lodged with the General Manager within 3 months after becoming a Councillor or a designated person.

The purpose of this report is to table returns received from designated persons for the period 1 November 2019 to 31 January 2020.

### **RECOMMENDATION**

**That Council notes the tabling of the disclosures of interests written returns (for the period 1 November 2019 to 31 January 2020) by the General Manager in accordance with Council's Code of Conduct.**

### **BACKGROUND**

Prior to inclusion in the Model Code of Conduct, it was the *Local Government Act 1993* (NSW) (**Act**) that contained provisions governing obligations in relation to disclosures of interests in written returns. On 14 December 2018, the Office of Local Government (**OLG**) released the latest Model Code of Conduct which Council adopted as required by section 440(3) of the Act.

All of the provisions the Act contained in relation to written returns were repealed and moved to the Model Code of Conduct. It is now Part 4 of the Model Code and Council's Code of Conduct that governs matters concerning pecuniary interests.

### **REPORT/PROPOSAL**

Clause 4.21 of the Code of Conduct requires Councillors and designated persons to lodge a written return in the form set out in schedule 2 of the Code within three months after becoming a Councillor or a designated person.

Clause 4.8 of the Code of Conduct provides that designated persons are:

- (a) *The General Manager;*
- (b) *Senior staff for the purposes of section 332 of the Act;*
- (c) *A person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions under this or any other Act (such as regulatory functions or contractual*

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*functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest;*

- (d) *A person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions under this or any other Act (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.*

Clause 4.24 of the Code of Conduct requires the General Manager to keep a register of returns lodged with them and clause 4.25 requires the General Manager to table such returns at the first meeting of Council after the last day the return is required to be lodged.

The register of returns is available for public inspection at Council's Administration Centre at 62-78 Vincent St, Cessnock in accordance with the *Government Information (Public Access) Act 2009* (NSW) (**GIPA Act**) and as prescribed by clause 4.27 of the Code of Conduct.

**OPTIONS**

N/A

**CONSULTATION**

All designated persons were provided the Self-Help Guide from the OLG to assist them in the completion of their returns.

**STRATEGIC LINKS**

**a. Delivery Program**

Completion of the written returns for the period 1 August 2019 to 31 October 2019 links to the community's desired outcome of "*Civic Leadership and Effective Governance*", and in particular, it links to:

- strategic direction 5.3.7 within the Delivery Program 2017-2018 – *continue to educate staff on statutory compliance obligations*, and
- strategic action 5.3.7.b within the Operational Plan 2017-2018 – *coordinate disclosures of interest returns*.

**b. Other Plans**

N/A

**IMPLICATIONS**

**a. Policy and Procedural Implications**

Clause 4.24 of the Code of Conduct requires the General Manager to keep a register of returns lodged and clause 4.25 requires the General Manager to table such returns at the first meeting of Council after the last day the returns are required to be lodged.

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On the day following the meeting, the register of returns may be accessed by members of the public (at Council's Administrative Centre) during business hours without an appointment.

At all other times, the register of returns is available for inspection in accordance with the GIPA Act. Council requires a person to make an appointment to view the register of returns during business hours.

**b. Financial Implications**

N/A

**c. Legislative Implications**

N/A

**d. Risk Implications**

Failure to table the register of pecuniary interest returns would constitute a breach of Council's Code of Conduct.

**e. Environmental Implications**

N/A

**f. Other Implications**

Tabling the register of returns and allowing access to it demonstrates Council's commitment to openness and transparency, and is a crucial element of Council's civic leadership and effective governance.

**CONCLUSION**

Tabling of the register of returns satisfies Council's requirements under the Code of Conduct.

**ENCLOSURES**

There are no enclosures for this report.

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Corporate and Community Services

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**SUBJECT:** *RESOLUTIONS TRACKING REPORT*

**RESPONSIBLE OFFICER:** *Finance and Administration Manager - Andrew Glauser*

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**SUMMARY**

The enclosure contains pending actions from previous meetings as well as completed actions for period 17 October 2019 to 13 November 2019.

**RECOMMENDATION**

**That Council receives the report and notes the information in the Resolutions Tracking Report.**

**ENCLOSURES**

- 1**  Completed Actions 14 November 2019 - 7 February 2020
- 2**  Outstanding Actions



## Report CC16/2020 - Resolutions Tracking Report

Enclosure 1

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/11/2019	Hillman, Amanda	Adoption of Records Management Policy	4/12/2019	7/11/2019	15/11/2019
CC93/2019 <a href="#">1051</a> 15 Nov 2019 - 3:21 PM - Amanda Hillman Action completed by: Hillman, Amanda Policy updated in content manager, on intranet & website.		Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Chadwick, Teressa	Council Recess Period	18/12/2019	21/11/2019	21/11/2019
CC111/2019 <a href="#">1080</a> 21 Nov 2019 - 3:47 PM - Teressa Chadwick Action completed by: Chadwick, Teressa No further action required.		Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Chadwick, Teressa	Local Government Remuneration Tribunal - 2020 Annual Review	18/12/2019	21/11/2019	21/11/2019
CC112/2019 <a href="#">1081</a> 21 Nov 2019 - 3:47 PM - Teressa Chadwick Action completed by: Chadwick, Teressa No submission required. No further action.		Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Chadwick, Teressa	Schedule of Ordinary Meetings of Council Dates 2020	4/12/2019	21/11/2019	21/11/2019
CC110/2019 <a href="#">1079</a> 21 Nov 2019 - 3:47 PM - Teressa Chadwick Action completed by: Chadwick, Teressa No further action.		Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Wade, Craig	T741920HUN Supply and Delivery of Bulk Cationic Bitumen CRS	18/12/2019	21/11/2019	21/11/2019
CC108/2019 <a href="#">1077</a> 21 Nov 2019 - 3:12 PM - Craig Wade Action completed by: Wade, Craig Regional Procurement has been advised of the acceptance of the tender.		Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	McGowan, Kelly	Crown Land - Cessnock Clay Target Club	18/12/2019	21/11/2019	21/11/2019
CC109/2019 <a href="#">1078</a> 21 Nov 2019 - 3:27 PM - Kelly McGowan Action completed by: McGowan, Kelly Noted. No Action required.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Stevens, Rhiannon	Minutes of the Town Coordinators Review Committee - 7 November 2019	18/12/2019	21/11/2019	21/11/2019
GMU23/2019 <a href="#">1072</a> 21 Nov 2019 - 3:52 PM - Rhiannon Stevens Action completed by: Stevens, Rhiannon Purchase orders completed and offers made to successful applicants in writing.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/11/2019	Maher, Janine	Appointment of Council Representatives and External Alternate Members to the Hunter and Central Coast Regional Planning Panel	4/12/2019	7/11/2019	25/11/2019
PE72/2019 <a href="#">1048</a> 25 Nov 2019 - 2:54 PM - Janine Maher Action completed by: Maher, Janine Letters issued to successful and unsuccessful applicants. Letter issued to Panel Secretariat to advise of new appointments. Correspondence all issued on 25 November 2019.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Ladmore, Donna	September 2019 Quarterly Review of 2017-21 Delivery Program	18/12/2019	21/11/2019	25/11/2019
CC107/2019 <a href="#">1076</a> 25 Nov 2019 - 8:46 AM - Donna Ladmore Projects added to the 2019-20 Capital Works Program in Pulse. 25 Nov 2019 - 8:47 AM - Donna Ladmore Action completed by: Ladmore, Donna Pulse updated.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/11/2019	Fitzpatrick-Barr, Justin	Wollombi Community Bus Service	4/12/2019	7/11/2019	26/11/2019
BN29/2019 <a href="#">1057</a> 26 Nov 2019 - 4:58 PM - Justin Fitzpatrick-Barr Action completed by: Paterson, Kelly Letters were sent to Rover Motors, the Minister for Transport and Roads and the Local Member 26 November 2019.		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Fitzpatrick-Barr, Justin	Acknowledgment of Emergency Services in Recent Bushfires	18/12/2019	21/11/2019	29/11/2019
MM17/2019 <a href="#">1069</a> 29 Nov 2019 - 10:29 AM - Justin Fitzpatrick-Barr Action completed by: Paterson, Kelly Complete		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 18/09/2019	Benson, Nicole	Cessnock Pool Masterplan	22/11/2019	23/09/2019	29/11/2019
WI59/2019 <a href="#">999</a> 15 Oct 2019 - 11:09 AM - Kelly Paterson Item 1 - Draft Cessnock Pool Masterplan placed on Public Exhibition. Exhibition period closes on 22 October 2019. Item 2 - Report to be drafted 1 Nov 2019 - 12:03 PM - Nicole Benson Revised Target Date changed by: Benson, Nicole From: 31 Oct 2019 To: 22 Nov 2019 Reason: Report to be included in 20 November 2019 Agenda 29 Nov 2019 - 8:22 AM - Nicole Benson Action completed by: Benson, Nicole Report considered by Council on 20 November 2019		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/11/2019	Stevens, Rhiannon	Strategic Review of the Resources for Regions Program - Input Summary Report	4/12/2019	7/11/2019	4/12/2019
MM15/2019 <a href="#">1045</a> 29 Nov 2019 - 3:23 PM - Kelly Paterson Action reassigned to Stevens, Rhiannon by: Paterson, Kelly for the reason: 4 Dec 2019 - 8:58 AM - Rhiannon Stevens Action completed by: Stevens, Rhiannon Submission drafted and circulated to all Councillors, final submission made before deadline.		Jackson, Lotta				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Benson, Nicole	Cessnock Pool Masterplan	18/12/2019	21/11/2019	4/12/2019
WI85/2019 <a href="#">1090</a> 4 Dec 2019 - 6:49 AM - Nicole Benson 1. Complete - to be placed on website 2. Complete - correspondence sent on 3 December 2019 3. Complete - ongoing through budget development, development contribution plans and grant funding opportunities 4 Dec 2019 - 6:50 AM - Nicole Benson Action completed by: Benson, Nicole						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 23/10/2019	Benson, Nicole	Abermain School of Arts	29/11/2019	25/10/2019	4/12/2019
WI72/2019 <a href="#">1032</a> 6 Nov 2019 - 2:01 PM - Nicole Benson Revised Target Date changed by: Benson, Nicole From: 20 Nov 2019 To: 29 Nov 2019 Reason: Report on costs to be included in 20 November 2019 agenda. 4 Dec 2019 - 6:56 AM - Nicole Benson Action completed by: Benson, Nicole 1. Complete 2. Complete 3. Complete 4. Complete - report presented to 20 November 2019 Council meeting						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Forbes, Richard	Development Application No. 8/2018/917/1 proposing the erection of 60 tourist and visitor accommodation units; and associated carparking, landscaping and infrastructure, to be constructed in two phases	18/12/2019	21/11/2019	12/12/2019
409 and 421 Palmers Lane, Pokolbin PE75/2019 <a href="#">1065</a> 12 Dec 2019 - 11:40 AM - Richard Forbes Action completed by: Maher, Janine Determination notice issued.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 11/12/2019	Hamilton, Grant	Fees and Charges Amendment - Building, Regulatory and Library Services	8/01/2020	13/12/2019	13/12/2019
PE78/2019 <a href="#">1105</a> 13 Dec 2019 - 1:59 PM - Grant Hamilton Action completed by: Hamilton, Grant Adopted Fees and Charges have been updated with approved modified fees		Curtis, Gareth				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 15/05/2019	Jeffery, Warren	Millfield Local Area Traffic Management Plan	11/12/2019	17/05/2019	16/12/2019
BN10/2019		Fitzpatrick-Barr, Justin				
<a href="#">913</a>						
3 Jun 2019 - 1:12 PM - Tracey Cocking						
Item 1 - Reviewing technical specifications and preparing plans for Local Area Traffic Management Scheme.						
Item 2 - Drafting a report to Council and preparing a Councillor Briefing.						
Item 3 - Pending report to Council December 2019.						
4 Jul 2019 - 2:38 PM - Rachael O'Hara						
Item 1 - Preparing community consultation and exhibition material.						
Item 2 - Drafting a report to Council and preparing a Councillor Briefing.						
Item 3 - Pending report to Council December 2019.						
2 Sep 2019 - 2:38 PM - Tracey Cocking						
Consultation required.						
9 Sep 2019 - 4:06 PM - Warren Jeffery						
Item 1 - Investigated potential Local Area Traffic Management Scheme (LATM) and drafted concept plans for limited road closures, one way traffic treatments and intersection priority changes for community consultation.						
Item 2 - Developing cost estimates and detailed concept plans to inform briefing and report to Council by December 2019.						
Item 3 - Included "LATM Traffic Facility Improvements Stage 1 - Investigation and Design" in 2019/20 Operational Plan.						
9 Oct 2019 - 4:22 PM - Warren Jeffery						
Item 1 - Mailed concept plan for LATM including suggested road closure and traffic diversions away from the intersection of Millfield Road and Eleventh Avenue to residents of Millfield inviting community comment.						
Item 2 - Delivery Briefing in December 2019, developing cost estimates.						
29 Nov 2019 - 3:25 PM - Warren Jeffery						
Item 1 - Investigated and developed a Local Area Traffic Management (LATM) scheme as prescribed by the resolution and the preceding Notice of Motion rationale. LATM scheme subjected to community engagement. Community submissions reviewed. Authored report for consideration of Ordinary Meeting of Council on 11 December 2019.						
Item 2 - Briefing re-scheduled to 4 December 2019.						
13 Dec 2019 - 10:31 AM - Tracey Cocking						
Item 1 - Presented report at Ordinary Meeting of council on 11 December 2019.						
Item 2 - Presented briefing 4 December 2019.						
16 Dec 2019 - 10:51 AM - Warren Jeffery						
Action completed by: Cocking, Tracey						
All actions completed.						



Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Glauser, Andrew	Notice of Intention to Deal with matters in Confidential Session. W180/2019 - Minutes of the Confidential Session of the Floodplain Management Committee meeting of 9 October 2019	18/12/2019	21/11/2019	3/01/2020
NI12/2019 <a href="#">1067</a> 3 Jan 2020 - 11:28 AM - Andrew Glauser Action completed by: Maginnity, Robert No action required. Actioned on night of meeting		Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 11/12/2019	Maginnity, Robert	Minutes of the Audit and Risk Committee meeting held 12 November 2019	8/01/2020	13/12/2019	3/01/2020
GMU26/2019 <a href="#">1103</a> 3 Jan 2020 - 11:24 AM - Robert Maginnity Action completed by: Maginnity, Robert noted.		Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 11/12/2019	Larsen, Robyn	Motions of Urgency	8/01/2020	13/12/2019	3/01/2020
MOU21/2019  3 Jan 2020 - 11:29 AM - Robyn Larsen Action completed by: Maginnity, Robert no action required. no urgency motions on night of meeting		Maginnity, Robert				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 2/05/2018	Drage, Natalie	Strategic Planning for Cessnock Library	20/12/2019	4/05/2018	6/01/2020
BN9/2018		Maginnity, Robert				
<a href="#">466</a>						
23 May 2018 - 5:23 PM - Natalie Drage						
Resolution of Council Noted. A methodology for the Business Case is in the process of being developed.						
24 Jul 2018 - 3:01 PM - Natalie Drage						
A meeting has been scheduled for August 2018 with Council staff to assist in preparing the methodology and project scope.						
29 Aug 2018 - 2:39 PM - Natalie Drage						
Consultation has commenced with Council staff to discuss possible library sites as indicated in Council planning documents. Site opportunities and constraints have been identified for a number of sites and are being further investigated.						
5 Oct 2018 - 12:46 PM - Natalie Drage						
Consultation with staff in progress including identification of opportunities and limitations for possible future library sites.						
21 Jan 2019 - 12:31 PM - Natalie Drage						
Opportunities and land constraints continue to be scoped for identified potential sites.						
7 Feb 2019 - 3:55 PM - Natalie Drage						
Advice has been sought with Council's Heritage Consultant, noting two options have heritage listings. Further investigations are being undertaken to understand any heritage implications and opportunities.						
18 Mar 2019 - 2:08 PM - Natalie Drage						
Opportunities for funding an expanded library asset are being investigated.						
3 Apr 2019 - 11:46 AM - Natalie Drage						
Indicative costings for expanded library being prepared.						

*2 May 2019 - 12:17 PM - Natalie Drage*

At the Cultural Facilities Committee Meeting (17 April 2019) tabled and noted by the Committee was 'Cessnock City Council Library Facilities 2017-2037, A Needs Analysis (Second Edition) prepared by the State Library New South Wales and indicates the floor size required for an expanded Cessnock Library Branch. Preliminary indicative costings for an expanded Cessnock Library Branch have been prepared and will inform the Business Case.

*27 May 2019 - 5:01 PM - Natalie Drage*

Opportunities for how an expanded library could be funded are being investigated and will inform the Business Case.

*1 Jul 2019 - 4:06 PM - Natalie Drage*

Asset condition of current Cessnock Library Branch facility being considered and will inform the options presented in the Business Case. The drafting of the Business Case is in process.

*1 Jul 2019 - 4:16 PM - Natalie Drage*

Revised Target Date changed by: Drage, Natalie From: 30 Jun 2019 To: 31 Oct 2019

Reason: Business Case in the process of being drafted.

*2 Oct 2019 - 2:37 PM - Natalie Drage*

Draft Business Case prepared and is being reviewed by staff.

*23 Oct 2019 - 2:58 PM - Natalie Drage*

Revised Target Date changed by: Drage, Natalie From: 31 Oct 2019 To: 20 Dec 2019

Reason: Business Case will be tabled at a future Cessnock City Council Cultural Facilities Committee Meeting.

*6 Nov 2019 - 4:52 PM - Robyn Keegan*

Cultural Facilities Committee Meeting held on 24 October 2019.

*3 Dec 2019 - 9:13 AM - Natalie Drage*

Draft Business Case to be tabled at the upcoming Cultural Facilities Committee Meeting.

*6 Jan 2020 - 11:21 AM - Natalie Drage*

Business Case tabled at the Cultural Facilities Committee Meeting held 18 December 2019. Minutes of the Committee Meeting will be tabled to Council on the 5 February 2020.

*6 Jan 2020 - 11:29 AM - Natalie Drage*

Action completed by: Drage, Natalie

Business Case has been prepared.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/03/2019	Eveleigh, Nathan	Naming of Park, Quarry Street, Cessnock	30/11/2019	8/03/2019	15/01/2020
WI12/2019		Fitzpatrick-Barr, Justin				
<p><i>15 Mar 2019 - 11:17 AM - Nathan Eveleigh</i> Place Name Application &amp; supporting documents sent to GNB on 15/3/2019 (DOC2019/025514).</p> <p><i>21 Mar 2019 - 10:42 AM - Nathan Eveleigh</i> Advised by the Geographical Names Board (GNB) that the naming proposal will be considered at it's 14 May 2019 meeting. The Lodge Cessnock have been updated accordingly.</p> <p><i>17 Jun 2019 - 8:26 AM - Nathan Eveleigh</i> Naming Proposal to be exhibited by the GNB 19 June - 19 July 2019. GNB will advise of outcome following their exhibition period as to the outcome of Council's application.</p> <p><i>8 Jul 2019 - 10:36 AM - Nicole Benson</i> Officers have been advised by the GNB that the reserve can be officially assigned on 26 July 2019 if no objections are received. Otherwise the matter will be considered at a board meeting.</p> <p><i>26 Aug 2019 - 11:34 AM - Nathan Eveleigh</i> Additional report &amp; resolution sent to GNB as requested by GNB. Proposal will be considered at 10 September Board meeting.</p> <p><i>11 Sep 2019 - 3:23 PM - Nathan Eveleigh</i> At the GNB meeting held on 10/9/19, the Board approved the name Freemasons Park to be recommended to the Minister. Once a determination is finalised by the Minister, the GNB will notify Council accordingly.</p> <p><i>2 Oct 2019 - 11:34 AM - Vickie Stovell</i> Revised Target Date changed by: Stovell, Vickie From: 30 Sep 2019 To: 31 Oct 2019 Reason: Awaiting the outcome of the Ministers sign-off of the proposal from GNB.</p> <p><i>4 Nov 2019 - 9:13 AM - Vickie Stovell</i> Revised Target Date changed by: Stovell, Vickie From: 30 Oct 2019 To: 30 Nov 2019 Reason: Approval by Minister expected by 15/11/2019. Naming Proposal assigned and published in NSW Government Gazette No 141 of 15 November 2019. Applicant advised accordingly. Appropriate signage being organised.</p> <p><i>15 Jan 2020 - 11:00 AM - Nathan Eveleigh</i></p>						

## Report CC16/2020 - Resolutions Tracking Report

Enclosure 1

Action completed by: Eveleigh, Nathan  
Sign has been ordered and will be installed as resources allow. Applicant has been consulted accordingly.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/02/2019	Leayr, Renae	Tender Evaluation Report T1718-13 Roadworks associated with Fosters Bridge Replacement	20/12/2019	8/02/2019	17/01/2020
WI4/2019		Fitzpatrick-Barr, Justin				
<a href="#">742</a> 11 Feb 2019 - 11:49 AM - Rachael O'Hara Item 1 - Noted. Item 2 - Noted Item 3 - Preparing Negotiation Plan 13 Mar 2019 - 10:18 AM - Kelly Bates Item 3 - Prepared revised scope and seeking approval from funding body 7 May 2019 - 9:49 AM - Renae Leayr Item 3 - Commenced procurement of Road Safety Audit to inform scope and design. 3 Jun 2019 - 3:02 PM - Renae Leayr Item 3 - Engaged consultant to undertake road safety audit. 4 Jul 2019 - 1:42 PM - Rachael O'Hara Item 3 - Progressed Road Safety Audit and scoping for road work. 8 Aug 2019 - 6:01 PM - Renae Leayr Item 3 - Completed Road Safety Audit. Progressing to design. 3 Sep 2019 - 3:54 PM - Renae Leayr Item 3 - Requested written confirmation from funding body for approval for internal construction and listed in 2019-2020 Local Road Construction program. 15 Oct 2019 - 2:40 PM - Renae Leayr Item 1 - Noted. Item 2 - Noted. Item 3 - Awaiting approval from funding to undertake internal construction. 8 Nov 2019 - 12:02 PM - Kelly Bates Item 1 - Noted. Item 2 - Noted. Item 3 - Contacted funding body. Awaiting approval to undertake internal construction. 17 Jan 2020 - 10:48 AM - Kelly Bates Item 1 - Noted. Item 2 - Noted. Item 3 - Received approval from funding body to undertake internal construction. 17 Jan 2020 - 10:51 AM - Renae Leayr Action completed by: Bates, Kelly Received approval from funding body for in-house works						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 19/06/2019	Leayr, Renae	Hart Road & Gingers Lane, Sawyers Gully - Upgrade Traffic Management	29/11/2019	21/06/2019	17/01/2020
WI35/2019  2 Jul 2019 - 12:18 PM - Kelly Bates Item 1 - Noted Item 2 - Updated Community Consultation Plan to included additional community engagement Item 3 - Commenced discussions with Community Group representative to schedule presentations Item 4 - Drafting report		Fitzpatrick-Barr, Justin				

9 Aug 2019 - 8:53 AM - Kelly Bates  
 Item 1 - Noted  
 Item 2 - Updated Community Consultation Plan to include additional community engagement  
 Item 3 - Delivered presentations to the community week ending 26 July 2019  
 Item 4 - Drafting Report  
 11 Sep 2019 - 2:27 PM - Kelly Bates  
 Item 1 - Noted  
 Item 2 - Updated Community Consultation Plan  
 Item 3 - Delivered presentations to the community  
 Item 4 - Report Drafted  
 15 Oct 2019 - 2:51 PM - Renae Leayr  
 Item 1 - Noted  
 Item 2 - Updated Community Consultation Plan  
 Item 3 - Delivered presentations to the community  
 Item 4 - Preparing report for November meeting  
 8 Nov 2019 - 12:05 PM - Kelly Bates  
 Item 1 - Noted  
 Item 2 - Updated Community Consultation Plan  
 Item 3 - Delivered presentations to the community  
 Item 4 - Prepared report for 20 November meeting  
 17 Jan 2020 - 10:19 AM - Kelly Bates  
 Item 1 - Noted  
 Item 2 - Updated Community Consultation Plan  
 Item 3 - Delivered presentations to the community  
 Item 4 - Report listed in 11 December 2019 meeting  
 17 Jan 2020 - 10:22 AM - Renae Leayr  
 Action completed by: Bates, Kelly  
 All actions now complete

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 11/12/2019	Harris, Kate	Review of Recreation & Open Space Strategic Plan 2018	8/01/2020	13/12/2019	21/01/2020
WI94/2019 <a href="#">1117</a>		Fitzpatrick-Barr, Justin				
21 Jan 2020 - 2:38 PM - Kate Harris Action completed by: Stovell, Vickie information within the report was to be noted – no actions						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 23/10/2019	Benson, Nicole	2018/19 Aquatic Season Review	27/12/2019	25/10/2019	23/01/2020
WI71/2019		Fitzpatrick-Barr, Justin				
<p>6 Nov 2019 - 2:02 PM - Nicole Benson</p> <p>1 - Complete</p> <p>2 - Complete</p> <p>3 - Complete</p> <p>4 - Applications close on 8 November and grants will be awarded from 18 – 22 November 2019</p> <p>4 Dec 2019 - 7:25 AM - Nicole Benson</p> <p>Revised Target Date changed by: Benson, Nicole From: 29 Nov 2019 To: 27 Dec 2019</p> <p>Reason: Awaiting outcome of funding submission</p> <p>23 Jan 2020 - 3:21 PM - Nicole Benson</p> <p>Action completed by: Benson, Nicole</p> <p>Report on resolution 4 has been prepared for 5 February Council meeting.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 11/12/2019	Benson, Nicole	Adoption of the revised Naming of Council Assets Policy	8/01/2020	13/12/2019	23/01/2020
WI97/2019		Fitzpatrick-Barr, Justin				
<p><a href="#">1120</a></p> <p>23 Jan 2020 - 3:32 PM - Nicole Benson</p> <p>Complete</p> <p>23 Jan 2020 - 3:32 PM - Nicole Benson</p> <p>Action completed by: Benson, Nicole</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 11/12/2019	Benson, Nicole	Funding for Sporting Facility Infrastructure	8/01/2020	13/12/2019	23/01/2020
WI95/2019		Fitzpatrick-Barr, Justin				
<p><a href="#">1118</a></p> <p>23 Jan 2020 - 3:36 PM - Nicole Benson</p> <p>1. Complete and scoreboard ordered.</p> <p>2. Complete and funding allocated.</p> <p>3. Complete and correspondence sent.</p> <p>23 Jan 2020 - 3:37 PM - Nicole Benson</p> <p>Action completed by: Benson, Nicole</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 11/12/2019	Drage, Natalie	Donation to NSW Rural Fire Service in lieu of fireworks at Carols in the Park 2019	31/01/2020	13/12/2019	24/01/2020
MM20/2019		Maginnity, Robert				
<p><a href="#">1100</a></p> <p>13 Dec 2019 - 12:55 PM - Robyn Larsen</p> <p>Action reassigned to Maginnity, Robert by: Larsen, Robyn for the reason:</p> <p>3 Jan 2020 - 11:25 AM - Robert Maginnity</p> <p>Action reassigned to Drage, Natalie by: Maginnity, Robert for the reason: Natalie - as discussed please arrange for payments for individual brigades in the New Year</p> <p>6 Jan 2020 - 12:23 PM - Natalie Drage</p>						



Payment details are being sought in consultation with the 14 Rural Fire Brigade's located within the Cessnock Local Government Area and Fire Control Centre.

6 Jan 2020 - 12:28 PM - Natalie Drage

Revised Target Date changed by: Drage, Natalie From: 8 Jan 2020 To: 31 Jan 2020

Reason: Payment details are being confirmed with Brigades.

20 Jan 2020 - 4:26 PM - Natalie Drage

Banking details have now been provided for all 14 local brigades and payments are being processed.

24 Jan 2020 - 3:24 PM - Natalie Drage

Payments have been distributed to all 14 rural service brigades and correspondence has been sent advising all brigades of the payment.

24 Jan 2020 - 3:27 PM - Natalie Drage

Action completed by: Drage, Natalie

Item complete.

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Conner, Martin	Minutes of Floodplain Management Committee Meeting of 9 October 2019	19/02/2020	21/11/2019	3/02/2020
WI81/2019 <a href="#">1086</a> 3 Feb 2020 - 2:11 PM - Rachael O'Hara Noted 3 Feb 2020 - 2:12 PM - Martin Conner Action completed by: O'Hara, Rachael All actions noted		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Conner, Martin	Minutes of the Confidential Session of the Floodplain Management Committee Meeting of 9 October 2019	18/12/2019	21/11/2019	3/02/2020
WI80/2019 <a href="#">1096</a> 3 Feb 2020 - 1:56 PM - Rachael O'Hara Item 1 - Noted Item 2 - Undertook a joint community meeting with SA NSW on 26 November 2019. 3 Feb 2020 - 1:59 PM - Martin Conner Action completed by: O'Hara, Rachael Actions completed 26 November 2019		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 18/09/2019	Conner, Martin	Roadside Drainage (Kerb and Gutter) Strategy	11/12/2019	23/09/2019	3/02/2020
WI60/2019		Fitzpatrick-Barr, Justin				
<a href="#">1000</a>						
26 Sep 2019 - 12:05 PM - Rachael O'Hara						
Item 1 - Prepared draft Strategy for exhibition starting 30 September 2019.						
Item 2 - Prepared draft report for Ordinary meeting.						
Item 3 - Submissions will be documented at close of exhibition.						
Item 4 - Prepared report for Ordinary meeting 20 November 2019						
11 Nov 2019 - 2:27 PM - Vivian Waugh						
Item 2 - Moved to meeting of the 11 December 2019						
3 Feb 2020 - 2:01 PM - Martin Conner						
Action completed by: O'Hara, Rachael						
All action items completed						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Larsen, Robyn	Disclosures of Interest	18/12/2019	21/11/2019	4/02/2020
DI22/2019		Maginnity, Robert				
4 Feb 2020 - 10:20 AM - Robyn Larsen						
Action completed by: Larsen, Robyn						
No action required						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 11/12/2019	Larsen, Robyn	Disclosures of Interest	8/01/2020	13/12/2019	4/02/2020
DI23/2019		Maginnity, Robert				
4 Feb 2020 - 10:20 AM - Robyn Larsen						
Action completed by: Larsen, Robyn						
No action required						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 11/12/2019	Jackson, Lotta	Acting General Manager	8/01/2020	13/12/2019	4/02/2020
GMU25/2019 <a href="#">1102</a> 4 Feb 2020 - 4:34 PM - Lotta Jackson Action completed by: Radford, Gina Acting GM will be appointed as per resolution.		Jackson, Lotta				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
WI31/2019	Ordinary Council 5/06/2019	Jeffery, Warren Fitzpatrick-Barr, Justin	Helena Street Ellalong - Petition re Bus Stop and Shelter	15/04/2020	7/06/2019	4/02/2020
<p>7 Jun 2019 - 10:39 AM - Tracey Cocking Item 1 - Consultation commenced with Rover Motors. Item 2 - Preparing Report on Ellalong for meeting 4 Sept 2019, and preparing report on LGA for meeting June 2020.</p> <p>4 Jul 2019 - 2:43 PM - Rachael O'Hara Item 1 - Consultation ongoing with Rover Motors Item 2 - Preparing community consultation and gathering data on LGA. Report on Ellalong due by September 2019, LGA report due by June 2020.</p> <p>5 Aug 2019 - 3:25 PM - Tracey Cocking Item 1 - Consultation ongoing with Rover Motors Item 2 - Commenced Community engagement, submissions close 14/08/19 - See DOC2019/071900.</p> <p>5 Sep 2019 - 10:45 AM - Tracey Cocking Item 1 - Community consultation concluded 21 August 2019. Item 2 - Report on Ellalong presented at Ordinary Meeting of 4 September 2019. Broader report due by June 2020.</p> <p>9 Sep 2019 - 4:25 PM - Warren Jeffery Item 1 - Community consultation concluded 21 August 2019. No responses received. Item 2 - Report on Ellalong presented at Ordinary Meeting of 4 September 2019 and it was resolved to allow Helena Street to operate as a hail and ride bus service. Broader report relating to LGA bus stop infrastructure to be presented by June 2020.</p> <p>10 Oct 2019 - 10:41 AM - Tracey Cocking Item 2 - Developing broader report relating to LGA bus stop infrastructure to be presented by June 2020.</p> <p>29 Nov 2019 - 3:19 PM - Warren Jeffery Item 2 - Auditing bus shelter infrastructure in furtherance of report preparation.</p> <p>4 Feb 2020 - 11:00 AM - Warren Jeffery Item 2 - Currently delivering infrastructure under the 2017-19 Country Passenger Transport Infrastructure Grants Scheme. Auditing LGA bus stop / shelter infrastructure in furtherance of report to Council - BN2/2019</p> <p>4 Feb 2020 - 11:10 AM - Warren Jeffery Action completed by: Jeffery, Warren Matter will be comprehensively addressed in report to Council on LGA bus stop infrastructure pursuant to BN2/2019 - due by May 2020.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
CC119/2019	Ordinary Council 11/12/2019	Miller, Jo Maginnity, Robert	Minutes of the Aboriginal and Torres Strait Islander Committee Held on 15 November 2019	8/01/2020	13/12/2019	4/02/2020
<p>1108 4 Feb 2020 - 10:34 AM - Jo Miller Action completed by: Drage, Natalie Complete</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
PE73/2019	Ordinary Council 6/11/2019	McCauley, Hannah Curtis, Gareth	Post Exhibition report of the Draft Community Participation Plan	4/12/2019	7/11/2019	4/02/2020
<p>1049 4 Feb 2020 - 10:42 AM - Hannah McCauley Action completed by: McCauley, Hannah CPP adopted.</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 23/10/2019	Jackson, Lotta	Weston Fire and Rescue Station	20/11/2019	25/10/2019	4/02/2020
BN26/2019 <a href="#">1038</a> 8 Nov 2019 - 12:05 PM - Kelly Paterson Item 1 - Request for support letter was sent to Minister for Police and Emergency Services The Hon. David Elliot Item 2 - A copy of the request for support letter was also sent to Mr Clayton Barr MP and Mr Taylor Martin MLC 4 Feb 2020 - 4:37 PM - Lotta Jackson Action completed by: Radford, Gina Correspondence was emailed on 4/11/2019 as per resolution						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Johnson, Martin	Community Participation Plan	18/12/2019	21/11/2019	4/02/2020
RM1/2019 <a href="#">1071</a> 4 Feb 2020 - 10:42 AM - Martin Johnson Action completed by: McCauley, Hannah CPP adopted.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Benson, Nicole	Abermain School of Arts	14/02/2020	21/11/2019	4/02/2020
WI84/2019 <a href="#">1089</a> 4 Dec 2019 - 6:53 AM - Nicole Benson 1. Complete 2. Complete 3. Complete - Council's Property Officer (Michael Rathbourne) handed over keys and alarm code to the building 3 February 2020. 15 Jan 2020 - 10:53 AM - Nicole Benson Draft agreement progressed with site meetings early January 2020. 4 Feb 2020 - 1:16 PM - Nicole Benson Action completed by: Stovell, Vickie Complete - Council's Property Officer (Michael Rathbourne) handed over keys and alarm code to the building 3 February 2020						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 11/12/2019	Chadwick, Teresa	Complaint Handling Policy and Complaint Handling Procedures	8/01/2020	13/12/2019	5/02/2020
CC118/2019 <a href="#">1107</a> 5 Feb 2020 - 4:39 PM - Teresa Chadwick Action completed by: Eftimova, Esma The Complaint Policy was uploaded on Council's website on 12/12/2019 and a communications email was sent to all staff outlining the adoption and implementation of the Complaint Handling Process. In addition, a web page and a media report were published to inform the community about the policy and Complaint Handling process.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 6/11/2019	Gordan, Matthew	T1920-05 - Bridges Hill Playground - Stage 3 Custom made "Sky Walk Tower"	4/12/2019	7/11/2019	5/02/2020
WI78/2019 <a href="#">1054</a> 5 Feb 2020 - 9:05 AM - Matthew Gordan Action completed by: Stovell, Vickie Tender		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 11/12/2019	Jeffery, Warren	Maitland Road Roundabout	4/03/2020	13/12/2019	5/02/2020
BN31/2019		Fitzpatrick-Barr, Justin				
<a href="#">1124</a>						
4 Feb 2020 - 12:27 PM - Warren Jeffery						
Item 1 - Reviewed Council's Traffic & Transport Strategy which proposes installation of traffic signals at the intersection and noted that the intersection of Maitland Road, Old Maitland Road and Gallagher Street is a State road intersection under the management of Transport for NSW. See Councillor Memo DOC201/117883 - dated 17 December 2019.						
Item 2 - Confirmed that previous plans for installation of a roundabout at the subject intersection are not currently supported by Transport for NSW as roundabout controls provide a lower level of pedestrian safety than traffic signals, which is a critical consideration in school zones.						
5 Feb 2020 - 11:05 AM - Warren Jeffery						
Action completed by: Cocking, Tracey						
All actions completed.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 23/10/2019	Jeffery, Warren	Tomalpin Street, Kearsley - School Zone Investigation and Design	4/03/2020	25/10/2019	5/02/2020
WI76/2019		Fitzpatrick-Barr, Justin				
<a href="#">1036</a>						
29 Nov 2019 - 2:42 PM - Warren Jeffery						
Item 1 - Reported regulatory treatments to LTC on 18 November 2019.						
Item 2 - Noted						
Item 3 - Scheduled the project for inclusion in the 2019/20 Operational Plan with funding to be derived from the Civil Works Reserve.						
Item 4 - Programmed works to be undertaken prior to the resumption of school in 2020.						
4 Feb 2020 - 11:18 AM - Warren Jeffery						
Item 1 - Completed upgrade works to pedestrian and car parking facilities.						
Item 3 - Scheduled Repayment to Civil Works Reserve in the 2020-21 Quarterly Budget Review						
Item 4 - Programmed works completed prior to the resumption of school in 2020. School community engaged with and media photoshoot undertaken 3 February 2020.						
5 Feb 2020 - 11:07 AM - Warren Jeffery						
Action completed by: Cocking, Tracey						
All actions completed.						



Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 18/09/2019	Vandermeer, Warren	Minutes of Roads Review Committee Meeting of 16 August 2019	6/11/2019	23/09/2019	5/02/2020
WI62/2019 <a href="#">1002</a> 14 Oct 2019 - 3:35 PM - Tracey Cocking Item 1 - Adopted Item 2 - Noted Item 3 - Noted Item 4 - Noted 5 Feb 2020 - 8:14 AM - Warren Vandermeer Action completed by: Vandermeer, Warren All items completed		Fitzpatrick-Barr, Justin				

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 21/08/2019	Benson, Nicole	Quarry Street Cessnock Park Naming	28/02/2020	26/08/2019	5/02/2020
WI53/2019		Fitzpatrick-Barr, Justin				
<p><a href="#">941</a></p> <p>26 Aug 2019 - 9:00 AM - Nicole Benson</p> <p>1. Noted</p> <p>2. Application lodged 26/8/19</p> <p>3. Pending approval from GNB</p> <p>4. Pending approval from GNB</p> <p>5. Report underway</p> <p>6. Noted</p> <p>15 Oct 2019 - 11:14 AM - Kelly Paterson</p> <p>Item 1. Noted</p> <p>Item 2. GNB advised of resolution. GNB Board endorsed application 10/9/19 report being prepared by GNB for Ministers approval.</p> <p>Item 3. Pending approval from Minister/GNB</p> <p>Item 4. Pending approval from Minister/GNB</p> <p>Item 5. Draft policy considered at Council Meeting 2 October 2019 - Resolved to place on public exhibition pending</p> <p>Item 6. Noted</p> <p>6 Nov 2019 - 2:08 PM - Nicole Benson</p> <p>Item 1. Noted</p> <p>Item 2. GNB advised of resolution. GNB Board endorsed application 10/9/19 report being prepared by GNB for Ministers approval.</p> <p>Item 3. Pending approval from Minister/GNB</p> <p>Item 4. Pending approval from Minister/GNB</p> <p>Item 5. Complete - draft policy considered at Council Meeting 2 October 2019 and resolution made to place on public exhibition.</p> <p>Item 6. Noted</p> <p>6 Nov 2019 - 2:10 PM - Nicole Benson</p> <p>Revised Target Date changed by: Benson, Nicole From: 20 Nov 2019 To: 06 Dec 2019</p> <p>4 Dec 2019 - 8:20 AM - Nicole Benson</p> <p>1. Complete</p> <p>2. Complete - application sent on 15 March 2019</p> <p>3. Approval received on 15 November 2019 and signage is underway</p> <p>4. Complete</p> <p>5. Report prepared for 11 December 2019 Council meeting</p> <p>6. Complete</p> <p>4 Dec 2019 - 8:21 AM - Nicole Benson</p> <p>Revised Target Date changed by: Benson, Nicole From: 6 Dec 2019 To: 13 Dec 2019</p> <p>Reason: Reporting to 11 December Council meeting</p> <p>23 Jan 2020 - 3:30 PM - Nicole Benson</p> <p>1. Complete</p> <p>2. Complete</p> <p>3. Signage is underway</p> <p>4. Complete</p> <p>5. Complete</p> <p>6. Complete</p> <p>23 Jan 2020 - 3:32 PM - Nicole Benson</p> <p>Revised Target Date changed by: Benson, Nicole From: 13 Dec 2019 To: 28 Feb 2020</p> <p>Reason: To allow for installation of signage.</p> <p>5 Feb 2020 - 9:03 AM - Nicole Benson</p> <p>Action completed by: Stovell, Vickie</p> <p>Installed</p>						

## Report CC16/2020 - Resolutions Tracking Report

Enclosure 1

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 19/06/2019	Vandermeer, Warren	Road Ranking	18/03/2020	21/06/2019	5/02/2020
BN16/2019		Fitzpatrick-Barr, Justin				
<p><a href="#">959</a></p> <p>11 Jul 2019 - 9:43 AM - Kristy Meyers</p> <p>Item 1 - Progressing condition assessment survey. Briefing anticipated for July 2020.</p> <p>Item 2 - Drafting expanded Terms of Reference.</p> <p>Item 3 - Complete.</p> <p>7 Aug 2019 - 11:42 AM - Warren Vandermeer</p> <p>Preparing report for Roads Review Committee meeting scheduled for 16/08/2019.</p> <p>3 Sep 2019 - 3:56 PM - Rachael O'Hara</p> <p>Item 1 - Pending Survey &amp; Councillor Briefing 2020.</p> <p>Item 2 - Report prepared for Committee meeting 16 August 2019. The Terms of Reference for the Unsealed Roads Committee was expanded to include the roads asset management plan as a mechanism for the objective ranking of Council roads and approved by the Committee on 16 August 2019.</p> <p>13 Nov 2019 - 10:05 AM - Vivian Waugh</p> <p>Item 1 - Progressed conditional assessment survey, prepared briefing request.</p> <p>Item 2 - Completed report for meeting 16 August 2019.</p> <p>5 Feb 2020 - 8:21 AM - Warren Vandermeer</p> <p>Item 1 - Presented briefing December 2019</p> <p>Item 2 - Adopted Terms of Reference</p> <p>Item 3 - Renamed Committee</p> <p>5 Feb 2020 - 8:23 AM - Warren Vandermeer</p> <p>Action completed by: Vandermeer, Warren</p> <p>All items completed</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 2/10/2019	Eveleigh, Nathan	Naming of Council Assets Policy	31/01/2020	4/10/2019	5/02/2020
WI63/2019		Fitzpatrick-Barr, Justin				
<p><a href="#">1011</a></p> <p>4 Nov 2019 - 8:55 AM - Vickie Stovell</p> <p>This is on exhibition until 25/11. Outcome of exhibition to be reported back to Council</p> <p>4 Nov 2019 - 8:57 AM - Vickie Stovell</p> <p>Revised Target Date changed by: Stovell, Vickie From: 30 Oct 2019 To: 31 Jan 2020</p> <p>Reason: This is on exhibition until 25/11. Outcome of exhibition to be reported back to Council.</p> <p>5 Feb 2020 - 11:31 AM - Nathan Eveleigh</p> <p>Action completed by: Stovell, Vickie</p> <p>Policy has been published</p>						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Glauser, Andrew	Quarterly Budget Review Statements - September 2019	27/11/2019	21/11/2019	5/02/2020
CC106/2019 <a href="#">1075</a> 5 Feb 2020 - 3:33 PM - Andrew Glauser Action completed by: Glauser, Andrew Adopted - revised budget applied						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 11/12/2019	Allan, Darrylen	Minutes of the Review of the General Manager's Employment Arrangements Committee Meeting - 20 November 2019	8/01/2020	13/12/2019	6/02/2020
1/2019 <a href="#">1128</a> 6 Feb 2020 - 1:46 PM - Darrylen Allan Action completed by: Allan, Darrylen Resolutions Actioned. Further report to Council on 19 February 2020 containing details of any changes to KPI's and agreed wording for Infrastructure KPI.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 5/02/2020	Drage, Natalie	Minutes of the Cultural Facilities Committee Meeting of Cessnock City Council held 18 December 2019	4/03/2020	7/02/2020	7/02/2020
CC3/2020 <a href="#">1138</a> 7 Feb 2020 - 2:52 PM - Natalie Drage Action completed by: Drage, Natalie Noted.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 11/12/2019	Kerr, Katrina	Metcalfe Lane, Sawyers Gully - Traffic Management	8/01/2020	13/12/2019	7/02/2020
WI90/2019 <a href="#">1113</a> 7 Feb 2020 - 10:27 AM - Katrina Kerr Action completed by: Kerr, Katrina Noted.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
	Ordinary Council 20/11/2019	Kerr, Katrina	Minutes of Roads Review Committee Meeting held 11 October 2019	18/12/2019	21/11/2019	7/02/2020
WI82/2019 <a href="#">1087</a> 7 Feb 2020 - 12:02 PM - Katrina Kerr Action completed by: Kerr, Katrina 1. Advised petition organiser.						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
BN1/2020	Ordinary Council 5/02/2020	Fitzpatrick-Barr, Justin	Business With Notice	Millfield RFS Premises	4/03/2020	
<a href="#">1152</a> <b>MOTION</b> 1152 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Dunn	<b>Seconded:</b>	Councillor Stapleford		
<p>That the General Manager bring back a report and recommendation to Council within three months outlining:</p> <ol style="list-style-type: none"> <li>Councils current position relating to the location of new premises for the Millfield RFS brigade;</li> <li>How Council intends to further progress our current position;</li> <li>The costs and funding sources, internal and external to deliver the required infrastructure, as appropriate, in conjunction with external bodies;</li> <li>A timeline for delivery that takes in to account all stakeholders.</li> </ol>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
BN19/2019	Ordinary Council 21/08/2019	Alexander, Michael	Business With Notice	Bee Friendly Tree Giveaway	18/03/2020	
<a href="#">943</a> <b>MOTION</b> 943 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Stapleford	<b>Seconded:</b>	Councillor Fitzgibbon		
<p>That Council ask the General Manager to request a briefing with National Parks to discuss ways Council can improve the local ecology and biodiversity including threatened species such as Bees and Regent Honey Eaters.</p> <p>5 Feb 2020 - 10:41 AM - Debbie Kellehear National Parks and Wildlife Services have reaffirmed that they are unavailable for input until the current fire season settles. Karinda Stone will continue to liaise with Brooke from National Parks and Wildlife Services.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
BN2/2019	Ordinary Council 20/02/2019	Jeffery, Warren	Business With Notice	Bus Shelters	20/05/2020	
<a href="#">772</a> <b>MOTION</b> 772 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Sander	<b>Seconded:</b>	Councillor Burke		
<ol style="list-style-type: none"> <li>That Council provides adequate footpaths in and around any newly installed bus shelters within the LGA to provide unhindered access to and from these shelters for all residents.</li> <li>That Council develops a suitable capital works program to retrospectively address similar concerns at existing bus shelter sites which are currently not fully accessible.</li> <li>That a report come back to Council regarding the impact of the resolution within the Capital Works Program.</li> </ol> <p>4 Feb 2020 - 10:48 AM - Warren Jeffery Item 1 - Pending Report to Council June 2020. Item 2 - Investigating LGA bus stop infrastructure to assist with the development of a suitable capital works program. Item 3 - Listed matter for reporting to Council by June 2020.</p>						



Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
BN20/2019	Ordinary Council 21/08/2019	Jeffery, Warren	Business With Notice	Keep Clear Regulatory Line Marking at the Intersection of Wollombi Road and Ivan Street, Cessnock	18/03/2020	
<a href="#">944</a> <b>MOTION</b> 944 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Lyons	<b>Seconded:</b>	Councillor Suvaal		
<p>1. That the General Manager report back to Council within 4 months on the resourcing implications and timeframes associated with reviewing the existing Traffic and Transport Strategy and developing an implementation program.</p> <p>2. That the General Manager investigate the installation of regulatory "KEEP CLEAR" line marking at the intersection of Wollombi Road and Ivan Street, Cessnock and if such treatment is appropriate, present a proposal to the Local Traffic Committee recommending installation.</p> <p>29 Nov 2019 - 3:15 PM - Warren Jeffery Item 1 - Authored report for consideration at the Ordinary Meeting of Council on 11 December 2019. Item 2 - Submitted draft Councillor Memo for review prior to sign-off and distribution. 4 Feb 2020 - 11:12 AM - Warren Jeffery Item 2 - Drafted Councillor Memo - DOC2019/095536</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
BN22/2019	Ordinary Council 21/08/2019	Jeffery, Warren	Business With Notice	Multi-Level Parking Station Cessnock Central	18/03/2020	
<a href="#">946</a> <b>MOTION</b> 946 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Suvaal	<b>Seconded:</b>	Councillor Fitzgibbon		
<p>1. Council recognises the importance of improving car parking in the Cessnock CBD as a high priority.</p> <p>2. Council promote the number of free and untimed council parking spaces available within the Cessnock CBD.</p> <p>3. Council in consultation with the Business chamber investigate signage publicising locations of car parks and the number of spaces within the Cessnock CBD.</p> <p>4. The General Manager undertake an audit of Cessnock CBD street parking to identify any possible multiple use of zones to increase the number of parking spaces available.</p> <p>5. That Council note the cost estimates for building a multi-level parking station outlined in the adopted 2017 Cessnock Precinct Public Domain Plan with the Keene Street carpark estimated at \$6.65 million and Charlton Street carpark estimated at \$16.56 million.</p> <p>9 Sep 2019 - 4:39 PM - Warren Jeffery Item 1 - Noted Item 2 - Developing promotional package for inclusion on CCC website and social media platform. Item 3 - Liaising with the Cessnock Chamber of Commerce regarding promotion of the abundant car parking spaces within the Cessnock CBD. Item 4 - Investigating the amenability and feasibility of introducing standards compliant multiple use CBD street parking spaces Item 5 - Noted 27 Nov 2019 - 12:28 PM - Tracey Cocking Item 2 - Publication of Media release approved. Item 3 - Attended meeting with Business Chamber and follow-up communication sent. Item 4 - Determining audit process.</p>						



Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
BN23/2019	Ordinary Council 4/09/2019	Jeffery, Warren	Business With Notice	Palmers Lane, Pokolbin _ Speed Zone Review	4/03/2020	
<a href="#">976</a> <b>MOTION</b> 976 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Fagg	<b>Seconded:</b>	Councillor Dagg		
<p>1. The Council note the use of Palmers Lane, Pokolbin by buses and heavy vehicles to gain access and for through routing, as well as its importance as a tourist route for cars and cyclists.</p> <p>2. That the General Manager write to Roads and Maritime Services in support of community requests for a review of the current 80kmh speed zone on Palmers Lane, Pokolbin to 60kmh.</p> <p>11 Sep 2019 - 3:32 PM - Kelly Bates Item 1 - Noted Item 2 - Draft letter to RMS 4 Feb 2020 - 11:14 AM - Warren Jeffery Item 2 - Drafted letter to Transport for NSW - under review pending sign-off - DOC2019/101446</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
BN25/2019	Ordinary Council 4/09/2019	Jeffery, Warren	Business With Notice	Timed Parking in Charlton Street Car Park	18/03/2020	
<b>MOTION</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Olsen	<b>Seconded:</b>	Councillor Stapleford		
<p>That the General Manager prepare a report for the Local Traffic Committee seeking a 3 hour limit on the Charlton Street car park next to the Reject Shop.</p>						
<b>PROCEDURAL MOTION</b>	<b>Moved:</b>	Councillor Suvaal	<b>Seconded:</b>	Councillor Fagg		
<p>978 <b>RESOLVED</b> that the Motion be deferred until after Council staff have returned the report in regard to BN22/2019 – Multi-Level Parking Station Cessnock Central which was dealt with at the Council meeting of 21 August 2019.</p> <p>5 Sep 2019 - 4:14 PM - Kelly Paterson RESOLVED that the Motion be deferred until after Council staff have returned the report in regard to BN22/2019 – Multi-Level Parking Station Cessnock Central which was dealt with at the Council meeting of 21 August 2019. 7 Feb 2020 - 2:51 PM - Tracey Cocking Progressed Report to Council</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
BN28/2019	Ordinary Council 6/11/2019	Benson, Nicole	Business With Notice	Fenced Off Leash Dog Area	30/06/2020	
<a href="#">1056</a> <b>MOTION</b> 1056 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Fitzgibbon	<b>Seconded:</b>	Councillor Dagg		
<p>1. That Council wait for the delivery of the off leash dog exercise area strategy as identified in the 2019/20 Operational Plan.</p> <p>2. That the Carmichael Park Masterplan be considered in the Off Leash Dog Exercise Area Strategy.</p>						

23 Jan 2020 - 3:22 PM - Nicole Benson

Development of Off Leash Dog Exercise Strategy underway.

Off Leash Dog Exercise area included in draft Carmichael Park Masterplan

23 Jan 2020 - 3:25 PM - Nicole Benson

Revised Target Date changed by: Benson, Nicole From: 4 Dec 2019 To: 30 Jun 2020

Reason: To align with Operational Plan.

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
BN30/2019	Ordinary Council 6/11/2019	Benson, Nicole	Business With Notice	Water Tank on Council Land - Wollombi	28/02/2020	
<a href="#">1058</a> <b>MOTION</b> 1058 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Stapleford	<b>Seconded:</b>	Councillor Lyons		
<p>That the General Manager investigate the possibility of granting permission for the Wollombi Community to place a water tank on Cessnock City Council land (parcel number 24965) – title PT85Ec, 6 DP759103. The old Wollombi bushfire shed. The slimline tanks will be used as a water supply for fighting fires in the village.</p> <p>The community will fundraise and provide the money. However, will need plans and specifications because of tight fit and the heritage of the village.</p> <p>Revised Target Date changed by: Stovell, Vickie From: 28 Feb 2020 To: 28 Feb 2020 Reason: Officers have investigated the land zoning and permissible usage. Meeting with key stakeholders 5/2/2020.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
BN32/2019	Ordinary Council 11/12/2019	Jeffery, Warren	Business With Notice	Nulkaba School Safety	3/06/2020	
<a href="#">1125</a> <b>MOTION</b> 1125 <b>MOTION</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Olsen	<b>Seconded:</b>	Councillor Dunn		
<p>That the General Manager investigates the safety around the Nulkaba Public School at times of drop off and pick up of children and design a plan that can improve the safety for all students and pedestrians, and that the General Manager bring this back to Council within 6 months for ratification and finding funds to complete any improvements recommended.</p> <p>4 Feb 2020 - 12:15 PM - Warren Jeffery Item 1 - Engaged with the school community and Department of Education in preparation of LTC Report for Item TC22/2018 and ensuing Resolution of Ordinary Meeting of Council for the installation of a children's crossing, pedestrian amenity works and regulatory parking provisions - WI44/2018. Programming of works pending.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
BN4/2019	Ordinary Council 6/03/2019	Glauser, Andrew	Business With Notice	Richmond Main RV Park	31/12/2019	
<a href="#">792</a> <b>MOTION</b> 792 <b>RESOLVED</b>	<b>Moved:</b>	Maginnity, Robert Councillor Gray	<b>Seconded:</b>	Councillor Burke		
<p>That Council include the following as a specific action in the 2019-20 Operational Plan:</p> <p>Investigate opportunities for the Richmond Main site to become an eco-tourism/outdoor adventure hub that would co-exist with the current cultural and heritage use of the site.</p> <p>7 Aug 2019 - 3:24 PM - Martin Johnson Revised Target Date changed by: Johnson, Martin From: 28 Jun 2019 To: 31 Dec 2019 Reason: Future land use options for site currently under investigation by Strategic Property Officer</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
CC2/2020	Ordinary Council 5/02/2020	Chadwick, Teresa	Corporate and Community	Councillor Professional Development and Training Report	4/03/2020	
<a href="#">1137</a> <b>MOTION</b> 1137 <b>RESOLVED</b>	<b>Moved:</b>	Maginnity, Robert Councillor Doherty	<b>Seconded:</b>	Councillor Suvaal		
<ol style="list-style-type: none"> <li>That Council adopts the draft Councillor Professional Development Plan 2020.</li> <li>That Council notes the Councillor Professional Development Report 2018/19.</li> </ol>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
CC30/2019	Ordinary Council 1/05/2019	Brinkworth, Susanne	Corporate and Community	Acquisition of land for road widening - Sandy Creek Road, Mt Vincent	31/10/2019	
<a href="#">893</a> <b>MOTION</b> 893 <b>RESOLVED</b>	<b>Moved:</b>	Maginnity, Robert Councillor Suvaal	<b>Seconded:</b>	Councillor Fitzgibbon		
<ol style="list-style-type: none"> <li>That Council acquire the land part Lot 120 and part Lot 122 of DP 755244 being land currently comprised in Conveyance Book 3144 No 987 and Conveyance Book 3333 No 5 for road purposes and dedicate the land to the public as public road;</li> <li>That Council authorise the General Manager to negotiate compensation with the property owners by private agreement for acquisition of the Land subject to an independent valuation report and in accordance with the <i>Land Acquisition (Just Terms Compensation) Act 1991</i>;</li> <li>That in the event that negotiations with the property owners cannot be satisfactorily finalised, that Council make application to the Office of Local Government for approval of the Minister and the Governor to proceed with compulsory acquisition of the Land being part Lot 120 and Part Lot 122 DP 755244;</li> </ol>						



4. That Council authorise the Common Seal of Cessnock City Council to be affixed to the plan of subdivision dedicating the land to be acquired as public road and Deed of Agreement for the acquisition of the Land between Cessnock City Council and the Estate of Amy Augusta Lewis and Thomas William Lewis and if necessary to the application to the Minister and the Governor for the compulsory acquisition of the Land part Lot 120 and part Lot 122 DP 755244;
5. That Council authorise the General Manager and Mayor/Councillor to execute the Plan of subdivision dedicating the land to be acquired as public road and Deed of Agreement for the acquisition of the Land between Cessnock City Council and the Estate of Amy Augusta Lewis and Thomas William Lewis and if necessary to the application to the Minister and the Governor for the compulsory acquisition of the Land part Lot 120 and part Lot 122 DP 755244.

3 Oct 2019 - 4:43 PM - Robyn Keegan

Revised Target Date changed by: Keegan, Robyn From: 21 Sep 2019 To: 31 Oct 2019

Reason: Awaiting Owner to execute agreement to lodge the plan of subdivision.

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
CC4/2020	Ordinary Council 5/02/2020	Rathborne, Michael	Corporate and Community	Acquisition of land by boundary adjustment to add to Turner Park and granting an easement for stormwater within Turner Park Lot 501 DP 1108309	4/03/2020	
<a href="#">1139</a> <b>MOTION</b> 1139 <b>RESOLVED</b>	<b>Moved:</b>	Maginnity, Robert Councillor Doherty	<b>Seconded:</b>	Councillor Suvaal		
<p>1. That Council consents to the boundary adjustment and gaining that additional land marked on the attached plans:</p> <p>a) That Council authorises the General Manager to negotiate the agreement between the adjoining owners on Aberdare Road, Cessnock;</p> <p>b) That Council authorises for the Common Seal of Cessnock City Council to be affixed to the related documents between Cessnock City Council and the owner of Lot 3 Section 50 DP 758002, Aberdare Road, Cessnock</p> <p>c) That Council authorises the Mayor and the General Manager to execute all documents relating to the land transfer.</p> <p>2. That Council consents to the granting of an easement benefiting Lot 3 Section 50 DP 758002 burdening Council land being Lot 501 DP 1108309 for stormwater purposes subject to the following:</p> <p>a) The easement, of no greater than 1.5m wide to be located on the eastern boundary of Cessnock Tennis Courts Lot 501 DP 1108309 and in accordance with approved plans;</p> <p>b) That the stormwater drainage infrastructure be constructed underground within the easement;</p> <p>c) That Council delegates to the General Manager the power to negotiate the terms for the granting of an easement;</p> <p>d) That Council advises the applicant that all costs associated with the granting of the easement including survey, registration costs, Council's reasonable legal and valuation costs be borne by the benefiting property owner;</p> <p>e) That Council authorises the Common Seal of Cessnock City Council to be affixed to documents relating to the granting of the easement, and</p> <p>f) That Council authorises the Mayor and General Manager to execute the documents relating to the granting of the easement.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
CC6/2018	Ordinary Council 7/03/2018	Drage, Natalie	Deferred Business	Richmond Main Colliery - Remediation Plan	30/03/2020	
<a href="#">433</a> <b>MOTION</b> 433 <b>RESOLVED</b>	<b>Moved:</b>	Maginnity, Robert Councillor Fitzgibbon	<b>Seconded:</b>	Councillor Gray		
<p>1. That Council allocate funding of \$50,500 from the Miscellaneous and Property Reserve, for the preparation of a Remediation Action Plan, development application and continuation of temporary fencing at Richmond Main Colliery.</p> <p>2. That a further report be prepared for Council detailing the estimated costs of implementing the Remediation Action Plan once they are known.</p>						

3. That any future Richmond Main Colliery reports include the cumulative total of expenditure since the September 2017 fire.
4. That the General Manager prepare a report in consultation with the site users, including an inventory of equipment, and removal of non essential items from the historic site, with the view to improving visual site amenity, safety and security.

4 Feb 2020 - 10:34 AM - Natalie Drage

External Auditor has reviewed the Draft Preliminary Contamination Assessment of Stage 1 Area and feedback is being incorporated into the document by the Consultant.

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
CC63/2019	Ordinary Council 7/08/2019	Holliday, Jennifer	Corporate and Community	Tender Evaluation Report for T1819-16 - Website Development and Implementation	3/07/2020	
<a href="#">939</a> <b>MOTION</b> 939 <b>RESOLVED</b>	<b>Moved:</b>	Maginnity, Robert Councillor Dagg	<b>Seconded:</b>	Councillor Gray		
1.	That Council accept the tender from OpenCities Pty Ltd for a lump sum of \$308,000 (including GST) for a period of up to five years, to develop, implement and provide ongoing maintenance for the following Council websites:					
*	Cessnock City Council corporate website; and					
*	Three smaller satellite websites:					
	<input type="checkbox"/> Building Certifiers					
	<input type="checkbox"/> Cessnock Performing Arts Centre					
	<input type="checkbox"/> Cessnock City Council Libraries					
2.	That the General Manager investigate the development and cost of a mobile device app to integrate into the updated Council website.					
6 Feb 2020 - 2:09 PM - Robyn Keegan						
Website being developed.						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
CC69/2017	Ordinary Council 4/10/2017	Conner, Martin	Corporate and Community	Easement for Drainage of Water within 10 and 12 Cooper Street, Heddon Greta	17/06/2020	
<a href="#">277</a> <b>MOTION</b> 277 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Dagg	<b>Seconded:</b>	Councillor Stapleford		
1.	That Council acquires an easement for the drainage of water being 7m wide and variable on the south eastern boundary of Lot 15 Section 20 DP 3816 and the northern boundary of Lot 16 Section 20 DP 3816 being 10 and 12 Cooper Street, Heddon Greta.					
2.	That Council authorise the General Manager to negotiate the terms of the easement and prepare the necessary documents for registration at Land and Property Information (LPI) NSW.					
3.	That Council authorise the Common Seal of Cessnock City Council to be affixed to the documents relating to the granting of the easement over Lots 15 and 16 Section 20 DP 3816.					
4.	That Council authorise the Mayor and/or General Manager to execute the documents relating to the granting of the easement over Lots 15 and 16 Section 20 DP 3816.					
3 Feb 2020 - 2:13 PM - Rachael O'Hara						

Item 1 - Acquired easement over 12 and progressed flood study to determine full effect on number 10.  
 Item 2 - Noted  
 Item 3 - Acquired easement over 12 and progressed flood study to determine full effect on number 10.  
 Item 4 - Acquired easement over 12 and progressed flood study to determine full effect on number 10.

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
CC88/2019	Ordinary Council 23/10/2019	Brinkworth, Susanne	Corporate and Community	Request for Easement over Council land Jeffery Park, 24 Congewai Street Kearsley Lot 2882 DP 1158212	23/10/2019	
<a href="#">1028</a> <b>MOTION</b> 1028 <b>RESOLVED</b>	<b>Moved:</b>	Maginnity, Robert Councillor Suvaal	<b>Seconded:</b>	Councillor Stapleford		
<p>That Council consents to the granting of an easement benefiting Lot 156 DP 755215 burdening Council land being Lot 2882 DP 1158212 for connection to Hunter Water sewer infrastructure subject to the following:</p> <p>a) That Council gives landowners consent for the lodgement of a development application that includes a proposed easement for sewer main over the Council land;</p> <p>b) The easement to be located generally on the western boundary of Lot 2882 DP 1158212 and in accordance with the proposed sewer easement plan;</p> <p>c) That the sewer main infrastructure be constructed underground within the easement that also benefits Cessnock City Council;</p> <p>d) That Council delegates to the General Manager the power to negotiate the terms for the granting of an easement including the location and compensation that is subject to an independent valuation;</p> <p>e) That Council advises the Applicant that all costs associated with the granting of the easement including survey, registration costs, Council's reasonable legal and valuation costs be borne by the benefiting property owner;</p> <p>f) That Council authorises the Common Seal of Cessnock City Council to be affixed to documents relating to the granting of the easement, and</p> <p>g) That Council authorises the Mayor and General Manager to execute the documents relating to the granting of the easement.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
CC89/2019	Ordinary Council 23/10/2019	Brinkworth, Susanne	Corporate and Community	Request for Easement for stormwater over Council land part of Branxton Park 4 John Rose Avenue, Branxton Lot 2 DP 1049557	28/11/2019	
<a href="#">1029</a> <b>MOTION</b> 1029 <b>RESOLVED</b>	<b>Moved:</b>	Maginnity, Robert Councillor Doherty	<b>Seconded:</b>	Councillor Suvaal		
<p>That Council consents to the granting of an easement benefiting the Owner's Land (Folio identifiers 672/1003593, 1/1094098, 2/1094098, 3/1094098 and 34/70289 burdening Council land being Lot 2 DP 1049557 for storm water purposes subject to the following:</p> <p>a) That Council provides landowners consent for the lodgement of a s4.55 application to amend an existing development approval for DA8/2011/400/2 regarding the proposed easement for storm water.</p> <p>b) The easement to be 4m wide, located on the northern boundary of Lot 2 DP 1049557 in accordance with plan of proposed easement and the storm water drainage infrastructure be constructed underground within the easement connecting to the existing waterway in accordance with the development consent ;</p>						

- c) That Council delegates to the General Manager the power to negotiate the terms for the granting of an easement including compensation that is subject to an independent valuation;
- d) That Council advises the Owners that all costs associated with the granting of the easement including survey, registration costs, Council's reasonable legal and valuation costs be borne by the benefiting property owner;
- e) That Council authorises the Common Seal of Cessnock City Council to be affixed to documents relating to the granting of the easement, and
- f) That Council authorises the Mayor and General Manager to execute the documents relating to the granting of the easement.

6 Nov 2019 - 4:55 PM - Robyn Keegan

Revised Target Date changed by: Keegan, Robyn From: 20 Nov 2019 To: 28 Nov 2019

Reason: Awaiting for applicant to forward the application for S4.55 to Council for execution.

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
CO23/2019	Ordinary Council 2/10/2019	Jeffery, Warren	Correspondence	Wine Country Drive - Traffic and Safety	3/06/2020	
<a href="#">1013</a> <b>MOTION</b> 1013 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Fitzgibbon	<b>Seconded:</b>	Councillor Sander		
<ol style="list-style-type: none"> <li>That Council note the correspondence received.</li> <li>That Council be briefed on the corridor plan.</li> <li>That Council obtain feedback from the police regarding targeted enforcement at the school drop and pick up times.</li> </ol>						
<p>9 Oct 2019 - 4:09 PM - Tracey Cocking</p> <p>Item 1 - Noted</p> <p>Item 2 - Sourcing Transport for NSW Draft Wine Country Drive Corridor Plan.</p> <p>Item 3 - Conversation between Warren Jeffery and Senior Sargent Tony Grace Highway Patrol Cluster Supervisor, no infringement data is available, Police intend to liaise directly with School to provide information for school community alerting them to upcoming targeted enforcement.</p> <p>27 Nov 2019 - 4:22 PM - Tracey Cocking</p> <p>Item 2 - Discussed availability of MR220 Corridor Plan with RMS Project Manager on 5 November 2019 - Plan is in draft form only and is not yet released to external parties.</p> <p>4 Feb 2020 - 11:16 AM - Warren Jeffery</p> <p>Item 2 - Confirmed that draft Transport for NSW MR220 Corridor Plan has not yet been released to external parties.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
MM19/2019	Ordinary Council 11/12/2019	Jackson, Lotta	Deferred Business	Cessnock Correctional Centre Access	19/02/2020	
<b>MOTION</b>	<b>Moved:</b>	Jackson, Lotta Councillor Pynsent				
<ol style="list-style-type: none"> <li>That Council notes that the access to the Cessnock Correctional Centre is a decision for the State Government and the Department of Corrections;</li> <li>That Council reaffirms that Council's position is that access to the Correctional Centre at Lindsay Street/Mavis Street be closed and that a new access is created via direct route from Wine Country Drive onto land owned by Hunter New England Health;</li> </ol>						

3. That Council notes that on a meeting on 12 November 2019 with Minister for Corrections Anthony Roberts and Member for Cessnock Clayton Barr, the Minister outlined concerns with the proposed route through Hunter New England Health land. Following this meeting the Member for Cessnock addressed a meeting of the Cessnock Correctional Centre Consultative Committee on 6 December 2019 and outlined the reasons why the Health Land Access Proposal would not progress;
4. That Council requests the General Manager engage with the Department of Corrections to confirm their suggested solution to establish an access to the Cessnock Correctional Centre via Wine Country Drive; and
5. That Council calls on the Department of Corrections to meet the following conditions when selecting the State Governments preferred access route:
  - \* That access to the Correctional Centre is via a route that has minimal impact on private residences before it adjoins the State Road Network;
  - \* Sufficient security fencing and screening be installed along the route to prohibit vehicle and pedestrian access near private residences;
  - \* The route minimises traffic on Cessnock Council maintained roads; and
  - \* That safe access be maintained where the route joins the State Road Network.

**PROCEDURAL MOTION****Moved:**

Councillor Olsen

**Seconded:**

Councillor Fitzgibbon

That the Mayoral Minute be Deferred to the first meeting in February to enable residents to investigate and come back to Council with their reasons to keep negotiating with Hunter Health.

ok4 Feb 2020 - 4:34 PM - Gina Radford

Revised Target Date changed by: Radford, Gina From: 8 Jan 2020 To: 19 Feb 2020

Reason: Deferred Mayoral Minute until 19 February 2020. Letter received from Clayton Barr MP and submission received from Green Option Group.

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE1/2020	Ordinary Council 5/02/2020	Johnson, Martin	Planning and Environment	Draft Cessnock City Wide Local Infrastructure Contributions Plan	4/03/2020	
<a href="#">1132</a> <b>MOTION</b> 1132 <b>RESOLVED</b>	<b>Moved:</b>	Curtis, Gareth Councillor Suvaal	<b>Seconded:</b>	Councillor Burke		
1.	That Council place the draft Cessnock City Wide Local Infrastructure Contribution Plan on public exhibition for a minimum period of 28 days.					
2.	That in accordance with Clause 32 of the <i>Environmental Planning and Assessment Regulations 2000</i> , Council publish a notice of intent to repeal the following Plans:					
	<input type="checkbox"/> Residential Section 94 Contributions Plan <input type="checkbox"/> Bellbird North Section 94 Contribution Plan 2010 <input type="checkbox"/> Mount View Road, Millfield Precinct Section 94 Contribution Plan 2011 <input type="checkbox"/> Government Road Precinct, Cessnock Section 94 Contribution Plan 2010 <input type="checkbox"/> Averys Village, Heddons Greta Section 94 Contribution Plan 2013 <input type="checkbox"/> Section 94 Contributions Plan Extension of Operations at Black Hill Quarry, Parish of Stockrington 1995 <input type="checkbox"/> Nulkaba Section 94 Contributions Plan.					
3.	That following public exhibition, Council receive a further report on the outcomes of the public exhibition of the Draft Cessnock City Wide Local Infrastructure Plan, including details on the allocation of the repealed funds collected under those Plans proposed to be repealed.					
4.	That a further review of the Works Schedule and cost estimates contained within the Draft Cessnock City Wide Contribution Plan be undertaken within a period of 12 months from the date of adoption of the draft Plan.					
5.	That a second briefing to Councillors be scheduled at the conclusion of the exhibition period and include a comparison table of contributions covered in this plan by neighbouring Councils.					

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE2/2020	Ordinary Council 5/02/2020	Johnson, Martin	Planning and Environment	Amendment of the Cessnock Section 7.12 Contributions Plan and repeal of the Tourism Section 94 Contributions Plan	4/03/2020	
<a href="#">1133</a> <b>MOTION</b> 1133 <b>RESOLVED</b>	<b>Moved:</b>	Curtis, Gareth Councillor Dunn	<b>Seconded:</b>	Councillor Stapleford		
<ol style="list-style-type: none"> <li>That Council notes the draft amended Section 7.12 Levy Contributions Plan 2017 was publicly exhibited for 28 days from 30 October 2019 to 27 November 2019 and no public submissions were received.</li> <li>That Council repeals the Tourism Section 94 Contributions Plan.</li> <li>That Council allocates \$400,000 in contributions collected from the repealed Tourism Section 94 Contributions Plan to the Hunter Valley Wine Country Signage Strategy Implementation Project.</li> <li>That Council adopts the amended Section 7.12 Levy Contributions Plan 2017 and transfer \$476,923.75 in contributions collected from the repealed Tourism Section 94 Contributions Plan to the Section 7.12 Levy Contributions Plan 2017.</li> <li>That the \$476,923.75 in contributions collected from the repealed Tourism Section 94 Contributions Plan be specifically reserved for Tourism related projects within the 7.12 Plan.</li> </ol>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE29/2018	Ordinary Council 16/05/2018	Fitzpatrick-Barr, Justin	Planning and Environment	Development Application No. 8/2017/282/1 proposing construction of a roundabout to facilitate access to St Philip's Christian College  Wine Country Drive, Nulkaba	15/04/2020	
<b>MOTION</b> 475 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Suvaal	<b>Seconded:</b>	Councillor Burke		
<ol style="list-style-type: none"> <li>That Council determine Development Application No. 8/2017/282/1 proposing the construction of a roundabout to facilitate access to St Philip's Christian College at Wine Country Drive (Lot 1 DP 744377) Nulkaba, pursuant to Section 80 of the Environmental Planning and Assessment Act 1979, by refusing to grant consent for the reasons detailed in this report.</li> <li>That Council supports the concept of a roundabout entrance to St Philips Christian College off Wine Country Drive, Nulkaba for school and community access to the site, subject to an approved design by, and satisfactory arrangements with, the Roads and Maritime Services.</li> <li>That the General Manager request the Parliamentary Secretary for the Hunter and Central Coast to coordinate an urgent meeting between Cessnock City Council, the Roads and Maritime Services, State Member for Cessnock and St Philips Christian College to address the traffic and safety concerns at Wine Country Drive and Lomas Lane, Nulkaba.</li> <li>That the General Manager continue to work with the Roads and Maritime Services and St Philips Christian College with a view to encourage the submission of a Development Application, as a matter of urgency, by St Philips Christian College, to ensure the necessary upgrade works can be carried out to address serious traffic and safety concerns at Wine Country Drive and Lomas Lane, Nulkaba. The development application must be supported by the necessary documentation and arrangements with the Roads and Maritime Services and be designed in accordance with the requirements of Cessnock City Council and the Roads and Maritime Services.</li> <li>That the General Manager investigate any immediate measures that could improve pedestrian and vehicular safety adjacent to the College in Wine Country Drive and Lomas Lane, Nulkaba.</li> </ol>						



10 Jul 2019 - 5:07 PM - Tracey Cocking

Item 1 - Complete

Item 2 - Complete

Item 3 - Meeting held 11 January 2019, chaired by Stephen Wills

Item 4 - A number of meetings have been held since May 2018. Most recently, a meeting was held at Council with the applicant and representatives of the school on 24 June 2019 in attendance Development Services Manager & Infrastructure Manager. At that meeting, the applicant provided an overview of the current status of the matter and advised that they were meeting with the RMS the following day (25 June 2019). Exact timing for submission of a development application is unknown at this stage.

Item 5 - Provided outcome of investigation to St Phillips and RMS, received updated plan from St Phillips encompassing advice.

9 Sep 2019 - 11:09 AM - Kristy Meyers

The matter will be resolved once St Phillips lodges it's revised development application, which will provide RMS with an opportunity to comment on the proposal and potential road upgrades on Wine Country Drive.

5 Feb 2020 - 10:39 AM - Kelly Paterson

Planning & Environment advised ongoing discussions with RMS, but no DA has been lodged to date

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE3/2020	Ordinary Council 5/02/2020	McCauley, Hannah	Planning and Environment	Minutes of the Strategic Property & Community Facilities Committee meeting of 11 December 2019	4/03/2020	
<a href="#">1134</a> <b>MOTION</b> 1134 <b>RESOLVED</b>	<b>Moved:</b>	Curtis, Gareth Councillor Suvaal	<b>Seconded:</b>	Councillor Sander		
1.	That Council adopts the Minutes of the Strategic Property Committee of 11 December 2019 as a resolution of the Ordinary Council.					
2.	That Council adopts the Airport Strategic Plan as contained in the enclosure to this report.					

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE4/2020	Ordinary Council 5/02/2020	Johnson, Martin	Planning and Environment	Vineyard Grove Development - Stage 8 Update	4/03/2020	
<a href="#">1135</a> <b>MOTION</b> 1135 <b>RESOLVED</b>	<b>Moved:</b>	Curtis, Gareth Councillor Suvaal	<b>Seconded:</b>	Councillor Burke		
1.	That Council notes that the Residential Development (Vineyard Grove Stage 8) has been impacted by the redesign of the subdivision to support road widening, and legislative implications relating to the <i>Biodiversity Conservation Act 2016</i> may require a higher standard of review relating to environmental factors associated with the revised development plan which have delayed the progress of the project.					
2.	That as a consequence of the resourcing and legislative impacts the project is not likely to substantially commence until the 2020/21 financial year, and the 2019/20 Operational plan will be revised to remove both estimated revenue from the proposed sale of lots and associated expenditure, with an adverse impact on Council's forecast operating result for 2019/20.					
3.	That the proposed adjustments to the 2019/20 Operational plan will be reported for approval to Council as part of the December 2019 Quarterly Budget Review Statements on 19 February 2020.					
4.	That a detailed report be provided to the next Strategic Property & Community Facilities Committee meeting outlining the impacts of the planning legislative requirements; potential impacts on the project relating to the delay, including any additional costs or reduced returns and an updated expected timeline for finalisation for the project.					
7 Feb 2020 - 3:14 PM - Yvonne Blake						
Detailed report to be provided to the next Strategic Property & Community Facilities Committee meeting as per the resolution.						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE5/2019	Ordinary Council 20/02/2019	Petersen, Leanne	Planning and Environment	Amendment to Clifftleigh Urban Precinct Planning Agreement	10/03/2021	
<a href="#">759</a> <b>MOTION</b> 759 <b>RESOLVED</b>	<b>Moved:</b>	Curtis, Gareth Councillor Lyons	<b>Seconded:</b>	Councillor Fitzgibbon		
<p>1. That Council prepare a draft Deed of Variation for the Clifftleigh Urban Precinct Planning Agreement in accordance with the offer from Winten Property Group.</p> <p>2. That Council publicly notify the draft Deed of Variation for a minimum period of 28 days in accordance with the provisions of the Environmental Planning and Assessment Act 1979.</p> <p>3. That Council delegate authority to the General Manager to execute the Planning Agreement unless unresolved written objections are received during the exhibition period.</p> <p>4. That Council develop a Master Plan that fits the 2031: A Vision for the Future Community Infrastructure Community Plan, within 6 months, for a staged development of a multi purpose community centre, to enable Council to apply for grant funding, identify funding sources and a funding model.</p> <p>4 Mar 2019 - 3:17 PM - Keren Brown</p> <p>1. Deed of variation currently being prepared.</p> <p>2. Awaiting deed of variation</p> <p>3. Awaiting deed of variation</p> <p>4. Masterplan to be prepared by Open Space and Community Facilities and Community Planning</p> <p>2 Oct 2019 - 4:52 PM - Keren Brown</p> <p>Revised Target Date changed by: Brown, Keren From: 2 Dec 2020 To: 10 Mar 2021</p> <p>Reason: Negotiations continuing with proponent on the draft deed of variation.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE51/2019	Ordinary Council 19/06/2019	Harris, Kate	Planning and Environment	Branxton Town Centre Draft Public Domain Plan and Draft Development Control Plan	31/03/2020	
<a href="#">941</a> <b>MOTION</b> 941 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Dagg	<b>Seconded:</b>	Councillor Burke		
<p>1. That Council adopt the Branxton Town Centre Public Domain Plan.</p> <p>2. That Council adopt the Branxton Town Centre Chapter of the Cessnock Development Control Plan 2010.</p> <p>3. That Council support the reallocation of \$279,000 Stronger Country Communities grant funding to works proposed by the Branxton Town Centre Public Domain Plan for Branxton Oval, instead of developing a proposed town square on the corner of Maitland Street and Cessnock Road, Branxton.</p> <p>4. That Council not pursue an area-specific s7.11 plan for the Branxton Sub-region.</p> <p>5. That Council notify in writing the persons who made a submission with regard to the draft plan, of Council's decision.</p> <p>6. That the General Manager bring back a report on the cost and time implications to develop a traffic and transport study for the Branxton Town Centre to the next meeting.</p> <p>7. That Council put forward the project of security cameras at the rotunda in Branxton for the next round of Safer Communities Grants.</p>						

8. That the General Manager liaise with Roads and Maritime Services for the removal of any barriers and signs that are leftover from the pre Hunter Expressway days that are no longer necessary.

24 Jun 2019 - 1:46 PM - Robert Corken

Action 1 has been noted and the plan has been finalised and placed on website.

Action 2 has been noted and the DCP has been finalised and placed on website.

Action 3 - Letter has been drafted, to be signed by Strategic Planning Manager

Action 4 has been noted and no further action is required on this item.

Action 5 has been undertaken.

Action 6 has been referred to Manager Infrastructure for action.

Action 7 cannot be progressed until Safer Communities Grants are open. Action referred to Johanna Dennis for action when the grant opens.

Action 8 has been referred to Manager Infrastructure for action.

21 Jan 2020 - 2:39 PM - Vickie Stovell

Revised Target Date changed by: Stovell, Vickie From: 6 Dec 2019 To: 31 Mar 2020

Reason: Action 7 – Cannot be progressed until Safer Communities Grants are open.

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE56/2019	Ordinary Council 7/08/2019	Taylor, Holly	Planning and Environment	Strategic Land Use Plan - Heddon Greta, Cliftleigh	30/06/2020	
<a href="#">934</a> <b>MOTION</b>	<b>Moved:</b>	Curtis, Gareth Councillor Gray	<b>Seconded:</b>	Councillor Burke		
934 <b>RESOLVED</b>						
1.	That Council note the information contained within this report.					
2.	That Council progress the development of the Heddon Greta-Cliftleigh Strategic Land use Plan, noting that the project will require the engagement of a consultant to prepare the Plan.					
3.	That the Heddon Greta-Cliftleigh Strategic Land use Plan be funded from the Rezoning reserve and section 7.11 where appropriate.					
4.	That a further report on the progress of the development of the Strategic Land Use Plan be provided to Council within 6 months.					
15 Aug 2019 - 9:14 AM - Martin Johnson						
Revised Target Date changed by: Johnson, Martin From: 4 Sep 2019 To: 05 Feb 2020						
Reason: Project status report due February 2020. Consultant and project brief to be prepared. Meeting with RMS arranged to discuss project.						
4 Feb 2020 - 11:05 AM - Hannah McCauley						
Draft Corridor Strategy being prepared, draft anticipated to be available in mid 2020.						
4 Feb 2020 - 11:07 AM - Hannah McCauley						
Revised Target Date changed by: McCauley, Hannah From: 5 Feb 2020 To: 30 Jun 2020						
Reason: Working on drafting document.						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE64/2019	Ordinary Council 2/10/2019	Corken, Robert	Planning and Environment	Amendment of the Cessnock Section 7.12 Contributions Plan and Repeal of Tourism Section 94 Contributions Plan	6/02/2020	
<a href="#">1007</a> <b>MOTION</b> 1007 <b>RESOLVED</b>	<b>Moved:</b>	Curtis, Gareth Councillor Fitzgibbon	<b>Seconded:</b>	Councillor Gray		
<p>1. That Council place the draft Section 7.12 Contributions Plan on public exhibition for a minimum period of 28 days.</p> <p>2. That Council publish a notice of intent to repeal the Tourism S94 Contributions Plan in accordance with section 22 of the <i>Environmental Planning and Assessment Regulations 2000</i>.</p> <p>3. That Council receive a report back on the amended S7.12 Contributions Plan after consultation with the community.</p> <p>4. That Council, upon the repeal of the Tourism S94 Contributions Plan, transfer the funds from that Plan to the Section 7.12 Contributions Plan.</p> <p>5. That the Pathways Construction Programme included in Schedule 1 (Clause 14) Works Schedule – Part A be changed from Medium to High.</p> <p>28 Oct 2019 - 3:16 PM - Robert Corken Public exhibition to commence on 30 October 2019. 6 Nov 2019 - 4:26 PM - Linda Lewis Revised Target Date changed by: Lewis, Linda From: 30 Oct 2019 To: 06 Feb 2020 Reason: On public exhibition until 27-11-2019.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE76/2019	Ordinary Council 20/11/2019	Rush, Iain	Planning and Environment	Exhibition of the draft Cessnock Local Strategic Planning Statement	17/04/2020	
<a href="#">1074</a> <b>MOTION</b> 1074 <b>RESOLVED</b>	<b>Moved:</b>	Curtis, Gareth Councillor Doherty	<b>Seconded:</b>	Councillor Gray		
<p>1. That Council places the Draft Cessnock Local Strategic Planning Statement on public exhibition for a minimum period of 10 weeks and in accordance with the Community Engagement Plan.</p> <p>2. That Council receives a further report following public exhibition of the Draft Cessnock Local Strategic Planning Statement.</p> <p>5 Feb 2020 - 1:38 PM - Iain Rush Revised Target Date changed by: Rush, Iain From: 18 Dec 2019 To: 17 Apr 2020 Reason: Exhibition period extended until 28 February 2020. Submissions to be reviewed and addressed prior to final document being reported to Council.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE77/2019	Ordinary Council 11/12/2019	McDermott, Emma	Planning and Environment	Draft Cessnock Flying-Fox Camp Management Plan	24/04/2020	
<a href="#">1104</a> <b>MOTION</b> 1104 <b>RESOLVED</b>	<b>Moved:</b>	Curtis, Gareth Councillor Suvaal	<b>Seconded:</b>	Councillor Gray		
That Council places the draft Cessnock Flying Fox Camp Management Plan on public exhibition for a minimum period of fifty (50) days.						
4 Feb 2020 - 10:56 AM - Emma McDermott The CMP is on exhibition until the 27 February 2020						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE83/2018	Ordinary Council 12/12/2018	Taylor, Holly	Planning and Environment	Cessnock Local Environmental Plan 2011 - Planning Proposal to rezone land at Stonebridge Drive, Cessnock from RE2 Private Recreation to R2 Low Density Residential and include Multi-dwelling housing as an Additional Permitted Use	5/06/2020	
<a href="#">708</a> <b>MOTION</b> 708 <b>RESOLVED</b>	<b>Moved:</b>	Curtis, Gareth Councillor Suvaal	<b>Seconded:</b>	Councillor Burke		
<ol style="list-style-type: none"> <li>That Council forward the Planning Proposal to the Department of Planning and Environment seeking a 'Gateway determination.'</li> <li>That the Planning Proposal is amended prior to its referral to the Department of Planning and Environment to remove the existing Additional Permitted Use of 'hotel or motel accommodation' from the site the subject of the Planning Proposal.</li> <li>That Council undertake consultation with public authorities and the community as determined by the Department of Planning and Environment Gateway determination.</li> <li>That Council receive a report back on the Planning Proposal if written objections are received during the consultation with the community; otherwise forward the Planning Proposal to the Department of Planning and Environment requesting the plan be made.</li> </ol>						
19 Dec 2018 - 8:36 AM - Angela Tinlin 2. Planning Proposal amended to remove existing Additional Permitted Use of 'hotel or motel accommodation' from subject site of Planning Proposal. 1. Planning Proposal forwarded to Department of Planning and Environment 18 December 2018-confirmation of receipt received. (DOC2018/109641 and DOC2018/109758) 3. Pending Gateway 4. Pending Gateway 28 Oct 2019 - 3:20 PM - Angela Tinlin Revised Target Date changed by: Tinlin, Angela From: 11 Dec 2019 To: 05 Jun 2020 Reason: Applicant still completing flood study. .						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE88/2018	Ordinary Council 12/12/2018	McCauley, Hannah	Planning and Environment	Draft Cessnock Airport Strategic Plan	11/12/2019	
<a href="#">713</a> <b>MOTION</b> 713 <b>RESOLVED</b>	<b>Moved:</b>	Curtis, Gareth Councillor Suvaal	<b>Seconded:</b>	Councillor Burke		
<p>1. That Council place the draft Cessnock Airport Strategic Plan 2018 and associated 5 year Business Plan on public exhibition early in 2019 for a period of 28 days.</p> <p>2. That Council consider the implications of the Draft Strategic Plan in the assessment of Development Application for activities at the Airport.</p> <p>3. That Council be provided with a report following public exhibition of the draft Cessnock Airport Strategic Plan 2018 detailing the outcomes of the public exhibition.</p> <p>28 Oct 2019 - 3:05 PM - Martin Johnson Draft report reporting on public exhibition and seeking endorsement of final Plan scheduled for Strategic Property and Community Facilities Committee on 20 November 2019 28 Oct 2019 - 3:09 PM - Martin Johnson Revised Target Date changed by: Johnson, Martin From: 31 Oct 2019 To: 11 Dec 2019 Reason: Reporting to SP&amp;CF meeting on 20 November 2019 and then Council</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
PE9/2019	Ordinary Council 6/03/2019	Glauser, Andrew	Planning and Environment	Vineyard Grove Stage 8 Development	31/12/2019	
<a href="#">784</a> <b>MOTION</b> 784 <b>RESOLVED</b>	<b>Moved:</b>	Maginnity, Robert Councillor Burke	<b>Seconded:</b>	Councillor Sander		
<p>1. That Council sell proposed lots 801 to 841 being part of Lot 1210 DP1102977 of the Vineyard Grove Stage 8 development and authorise the General Manager to negotiate the sale(s) for no less than 90% of the independent valuation obtained.</p> <p>2. That Council authorise the General Manager to sign all documents associated with the e-conveyancing transactions including a Client Authorisation form to Council's legal representative to effect the sale of proposed lots 801 to 841 being part of Lot1210 DP1102977 of the Vineyard Grove Stage 8 Development.</p> <p>3. That Council authorise the Common Seal of Cessnock City Council to be affixed to all documents relating to the plan of subdivision and sale of the proposed lots 801 to 841 being part of Lot1210 DP1102977 of the Vineyard Grove Stage 8 Development, and authorise the Mayor and General Manager to execute those documents.</p> <p>4 Feb 2020 - 10:40 AM - Hannah McCauley Draft Cessnock Airport Strategic Plan being reported to the Ordinary Meeting on 5 February 2020 to be endorsed for adoption.</p>						



Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI1/2020	Ordinary Council 5/02/2020	Fitzpatrick-Barr, Justin	Works and Infrastructure	Financial Sustainability Initiative Projects	4/03/2020	
<a href="#">1143</a> <b>MOTION</b> 1143 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Suvaal	<b>Seconded:</b>	Councillor Fitzgibbon		
1.	That Council notes the information provided in the report relating to the progress of the Financial Sustainability projects.					
2.	That a media release to inform the community of this initiative be developed to include the conclusion and financial implications listed on page 108.					

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI100/2019	Ordinary Council 11/12/2019	Kerr, Katrina	Works and Infrastructure	Building Better Regions Fund - Round Four	8/01/2020	
<a href="#">1123</a> <b>MOTION</b> 1123 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Dagg	<b>Seconded:</b>	Councillor Suvaal		
1.	That Council endorses the submission of an application under the Building Better Regions Fund: <i>Infrastructure Projects Stream, Round Four – Drought Support</i> for the Branxton to Greta Cycleway project,					
2.	That Council allocates a co-contribution of \$650,000 (25%) from within Council operational funding for cycleways, the grant funding leverage reserve and potential loans to fund the project, should the grant be successful.					
3.	That the General Manager work towards ensuring that more projects are shovel ready from adopted strategies across the whole LGA.					
4.	That Council write to the Federal Member for Hunter seeking his support.					
7 Feb 2020 - 12:46 PM - Katrina Kerr Item1 - Submitted grant application Dec 2019. Item 2 - Awaiting outcome of grant application. Item 3 - Progressed list of projects from adopted Strategies suited to future grant applications. Item 4 - Sent correspondence to Federal Member December 2019.						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
W118/2018	Ordinary Council 7/03/2018	Harris, Kate	Works and Infrastructure	Options for Cessnock Pool	31/03/2020	
<a href="#">441</a> <b>MOTION</b> 441 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Gray	<b>Seconded:</b>	Councillor Sander		
<ol style="list-style-type: none"> <li>That Council notes the Report and endorses Option C (relocate to Turner Park) as the long term strategic direction for Cessnock Pool.</li> <li>That Council undertakes further work to determine the scope, design and cost of Option C (relocate to Turner Park), incorporating indoor and outdoor water and play features, with an estimated capital cost of up to \$20M to be partly funded through development contributions.</li> <li>That Council endorses Option B (upgrade at current location) as an interim strategic direction for Cessnock Pool.</li> <li>That Council undertakes further work to develop the scope, design and cost of upgrades identified in Option B (upgrade at current location).</li> <li>That Council receives a further report on how Options B (upgrade at current location) and C (relocate to Turner Park) will be staged and funded with consideration to the outcomes and recommendations of the Review of Plant at the existing Cessnock Pool.</li> </ol> <p>21 Jan 2020 - 2:41 PM - Vickie Stovell Revised Target Date changed by: Stovell, Vickie From: 31 Mar 2020 To: 31 Mar 2020 Reason: 1. Complete 2. Pending budget allocation 3. Noted 4. Cessnock Pool Masterplan has been adopted. Detailed designs for the splashpad currently being prepared 5. Reliant on resolution 4 to be finalised</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
W118/2019	Ordinary Council 17/04/2019	Jeffery, Warren	Deferred Business	Proposed Road Closure between Halls Road and De Beyers Road Pokolbin	6/05/2020	
<a href="#">862</a> <b>MOTION</b> 862 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Suvaal	<b>Seconded:</b>	Councillor Lyons		
<ol style="list-style-type: none"> <li>That Council resolve to not close the Council public road between Halls Road and De Beyers Road Pokolbin as indicated in the Property Location Plan.</li> <li>That the General Manager write to those who made submissions, informing them of Council's decision.</li> <li>That the General Manager notify Google Maps and any other relevant mapping agencies that this is not a public road and should not show on their software.</li> <li>That Council upgrade the existing road barriers to prevent car traffic but still allow for pedestrian and bicycle traffic flow in consultation with adjoining land owners.</li> <li>That Council work to amend traffic management plans for major events in the surrounding areas to include measures to reduce traffic flow into Halls Road.</li> <li>That a report come back to Council in 12 months to update Council on whether the traffic management items outlined above have reduced problem traffic incidents in the area.</li> <li>That in the report to come back in 12 months time Council identify whether this road reserve will be included in the future vineyard cycleway plan.</li> </ol>						

3 May 2019 - 8:58 AM - Bruce Hughes

Item 1 - Noted

Item 2 - Sent letters

Item 3 - Checked Googlemaps and road not showing as being trafficable by motor vehicles

Item 4 - Preparing signage and barrier plans

Item 5 - Noted

Item 6 - Drafted report template for Council's ordinary meeting 6 May 2020

Item 7 - Noted

4 Jun 2019 - 8:51 AM - Tracey Cocking

Item 4 - CRM 7440/2019 generated for additional signage and works have been complete.

Item 5 - Held meeting with stakeholders to amend TMP to include Halls Road

4 Feb 2020 - 10:56 AM - Warren Jeffery

Item 6 - Reviewing effectiveness of relevant traffic management measures. Matter discussed at inter-agency vineyard events - traffic management meeting of 22 January 2020.

Item 7 - Preparing report to Council by April 2020

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
W12/2020	Ordinary Council 5/02/2020	Kerr, Katrina	Works and Infrastructure	Minutes of Local Traffic Committee held 18 November 2019	4/03/2020	
<a href="#">1144</a> <b>MOTION</b> 1144 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Suvaal	<b>Seconded:</b>	Councillor Dagg		
That the Minutes of the Local Traffic Committee Meeting of 18 November 2019 be adopted as a resolution of the Ordinary Council.						
1.	TC46A/2019 - That Council authorises the installation of regulatory parking signage on Tomalpin Street, Kearsley in accordance with the Tomalpin Street Kearsley _ Signage & Line Marking Diagram.					
2.	TC47/2019 - That Council authorises the installation of regulatory parking signage on Rothbury Street, Nulkaba in accordance with the Rothbury Street Nulkaba _ Signage Diagram.					
3.	TC48/2019 - That Council authorises the installation of signage and barriers on the laneway between Mount View Road and Tempranillo Crescent, Cessnock in accordance with Tempranillo Crescent Cessnock _ Signage & Barrier Diagram.					
4.	TC49/2019 - That Council authorises installation of line marking on Averys Lane, Buchanan in accordance with the Averys Lane Buchanan _ Line Marking Diagram.					
5.	TC50/2019 - That Council authorises installation of line marking at the intersection of Beaufort Avenue and Kendall Street, Bellbird, in accordance with the Beaufort Avenue Bellbird _ Line Marking Diagram.					
6.	TC51/2019 - That Council authorises the installation of regulatory parking signage and line marking on Cumberland Street, Cessnock in accordance with the Cumberland Street Cessnock _ Signage & Line Marking Diagram.					
7.	TC52/2019 - That Council notes the consent of Roads and Maritime Services has been received for implementation of a 10km/h Shared Zone in Charlton Street, Cessnock as outlined in the Charlton Street Cessnock _ Shared Zone Approval.					

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI22/2019	Ordinary Council 17/04/2019	Glauser, Andrew	Works and Infrastructure	Upgrade Carpark P8, 232A Wollombi Road, rear of Cessnock Hotel	11/12/2019	
<b>MOTION</b> 877 <b>RESOLVED</b>	<b>Moved:</b>	Maginnity, Robert Councillor Fitzgibbon	<b>Seconded:</b>	Councillor Sander		
That the report be deferred until the adjoining property issues are resolved through the Strategic Property Committee.						
28 Oct 2019 - 3:13 PM - Martin Johnson Revised Target Date changed by: Johnson, Martin From: 31 Oct 2019 To: 11 Dec 2019 Reason: Update to 20 November 2019 SP&CF Committee meeting						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI3/2020	Ordinary Council 5/02/2020	Kerr, Katrina	Works and Infrastructure	Congewai Road, Congewai Petition for Bridge at Helens Crossing	4/03/2020	
<a href="#">1145</a> <b>MOTION</b> 1145 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Doherty	<b>Seconded:</b>	Councillor Suvaal		
1. That Council notes the petition lodged by residents requesting a bridge across the Congewai Creek at the top end of Congewai Valley.						
2. That Council retain the existing causeway and notifies the petition organiser accordingly.						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI32/2019	Ordinary Council 5/06/2019	Vandermeer, Warren	Works and Infrastructure	Henderson Avenue and Marlton Street, Cessnock and Cruickshank Street, Bellbird	15/04/2020	
<b>MOTION</b> 932 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Suvaal	<b>Seconded:</b>	Councillor Gray		
1. That Council note the inclusion of investigation and design of upgrade to storm water drainage in Cruickshank Street, Bellbird in the draft Operational Plan 2019-20						
2. That Council note the outcome of the investigation into the potential inclusion of renewal of Henderson Avenue and Marlton Street, Cessnock in the draft Operational Plan 2019-20.						
3. That Council includes the rehabilitation of Henderson Avenue and Marlton Street, Cessnock in the draft Operational Plan 2019-20 as a design and investigation project with a further report to come back to Council once rehabilitation costs are known.						
18 Jun 2019 - 9:02 AM - Rachael O'Hara						

Item 1 - Noted  
 Item 2 - Noted  
 Item 3 - Listed for inclusion in the Operational Plan 2019-20. Drafting a report to Council.  
 5 Feb 2020 - 9:32 AM - Warren Vandermeer  
 Item 3 - Issued to consultant for Geotechnical investigation, design treatment options in the process of being finalised.

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI35/2017	Ordinary Council 21/06/2017	Hughes, Bruce	Works and Infrastructure	Hydro Aluminium Kurri Kurri Pty Ltd Proposed Road Closures	15/07/2020	
<a href="#">278</a> <b>MOTION</b> 278 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Burke	<b>Seconded:</b>	Councillor Sander		
<ol style="list-style-type: none"> <li>That Council resolve to make an application to NSW Department of Industry - Lands to close those parts of Bishops Bridge Road, McGarva Avenue, Horton Road and Dickson Road (hereafter referred to as Proposed Closed Roads) as indicated in the Property Location Plan in accordance with the provisions of the Roads Act 1993.</li> <li>That Council comply with the provisions of Section 35 of the Roads Act 1993 and the Memorandum of Understanding entered into with the Department of Lands, now the NSW Department of Industry - Lands, with respect to notifications and advertising in the local newspaper.</li> <li>That provided no unresolved submissions are received following notifications and advertising, Council proceed under the provisions of Section 37 of the Roads Act 1993 to advise NSW Department of Industry - Lands to place a notice in the Government Gazette to close the Proposed Closed Roads.</li> <li>That Council authorise the Common Seal of Cessnock City Council to be affixed to the Plan of Road Closure if required.</li> <li>That Council authorise the Mayor and the General Manager to execute the Plan of Road Closure for the Proposed Closed Roads if required.</li> <li>That following successful Gazettal of the closed roads and the land vesting in Council, Council grant to the General Manager delegated authority to negotiate the sale (based on an independent valuation) by private treaty with the adjoining landowner.</li> </ol>						
<p>8 Aug 2017 - 2:43 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>6 Nov 2017 - 2:17 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.                      Item 6 - Awaiting NSW Department of Industry - Lands to assess the application prior to completing this action.</p> <p>12 Jul 2018 - 1:40 PM - Katrina Kerr                      Item 1 - Completed.                      Item 2 - Completed.                      Item 3 - Awaiting NSW Dept of Industry.                      Item 4 - Awaiting NSW Dept of Industry.                      Item 5 - Awaiting NSW Dept of Industry.                      Item 6 - Awaiting NSW Dept of Industry.</p> <p>5 Feb 2020 - 8:39 AM - Kelly Paterson                      Awaiting advice from Hydro before proceeding</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI37/2019	Ordinary Council 3/07/2019	Benson, Nicole	Works and Infrastructure	Request for Sponsorship - Central Hunter Business Chamber - Celebrating Greta Army Camp 1939-1960	28/02/2020	
<a href="#">895</a> <b>MOTION</b> 895 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Dagg	<b>Seconded:</b>	Councillor Suvaal		
<ol style="list-style-type: none"> <li>That Council provides in-kind support to the Central Hunter Business Chamber by supplying 800m of safety bunting at an estimated cost of \$850.</li> <li>That Council waives the fees associated with the provision of 80 garbage bins.</li> <li>That Council provides \$12,955 (GST exclusive) sponsorship for Celebrating Greta Army Camp 1939 – 1960 with funding from the Tourism Related Project funding.</li> <li>That the Central Hunter Business Chamber provide an acquittal of the sponsorship within 60 days of the event.</li> </ol> <p>8 Jul 2019 - 3:16 PM - Kristy Meyers  Item 1 - Safety bunting to be provided by Stores  Item 2 - Provision of 80 garbage bins to be supplied and fees waived by Environment &amp; Waste  Item 3 - \$12,955 for sponsorship to be provided and arrange by Finance (DOC2019/067711)  Item 4 - Acquittal received Central Hunter Business Chamber</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI4/2020	Ordinary Council 5/02/2020	Kerr, Katrina	Works and Infrastructure	Heddon Street, Kurri Kurri Reinstatement of Nature Strip	4/03/2020	
<a href="#">1146</a> <b>MOTION</b> 1146 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Doherty	<b>Seconded:</b>	Councillor Suvaal		
<ol style="list-style-type: none"> <li>That Council notes the most recent request for the Developer to reinstate the nature strip on Heddon Street.</li> <li>That Council notes, that in the event that the Developer does not undertake the reinstatement as requested, that Council carries out the required works and recovers the cost from the Developer in accordance with Council's adopted <i>Fees &amp; Charges 2019-20</i>.</li> </ol> <p><b>CARRIED UNANIMOUSLY</b></p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI40/2019	Ordinary Council 17/07/2019	Vandermeer, Warren	Works and Infrastructure	Minutes of the Local Traffic Committee of 24 June 2019	18/03/2020	
<a href="#">921</a> <b>MOTION</b> 921 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Sander	<b>Seconded:</b>	Councillor Fitzgibbon		
<ol style="list-style-type: none"> <li>That the Minutes of the Local Traffic Committee of 24 June 2019 be adopted as a resolution of the Ordinary Council, with the exception of TC20/2019 – Heddon Street, Kurri Kurri:</li> </ol>						



1. TC21/2019 - That Council authorise the temporary regulation of traffic for the winery running festival in accordance with the enclosed various roads Rothbury, winery running festival TCP's.
  2. TC22/2019 - That Council authorise installation of line marking at the intersection of Sandy Creek Road and Wollong Road, Quorrobolong in accordance with the enclosed Sandy Creek Road Quorrobolong, signage and line marking diagram.
  3. TC23/2019 - That Council authorise installation of line marking on Colliery Street, Aberdare in accordance with the enclosed Colliery Street Aberdare, line marking diagrams.
  4. TC24/2019 - That Council authorise installation of bus zone signage on Vincent Street, Cessnock, in accordance with the enclosed Vincent Street Cessnock bus zone signage diagram.
  5. TC25/2019 - That Council authorise installation of line marking at the intersection of Barton and Stanford Streets, Kurri Kurri in accordance with the enclosed Barton Street Kurri Kurri, line marking diagram.
  6. TC26/2019 - That Council authorise installation of signage and line marking on Rugby and Olney Streets, Ellalong in accordance with the enclosed Rugby Street Ellalong, signage and line marking diagram.
  7. TC27/2019 - That Council authorise installation of line marking on McDonalds Road Pokolbin, in accordance with the enclosed McDonalds Road Pokolbin, line marking diagram.
2. TC20/2019 – Heddon Street Kurri Kurri – that this matter be referred to the General Manager for review to back to grass nature strip and further report back to Council

8 Aug 2019 - 9:27 AM - Nathan Goodbun

Item 1.1 - Provided approval to applicant 18 July 2019

Item 1.2 - Preparing detailed plans and CRM to works

Item 1.3 - Preparing detailed plans and CRM to works

Item 1.4 - Preparing detailed plans and CRM to works

Item 1.5 - Advised Development services of approval

Item 1.6 - Works currently being completed

Item 1.7 - Advised Development services of approval

Item 2 - Preparing report to Council

2 Sep 2019 - 2:16 PM - Nathan Goodbun

Item 1.2 - Issued CRM 16206/2019 to Works & Ops.

Item 1.3 - Scheduled for resurfacing prior to line marking.

Item 1.4 - Issued CRM 16213/2019 to Works & Ops.

Item 1.6 - Issued CRM 16149/2019 to Works & Ops.

Item 2 - Prepared report to Council.

5 Feb 2020 - 7:58 AM - Warren Vandermeer

Item 2 - Prepared Report W14/2020 to be considered at Ordinary Meeting of Council on 5 February 2020 providing update.

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
W14/2019	Ordinary Council 17/07/2019	Benson, Nicole	Works and Infrastructure	Stronger Country Communities Fund Round Three 2019	28/02/2020	
<a href="#">923</a> <b>MOTION</b> 923 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Fitzgibbon	<b>Seconded:</b>	Councillor Gray		
1.	That Council endorses the submission of four applications under Round Three of the Stronger Country Communities Fund program for the following projects:					
	<input type="checkbox"/> Splashpad for Cessnock Pool					
	<input type="checkbox"/> Commercial Kitchen at CYCOS					
	<input type="checkbox"/> Sporting amenities replacement at Birrale Park					
	<input type="checkbox"/> Cessnock Regional Skatepark					

2. That if applications are successful Council contributes up to \$400,000 in co-contribution funding for the Cessnock Regional Skatepark project.

31 Jul 2019 - 1:44 PM - Nicole Benson

Item 1 - COMPLETE

Item 2 - awaiting outcome of application

12 Aug 2019 - 10:37 AM - Kelly Paterson

Item 2 - Announcement of successful projects From January 2020

23 Jan 2020 - 3:53 PM - Nicole Benson

Revised Target Date changed by: Benson, Nicole From: 10 Jan 2020 To: 28 Feb 2020

Reason: Awaiting announcements

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI47/2019	Ordinary Council 7/08/2019	Eveleigh, Nathan	Works and Infrastructure	Proposal to Rename Rotary Park, Kurri Kurri	19/02/2020	
<a href="#">942</a> <b>MOTION</b> 942 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Gray	<b>Seconded:</b>	Councillor Burke		
<p>1. That Council formally rename Rotary Park Kurri Kurri to “Col Brown Rotary Park”.</p> <p>2. That Council complete a Naming Proposal Application for determination and gazettal by the Geographical Names Board of NSW.</p> <p>3. That if assigned as a geographical name by the Geographical Names Board of NSW, Council install appropriate signage.</p> <p>4. That the Rotary Club of Kurri Kurri Inc, as the applicant for the renaming proposal be notified of the outcome of the application.</p> <p>5. That all persons who provided a submission be notified of the outcome of the application.</p> <p>14 Aug 2019 - 12:02 PM - Kelly Paterson Item 1 - Noted Item 2 - Application being prepared Item 3 - Noted Item 4 - Noted Item 4 - Noted 26 Aug 2019 - 11:31 AM - Nathan Eveleigh Item 2 - Place Name Application and supporting documentation sent to GNB. Proposal will be considered at 10 September Board meeting. 13 Sep 2019 - 8:57 AM - Nathan Eveleigh At the GNB meeting held on 10/9/19, the Board endorsed the naming proposal to go out for public comment for 28 days. This will be undertaken in the next 4-6 weeks. 7 Nov 2019 - 11:55 AM - Kelly Paterson Revised Target Date changed by: Paterson, Kelly From: 31 Oct 2019 To: 24 Dec 2019 Reason: GNB advised the proposal to be exhibited prior to Christmas as the GNB are testing a new naming system and non-critical tasks have been delayed. 27 Nov 2019 - 8:14 AM - Nathan Eveleigh GNB have advised the commencement of their submission period will take place between 4/12/19 - 11/1/2020. The applicant has been advised accordingly. 15 Jan 2020 - 11:00 AM - Nathan Eveleigh GNB Submission period closed on 11 January 2020 with 32 submissions received. Further report giving consideration to the submission being prepared for 5 February 2020 meeting.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
W15/2020	Ordinary Council 5/02/2020	Kerr, Katrina	Works and Infrastructure	Cessnock Road, Weston Naming of Lane	4/03/2020	
<div><div><div><div><div><div></div><div><b>MOTION</b></div></div></div><div><div></div><div><b>Moved:</b></div></div><div><div>Fitzpatrick-Barr, Justin</div><div>Councillor Suvaal</div></div><div><div></div><div><b>Seconded:</b></div></div><div><div></div><div>Councillor Gray</div></div></div></div></div>						
1.	That Council notes the proposed name of Middleby Lane for the existing unnamed lane adjoining 126 to 136 Cessnock Road, Weston in accordance Council's adopted Policy No.S35.2 – Streets - Listing of Names for Use in naming of Streets and the provisions of Section 162 of the Roads Act 1993.					
2.	That Council authorises the General Manager to notify and advertise the proposed name in accordance with the provisions of Regulation 7 of the Roads Regulation 2018.					
3.	That provided no contrary submissions are received following notification and advertising of the proposed name, Council authorises the General Manager to proceed with the proposed name by seeking gazettal as required by the provisions of Regulation 7 of the Roads Regulation 2018.					
<div><div><div><div><div><div></div><div><b>PROCEDURAL MOTION</b></div></div></div><div><div></div><div><b>Moved:</b></div></div><div><div>Councillor Sander</div><div>Councillor Dagg</div></div><div><div></div><div><b>Seconded:</b></div></div></div></div></div>						
1147						
<b>RESOLVED</b>						
That the report be DEFERRED pending further information being received as to the reasons why the name Middleby has been submitted to Council.						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
W157/2019	Ordinary Council 4/09/2019	Vandermeer, Warren	Works and Infrastructure	Allocation of Road Special Rate Variation Funds - 2019-2020	15/04/2020	
<a href="#">975</a>		Fitzpatrick-Barr, Justin				
<b>MOTION</b>	<b>Moved:</b>	Councillor Sander	<b>Seconded:</b>	Councillor Gray		
975	<b>RESOLVED</b>					
1.	That Council notes the inherent value of the newly created Special Rate Variation Reserve, which allows for funding to be set aside across financial years in order to undertake specific projects in subsequent years.					
2.	That Council allocates the balance of funds in the Special Rate Variation Reserve to the following projects:					
	<input type="checkbox"/> Sandy Creek Road (Fosters Bridge) - CBS-2016-001 - \$391,369 <input type="checkbox"/> Frame Drive, Abermain (Frame Drive Bridge) - CRL-2019-007 - \$102,000 <input type="checkbox"/> Paynes Crossing Road, (Paynes Crossing Bridge) - CBS-2019-001 - \$336,000 <input type="checkbox"/> Government Road, Cessnock - RRL-2019-010 - \$320,000 <input type="checkbox"/> Heddon Street, Kurri Kurri - RRL-2019-007 - \$340,000 <input type="checkbox"/> Sanctuary Road, Paxton - RRL-2020-010 - \$310,000					
3.	That the General Manager bring a report back identifying options to fund the rehabilitation of the section of Government Road, Weston from the bridge to Mitchell Avenue. If any residual funding is available from the 2019/2020 budget programs, this work is to be carried out.					

5 Sep 2019 - 5:07 PM - Kelly Paterson

Item 1 - Noted

Item 2 - Action assigned to relevant officers as per DOC2019/091985

Item 3 - Report to be drafted

9 Oct 2019 - 10:56 AM - Rachael O'Hara

Item 2 - Preparing rate adjustments

Item 3 - Drafted report

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI60/2018	Ordinary Council 1/08/2018	Harris, Kate	Works and Infrastructure	BMX & Skate Facilities Within the Cessnock Local Government Area	30/04/2020	
<a href="#">598</a> <b>MOTION</b> 598 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Burke	<b>Seconded:</b>	Councillor Lyons		
<p>1. That Council note the progress of the implementation of the Cessnock Skate and BMX Facilities Needs Assessment 2020.</p> <p>2. That Council complete a detailed review of the Cessnock Skate and BMX Facilities Needs Assessment 2020.</p> <p>3. That following the review, a further report be prepared for Council's consideration outlining key findings and recommendations.</p> <p>4. That following the completion of the Skate and BMX Facilities Needs Assessment, a review is undertaken of the Carmichael Park Masterplan, incorporating findings from the revised assessment as well as Council's adopted Recreation and Open Space Strategic Plan and other relevant documents and reported to Council.</p>						
<p>21 Jan 2020 - 2:41 PM - Vickie Stovell</p> <p>Revised Target Date changed by: Stovell, Vickie From: 6 Dec 2019 To: 30 Apr 2020</p> <p>Reason:</p> <p>Item 1: Complete</p> <p>Item 2: Complete</p> <p>Item 3: Report in draft format - to be finalised following completion of Masterplan</p> <p>Item 4: Masterplan for Carmichael Park has commenced, analysis report and draft Masterplan has been completed for each site with final revisions being made.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI7/2020	Ordinary Council 5/02/2020	Eveleigh, Nathan	Works and Infrastructure	Kurri Kurri Nostalgia Festival - March 2020	3/04/2020	
<a href="#">1149</a> <b>MOTION</b> 1149 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Gray	<b>Seconded:</b>	Councillor Burke		
<p>1. That Council supports the Kurri Kurri Nostalgia Festival on 27, 28 and 29 March 2020 by providing in-kind support valued at \$8,417 as detailed in the report for the following services; waste management, road closure equipment, park management and amenity management.</p> <p>2. That Council allocates an amount of \$4,000 from the Tourism Related Projects Budget to cover the cost of street vending and market stalls, as it is recognised that the event attracts a large number of visitors to the LGA and this directly support Objective 2.3 of Council's Delivery Program 2017-21 which is to increase tourism opportunities and visitation in the area.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
W174/2018	Ordinary Council 19/09/2018	Benson, Nicole	Works and Infrastructure	Stronger Country Communities Fund Round 2 - Successful Projects	6/03/2020	
<a href="#">667</a> <b>MOTION</b> 667 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Suvaal	<b>Seconded:</b>	Councillor Dagg		
<p>1. That Council notes the acceptance of the Stronger Country Communities Fund Round 2 grants offered as follows:</p> <p>a) Community Hall Toilet Upgrade Program - \$126,700  b) Maitland Street, Branxton (Northside) – Pavement and Street Tree Planting - \$120,643  c) Bridges Hill Park Regional Themed Playground - \$936,315  d) Branxton Public Square - \$279,973  e) Part funding for Cessnock Pool Splash Pad - \$242,355</p> <p>2. That a further report be brought back to Council detailing the final design of the Cessnock Pool Splash Pads, along with information on additional funding needs and funding sources to undertake the project.</p> <p>15 Oct 2019 - 11:07 AM - Kelly Paterson  Item 1 - Complete  Item 2 - Draft Cessnock Pool Masterplan placed on Public Exhibition. Exhibition period closes on 22 October 2019.  4 Dec 2019 - 6:51 AM - Nicole Benson  Detailed construction plans and cost estimates due mid-February 2020</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
W175/2019	Ordinary Council 23/10/2019	Goodbun, Nathan	Works and Infrastructure	Local Traffic Committee Minutes 16 September 2019	18/03/2020	
<a href="#">1035</a> <b>MOTION</b> 1035 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Suvaal	<b>Seconded:</b>	Councillor Fitzgibbon		
<p>That the Minutes of the Local Traffic Committee of 16 September 2019 be adopted as a resolution of the Ordinary Council.</p> <p>1. TC33/2019 – That Council authorise the installation of GIVE WAY signage on Lomas Lane, Nulkaba in accordance with the Lomas Lane Nulkaba Signage Diagram.</p> <p>2. TC34/2019 – That Council authorise the installation of GIVE WAY controls on De Beyers Road and Grady Road, Pokolbin, in accordance with the De Beyers &amp; Grady Road Signage &amp; Line Marking Diagram.</p> <p>3. TC35/2019 – That Council authorise the installation of regulatory parking signage on Cumberland Street, Cessnock in accordance with the Cumberland Street Cessnock – Signage Diagram.</p> <p>4. TC36/2019 – That Council authorise the installation of regulatory parking signage on Darwin Street, Cessnock, in accordance with the Darwin Street Cessnock Bus Zone Removal Diagram.</p> <p>5. TC37/2019 – That Council authorise the installation of BUS ZONE signage on Jurd Street, Cessnock in accordance with the Jurd Street Cessnock Signage &amp; Line Marking Diagram.</p> <p>6. TC38/2019 – That Council authorise the installation of regulatory signage on View Street, Cessnock in accordance with the View Street Cessnock Signage Diagram.</p> <p>7. TC39/2019 – That Council authorise the temporary regulation of traffic on Great North Road, Murrays Run Road, and Watagan Creek Road, Laguna, in accordance with the Various Roads Laguna Gravel Grit Laguna Traffic Control Plans.</p> <p>8. TC40/2019 – That Council authorise the temporary regulation of traffic on Camp Road, Greta, in accordance with the Camp Road Greta Silky Oak Festival Traffic Control Plans.</p>						

9. TC41/2019 – That Council authorise the installation of regulatory parking signage on King Street, Abermain, in accordance with the King Street Abermain Amended Line Marking & Signage Diagram.

That in addition to the adoption of the Minutes of the Local Traffic Committee:

10. The General Manager investigate disability parking at the following locations – Weston CBD near local post office and chemist. Centrelink at Kurri Kurri in Barton Street and Post Office in Lang Street, Kurri Kurri.
11. The General Manager conduct an audit of the taxi ranks in the whole of the LGA to identify if these ranks are being used.

19 Nov 2019 - 4:08 PM - Tracey Cocking

Item 1 - Issued CRM 21481/2019 to Works & Ops.

Item 2 - Issued CRM 21488/2019 to Works & Ops.

Item 3 - Issued CRM 21548/2019 to Works & Ops.

Item 4 - Issued CRM 21607/2019 to Works & Ops.

Item 5 - Issued CRM 21608/2019 to Works & Ops.

Item 6 - Issued CRM 21609/2019 to Works & Ops.

Item 7 - Issued letter of consent 24/10/19.

Item 8 - Issued letter of consent 29/10/19.

Item 9 - Completed as part of Project works.

Item 10 - Commencing investigation.

Item 11 - Corresponding with relevant Taxi operators.

13 Dec 2019 - 11:21 AM - Tracey Cocking

Item 10 - Continuing investigation.

Item 11 - Correspondence with relevant Taxi operators ongoing.

4 Feb 2020 - 3:21 PM - Tracey Cocking

Item 10 - Continuing investigation.

Item 11 - Correspondence with relevant Taxi operators ongoing.

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI79/2019	Ordinary Council 6/11/2019	Benson, Nicole	Works and Infrastructure	Minutes of the Dollar for Dollar Grants Committee Meeting of Cessnock City Council Held 23 October 2019	28/02/2020	
<a href="#">1055</a> <b>MOTION</b> 1055 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Fitzgibbon	<b>Seconded:</b>	Councillor Suvaal		
1.	That Council	adopt	the	Minutes of the Dollar for Dollar Committee	held	on
	23 October 2019.					
2.	That Council write to all applicants advising them of the outcome of their applications and thank them for their ongoing support and commitment to the enhancement of either Council's sporting and community facilities, the local environment, community and the arts.					
3.	That Council reaffirms the provision of funding for the projects listed in the Table below, noting that these projects were funded in the 2018/19 Community and Cultural Dollar for Dollar Grants Scheme and are scheduled to be delivered in October and November 2019.					



APPLICANT	PROJECT DESCRIPTION	TOTAL COST	FUNDING SOUGHT	FUNDING PAYABLE
Kurri Kurri Community Services	Greta, Branxton, Huntlee Family Disco 2020 Promotions, decorations, entertainment, catering	\$4,500	\$2,250	\$2,250
Sculpture in the Vineyards Inc	Wollombi Sculpture in the Vineyards Marketing, venue hire, transportation, printing	\$26,000	\$3,000	\$3,000
Towns with Heart	2020 Town of Murals Show Major Award (\$2,200) Acquisitive art prize	\$13,750	\$2,200	\$2,200
<b>TOTAL</b>			<b>\$7,450</b>	<b>\$7,450</b>

4. That Council provides Community and Cultural Development Dollar Grants funding in 2019/20 for the projects listed in the Table below:

APPLICANT	PROJECT DESCRIPTION	TOTAL COST	FUNDING SOUGHT	FUNDING PAYABLE
Abermain Eisteddfod	Purchase of a portable PA system	\$1,858	\$929	\$929
Cessnock Chamber of Commerce	Mt View Laneway - 5 ways to wellbeing Costs of production and installation of artwork into the Laneway.	\$8,800	\$3,000	\$3,000
Cessnock Chamber of Commerce	The Coalface Mining Laneway Costs of printing and installation of artwork into the Laneway.	\$11,000	\$3,000	\$3,000
Cessnock Seniors Citizens Association Inc	24 Music stands for Cessnock Seniors Choir Costs of purchase of stands.	\$648	\$324	\$324
Early links Inclusion Support service	Music therapy Costs of consultant/therapist and resources.	\$6,600	\$3,000	\$3,000
* Freemasons Cessnock (Lodge Cessnock No.252)	Cessnock Masonic Centre Transformation Project Purchase of 55 chairs for hall.	\$5999.25	\$2,999	\$1,487
Korreil Wonnai Aboriginal Education Consultative Group	Kullaburra Awards Promotion, printing, catering	\$5,000	\$2,500	\$2,500
Richmond Vale Railway Museum	Upgrade of administration and presentation equipment at RVRM Purchase of laptop, digital voice recorder, display panels and cash registers.	\$4847.95	\$2,423	\$2,423
Wine Country Music Association Inc	Stage Gear Upgrade Purchase of microphones, music stands and microphone.	\$1,773.20	\$887	\$887
<b>TOTAL</b>			<b>\$19,062</b>	<b>\$17,550</b>

5. That Council provides Sustainable Communities Dollar for Dollar Grant funding for the projects listed in the Table below.

TIDY TOWN GROUP	PROJECT	TOTAL COST (exc. GST)	GRANT FUNDS REQUESTED
Weston Heritage & Tidy Town	<input type="checkbox"/> Watering system for Jock Stewart Park <input type="checkbox"/> New whipper snippers/ brushcutters <input type="checkbox"/> Sander	\$1,723.41	\$861.71
North Rothbury Tidy Towns	Purchase water cart trailer for ride on mower.	\$3,345.50	\$1,672.73
	<b>TOTAL</b>	<b>\$5,068.91</b>	<b>\$2,534.44</b>

6. That Council offers a second round of grants for the remaining Sustainable Communities Dollar for Dollar Grant budget (\$7,465.56) to be run in February 2020.

## 7. That Council provides Schools Environment Grant funding for the projects listed in the Table below.

School	Project Description	Total Cost	Grant Requested	Grant Proposed
Honey Tree Preschool	Native stingless beehive	\$750	\$200	\$200
Cessnock Multipurpose Children's Centre	Herb and vegetable garden	\$471	\$200	\$200
Cessnock Kids Preschool and Early Learning Centre	Yarning circle with bush rock and bush tucker plants	\$400	\$200	\$200
Branxton Preschool	Espalier fruit trees to add to edible garden	\$389	\$200	\$200
*Bees Nees Early Learning	Seed germination 'grow table' and supporting education resources	\$318	\$200	\$200
Abermain Public School	Plastic bottle recycling program	\$2,822	\$500	\$500
Ellalong Public School	Enhance school grounds with native plants to support local fauna including endangered Regent Honeyeater.	\$1,200	\$500	\$500
Holy Spirit Primary Kurri Kurri	Mindfulness plaques for school gardens to encourage students to respect and protect their environment.	\$572	\$500	\$500
Nulkaba Public School	Bins to collect Return and Earn containers to fund vegetable garden	\$404	\$202	\$202
Bellbird Public School	TerraCycle recycling boxes for pens and markers	\$416	\$416	\$416
*Cessnock High School <sup>1</sup>	Sustainable garden (bed, water tank & seedlings) for middle school (year 7) area.	\$2,000	\$500	\$500
*Cessnock High School <sup>1</sup>	Bush-tucker garden for SEEK Learning Centre	\$1,000	\$500	\$500
*Cessnock High School <sup>3</sup>	Stephanie Alexander garden	\$1,600	\$500	\$500
	<b>TOTAL</b>	<b>\$12,342</b>	<b>\$4,618</b>	<b>\$4,618</b>

## 8. That Council provides Community Facilities Dollar for Dollar Grant funding for the projects listed in the Table below.

FACILITY/ORGANISATION	DESCRIPTION	TOTAL COST (ex. GST)	FUNDING SOUGHT (ex. GST)	FUNDING PAYABLE (ex. GST)
Branxton Community Hall Committee	Installation of solar panels at Branxton Community Hall	\$12,300	\$5,455	\$5,455
Cessnock Multipurpose Children's Centre	Construction of fairy house and gardens	\$12,000	\$4,500	\$4,500
Greta Community Preschool	Refurbishment of existing storeroom	\$7,200	\$2,727	\$2,727
Kurri Retired Mineworkers Association	Purchase of 1st Aid Kit and AED unit for Kurri Senior Citizens Hall	\$3,217	\$1,608	\$1,608
Wollombi Valley Progress Association Inc.	Upgrade and installation of sound system at Laguna Community Hall	\$2,504	\$1,252	\$1,252
	Various maintenance at Laguna Community Hall	\$1,800	\$900	\$0*
<b>TOTAL</b>		<b>\$39,021</b>	<b>\$16,442</b>	<b>\$15,542</b>

9. That Council transfers \$4,458 from the Community Facilities Dollar for Dollar Grant Scheme to the Sporting Facilities Dollar for Dollar Grant Scheme to offset the additional funding requested due to the excess number of applications lodged.

10. That Council provides Sporting Facilities Dollar for Dollar Grant funding for the projects listed in the Table below.

FACILITY/ORGANISATION	DESCRIPTION	TOTAL COST (\$) (ex. GST)	FUNDING SOUGHT (\$) (ex. GST)	FUNDING PAYABLE (\$) (ex GST)
Abermain Weston Hawks Rugby League Club	Purchase and installation of aluminum bench seating with concrete pads	\$10,517	\$5,259	\$5,259
Cessnock District Hockey Association	Repairs to existing synthetic hockey playing field at Baddeley Park Cessnock	\$11,650	\$2,727	\$2,727
Cessnock Dog Club	Installation of pathway, purchase of lawnmower and weed control	\$8,108	\$4,054	\$4,054
Kearsley Community Sporting Association	Manufacturing costs and installation of electronic scoreboard at Jeffery Park Kearsley	\$7,750	\$2,727	\$0*
Kurri Weston District Cricket Club	Upgrade wicket square at Kurri Central Oval	\$12,825	\$6,415	\$5,488**
Weston Workers Bears Football Club	Replace goalposts on main field at Weston Park	\$5,565	\$2,782	\$2,782
Wollombi Valley Pony Club Inc	Repairs to existing post and rail horse holding yards	\$2,673	\$1,350	\$1,350
Wollombi Valley Tennis & Sports Association	Purchase of new fridge, oven, cooktop, kitchen benches and stackable furniture. And painting of kitchen in Wollombi Tennis Clubhouse	\$5,596	\$2,798	\$2,798
<b>TOTAL</b>		<b>\$64,684</b>	<b>\$28,112</b>	<b>\$24,458</b>

11. That Council undertakes a review of the Sporting Facilities Dollar for Dollar Grant Scheme with a view to increasing the budget allocation for this scheme in the 2020/21 Operational Plan.

13 Nov 2019 - 8:58 AM - Vickie Stovell

Item 1 - Complete

Item 2 - Underway

Item 3 - Complete

Item 4 - A request has been sent to finance to authorise the payments

Item 5 - Complete

Item 6 - Schedule for late January 2020

Item 7 - Complete

item 8 - Underway

Item 9 - Complete

Item 10 - Underway

Item 11 - Review underway as part of 2020/21 budget development

A letter has been sent to all applicants advising them of the outcome of their applications and thanking them for their ongoing support and commitment to the enhancement of the local community and arts. Jo Miller

A full project Acquittal has been received from Kurri Kurri Community Services and Towns With Heart for projects funded through the 2018/19 Community and Cultural Dollar for Dollar Grants Scheme. A request has been sent to finance to authorise the payments listed in resolution 3

Still awaiting an acquittal from Sculpture in the Vineyards, which will be the final part of the action. They are in Wollombi and have been slowed down a bit by the fires

4 Dec 2019 - 7:24 AM - Nicole Benson

Revised Target Date changed by: Benson, Nicole From: 4 Dec 2019 To: 28 Feb 2020  
Reason: Tidy Towns scheduled to run again late January 2020

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
W18/2020	Ordinary Council 5/02/2020	Eveleigh, Nathan	Works and Infrastructure	Rotary Park Kurri Kurri Park Naming	4/03/2020	
<a href="#">1150</a> <b>MOTION</b> 1150 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Gray	<b>Seconded:</b>	Councillor Sander		
<p>1. That Council notes the submissions received by the Geographical Names Board of NSW in relation to the proposed renaming of Rotary Park Kurri Kurri.</p> <p>2. That Council advises the Geographical Names Board of NSW that it wishes to formally name the park in Kurri Kurri known as Rotary Park as “Col Brown Rotary Park” subject to gazettal by the Geographical Names Board of NSW.</p> <p>3. That if approval is received from the Geographical Names Board of NSW, Council install appropriate signage.</p> <p>4. That the Rotary Club of Kurri Kurri Inc., as the applicant for the naming be notified of the outcome of the application.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
W183/2019	Ordinary Council 20/11/2019	Goodbun, Nathan	Works and Infrastructure	Minutes of Local Traffic Committee Meeting held 21 October 2019	18/03/2020	
<a href="#">1088</a> <b>MOTION</b> 1088 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Doherty	<b>Seconded:</b>	Councillor Gray		
<p>That the Minutes of the Local Traffic Committee Meeting of 21 October 2019 be adopted as a resolution of the Ordinary Council.</p> <p>1. TC42/2019 – That Council authorises the temporary regulation of traffic on Paynes Crossing Road, Wollombi for the Wollombi Public Holiday Markets events in accordance with the Paynes Crossing Road Wollombi _ Wollombi Public Holiday Markets Traffic Control Plan.</p> <p>2. TC43/2019 – That Council authorises the temporary regulation of traffic for the Kurri Kurri Nostalgia Festival event in accordance with the Various Roads Kurri Kurri _ Nostalgia Festival Traffic Control Plans.</p> <p>3. TC44/2019 – That Council authorises the installation of regulatory parking signage on Mulbring Street, Aberdare in accordance with the Mulbring Street Aberdare _ Signage &amp; Line Marking Diagram.</p> <p>4. TC45/2019 – That Council authorises the installation of regulatory signage and line marking on Vernon and Allan Streets, Cessnock in accordance with the Vernon Street Cessnock _ Signage &amp; Line Marking Diagram.</p> <p>5. TC46/2019 - That Council authorises the temporary regulation of traffic on Broke Road and McDonalds Road, Pokolbin for the Grapevine Gathering event in accordance with the Broke Road &amp; McDonalds Road Pokolbin _ Grapevine Gathering Traffic Management Plan as provided to Committee.</p> <p>28 Nov 2019 - 9:34 AM - Tracey Cocking</p>						

Item 1 - Authorisation issued 25/11/2019.  
 Item 2 - Authorisation issued 25/11/2019.  
 Item 3 - Preparing detailed plans and CRM to works.  
 Item 4 - Preparing detailed plans and CRM to works.  
 Item 5 - Authorisation issued 25/11/2019  
 13 Dec 2019 - 10:28 AM - Tracey Cocking  
 Item 3 - Preparing detailed plans and CRM to works.  
 Item 4 - Preparing detailed plans and CRM to works.  
 4 Feb 2020 - 3:20 PM - Tracey Cocking  
 Item 3 - Preparing detailed plans and CRM to works.  
 Item 4 - Preparing detailed plans and CRM to works.

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI86/2019	Ordinary Council 20/11/2019	Lindsay, Michelle	Works and Infrastructure	Milsons Arm Road and Yango Creek Road - Petitions regarding Waste Service	28/02/2020	
<a href="#">1091</a> <b>MOTION</b> 1091 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Stapleford	<b>Seconded:</b>	Councillor Fitzgibbon		
<p>1. That Council continues to provide the current waste collection route with remote collection services available to residents of Milsons Arm Road and Yango Creek Road, noting the interest shown in extending the collection service area and advise residents in the area that further investigation will be undertaken as part of the Waste Strategy 2020-25.</p> <p>2. That Council writes to the residents of the petition advising them of its decision.</p> <p>3. That the 2 submissions be considered in the development of the Waste Strategy 2020-25.</p> <p>4 Feb 2020 - 4:33 PM - Michelle Lindsay          An action relating to investigation of the extension of the waste service area has been included in the draft Waste and Resource Recovery Strategy 2020-25.          Correspondence has been postponed to residents of the petition due to bushfire activity impacting their local area, and is now planned for mid to late February.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI87/2019	Ordinary Council 20/11/2019	Kerr, Katrina	Works and Infrastructure	NSW Government Fixing Local Roads - Application for Funding	18/12/2019	
<a href="#">1092</a> <b>MOTION</b> 1092 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Burke	<b>Seconded:</b>	Councillor Gray		
<p>1. That Council endorses the submission of five applications under the NSW Government Fixing Local Roads Round 1 2019 Program for the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mitchell Avenue, Kurri Kurri – Pavement Rehabilitation</li> <li><input type="checkbox"/> Cessnock Road, Weston – Pavement Rehabilitation</li> <li><input type="checkbox"/> Old Maitland Road, Sawyers Gully – Pavement Rehabilitation</li> <li><input type="checkbox"/> Old Maitland Road, Sawyers Gully – Sealing Unsealed Road</li> <li><input type="checkbox"/> Northcote Street, Kurri Kurri – Pavement Rehabilitation</li> </ul> <p>2. That Council endorses reallocation of up to \$1.25M within the Local Road Renewal Program 2019-20 and 2020-21 of the current Delivery Program 2017-21 as a minimum co-contribution in accordance with the outcome of the grant application.</p> <p>3. That Council send a copy of the report to Clayton Barr MP, Member for Cessnock seeking his support.</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
W188/2019	Ordinary Council 11/12/2019	Jeffery, Warren	Works and Infrastructure	Traffic & Transport Strategy - Resourcing for Implementation Program	18/03/2020	
<a href="#">1111</a> <b>MOTION</b> 1111 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Doherty	<b>Seconded:</b>	Councillor Suvaal		
<p>1. That Council endorses the 12 month appointment of a Traffic Engineer and part time Technical Support Officer dedicated to developing an Implementation Program to deliver outcomes of the adopted Cessnock LGA Traffic and Transport Strategy Report 2018 Technical Report.</p> <p>2. That Council allocates \$140,000 from the funds reserved for potential leverage against grant funding opportunities to fund the temporary appointment of the dedicated staff as detailed in the report.</p> <p>4 Feb 2020 - 11:49 AM - Warren Jeffery Item 1 - Drafting Position Descriptions for commencement of recruitment process. Item 2 - Scheduled allocation of \$140, 000 in the 2020-21 Quarterly Budget Review</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
W189/2019	Ordinary Council 11/12/2019	Jeffery, Warren	Works and Infrastructure	Eleventh Avenue, Millfield - Local Area Traffic Management Scheme	18/03/2020	
<a href="#">1112</a> <b>MOTION</b> 1112 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Stapleford	<b>Seconded:</b>	Councillor Fitzgibbon		
<p>1. That Council notes that the low traffic volumes in Millfield do not warrant the implementation of road closures and other Local Area Traffic Management treatments as proposed in Council's resolution (913) dated 15 May 2019, and further that the these Local Area Traffic Management treatments are overwhelmingly opposed by the residents within the affected area.</p> <p>2. That Council treats the Wollombi Road/Bennett Street intersection, and improves wayfinding signage, to reduce through traffic at the intersection of Eleventh Avenue and Millfield Road as part of the current Wollombi Road Millfield Stage 6, Regional Road Renewal Project.</p> <p>3. That the General Manager liaise with the Traffic Committee to consider an appropriate traffic signage plan.</p> <p>1. That the traffic sign on Wollombi Road, west of Eleventh Avenue read "Sydney, Mulbring and Ellalong".</p> <p>2. The sign on Eleventh Avenue, north of Millfield Road reads "Sydney, Mulbring and Ellalong".</p> <p>3. That a sign be placed on Eleventh Avenue at the intersection of Tenth Avenue to read "No Through Road".</p> <p>4. The intersection of Eleventh Avenue and Millfield Road, a "Stop" sign be placed on the southern side with white line markings on the road.</p> <p>5. On the intersection of Millfield Road and Eleventh Avenue, that 'warning' marks be placed on the road warning of a 'Stop' sign.</p> <p>6. On the intersection of Millfield Road and Bennett Street, a larger sign be placed further away from the intersection to direct long and heavy vehicles down Bennett Street on to Wollombi Road.</p>						



13 Dec 2019 - 9:50 AM - Tracey Cocking  
 Action reassigned to Goodbun, Nathan by: Cocking, Tracey for the reason:  
 13 Dec 2019 - 11:00 AM - Tracey Cocking  
 Item 1 - Noted  
 Item 2 - Included in project works.  
 Item 3.1 - Referring to Local Traffic Committee.  
 Item 3.2 - Referring to Local Traffic Committee.  
 Item 3.3 - Referring to Local Traffic Committee.  
 Item 3.4 - Referring to Local Traffic Committee.  
 Item 3.5 - Referring to Local Traffic Committee.  
 Item 3.6 - Referring to Local Traffic Committee.  
 4 Feb 2020 - 3:27 PM - Tracey Cocking  
 Item 3.1 - Referred to Local Traffic Committee meeting of 20 January 2020.  
 Item 3.2 - Referred to Local Traffic Committee meeting of 20 January 2020.  
 Item 3.3 - Referred to Local Traffic Committee meeting of 20 January 2020.  
 Item 3.4 - Referred to Local Traffic Committee meeting of 20 January 2020.  
 Item 3.5 - Referred to Local Traffic Committee meeting of 20 January 2020.  
 Item 3.6 - Referred to Local Traffic Committee meeting of 20 January 2020.

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
W19/2020	Ordinary Council 5/02/2020	Kerr, Katrina	Works and Infrastructure	Minutes of Roads Review Committee Meeting held 6 December 2019	4/03/2020	
<a href="#">1151</a> <b>MOTION</b> 1151 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Doherty	<b>Seconded:</b>	Councillor Suvaal		
That the Minutes of the Roads Review Committee of 11 October 2019 be adopted as a resolution of the Ordinary Council.						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
W191/2019	Ordinary Council 11/12/2019	Conner, Martin	Works and Infrastructure	Roadside Drainage Strategy 2019 - Outcome of Exhibition and Adoption	4/03/2020	
<a href="#">1114</a> <b>MOTION</b> 1114 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Doherty	<b>Seconded:</b>	Councillor Suvaal		
<ol style="list-style-type: none"> <li>That Council notes the outcome of the public exhibition and submission received.</li> <li>That Council adopts the Roadside Drainage Strategy 2019.</li> <li>That Council makes provision for the implementation of the Roadside Drainage Strategy in consideration of future Operational Plans and available resources.</li> </ol>						
3 Feb 2020 - 2:01 PM - Rachael O'Hara Item 1 - Noted Item 2 - Adopted Roadside Drainage Strategy 2019. Item 3 -						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI92/2019	Ordinary Council 11/12/2019	Bent, Geoffrey	Works and Infrastructure	Review of Unsealed Rural Roads Maintenance	21/02/2020	
<a href="#">1115</a> <b>MOTION</b> 1115 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Suvaal	<b>Seconded:</b>	Councillor Stapleford		
<p>1. That Council adopts Option 3 of the revised <i>Rural Road Maintenance Schedule</i> where Category 1 roads are based on the past three year average servicing history and all other roads are based on one service annually; and</p> <p>2. That Council notes that Option 3 of the revised <i>Rural Road Maintenance Schedule</i> is within the current Works and Operations Road Maintenance budget allocations.</p> <p>7 Feb 2020 - 2:40 PM - Kelly Paterson Revised Target Date changed by: Paterson, Kelly From: 8 Jan 2020 To: 21 Feb 2020 Reason: Investigations still underway</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI93/2019	Ordinary Council 11/12/2019	Harris, Kate	Works and Infrastructure	Exhibition of Draft Trails Strategy	31/03/2020	
<a href="#">1116</a> <b>MOTION</b> 1116 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Suvaal	<b>Seconded:</b>	Councillor Gray		
<p>1. That Council places the draft Trails Strategy on public exhibition in late January 2020 for a minimum period of 28 days and invite public submissions.</p> <p>2. That a report on the outcomes of the exhibition be provided to Council prior to adopting the final Trails Strategy.</p> <p>21 Jan 2020 - 2:37 PM - Vickie Stovell Revised Target Date changed by: Stovell, Vickie From: 8 Jan 2020 To: 31 Mar 2020 Reason: 1. The draft Trail Strategy will be on public exhibition from 28 January until 28 February 2020 2. Reliant on resolution 1 to be finalised</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI96/2019	Ordinary Council 11/12/2019	Benson, Nicole	Works and Infrastructure	Fees and Charges - Open Space and Recreation	28/02/2020	
<a href="#">1119</a> <b>MOTION</b> 1119 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Suvaal	<b>Seconded:</b>	Councillor Sander		
<p>1. That Council place the draft Fees and Charges for vegetation removal, security keys, cemetery memorial plaques and swimming lessons on public exhibition for 28 days.</p> <p>2. That the General Manager investigate the cost of a Coffin lowering device.</p> <p>15 Jan 2020 - 10:51 AM - Nicole Benson</p>						

Exhibition planned for 22/1 to 21/2.  
 Cost of lowering device being investigated and Cllr memo will convey the information.  
 15 Jan 2020 - 10:53 AM - Nicole Benson  
 Revised Target Date changed by: Benson, Nicole From: 8 Jan 2020 To: 28 Feb 2020  
 Reason: Exhibition concludes on 21/2/20

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI98/2019	Ordinary Council 11/12/2019	Benson, Nicole	Works and Infrastructure	Infrastructure Grants Program November 2019 Round	28/02/2020	
<a href="#">1121</a> <b>MOTION</b> 1121 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Suvaal	<b>Seconded:</b>	Councillor Fitzgibbon		
<p>1. That Council endorses the submission of an application for the Miller Park Community Hub under the November 2019 Round of the Infrastructure Grants Program.</p> <p>2. That if the application is successful, Council contributes up to \$121,200 in co-contribution funding from the funds reserved for potential leverage against grant funding opportunities.</p> <p>3. That Council write to the following to seek their support for the project:-</p> <p>Member for Cessnock Clayton Barr                      Shadow Minister for Local Government, Greg Warren                      Relevant minister                      Taylor Martin MLC</p> <p>16 Dec 2019 - 12:05 PM - Kelly Paterson                      Item 3 - Sent letters to the following to seek their support for the project:-</p> <p>Member for Cessnock Clayton Barr                      Shadow Minister for Local Government, Greg Warren                      Relevant minister - The Hon. Victor Dominello, MP                      Taylor Martin MLC</p> <p>Memo sent to All Councillors to advise that Council will write to the members as per the resolution, however please note that any correspondence from government representatives will not be considered eligible support material and as such will not be attached to the application.                      23 Jan 2020 - 3:55 PM - Nicole Benson                      Revised Target Date changed by: Benson, Nicole From: 8 Jan 2020 To: 28 Feb 2020                      Reason: Awaiting funding announcements</p>						

Type	Meeting	Officer/Director	Section	Subject	Est. Compl.	Completed
WI99/2019	Ordinary Council 11/12/2019	Lindsay, Michelle	Works and Infrastructure	Waste Levy Exemption - Areas Effected by Fire	29/02/2020	
<a href="#">1122</a> <b>MOTION</b> 1122 <b>RESOLVED</b>	<b>Moved:</b>	Fitzpatrick-Barr, Justin Councillor Suvaal	<b>Seconded:</b>	Councillor Dagg		
<p>1. That Council waives the fees to dispose of waste generated as a result of bushfire events declared in AGRN 871 Natural Disaster Declaration to assist affected residents of fire affected communities.</p> <p>2. That Council notifies fire affected communities advising them of the opportunity to dispose of eligible waste at no cost.</p>						

*5 Feb 2020 - 9:09 AM - Michelle Lindsay*

Revised Target Date changed by: Lindsay, Michelle From: 8 Jan 2020 To: 29 Feb 2020

Reason: Exemption expiry date.

*5 Feb 2020 - 9:09 AM - Michelle Lindsay*

Procedure for waiving fees has been implemented at the waste management centre and promotion has been undertaken. As of 4 February 2020, 8.62 tonnes of bushfire generated waste has been disposed of under the fee waiver/exemption.

Corporate and Community

Report No. CC17/2020

Corporate and Community Services



**SUBJECT:** *LOCAL GOVERNMENT NSW TOURISM CONFERENCE 2020*

**RESPONSIBLE OFFICER:** *Director Corporate and Community Services - Robert Maginnity*

### **SUMMARY**

The purpose of this report is to advise Council that no requests for attendance to the upcoming 2020 Local Government NSW Tourism Conference to be held in Jindabyne from 16-18 March 2020 have been received.

### **RECOMMENDATION**

**That Council notes that no applications have been received to attend the Local Government NSW Tourism Conference 2020 to be held in Jindabyne from 16-18 March 2020.**

### **BACKGROUND**

Over the years, the LG NSW Tourism Conference has delved into themes pertaining to tourism infrastructure, tourism investment, tourism marketing and tourism as a business, with the conference moving regionally across NSW.

The 2020 Conference will once again focus on highlighting the importance of tourism to Councillors, Mayors, General Managers and tourism professional staff, Local Government NSW and its partners.

### **REPORT/PROPOSAL**

This report provides Council the opportunity to determine delegates to attend the LG NSW Tourism Conference in 2020, which is to be hosted by Snowy Monaro Regional Council and to be held in Jindabyne from 16 to 18 March 2020.

The conference theme for 2020 is **Open for Business**, and a major topic of discussion will be "Open for business: Attracting visitors after a natural disaster". Other aspects of the program will address many other areas of the tourism business. The updated conference program is on the [LGNSW website](#).

Details on this conference were provided to Council at the meeting of 5 February 2020 where Councils resolved "**That Councillors interested in attending the Local Government NSW Tourism Conference 2020 make application to the General Manager by Friday 7 February 2020 so that Council can determine attendees at the Council meeting of 19 February 2020**".

At the date of this report, there had been no requests to attend the conference received.

### **CONSULTATION**

General Manager

Corporate and Community

Report No. CC17/2020

Corporate and Community Services

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## **STRATEGIC LINKS**

### **a. Delivery Program**

This report is aligned with Objective 5.1 Fostering and Supporting Community Leadership and professional development for Councillors is linked to Civic Leadership and Effective Governance.

### **b. Other Plans**

N/A

## **IMPLICATIONS**

### **a. Policy and Procedural Implications**

Application for attendance at the Local Government NSW Tourism Conference 2020 is in accordance with Council Policy.

### **b. Financial Implications**

It is estimated the conference costs will be approximately \$2,500 per delegate which includes registration, accommodation and travel and funding is available in the operational budget for Councillor Conferences and Seminars.

### **c. Legislative Implications**

N/A

### **d. Risk Implications**

N/A

### **e. Other Implications**

N/A

## **CONCLUSION**

This report provides information on the LG NSW Tourism Conference 2020 and that at the date of the report preparation no request to attend the conference had been received from Councillors.

## **ENCLOSURES**

There are no enclosures for this report.



Works and Infrastructure

Report No. WI11/2020

Works and Infrastructure



**SUBJECT:** ***TENDER EVALUATION REPORT FOR CONTRACT 2019/137/1506 COLLECTION OF ORGANICS FROM CESSNOCK, MAITLAND AND SINGLETON COUNCILS WASTE MANAGEMENT CENTRES***

**RESPONSIBLE OFFICER:** ***Environmental & Waste Services Manager - Michael Alexander***

### **SUMMARY**

This report provides information on the evaluation process undertaken for tenders received for Regional Contract 2019/137/1506 Collection and Transport of Organics from Cessnock, Maitland and Singleton Councils' Waste Management Centres.

### **RECOMMENDATION**

**That Council, subject to the adoption of complementary resolutions by Maitland City Council at its meeting on 11 February 2020 and by Singleton Council at its meeting on 17 February 2020, accepts the tender from Remondis Australia P/L for Contract 2019/137/1506 for the Collection of Organics from Cessnock, Maitland and Singleton Councils' Waste Management Centres commencing on 1 March 2020 for period of four years.**

**The estimated cost to Council for the contract term is \$375,000 (exc. GST).**

### **BACKGROUND**

In 2017, Cessnock, Maitland and Singleton Council's introduced a regional kerbside garden organics service to their communities. Under the current contract for this service, Solo Resource Recovery (Solo) provide the collection service and Australian Native Landscapes (ANL) process the organic material. Garden organics are taken to ANL's transfer facility located at Weston, before bulk transport to ANL's composting facility at Tea Garden. Contracts were awarded for a 14 year term and includes the processing of materials received at Cessnock Waste Management Centre (CWMC).

While the introduction of the kerbside organics service has significantly reduced the quantity received at CWMC, garden organics are still received from domestic, commercial and Council sources.

The quantity of organics received is variable and closely linked to weather conditions. In 2018-19, 700 tonnes of vegetation (40% less than 2017-18) were received at CWMC. A higher quantity is expected during 2019-20, with approximately 530 tonnes received up to 31 December 2019.

Garden organics currently received at CWMC are transported monthly by ANL under a separate regional contract. The contract for the transport of organics from the Cessnock, Maitland and Singleton Council's Waste Management Centres commenced on 1 March 2018. This contract expires on 28 February 2020. A new contract is now required for the collection of organics from CWMC for transport to the ANL transfer facility at Weston.

**Works and Infrastructure**

**Report No. WI11/2020**

**Works and Infrastructure**



**REPORT/PROPOSAL**

**Contract Details**

The proposed contract for the collection of organics from the Councils' Waste Management Centres with a term of four (4) years requires the following:

- Collection of all garden organics and wood waste stockpiled at the Councils' Waste Management Centres on one occasion per month as a minimum
- Transport of all organics collected to the ANL organics transfer facility located in Styles St, Weston
- Removal of all visible contamination from the organics material prior to loading
- Provision of all plant, equipment and labour to load and transport the garden organics

**Tender Process**

Maitland City Council on behalf of the three Councils invited tenders by way of public invitation. Advertisements were placed in the Sydney Morning Herald on 19 November 2019 and in the Newcastle Herald on 23 November and 30 November 2019. Tenders were also advertised on Council's Tenderlink website from 19 November 2019. The advertised closing date was 10 December 2019.

A non-compulsory site visit was conducted at each Waste Management Centre on 25 November 2019.

No addenda were issued during the tender period.

Tenders closed at 2.00 pm on 10 December 2019.

**Receipt and Opening of Tenders**

The Tender Box, located in Maitland City Council's Administration Building, was opened at approximately 2.10 pm on 10 December 2019. The tender box contained no tenders for Contract 2019/137/1506 Collection of Organics from Cessnock, Maitland and Singleton Councils' Waste Management Centres.

No member of the public attended the tender box opening.

At approximately 2.30 pm, the electronic Tender Box was opened in the presence of two staff members. It contained one tender as follows:

**Table 1: Tender received**

<b>Tender No</b>	<b>Tender</b>	<b>Lodgement Method</b>	<b>Status</b>
1	Remondis Australia Pty Ltd (Remondis)	Electronic - Tenderlink	Submitted on time

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**Evaluation of Tenders**

**Tender Assessment Process:**

Given that only one tender was received, the formal tender assessment process was not followed as it would have been futile to calculate an evaluation score and ranking. Instead, the evaluation was conducted according to the following process:

- Assessment of receipt of the tender
- Assessment of conformance of the tender
- Assessment of ability to manage Work, Health and Safety
- Assessment of technical and operational capability
- Assessment of experience and past performance
- Assessment of price
- Due diligence checks on preferred tenderer

To assess the tender, information obtained from the tender documents and clarifications sought from the tenderer were used.

**Assessment of Receipt:**

The tender from Remondis was received on time and was therefore progressed to an assessment of conformance.

**Assessment of Conformance:**

The tender from Remondis was assessed for conformance with the general tender requirements, specifications and general conditions of contract. The tender contained a number of minor non-conformances. Most non-conformances involved minor amendments to some clauses to better clarify their intent, which was considered acceptable by the Tender Assessment Panel (TAP). The tender also provided for the inclusion of a Force Majeure Clause that was considered reasonable and therefore accepted by the TAP.

The tender contained some non-conformances that the TAP considered to be unacceptable. These non-conformances involved amendments that would reduce responsibility for making good damage caused and amendments to the Public Liability Insurance to limit responsibility to negligent breaches or willful misconduct. Remondis was asked to withdraw these unacceptable non-conformances. The company confirmed the withdrawal of the non-acceptable amendments on 10 January 2020.

The tender was then progressed to assessment of the ability to manage Work, Health and Safety.

**Assessment of ability to manage Work, Health and Safety:**

Remondis have a Work Health and Safety Management Plan accredited by SAI Global to the requirement of AS/NZ 4801-2001 as well as ISO 18001. In support of its tender, Remondis has submitted comprehensive Work, Health and Safety documentation, including Safe Work Method Statements, Fatigue Management Policy, Induction Program, Training Manual, Fleet Inspection Reports and Hazard and Incident Reporting which demonstrates their capability to manage work, health and safety.

The tender was therefore progressed to the assessment of technical and operational capability.

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**Assessment of Technical and Operational Capability:**

Remondis is one of the largest waste and environmental management companies in Australia with access to extensive plant, equipment and human resources to undertake the works under the contract. The company will attend at each Waste Management Centre once every month to remove all organics stockpiled. An excavator will be floated to each site to be used to load the organics onto walking floor trucks, truck and trailer combinations, or Hook Lift trucks and bins. Contamination will be removed prior to organics being loaded onto trucks by spreading the vegetation and hand removing any visible foreign material. Remondis has the required technical and operational capability, plant and equipment.

The tender was therefore progressed to the assessment of experience and past performance.

**Assessment of Experience and Past Performance:**

Remondis has more than 35 years of experience in providing waste management services including waste and recycling collection services to Councils, the commercial sector and industries. The company also operates organics processing facilities including a composting facility located at Awaba. It currently holds a similar contract with Hunter Water Corporation.

The company has extensive experience in decontaminating organics, loading and transporting materials including organics and has a sound understanding of the scope of the work involved.

The satisfactory performance of work completed by Remondis as verified by Hunter Water Corporation and its extensive experience resulted in the tender being progressed to the assessment of price.

**Assessment of Price**

**Table 2:** - The Tendered rates and estimated contract cost is provided as Confidential Enclosure 1.

**Due Diligence**

Referee checks were conducted with Hunter Water Corporation. Remondis collects and transports approximately 12,000 tonne per annum of various types of soils, concrete, bricks and rubble for Hunter Water Corporation. The company provides this service in a timely and reliably manner to a very high standard without any complaints. The cooperation and attitude of the company is considered to be above average and its documentation and reporting faultless. They are fully compliant at all times and Hunter Water Corporation has never experienced a contractual breach involving Remondis.

On the basis of the information provided by the tenderer, independent referees and the Councils' own experience, it is considered that Remondis possesses all of the technical and operational resources necessary to satisfactorily complete the works.

Remondis' head office is in Sydney however the company operates a branch office locally in Thornton. It has a history of successfully fulfilling contracts that are similar in nature and scope to the current works. The amount tendered by Remondis is considered to represent a reasonable price for the works to be completed under the contract.

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**OPTIONS**

**Option 1:** Adopt the proposed collection contract.

This option is recommended as it will allow Council to ensure that self-haul organics are transferred off-site for processing in a timely manner that will also achieve a saving in the waste levy.

This is the preferred option.

**Option 2:** Decline to accept any offers and negotiate with other service providers.

This option is not recommended as it will negatively impact on the continued service delivery and the likelihood of getting better pricing or more tenders is remote. It should also be noted that Council awarded the organics processing contract to ANL in December 2015 and will be in default of this contract if a transfer service does not go ahead.

**CONSULTATION**

Consultation has occurred with Cessnock, Maitland and Singleton waste services staff throughout the tender process.

**STRATEGIC LINKS**

**a. Delivery Program**

Council's 2019-20 Operational Plan – Objective 3.3 Better Waste Management and Recycling

**b. Other Plans**

Cessnock Waste Management Strategy 2014-19.

**IMPLICATIONS**

**a. Policy and Procedural Implications**

The tender process has been carried out in accordance with:

- Cessnock City Council Procurement Policy,
- Cessnock City Council Procurement Procedure,
- Tendering Guidelines for NSW Local Government 2009, and
- NSW Government – Code of Practice for Procurement 2005.

**b. Financial Implications**

This matter has no direct financial impact upon Council's current adopted budget, as based on current projections organics collection will be delivered within budget. The draft budget for 2020-21 will include estimated costs for the collection of the organics from the Waste Management Centre.

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Council is required to pay the waste levy of currently \$143.60 for each tonne of vegetation received at the CWMC. As the vegetation is removed from the site and transported to a lawful processing facility, Council can claim a levy rebate. It is pertinent to remove vegetation promptly and to minimise the time vegetation is stockpiled as moisture loss can significantly reduce the weight of the stockpiled vegetation particularly during the hot summer months. The waste levy rebate can only be claimed for the tonnage of vegetation removed from the site rather than the tonnage of vegetation received. This means, that Council has a direct waste levy liability for the difference in the weights of the incoming and outgoing loads of vegetation.

**c. Legislative Implications**

The tender process has followed the legislative provisions referenced in Council's Procurement Policy and Procurement Procedure which are as follows:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*

In particular, reference is made to Part 7, Division 4, Clause 178 of the *Local Government (General) Regulation 2005 (Acceptance of tenders)*:

1. After considering the tenders submitted for a proposed contract, the Council must either:
  - (a) accept the tender that, having regard to all the circumstances, appears to it to be the most advantageous, or
  - (b) decline to accept any of the tenders.
2. A Council must ensure that every contract it enters into as a result of a tender accepted by the Council is with the successful tenderer and in accordance with the tender (modified by any variation under clause 176). However, if the successful tender was made by the Council (as provided for in section 55 (2A) of the Act), the Council is not required to enter into any contract in order to carry out the requirements of the proposed contract.
3. A Council that decides not to accept any of the tenders for a proposed contract or receives no tenders for the proposed contract must, by resolution, do one of the following:
  - (a) postpone or cancel the proposal for the contract,
  - (b) invite, in accordance with clause 167, 168 or 169, fresh tenders based on the same or different details,
  - (c) invite, in accordance with clause 168, fresh applications from persons interested in tendering for the proposed contract,
  - (d) invite, in accordance with clause 169, fresh applications from persons interested in tendering for contracts of the same kind as the proposed contract,
  - (e) enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender,
  - (f) carry out the requirements of the proposed contract itself.
4. If a Council resolves to enter into negotiations as referred to in sub clause (3) (e), the resolution must state the following:



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- (a) the Council's reasons for declining to invite fresh tenders or applications as referred to in sub clause (3) (b)–(d),
- (b) the Council's reasons for determining to enter into negotiations with the person or persons referred to in sub clause (3) (e).

**d. Risk Implications**

When letting a contract various risks exist that may result in the final contract cost exceeding the initial contract sum. These risks vary depending upon the type of work being undertaken.

Some risks are passed on to the contractor, with the cost of those risks reflected in the tendered price. Other risks are best managed by Council rather than the contractor, as they would inflate the tender price whether the risk eventuated or not. For this reason Council retains and is required to manage some risks. These are minimised by Council's contract administration processes.

Contract risks include generic risks (generally found in most contracting situations) and risks specific to this contract leading to contract variations. The major risks and the mitigation measures for this contract include:

- Contractor experiences financial difficulties or goes into liquidation, leading to additional project delays and costs. Mitigated through financial and referee checks before contract award, timely progress payments and bank guarantees;
- Service commencement date is delayed resulting in damage to Council's reputation. Mitigated through close supervision and prompt directions where required. This risk is considered low as the company has ready access to a large resource base of personnel and equipment;
- Liability for injury and/or damage to people, property and the environment. Mitigated through on-going validation of contractor's insurances, safety and environmental management systems, together with close supervision including site audits;
- The price of materials or labour may increase significantly which will impact the Contractors price to Council for the service. The contract allows for the rise and fall in the price of materials and labour to be passed on to Council.

**e. Environmental Implications**

Diverting organics from landfill has beneficial environmental outcomes as it conserves valuable landfill space and reduces expensive waste levy costs and greenhouse gases.

**f. Other Implications**

Nil

**CONCLUSION**

The tender from Remondis meets all of Council's requirements for this contract and represents good value for money. The company has extensive experience, satisfactory track record and the required technical and operational capability. It is recommended that the tender be accepted for a contract term of four years, subject to the acceptance of Remondis as the service provider by Maitland and Singleton Councils.

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**ENCLOSURES**

- 1** CONFIDENTIAL (di,dii) Enclosure 1 – Tendered Rates and Estimated Contract Cost  
- *This matter is considered to be confidential under Section 10A(2) (di) (dii) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; AND commercial information of a confidential nature that would, if disclosed (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret.*

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**SUBJECT:** *RESULTS OF ELECTRICITY SUPPLY TENDER*

**RESPONSIBLE OFFICER:** *Environmental & Waste Services Manager - Michael Alexander*

## **SUMMARY**

This report is to inform Council of the results of the electricity supply tender for small sites and large / contestable sites. It responds to a Council resolution from 17 July 2019 (WI44/2019).

## **RECOMMENDATION**

1. That Council notes the outcome of the electricity supply contracts tender.
2. The Council notes the General Manager signed Council's acceptance of ERMs offer for Council's small sites on 25 November 2019 and the contract is to commence from 1 July 2020 with an expiry date of 31 December 2021.
3. That Council notes the General Manager signed Council's acceptance of ERMs offer for large sites and street lighting on 20 November 2019 with the contract to commence from 1 January 2020 for a two year term.
4. That Council notes the ERM pricing detailed in the Confidential Enclosures.
5. That Council notes the estimated cost of electricity for Council's large sites and street lighting in the 2020 and 2021 calendar years will be \$639,579 and \$480,414 respectively.

## **BACKGROUND**

On 17 July 2019 Council was advised through Report WI44/2019 that the electricity supply contracts for street lighting and large / contestable sites (namely the Administration Building, Works Depot, CPAC, Cessnock and Kurri Kurri Libraries, Cessnock and Branxton Pools, Visitors Information Centre, Cessnock Sportsground and Miller Park) was to expire on 31 December 2019. With all other small sites being contracted for electricity supply until 30 June 2020.

In considering report WI44/2019, Council resolved (925) to:

1. *Join the South Sydney Regional Organisation of Councils (SSROC) Program for Energy and Environmental Risk Solutions (PEERS) 2 process to secure new electricity supply contracts for street lighting and large sites from 1 January 2020 and small sites from 1 July 2020.*
2. *Delegate authority to the General Manager to accept the preferred tenderer due to the limited timeframe of pricing offers by retail electricity suppliers.*

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**3. *Present a report to Council on the outcome of the tender process with details of pricing achieved.***

This report is in response to Item 3 at the above resolution.

***REPORT/PROPOSAL***

Cessnock joined the SSROC PEERS 2 bulk buy tender process aiming to achieve optimal electricity pricing while securing better environmental outcomes, as well as mitigating risk.

SSROC issued the Request for Proposals (Stage One of the PEERS 2 process) on 10 September 2019 on behalf of 28 NSW Councils (including Cessnock), with a closing date of 2 October 2019.

Stage One Proposals were received from three companies, which was fewer respondents than expected based on pre-market research. Importantly renewable energy offers were either not submitted or were not in the form requested in each of the proposals.

The goods and/or services requested included the Supply of Retail Grid Electricity and Retail Renewable Energy from Large-scale Off-site Project/s and a Market Competitive Feed in Tariff. The whole group consumption load was approximately 210 GWh per annum (from 196 large sites and 2,089 small sites).

Each participating Council intended to purchase grid electricity and at least 20% renewable energy for each load with a competitive feed in tariff under a single or multiple (small and large contracts) contract per council. However, the Request for Proposals was invited on the basis that, if the renewable energy was not better priced than standard grid power over the term, then a contract would be entered into incorporating only 100% standard grid power.

The key reasons identified by respondents for not submitting renewable offers were that a significant (and unprecedented) regulatory intervention was made by the Australian Energy Market Operator (AEMO) in the electricity market on 13 September 2019, cutting the allowed output of five NSW and Victorian solar farms by 50% (i.e. after the Request for Proposal was released to the market and before it closed). This intervention to curtail generation from existing solar plants not only restricted renewable supply in NSW but also substantially increased the supplier's risk (i.e. they may not be able to deliver against already contracted volumes).

From the feedback received, it appears that the impact on the PEERS 2 proposal was that electricity retailers either factored this new risk into their pricing; did not offer renewable pricing; or, did not submit an offer. This was a development which no one could foresee during market research and its impact only became evident when the Request for Proposals were opened.

**Evaluation**

Evaluation panel members were selected from Central Coast, Northern Beaches, Fairfield and Lake Macquarie Councils. The panel membership was based on the premise of the members having the most experience and knowledge to represent all Councils involved.

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On 14 October 2019, during proposal assessments, the Australian Energy Markets Commission (AEMC) announced fundamental reform of the National Electricity Market aiming to ensure that there are clear locational price signals about the costs of connecting power plants to the grid. Advice received suggested that this increased the uncertainty about the financing, approvals, connections and costs for any planned new renewables. Further, it appears that this substantial increase in regulatory uncertainty for renewables is unlikely to be resolved in the short-term.

Given the urgent need to finalise council electricity supply contracts with a 1 January 2020 start date, the tender committee decided to commence Stage 2 of the process requesting Best and Final Offer (BAFO) pricing from the three Proposal respondents for standard grid power only.

Stage 2 also incorporated any special negotiated contractual terms required by individual councils that might have required additional pricing consideration. The BAFO was issued on 25 October 2019 and closed on 30 October 2019.

**Small Sites**

ERM and Origin submitted BAFOs for small sites with pricing for contract terms from 12 to 36 months. The evaluation committee agreed the preferred supplier was ERM for a period of 2 years. It is noted the agreed term for Cessnock will be 18 months from 1 July 2020 until 31 December 2021, to bring Cessnock into line with other contracts.

The Evaluation Panel's decision on the preferred provider for smaller sites is summarised as:

- Consensus scoring put ERM at 90 and Origin at 85.
- The panel recognised that while the price of Origin was marginally lower than that of ERM, they agreed that savings from reduced contract management would off-set that pricing differential.
- ERM offer significantly better services and systems than Origin.
- A contract period of 2 years (18 months) is preferred.

The General Manager signed Council's acceptance of ERM's offer for small sites on 25 November 2019 with the contract to commence from 1 July 2020.

A summary of the pricing achieved for Council's small sites is provided in **Confidential Enclosure 1**.

**Large Sites**

The BAFO for large sites was assessed next with retailers providing pricing contract terms of 12, 24 and 36 months for consideration. Three retailers submitted BAFOs for large sites – AGL (36 month contract only), ERM and Origin. The evaluation committee agreed the preferred supplier was ERM for a 2 year bridging contract to enable continued renewable energy negotiations.

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The Evaluation Panel's decision on the preferred provider for large sites is summarised as:

- ERM pricing was marginally cheapest of the 3 (for Cessnock the rates for 2020 are slightly higher than 2019 but 2021 are lower than 2019). Estimate of total contract cost for street lighting and large sites in 2020 is \$639,579 and in 2021 is \$480,414. These estimates take into account reduced electricity consumption for energy reduction measures implemented through the Energy Efficiency Program.
- ERM has better customer support responses and has an excellent reputation for smooth transitions when transferring large market sites, ensuring minimal (if any) financial impact and highly accurate billing and reporting (ERM are Cessnock's current large sites contactor so no changeover is required).
- ERM has an excellent feed in tariff and unlimited load flex - ERM Feed in Tariff will be the contracted rate during the time of use period's energy is put back to the grid (this will benefit Cessnock when proposed solar installations occur).
- Two year contract allows time to seek proper authorisation for SSROC to negotiate a renewables deal in a manner that complies with the Local Government Act.
- Two year contract allows time for the market to absorb implications of regulatory interventions and potentially, for other renewables projects to come online.

The General Manager signed Council's acceptance of ERMs offer for large sites on 20 November 2019 with the contract to commence from 1 January 2020.

A summary of the pricing achieved for Council's large sites and street lighting is provided in **Confidential Enclosure 2**.

**OPTIONS**

N/A

**CONSULTATION**

Consultation has been undertaken with:

- Director Works and Infrastructure
- Councils Senior Contracts and Tendering Officer
- Council officers responsible for facilities and assets affected by the outcomes of the tendering process.

**STRATEGIC LINKS**

**a. Delivery Program**

This report is consistent with the community's desired outcome of:

"Civic Leadership and Effective Governance and; Council's responsibility to ensure the efficient and effective management of the community's resources."

This report links to the 2017-21 Delivery Plan through:

3.1.5a Commence implementation of the Energy Efficiency Project.



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**b. Other Plans**

Nil

**IMPLICATIONS**

**a. Policy and Procedural Implications**

Nil

**b. Financial Implications**

The contracts secured will keep prices steady for the next two years while further energy efficiency measures are undertaken and negotiation for renewable power continues.

Based on the pricing set by the accepted tender, the estimated total contract cost for electricity for street lighting and Council's large sites is \$639,579 and \$480,414 for the 2020 and 2021 years respectively (note that these are calendar year estimates as per the contract).

For small sites the overall cost of electricity will be determined by the usage at each of the sites. A breakdown of all the pricing costs by site is contained in **Confidential Enclosure 1**.

**c. Legislative Implications**

Nil

**d. Risk Implications**

Nil

**e. Environmental Implications**

Nil

**f. Other Implications**

Nil

**CONCLUSION**

Council has entered into a 2 year contract with ERM to provide electricity for street lighting and large sites and an 18 month contract for small sites, while renewable options continue to be investigated.

**ENCLOSURES**

- 1** CONFIDENTIAL (di) Enclosure 1 – Small Sites Electricity Rates - *This matter is considered to be confidential under Section 10A(2) (di) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.*

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- 2** CONFIDENTIAL (di) Enclosure 2 – Large Site and Street Lighting Electricity Rates -  
*This matter is considered to be confidential under Section 10A(2) (di) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it.*

**SUBJECT:** ***COMMONWEALTH GOVERNMENT'S DISASTER  
RECOVERY FUNDING ARRANGEMENT - \$1 MILLION  
BUSHFIRE SUPPORT PAYMENT***

**RESPONSIBLE OFFICER:** ***Director Works and Infrastructure - Justin Fitzpatrick-Barr***

### **SUMMARY**

The purpose of this report is to present to Council a proposed 'Program of Works' (and activities) that Council will undertake in the next 12 months in response to the Commonwealth Government's allocation of \$1 million of funding under Category D of the Disaster Recovery Funding Arrangements (DRFA).

### **RECOMMENDATION**

1. That Council endorses the following 'Program of Works' to be funded by the \$1 million Disaster Recovery Funding Arrangements payment;
  - a) Partially fund the regrading and rehabilitation of the worst affected unsealed roads in the Wollombi/Laguna/Bucketty/Paynes Crossing and Congewai areas - \$300,000 (supported by existing operational budgets)
  - b) Partially fund the upgrade of Yango Creek Bridge to remove the current load limit and build resilience for future fire events - \$500,000 (supported by existing capital program budgets)
  - c) Fund road pavement repairs at Paynes Crossing – \$20,000
  - d) Partially fund embankment stabilisation works (various locations) – \$40,000
  - e) Fund the replacement of damaged tourist signs in the Wollombi area – \$10,000
  - f) Partially fund a temporary Disaster Recovery 'Infrastructure' Officer position to set up specialised 'Recover' software and systems to support the recording of infrastructure impacts from disaster events, which in turn supports the disaster claims process – \$30,000 (supported by existing operational budgets)
  - g) Provide funding for Destination Marketing encouraging the local 'open for business' campaigns to support the immediately affected tourism industry - \$100,000.
2. That Council supports the Hunter Valley's Bushfire Devastated Communities submission.

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3. That a further report come back to Council on the proposed use of \$250,000 from the NSW Government's Economic Recovery and Community Resilience funding, once community engagement with the Wollombi and Laguna communities has taken place.

**BACKGROUND**

On the 10th January 2020, Council received correspondence from the Office of Local Government (OLG) advising the announcement on 9 January 2020 by the Prime Minister of Australia, the Hon. Scott Morrison MP, that the Commonwealth Government has advanced to the NSW Government, under Category D of the Disaster Recovery Funding Arrangements (DRFA), funding of \$33 million to provide an initial and immediate support payment to local councils who have been affected by the recent bushfires. Cessnock City Council has been given \$1 million by the Commonwealth Government.

The Commonwealth is requiring Council to develop a 'Program of Works' within three months and that a report on how the funding was spent within 12 months. This report seeks Council's endorsement for a proposed 'Program of Works' to be funded by the \$1million DRFA payment.

**REPORT/PROPOSAL**

The Australian Government's commitment under the DRFA is to provide financial support to the Cessnock community and enable recovery efforts to commence as soon as possible. The payment has been delivered through the NSW State Government.

The funding is to be spent on projects and activities that Council deems essential for the recovery and renewal of the local community.

Based on the advice received to date, the criteria for funding use is quiet broad and includes rebuilding of vital infrastructure, holding of events to bring communities together, assisting local small businesses, farmers and trades as communities rebuild, restock, replant and recover. The funding can also be used to employ local bush fire recovery coordinators, to ensure the recovery efforts of governments, charities and others are informed by local priorities.

A Grant Acknowledgement Schedule was signed and returned on Tuesday 14 January 2020. A copy of the Schedule is provide as **Enclosure 1**.

**Impact Assessment**

**Infrastructure**

Council officers have undertaken a series of impact assessments on Council owned infrastructure in the fire affected areas of the LGA and have compiled a list of required repair and/or upgrade works that meet the objectives of the funding.

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The identified infrastructure repair/upgrade works include;

- Regrade and rehabilitate unsealed roads in the Wollombi /Laguna / Bucketty / Paynes Crossing /Congewai regions – Total Length 99.48 km's  
Estimated cost   \$610,000 (grading only)  
                              \$873,000 (grading and gravel overlay)
- Repair the road pavement at Paynes Crossing – Est. cost \$15,000
- Embankment Stabilisation Works (various locations) – Est. cost TBD
- Yango Creek Bridge (removal of existing load limit) - Est. cost \$1M+
- Replacement of damaged tourist signs – Est. cost \$10,000

Other infrastructure projects or activities that meet the broad objectives include;

- Cessnock Airport (increase water storage for firefighting aircraft) – Est. cost \$30,000
- Disaster Recovery 'Infrastructure' Officer position (temp) to set up specialised 'Recover' software and systems to record the impact of disaster events which in turn support disaster claims processes – Est. cost \$60,000

It should be noted that Council officers are currently compiling separate claims to cover the cost of non-core Council operations during the fire event, along with claims for damage caused by activities stemming from the event. These claims include;

- Section 44 Reimbursement Claim – Current Total Amount \$108,621
- Natural Disaster Claim – TBD
- RFS Insurance Claim (or other process) for damage at Cessnock Airport - \$16,228

**Economic and Social**

The local Hunter Valley tourism sector has been highly impacted economically across all businesses. Therefore it is recommended that Council provides \$100,000 of these funds for Destination Marketing that will be jointly utilised through the Hunter Valley Tourism Alliance (Cessnock City Council, Singleton City Council and Hunter Valley Wine and Tourism Association) with the aim to have Destination NSW matching the funding put forward by the Alliance.

In late January 2020, Council's Acting Manager Economic Development compiled a submission in response to an invitation to the Bushfire Devastated Communities Roundtable, under the Business Council's Community Rebuilding Initiative. The Mayor attended the 'Roundtable' on Wednesday 29 January 2020.

The purpose of the submission was to address the following bushfire related topics;

- Direct impacts of fire within the Cessnock LGA
- Direct and indirect impacts of fire on businesses and industries;
- Social Impacts from fire; and
- Preparedness for future fire events

A copy of the submission is provided as **Enclosure 2**.

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The Table in Section 7 of the submission provides seven suggested key strategic directions for funding to bushfire devastated communities.

The submission will be used for leveraging funding opportunities from Federal funding announced in January 2020 (\$76M) once the guidelines have been provided as to how we may access this funding.

In addition, the State Government has also released funding to Councils with Cessnock City Council being eligible for \$250,000 for Economic recovery and Community Resilience projects. Funding for Economic Recovery projects could include for example:

- Seed funding for local 'open for business' marketing campaigns to support other State and Federal Government initiatives - \$50,000
- Allocate funding towards tourism related projects that support local events over the next 12 months
- Fund a Disaster Recovery 'Economic Development' Officer (part-time temp) to coordinate programs and activities that support the economic recovery efforts of governments and other organisations – Est. cost \$30,000.

A separate report will be provided to Council relating to these funds once Community Engagement with the Wollombi and Laguna communities has taken place.

**Recommended Use of the \$1 million DRFA Payment**

Based on the information contained in this report the following 'Program of Works' is proposed for Council's consideration;

- Partially fund the regrading and rehabilitation of the worst affected unsealed roads in the Wollombi/Laguna/ Bucketty/Paynes Crossing and Congewai areas - \$300,000 (supported by existing operational budgets)
- Partially fund the upgrade of Yango Creek Bridge to remove the current load limit and build resilience for future fire events- \$500,000 (supported by existing capital program budgets)
- Fund road pavement repairs at Paynes Crossing – \$20,000
- Partially fund embankment stabilisation works (various locations) – \$40,000
- Fund the replacement of damaged tourist signs in the Wollombi area – \$10,000
- Partially fund a Disaster Recovery 'Infrastructure' Officer position (temp) to set up specialised 'Recover' software and systems to support the recording of infrastructure impacts from disaster events, which in turn supports the disaster claims process – \$30,000 (supported by existing operational budgets)
- Provide funding for Destination Marketing encouraging the local 'open for business' campaigns to support the immediately effected tourism industry - \$100,000.

**OPTIONS**

N/A



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**CONSULTATION**

General Manager  
Mayor  
Acting Manager Economic Development  
Manager Infrastructure  
Manager Works & Operations  
Acting Manager Open Space and Community Facilities  
Singleton City Council Mayor and General Manager  
Hunter Valley Wine and Tourism Association President

**STRATEGIC LINKS**

**a. Delivery Program**

This report links broadly with the following key Community Desired Outcomes within the Delivery Program 2017-21;

- A sustainable & Prosperous Economy
- Accessible Infrastructure, Services & Facilities
- Civic Leadership & Effective Governance

**b. Other Plans**

Cessnock LGA - Emergency Management Plan

**IMPLICATIONS**

**a. Policy and Procedural Implications**

Nil

**b. Financial Implications**

A number of works listed in the proposed 'Program of Works' are partially funded. Council has existing operational and capital budgets that can be used to support these works.

**c. Legislative Implications**

Nil

**d. Risk Implications**

Nil

**e. Environmental Implications**

Nil

**Works and Infrastructure**

**Report No. WI13/2020**

**Works and Infrastructure**

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**f. Other Implications**

Nil

**CONCLUSION**

Council has been allocated \$1 million from the Commonwealth Government under Category D of the DRFA. This report details a proposed 'Program of Works' to be funded from the \$1 million DRFA payment.

The proposed 'Program' provides an even distribution of the allocated funds to meet the broad objectives of the DRFA.

In addition to the above, Council officers are currently compiling separate claims to cover the cost of non-core Council operations during the fire event, along with claims for damage caused by activities stemming from the event and proposed resilience projects that will support future events.

**ENCLOSURES**


- [1](#) ↓ Grant Acknowledgement Schedule
- [2](#) ↓ Community Rebuild Initiative Submission

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### Grant Acknowledgment Schedule

<b>Grant Administrator:</b>	Tim Hurst
<b>Postal Address:</b>	Locked Bag 3015, Nowra NSW 2541
<b>Attention:</b>	Grant Coordinator
<b>Phone:</b>	(02) 4428 4199
<b>Grant Coordinator:</b>	Darren Sear
<b>Telephone:</b>	(02) 4428 4134
<b>Email:</b>	<a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Council</b>	Cessnock City Council
<b>Grant</b>	Disaster Recovery Funding – Commonwealth Government Councils affected by the Bushfires
<b>Conditions</b>	To provide a 'Program of Works' within 3 months and a progress report after 12 months to the Office of Local Government, who will coordinate the response to the Commonwealth Government
<b>Grant Amount</b>	\$1,000,000.00

Council acknowledges receipt of grant monies and confirms its agreement to the conditions imposed.

  
General Manager

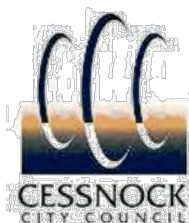
14/01/2020  
Date



SUBMISSION ON:

**HUNTER VALLEY'S  
BUSHFIRE  
DEVASTATED COMMUNITIES**

Cessnock City Council



Version: 1.2 at 29 January 2020  
Prepared by Cessnock City Council

## INTRODUCTION

This document was prepared by:

Cessnock City Council

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### Cover photo:

Paul Foley for Cessnock City Council: Bushfire smoke envelopes the Hunter Valley in January 2020.

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## INTRODUCTION

### 1 INTRODUCTION

The Cessnock City Council (CCC) welcomes the opportunity to provide a submission in response to the bushfire devastated communities roundtable under the Business Council's Community Rebuilding Initiative.

Cessnock and Singleton local government areas (LGAs) share Australia's premier wine tourism destination, Hunter Valley Wine Country. Both Cessnock and Singleton Councils have forged a partnership with the Hunter Valley Wine and Tourism Association called the Hunter Valley Wine and Tourism Alliance.

Under the auspices of the Hunter Valley Wine and Tourism Alliance, the Cessnock, Singleton Councils and the Hunter Valley Wine and Tourism Association have been working together to determine the impacts on our local economy of the bushfire and drive solutions to restimulate the economy.

Both councils provide submissions to this critically important roundtable to address the following bushfire related topics:

- Direct impacts of fire within the Cessnock local government area (LGA);
- Direct and indirect impacts of fire on businesses and industries;
- Social impacts from fire; and
- Preparedness for future fire events

The Hunter Valley region is united as a tourism destination with both councils greatly supported by their business communities as demonstrated by the collective evidence compiled in this submission.

The Hunter Valley provides a standout opportunity for the Australian Government to pilot and test recovery programs which can be replicated in subsequent regions.

Our united approach presents strategies based on consultative business engagement with a balance of immediate, and longer term actions. Tourism destinations and regional economies such as ours need to be reinforced, and on the path to recapture market share underpinned by a proactive partnerships between all three levels of government, and industry. The objective must also reflect principles of long term resilience and sustainability.

Please use the submissions of Cessnock and Singleton Councils to underpin decision making, and determine where investment and strategic support can be channelled in the aftermath of the disaster, to contribute towards shaping a more effective and impactful stimulus program.

<sup>1</sup> Wine Country area is defined as Cessnock LGA and Singleton LGA





CESSNOCK OVERVIEW

## 2 CESSNOCK OVERVIEW

### 2.1 Location

Cessnock Local Government Area (Cessnock City) covers approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle. Cessnock is a rural LGA with just over 50% of the area of the LGA being zoned rural. It is bounded by the Watagan, Sugarloaf and Broken Back Ranges. Cessnock's natural environment has large expanses of untouched natural scenery bounded by National Parks and State Forests. The rural landscape is also dominant, with uninterrupted grazing and pastoral lands.

Within two hours of Sydney, Cessnock LGA is in close proximity to Newcastle and centrally located with 90% of the vineyards tourism area of Hunter Valley being located in Cessnock LGA.

### 2.2 Population Growth

Cessnock City is a lifestyle centre and attracts lifestyle businesses to leverage from the liveability attributes, the affordability of the region, the proximity of regional centres and Sydney, and the lure of tourism opportunity.

Between the 2011 & 2016 Census, the LGA's population increased from 52,486 to 56,720 representing an increase 9.3%, at an average annual rate of 1.7%. The median age increased from 37 to 38, with a population age structure with slightly younger (<19 years) and older (>55 years) residents than the rest of NSW.

A snapshot of resident populations show that the region is realising significant growth which is forecast to continue. The Hunter Regional Plan 2036 identifies that the Cessnock LGA's population is forecast to grow by more than 13,000 people, to reach more than 69,000 residents by the year 2036.

2036: 69,250

2018: 59,101

2016: 55,560

2011: 52,485

Support infrastructure across the City includes two hospitals, community health services, a range of childcare options, and aged care as well as numerous other community support services. Each of the City's towns and villages (which are linked by large expanses of natural vegetation) provide high quality sporting facilities and parks.

### 2.3 Economy

While mining was the principal industrial base and source of employment in the Cessnock area for the first half of this century, changes to the mining industry, including automation and the introduction of sophisticated computerised equipment, led to the closure of the vast majority of mines in the area. This continues with the announced pending shutdown and transitional phase of the significant Yancoal operation in Cessnock with an immediate proposed job loss of at least 100 personnel from March 2020.

There is a diversity of economic activities, with mining, manufacturing, construction, wine and tourism supported by emerging cultural activities and innovation. There is also substantial investment in poultry farming, chicken meat and egg production, timber milling, dairy and beef farming.

#### 2.3.1 Importance of Wine Tourism

Cessnock's towns and villages are now sustained by a diverse business environment with a backdrop of wine and tourism. The Hunter Valley is Australia's oldest wine producing regions with around 4,500 acres under vine. The vineyards of Pokolbin, Mount View and Allandale, with their rich volcanic soils tended by entrepreneurial vignerons, are the focus of a thriving tourism industry.

The fastest growing and most prominent industry within the Cessnock LGA is currently the tourism sector. The Hunter Tourism Region attracts approximately 2.3 million visitors per year, of which 1.4 million visit the Hunter



## CESSNOCK OVERVIEW

Valley Wine Country.<sup>1</sup> Wine Country is one of the highest profile wine destinations in Australia, with Pokolbin being the focal point for wine tourism within the Region. The area is also known for high profile entertainment, concerts and events with a range of attractions and activities that bring non wine visitors into the area.

Wine tourism is worth an estimated \$521 million and supports nearly 3000 jobs while the wine industry employs over 7000. Tourism is modelled to be the largest employing sector in Cessnock LGA, with 15.2% of the local workforce (2,354 jobs in Cessnock LGA alone). The flow on effect of tourism is estimated at \$227 million.

This has created opportunities for other attractions, such as the historic Marthaville Arts and Crafts Centre, Wollombi Village, the Richmond Main Mining Museum and the Richmond Vale Railway.

**Photo 1: Pokolbin Mountain backburn destroyed 2020 Vintage wine crops in Broke, Hunter Valley**



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<sup>1</sup> Wine Country area is defined as Cessnock LGA and Singleton LGA

BUSHFIRES WITHIN THE CESSNOCK LGA

### **3 BUSHFIRES WITHIN THE CESSNOCK LGA**

"The start to the 2019/20 fire season has been extremely busy, as much of NSW struggles with prolonged drought"<sup>2</sup>. The Greater Hunter was given its first catastrophic fire danger warning in November 2019. The combination of prolonged drought, high temperatures, strong winds and low humidity led to many business closures, school closures, training body closures, to keep the community safe early in the bushfire season.

Multiple fires burning in Yengo National Park area to the west of Wollombi and Laguna including the Little L complex and Corrabare State Forest. The Little L complex fire reached emergency level in early December 2019. The fires merged with the Kerry Ridge and Paddock Run fires near Putty, the Three Mile fire in the Central Coast, and the Gaspers Mountain fire in Wollemi National Park. It was reported the combined impact was one million hectares, spreading from Wollombi Valley in the Cessnock LGA to the Blue Mountains. This land area is represented by the same Destination Network at the NSW planning level (Destination Sydney Surrounds North).

In some parts, this fire burned in the direct hinterlands of the Wine Country destination continuously for around a month.

One fire burning around Wine Country Drive, at North Rothbury just outside of Branxton and the Huntlee Township initially threatened properties, created the need to evacuate residents and caused damage to at least three properties. Several other fires started in our city adjacent to the township of Kurri Kurri, with regional road closures a frequent occurrence and reliability on live traffic and emergency phone apps for residents and visitors during this time.

Evacuation Centres opened, and in some cases even emergency services refused to enter isolated and rugged terrains and property for their own safety.

Smoke continued to blow in from surrounding fires throughout the Hunter and Central Coast creating smoky conditions which affected wine grape crops at harvest time, and deterring visitors from venturing within and around the region.

Unfortunately with these safety measures, comes loss of shifts for workers across the region which has an increasingly casual-dependant workforce. The combination results in loss of income for businesses who can ill afford it, and a decrease in wages and salaries which can be spent in the community.

Many wineries and tourism businesses decided to shut their doors during the extreme weather warnings, and the Hunter Valley Visitor Information Centre (operated by Cessnock City Council) bombarded with concerns from visitors seeking to avoid the area, even though in many cases it was safe.

Road closures and reports of bush fires in the media are essential; but businesses in tourism industries in Cessnock City will continue to be impacted in the wake of media reports which ask to avoid the area. The latest fires which hit our region from October 2019 will continue to hurt small businesses, particularly tourism businesses long after the drought and the natural disaster itself. It is feared that public perception and reputational risk of a region take hold and visitation will suffer as visitors avoid the region long after the risk is gone.

The business community in Cessnock were directly consulted in the development of this submission, and have directly reported lost trade, business disruption and continuity issues, with financial hardship as a result of reduced visitation and cancellations.

There are ongoing concerns about the mental health and wellbeing of businesses trading in regional areas.

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<sup>2</sup> Shane Fitzsimmons AFSM Commissioner, Bushfire Bulletin, Journal of the NSW Rural Bush Fire Service, Vol 41. No.2/2019





DIRECT AND INDIRECT IMPACTS OF FIRE ON BUSINESSES AND INDUSTRIES

## 4 DIRECT AND INDIRECT IMPACTS OF FIRE ON BUSINESSES AND INDUSTRIES

The following business related bushfire impacts have been identified within the Cessnock LGA as a priority for discussion with regard to advocate for a share of the \$76M assistance package and determine other ways the Australian government can respond with evidence based solutions.

### 4.1 Tourism impacts

The combined effect of the drought and fires has significantly impacted tourism in Hunter Valley, businesses are indicating a serious decline in trade.

Prior to the bushfires, the Hunter Valley destination was regional NSW's number one region for domestic day trips and number two region for domestic overnight visitation.

Official tourism data from 2018 for the Hunter region noted:

- Between 2014 and 2019, domestic day trippers have increased by 52.1% and overnight visitors have increased by 49.4%.
- Sydney was the largest source market for domestic visitation, with 47%, followed by regional NSW with 37%, and interstate 16%.
- The average length of stay is 2.7 nights, and the majority of visitors travel for holiday (42%).

Gross revenue generated by Tourism in Cessnock City is valued at \$502.367 million or 10.1% of all economic output and the fourth largest contributing sector. In terms of valued added, Tourism generates \$211.849 million in Cessnock and \$63M in Singleton.

In addition to the wine & tourism sector's direct economic contribution, the sector also made a flow-on contribution via linkages to other businesses that supply goods and services required for grape growing, wine & tourism making and the wine & tourism experience, as well as the goods and services demanded by employees.

Input-Output analysis is used to quantify both direct and flow-on output, value-added, income and employment for each of grape growing, winemaking and tourism related activity.

This Input-Output analysis shows the effects of a contraction within the wine & tourism sector as a result of the recent events are as follows:

- The Hunter Valley economy will lose 0.41 jobs for every job lost in the wine & tourism sector.
- The economy will lose an extra \$0.47M for every \$1M of gross output lost by the wine & tourism sector.
- The economy will lose an extra \$0.44M in contribution to regional value-added for every lost \$1M of value-added generated by the wine & tourism sector.

#### 4.1.1 Multiplier impacts estimated by the Hunter Valley Wine and Tourism Association

The Hunter Valley Wine and Tourism Association (HVWTA) conducted an industry wide survey on visitation from November 2019 through to the forward bookings until June 2020 compared to the same period in 2018/2019. The results can be directly attributed to the severe smoke haze and the ongoing fires burning early November 2019.

Table 1: Hunter Valley Tourism Visitation

Month / Year	Percentage Change
November 2019	-19% (actual reported decline)
December 2019	-29% (actual reported decline)
January 2020	-24% (projected decline based on forward orders)
February 2020 to June 2020	-25% (projected decline based on forward orders)

## DIRECT AND INDIRECT IMPACTS OF FIRE ON BUSINESSES AND INDUSTRIES

Visitor number decreases were affected by January concert entertainment scheduled but likely down by 25% from November forward to June 2020.

Based on insights from wine and tourism industry economic insights regarding Hunter Valley (both Singleton and Cessnock LGAs) this equated to a loss of \$42,000,000 (and counting) to the wine and tourism visitor economy. This means that the Hunter Valley wine & tourism sector has directly lost sales and related activities of \$22million, plus an additional loss of \$19.3million in regional value-added activities. For every 2 jobs lost in the wine & tourism sector, an additional job would be lost elsewhere in the region.

Recovery visitor expenditure lost since November and forward to February 2020 averaging 25% per month resulting in \$42,000,000 (and counting) loss to the visitor economy.

If this decline continues as predicted, the loss to the Hunter Valley wine & tourism sector will be approximately \$122M for the period from November 2019 to June 2020 and could impact up to 670 regional jobs (REMPAN Impact Analysis).

### **4.1.2 Anecdotal evidence by the Hunter Valley Visitor Information Centre**

The Hunter Valley Visitor Information Centre team received numerous phone enquiries daily from concerned visitors. Initial visitor enquiries focused on the actual location of the fires, with the persistence of smoke from nearby blazes visitor enquiries evolved to include specific questions relating to air quality.

The Hunter Valley Visitor Information Centre was a source of local information regarding current conditions. Our team were informed throughout each day to ensure visitors were provided with up to date information to assist visitors with safe decision making regarding road closures, weather forecasts, National Park closures and other relevant local information. The Wollombi region endured detrimental impact with the closure of the Putty Road, surrounding National Parks and access from Sydney / Blue Mountains.

The Centre team are aware of visitors cancelling their intended visit to Hunter Valley due to the worrying media reports. On the weekend of 11th & 12th January 2020 the Elton John concert was held in Hunter Valley, numerous last minute tickets were available for sale on resale platforms and last minute accommodation became available, this would be indicative of last minute cancellations. The event was shown to positively impact visitation and reinforces an approach where events can be utilised to activate visitation.

Businesses continue to report concerns of smoke tainting that will potentially ruin crops. There is a decline in available grape picking jobs in the Hunter Valley area.

Promotion to the Sydney market is critical to stimulate tourism and generate immediate and short term visitation. It is optimal timing to now leverage from the DNSW Hunter Valley branding campaign launched in 2019.

## **4.2 Economic Impacts**

### **4.2.1 Lost Trade, Revenues, Jobs Losses**

The number of days closed has significant implications for businesses who will have lost revenue during the period (and perhaps for a period afterwards during recovery); they will have lost any production and may have found it difficult to remain competitive in a statewide/national or global marketplace by not being available to take enquiries.

Financial hardship and stress takes its toll on employees, particularly casual staff. Feedback from our business chambers also indicates that the major challenges facing businesses are currently cash flow/income recovery issues due to reduced customer bases, transport or supply chain difficulties, as well as preparing to resume trade and return to business as normal.

Some businesses indicated that the revenue lost over the period could force higher prices, particularly service fees.

With the tourism industry known to be heavily affected with immediate lack of visitation and the longer term perceptions of potential visitors through media that the region had closed down or was inaccessible, second-tier non-tourism businesses begin to show concerns about future income and ability to employ staff.

One small business in Wollombi Valley cited an insurance claim of \$40,000 with others putting in claims to access tens of thousands of dollars from their super or finance in order to meet their operational costs of doing business.

DIRECT AND INDIRECT IMPACTS OF FIRE ON BUSINESSES AND INDUSTRIES

**4.2.2 Ongoing reputational risk associated with perception of the regional fires, smoke, road closures and future wine quality**

During November and December of 2019, the Hunter Valley vineyards were covered in thick smoke haze that resulted in a number of crops being affected.

The HWWTA estimate the total tonnage of wine grapes to be picked out of the Hunter Valley in the 2020 vintage to be between 80-90% down due to drought and smoke taint.

The flow on effect of this will be millions of dollars of product will not be made. For Tulloch for example, they have cited they cannot pay growers around \$500k for fruit they aren't able to pick due to smoke taint, which is about \$1.5m worth of stock at retail price point. It also has the ability to cripple the HWWTA, the peak industry body as their membership fees are based on tonnages, so will fall significantly. Employment will also take a hit in the short term as wineries will not have the requirement for vintage staff as throughput falls and into the future casual employment will suffer from tourism down turn and also lack of wine to sell.

The Lovedale Chamber of Commerce have concerns on smoke taint and public perceptions which need to be managed: *the media coverage on smoke taint will keep people away for some time. Most people don't realise that it the current vintage which is affected, not all wines. We had someone, in the cellar door, ask did we think that our bottled wine had picked up any smoke taint!!!*

**Photo 2: Pokolbin Mountain backburn destroyed 2020 Vintage wine crops in Broke, Hunter Valley**





DIRECT AND INDIRECT IMPACTS OF FIRE ON BUSINESSES AND INDUSTRIES

**4.2.4 Business disruption and continuity issues**

Cessnock local government area Putty Road links Singleton and Broke to Western Sydney and was closed for six weeks from 22 November 2019 to 4 January 2020, isolating the residents of Howes Valley, Garland Valley, Paynes Crossing and Putty. The impacts of Road Closures impacting supply chains, delivery, access and residents, as well as local businesses who rely on resident or visitor trade. Some residents particularly in Wollombi Valley vacated from their homes for periods lasting weeks due to emergency evacuations, and the impact of health concerns connected with smoke and respiratory issues.

The afore mentioned statistics on the estimated tourism downturn and multiplier impacts will continue to create concerns for bushfire affected regions such as the Hunter Valley.

**4.3 Social Impacts**

**4.3.1 Health and Mental Wellbeing**

The Australian Government's \$76 million mental health support package for individuals, families and communities, including emergency services personnel, affected by the bushfires is comprehensive and should be commended as a means of addressing mental health issues. It is also a positive step that the mental health of business owners and operators has been carefully included and considered.

The media has reported over 600 emergency presentations for breathing and asthma related conditions in December by Hunter New England Health. It was also reported many people have felt depressed because of the smoke effects.

There are concerns of the mental health and safety of business owners impacted across the Hunter Valley business community particularly concerning cash flow issues. There was enormous stress also for employees who were forced to reduce their hours, suffer stand-downs and forced leave.

To demonstrate, Wollombi Valley Chamber of Commerce had 60% of their survey respondents cite mental health was a concern to their business with some businesses reporting insurance claims of \$40,000 and others taking finance to make ends meet. The Lovedale Chamber of Commerce also cited: *Mental health, we will survive.. But it is stressful waiting to find out if, not when, we will be making wine this year.*

"We have great concern for our wine grape growers. Many have dealt with a protracted drought already and are now facing the reality of losing their entire crop and income for the year after massive outlays on extra water resources, in addition to vineyard investment during the growing season. Smoke taint doesn't appear to be an insurable event as the science around it is still relatively new, there is currently no avenue for the growers to seek recompense as 'smoke taint' has not yet been recognised as a legitimate form of 'fire damage'," Says Christina Tulloch, President of the HWWTA.

PREPAREDNESS AND REBUILDING INITIATIVES FOR FUTURE FIRE EVENTS

## 5 PREPAREDNESS AND REBUILDING INITIATIVES FOR FUTURE FIRE EVENTS

### 5.1 Future Proofing regional economies after natural disaster

Benefits of future planning must target capacity building, particularly in small regional businesses who are most vulnerable to economic shocks as a result of natural disaster. Programs should promote growth in economic development, assist in securing future economic diversity and aim for sustainability and social equity, target resilience and community liveability.

It is recommended that governments offer services through business enterprise hubs and relevant services which upskill and provide educational activities to support businesses in developing disaster preparedness plans. It is further recommended that the insurance industry provide information to better educate their clients on their existing and future insurance rights, opportunities and needs.

It is recommended that effort be placed in understanding the damage to supply chains from a natural disaster, particularly when implementing projects and programs that are the most effective in supporting the rapid economic recovery for businesses.

At a minimum programs that will assist and support businesses in the Hunter Region affected by bushfire must be considered to support in the rebuild and recovery phase.

This has been supported by the Hunter Region Business Hub (enterprise centre) within the Cessnock region who stated: *Business have no training in resilience in surviving natural disasters, the government is reactive and has posted articles on disaster recovery, but does not teach management of disasters for long term continuity. Workshops required to advise business continuity that is tailor made for individual business as one plan does not fit all.*

STRATEGIC DIRECTIONS: PROPOSED ACTIONS

## **6 STRATEGIC DIRECTIONS: PROPOSED ACTIONS**

Cessnock and Singleton Councils are currently united in our strategic directions in response to reversal of the bushfire impacts within our communities with a view towards stimulating local business and ensuring longer term sustainability of social and economic spheres:

### **PROPOSED ACTION 1 – FUND LOCAL 'OPEN FOR BUSINESS' MARKETING CAMPAIGNS.**

Small businesses are suffering cash flow, finance, increased costs, or overall reduced trade. Buy local campaigns are encouraged at the local level across regional Australia to ensure dollars remain in small communities and local jobs are both sustained and supported.

There has been merit to the approach of promoting regional towns with the message from community-driven "esky" campaigns which target visitors and assist businesses within affected communities.

If local residents within these communities could consciously direct more of their spend towards local businesses, the combined impact of this spend could be exponential. Economic impact analysis in Cessnock LGA shows only \$100 extra spent in retail by the resident population boosts economic output by \$9.51 million and generates 62 jobs.

A strong local economy with solid employment for its residents does not happen in isolation or without the support of the businesses and residents within it. When businesses and residents make a commitment to support local businesses, it provides a much needed economic boost back into the community and buoys community spirit, especially in the aftermath of disaster recovery.

Local chambers of commerce and membership based networks will play a key role in promoting and supporting businesses through the recovery phase, and funding could be funnelled through these large networks.

### **PROPOSED ACTION 2 – FUND DESTINATION NSW TO COORDINATE REGIONAL AND INTERNATIONAL OPEN FOR BUSINESS MARKETING CAMPAIGNS.**

DNWS have said they are encouraging visitors not to cancel forward travel plans and also to support affected communities by taking a holiday or short getaway now. This position is now reflected across Destination NSW's many marketing and publicity channels.

Positive campaign messages highlighting that Australia is 'open for business' needs to be at the core of Australia's bushfire recovery initiatives.

Destination NSW failed to open its major cooperative destination marketing campaign funds in 2019. Regions such as Hunter Valley have funds pre-committed for such destination marketing programs, and are ready to take our pre-approved creative content back into market. In support of this, Destination NSW and tourism regions such as Hunter Valley value the additional backing of the Australian Government to match the local, industry and state dollars of investment ready tourism campaigns.

The Australian Government could reinforce the need to stagger the promotion of regions so they don't compete for the same tourism dollar.

### **PROPOSED ACTION 3 – PROVIDE A LOCAL TOURISM STIMULUS PACKAGE (CASH BONUSES FOR AUSTRALIAN WORKERS, FAMILIES AND STUDENTS)**

An injection of Australian dollars into marketing bushfire affected regions may catalyse an unwanted and unnecessary rivalry between tourism regions competing for the same domestic market share at the same time. To prepare for the possibility that the decline in visitation to bushfire affected regions might need to be addressed longer term, and compounded with the added threat of drought, a declining macro-economic climate and ever increasing burden of a retail slump, a proposed nationwide stimulus package of cash bonuses for Australians is recommended.

CCC advocate that careful consideration must be taken to ensure that marketing dollars do not give rise to unnecessary increased competition between tourism regions who are all in much need of increased visitor numbers and must collaborate and not compete for the same market share.

A solution is posed in line with the 2009 \$42 million stimulus package in response to the Global Financial Crisis where 8.7 million Australian workers received between \$300 and \$950. A similar stimulus package could be rolled out by the Australian government in 2020 with the aim to ensure bushfire affected regional businesses see some much needed local spending and support from local residents and domestic visitors. The program could be isolated to gift cards or leisure experience vouchers.



STRATEGIC DIRECTIONS: PROPOSED ACTIONS

This approach could also respond and offset some of the net impact of the flow on effect of reduced salaries and wages which would ordinarily be on spent within the communities. Many of our business chambers have reported their businesses have been forced to reduce casual staffing, and permanent employees were forced to take paid leave, many staff being laid off for up to 4 weeks. It was also supported by our Wollombi Chamber of Commerce that visitor spending is down with reduced discretionary funds: *Customers also impacted financially, not spending money unless absolutely essential.* The flow on effect of reduced spending would be felt by bushfire affected communities Australia wide.

This approach is supported by the Lovedale Chamber of Commerce: *A stimulus package such as that provided to every household during the GFC would increase spending enormously. The issue here is that we need to somehow ensure that the stimulus package is actually spent in local areas and local small businesses.*

**PROPOSED ACTION 4 – PROVIDE FUNDING FOR LOCAL EVENTS TO STIMULATE VISITATION.**

Local chambers of commerce and membership based tourism networks will play a key role in promoting and supporting businesses through the recovery phase, and funding could be funnelled through these large networks to stimulate local events and place activation.

Event based travel has already been evidenced in the Hunter Valley to provide a much needed boost to visitation. It was reported that Hope Estate welcomed 38,000 people at Elton John concerts on January 11 and 12 and another 16,000 for Cold Chisel on 18 January.

Channelling funding to community events could also buoy community spirits in bushfire affected regions as many civic ceremonies and public events such as Christmas and New Year period were cancelled or severely reduced due to threat of bushfire, heat conditions or smoke.

This approach is supported by the Cessnock Chamber of Commerce: *financial and other support of local events ...- primarily the community based events including Nostalgia Festival, Stomp Festival and even the commercial events such as Lovedale Long Lunch, Wine & Food Festival held in May and June, End to End, (which will assist the tourism sector locally).*

**PROPOSED ACTION 5 – PROVIDE FUNDING FOR SOFT INFRASTRUCTURE TO SUPPORT REGIONAL AND INTER-REGIONAL BOOKINGS.**

The Australian Tourism Data Warehouse (ATDW) provides a platform for tourism product to promote its offerings. However, there is no united approach when it comes to booking platforms and support for tourism business to take bookings. CCC advocate for investment in a national booking system where tourism businesses are not subject to unjust booking fees imposed by overseas multi-corporates. A booking system which connects to the ATDW allowing international translations for export ready product, as well as opportunities for tourism regions to package product together for swift live inventory updates and campaign integrations, and processing of payments.

**PROPOSED ACTION 6 – PROVIDE A NON-COMPETITIVE TOURISM FUNDING GRANT ALLOCATION TO PROVIDE CERTAINTY TO THE TOURISM INDUSTRY AND REDUCE THE ADMINISTRATION BURDEN FOR COUNCILS.**

There needs to be a wider approach than targeting purely domestic visitation in the short term. International visitation must be promoted into regions, as well as business travel on the agenda in bushfire affected communities to harness the value of meetings and conferencing. For regions to truly capitalise on the opportunities of overseas markets, a capacity building program must also be considered in conjunction to ensure regional businesses in tourism regions are inbound-market ready to service the increased visitor numbers. Businesses must also be supported and equipped to meet the expectations and service needs of international markets.

Phil Hele from Hunter Resort supports with the statement that funding must be *"directed into measurable programs which bring incremental overnight visitors who will spend and contribute to our local economy."*

CCC advocates that program guidelines and requirements must be appropriate to reduce administrative burdens on regional councils, and not for profit entities when accessing funding grants in response to bushfires. CCC welcomes the process to apply by expression of interest for merit based applications for a variety of hard and soft infrastructure, marketing, event activation, wages and salaries and capacity building programs. The process to apply must be simplified and uniform, instil minimum expectations on all applications whilst allowing flexibility to showcase the benefits of their proposal. This process ensures that a consistent approach is taken on assessment, and informs whether an investment is warranted.

STRATEGIC DIRECTIONS: PROPOSED ACTIONS

Small business incentives must be streamlined and easy to access, particularly when responding to vulnerable communities.

**PROPOSED ACTION 7 – PROVIDE A MINIMUM OF 2 YEARS FUNDING TO ADDRESS  
THE IMPACTS OF FIRES ON THE LOCAL COMMUNITIES.**

It is recommended a longitudinal study be undertaken in 12 months to gain further understanding of businesses impacted over the medium and long term to provide a more comprehensive insight into the full impact of natural disasters on businesses, particularly in regional Australia. The longer term 3-5 year impact may also require to be followed up and addressed particularly for regions relying on their visitor economy, such as Cessnock.

A Social Impact study is recommended in order to examine the sociological issues, particularly relating to the stress on business owners and employees. Such a study could investigate how residents and business owners coped under the enormous stress of the bushfire, over a time series with any trends located within regions. This approach could provide evidence towards development of a higher level disaster recovery strategies that governments could implement to support communities in the aftermath of such events.

Government funding can be strategically targeted following the studies to ensure the impacted regions receive appropriate recompense.

STRATEGIC DIRECTIONS – FUNDING

7 STRATEGIC DIRECTIONS – FUNDING

Proposed action	What should be funded?	Estimated Total / Source	Estimated allocated to each of the 42 Bushfire affected LGAs	Specific Detail suggested
1. Fund local 'open for business' marketing campaigns.	Salaries and wages in economic development within local councils to run local buy local campaigns, marketing and advertising, online and traditional media spend and disseminate program grants to chambers of commerce to stimulate local economies.	\$6,300,000 Proposed suggested from expanding the National Bushfire Recovery Fund	\$150,000 to each of the named councils.	-
2. Fund Destination NSW to coordinate regional and international open for business marketing campaigns.		Reallocate from the \$9.5 million already announced for an international media and travel trade hosting initiative will be provided from National Bushfire Recovery Fund	Application by application basis based on bushfire affected regions ready to take marketing campaigns to market.	E.g. Hunter Valley raises \$50,000 local government, matched by industry \$50,000. DNSW matches total \$100,000. Proposed action is for Australian Government to match total \$200,000 to create a campaign worth \$400,000.
3. Provide a local tourism stimulus package (Cash bonuses for Australian Workers, Families and students)	A one-off cash bonus for Australian residents to the 42 announced most severely bushfire impacted councils in New South Wales, Victoria, South Australia and Queensland to help boost local spending in bushfire affected communities.	\$2,152,215,500 If only provided to residents in the Bushfire affected LGAs. Calculated on suggested nominal cash bonus to each resident= \$950. Reserve Bank to source, disseminated via Australian Tax Office.	Determined by population. Cessnock's allocation \$56,145,950 Singleton's allocation \$22,250,900	Population of the 42 named bushfire affected LGAs = 2,265,490 Suggested nominal cash bonus to each resident= \$950. Program could be expanded Australia wide to support additional benefits of drought, and recession recovery.
4. Provide funding for local events to stimulate visitation.	Funding towards marketing, logistics, equipment hire etc.	\$10 million already announced will be provided for a regional tourism events From National Bushfire Recovery Fund	Application basis.	\$5,000 towards community events and civic ceremonies occurring in 2020. \$10,000 to support any regional events occurring in 2020 which realise tourism benefits and attract greater than 6000 attendees.
5. Provide funding for soft infrastructure to support regional and inter-regional bookings.	Australian Tourism Data Warehouse (ATDW) booking capability, live inventory and packaging tool.	Software development for a nationwide approach could cost in the league of a \$1million, but could also be supported by states, and industry.	Nil.	This is a one off investment for the ATDW.



**STRATEGIC DIRECTIONS – FUNDING**

<b>6. Provide a non-competitive tourism funding grant allocation to provide certainty to the tourism industry and reduce the administration burden for Councils.</b>	Measurable programs which bring overnight visitors to bushfire affected regions.	Proposed suggested from expanding the National Bushfire Recovery Fund Total required under scenario: \$21,000,000	\$500,000 per council	One off for councils to fund tourism infrastructure or support projects.
<b>7. Provide a minimum of 2 years funding to address the impacts of fires on the local communities.</b>	Follow up nationwide studies.	\$300,000 per study –e.g. Economic Impact Social Impact Longitudinal Study	-	Additional funds released in future budgets informed by research.



CESSNOCK CITY COUNCIL SUBMISSION | BUSHFIRE DEVASTATED COMMUNITIES

APPENDIX: EVIDENCE BY BUSINESS LEADERS

## 8 APPENDIX: EVIDENCE BY BUSINESS LEADERS

Cessnock City Council reached out to business leaders within the Hunter Region to collect information on Bushfire Impacts. The objective was to consult with the business community, and identify the impact that the bushfires have had and determine the collective needs of businesses. The approach also substantiates and demonstrates support for the strategic directions uniting both Cessnock and Singleton Councils for responsive economic recovery.

### 8.1 Hunter Valley Wine and Tourism Association

HVWTA has identified Priority funding projects to the value of \$2M:

- Destination Marketing Campaign: Phase 2 of the 'here's to the good life' campaign is market ready to build visitor economy. HVWTA awareness / product / conversion campaigns (Inc. SYD, VIC, QLD and NZ – interstate and international campaign budget which will also help Newcastle Airport)
- Big events and big ideas: Relaunch Hunter Valley Wine & Food Festival as an iconic state significant event, boosting visitor economy and flow on effects from domestic visitation thirsty to support local tourism.
- HVWTA baseline funding – due to drought and smoke taint impact on tonnage in wine industry 50% of our 100% member funded Association is under threat
- Education: International and domestic bookable product for both wine and tourism operators

Statement from the HVWTA:

*We estimate the total tonnage of wine grapes to be picked out of the hunter valley in the 2020 vintage to be between 80-90% down due to drought and smoke taint. The flow on effect of this will be millions of dollars of product will not be made. For Tulloch for example, we will not pay growers around \$500k for fruit we aren't able to pick due to smoke taint, which is about \$1.5m worth of stock at retail price point. It also has the ability to cripple the HVWTA, the peak industry body as our membership fees are based on tonnages, so will fall significantly. Employment will also take a hit in the short term as wineries will not have the requirement for vintage staff as throughout falls and into the future casual employment will suffer from tourism down turn and also lack of wine to sell.*

Statement from Phil Hele, Hunter Valley Resort:

*"What a perfect storm.... Even though Wine Country was not directly on a fire ground, this does not mean our Hunter Valley region has escaped significant losses.*

*Let's not forget fire has been burning in Pokolbin State Forest for 4 months.... Sure, we have not lost significant infrastructure. Nor did our vineyards burn like in other regions....*

*However traditionally the Christmas / New Year holiday period is the busiest time for Wine Country.*

*Not so this year...*

*Takings are down by over 25% these past 4 months... This has to be the worst Christmas period in the 30 years my family have been here.*

*Not only did local visitors from Sydney not travel, when the mid north coast was burning in November, our international guests travelling up and down the Pacific Highway to the Gold Coast just could not get through... so everyone just cancelled their bookings... Fair enough too... who wanted to be outside with all that serious smoke haze...*

*So what did all this cost our businesses and our local visitor economy?*

*We know the Wine/tourism sector contributes \$502m to the Cessnock/Singleton LGA's every year... For every \$100 directly spent by a tourist, a further \$47 is additionally spent in our towns...*

*Wine tourism businesses are mostly family operations. Family businesses tend to shop locally. Family businesses employ locals - in fact some 2,800 locals... And these employees spend their wages locally too. That's why the wine tourism sector is worth \$502m each year...*

*With this 25% drop in business over the holiday season - this translates to a direct \$42m hit to both our Council area economies. And it is not just tourism business lost, the vineyards have been hit with smoke taint - which basically means little or no harvest for many this year... So that's a double whammy for our economy...*

*We now must make sure this \$2million dollars is directed into measurable programs which bring incremental overnight visitors who will spend and contribute to our local economy."*

Statement from Hunter Valley Gardens – Dominic Roche, Executive Chairman of Roche Group:



**APPENDIX: EVIDENCE BY BUSINESS LEADERS**

*"As long standing members of the Hunter Valley Wine Country we have seen a notable impact in visitation of the past three months. At this time of year Hunter Valley Gardens hosts our flagship Christmas Lights Spectacular event. The event has been running for 12 years and is a key driver for local tourism, welcoming over 120,000 people to the region during November to January. However, with the recent fire events we have seen visitation drop by over 20% compared to previous years.*

*Overall, a shift in consumer confidence to travel to our region has been felt. We have been inundated with enquiries surrounding the safety of the area and proximity to fires. What's more, the concern surrounding air quality has had a great impact given this is an outdoors event, particularly with such a large portion of the key demographic being young families as well as the over 50's market. Whilst the event has been running in full we have been upfront with our customers about smoke and overall conditions changing day to day in order to allow them to make an informed decision about their visit. For many, the unknown factor of air quality conditions and concern of fire movements has directly influenced their decision to cancel their Hunter Valley holiday, not only impacting our businesses but also visitation to the greater region."*

**Statement from Bruce Tyrrell:**

*"Tyrrell's has made the decision to have a severely reduced 2020 vintage.*

*We have not been directly impacted by fire damage however the continued presence of smoke in the Hunter Valley since late October 2019 means that many of our vineyards have been affected by smoke taint. Tyrrell's has been working closely with the Australian Wine Research Institute (AWRI), and Dr Ian Porter of La Trobe University, who have been testing our vineyards' grapes across the region for smoke taint. We have also been conducting micro ferments in our own laboratory which has led us to the decision that most of our vineyards will not be harvested for wine production.*

*If tainted grapes are made into wine they will have unpredictable levels of undesirable characters and this will normally get worse over time. We, as a family, have decided to have a significantly reduced vintage compared to previous years. We are estimating a total crop loss of 80%.*

*The impact of smoke taint is not universal across the region. The Hunter Valley is a large geographical area and there were many factors to consider when making this decision including proximity to the fires, elevation of vineyards, and days in contact with fresh smoke.*

*This decision has been our own and reinforces our premium quality standing in the world of fine wine. As with any other year, any wine that we do bottle from the 2020 vintage will only be of a standard that the family deem befitting of our 162 year legacy.*

*As the drought continues, the grapes from these affected vineyards will not go to waste and will be utilised as mulch and feed for the cattle on our property".*

**Statement from McWilliams Wines:**

*"As most of you would be very aware, Australia has been gripped by the worst bushfires in living memory. Many parts of Australia have suffered, with people losing their homes, their livelihoods and worse still, the loss of life. This is an absolute tragedy for all of those affected, and one which we offer our sincerest sympathies and condolences. Here in the Hunter, we were surrounded by bushfire, initially from the fires near Taree, and then closer to home with the Brokenback ranges ablaze with close to 1,000,000 hectares burnt out. With these fires smoke blanketed much of the region for nearly 3 months. Only recently have we begun to see clear skies and some much needed rain.*

*The smoke that covered the region has not been great. Constant exposure over a period can result in the vines absorbing these compounds, which bind to the sugar molecules which are released upon fermentation. We have sent many samples off for testing with Australian Wine Research Institute (AWRI), Vintessential Laboratories and we had installed measurement devices in our Lovedale vineyard courtesy of La Trobe University. We have also been conducting micro ferments in our lab, taking representative samples of many of our blocks and fermenting them to see if we could detect taint in the fruit before picking.*

*With all the knowledge we have gathered through laboratory and sensory analysis of our Estate, Rosehill and Lovedale Vineyards, coupled with the third-party test results we have received, the difficult decision to not pick any grapes for Vintage 2020 has been made.*

*This painstaking choice was not made lightly. If we were to pick these grapes and make wine from them, we could not guarantee the wine to be of the highest quality and of the standards we set ourselves. We have nearly a century of history at Mount Pleasant and vines almost 140 years old, and with this comes the responsibility to ensure that we uphold the highest integrity when making wine for you. We will not compromise on quality or take any unnecessary risks when it comes to this.*

*Grape tests have been carried out across the whole of the Hunter Valley. While we are unsure how other producers have been affected, there are likely scenarios where there are clean grapes in other pockets of the region. We hopeful that other vineyards have been more fortunate and not have seen the levels of exposure our vineyards have.*

*We look forward to seeing you in the future and trust our relationships will only strengthen with this over the coming years. Please do not hesitate to contact our team if you have any questions."*

## **8.2 Wollombi Chamber of Commerce**

Wollombi Chamber of Commerce ran a short business survey over the long weekend of 25-27 January 2020 receiving 29 business responses summarised below:



APPENDIX: EVIDENCE BY BUSINESS LEADERS

82.76% of businesses have had customers reduced the level of spending

89.66% of businesses had infrastructure loss or interruption during the fires

83.76% of businesses had received cancellations in advance

51.72% of businesses reduced staff numbers

27.59% of businesses have had to seek financial assistance

44.83% of businesses had interruption to their supply chain

60% of businesses have had been impacted with mental health issues.

A huge 90% of businesses reported losses during the fires, some closing up to 6 weeks and more than 80% receiving cancellations from customers.

Almost all reported a loss of bookings and up to two months of poor trading.

Even when businesses were able to resume operation, they faced extra risks and costs such as additional security and coach hire.

Prices of produce went up, putting pressure on dining businesses. Accommodation bookings were cancelled, causing lost bookings for all operators. Typically businesses reported a 50%-90% decrease in bookings compared to a normal December, depending on the industry. Several reported their November and December to be the lowest months of income on record, which are usually busiest times of the year.

There was also significant loss of trade and interruptions to deliveries mainly due to the road closures and function venues cancelled multiple weddings.

Real estate agencies were impacted because the majority of properties up for sale were threatened by fire and it was unsafe to allow inspections. People who had just exchanged contracts were stressed and unsettled.

Other businesses were forced to shut alone due to roadblocks and evacuation.

The survey showed thousands of dollars of lost revenue, mostly due to cancelled bookings, some individually worth up to \$20,000 dollars. One business reported \$40,000 of lost income.

"I had no visitors in the store and being November and December the busiest time of the year for my customers to buy Christmas presents," one business reported.

Even when the fires were out, the impact was felt because visitors still didn't feel safe, despite reassurances.

"After the fires had passed we had guests cancel as they perceived that the threat still existed even after we had assured them it was safe," one operator said.

"Media coverage actively discouraging people from visiting bushfire areas combined with the inaccurate information on these mediums lead to cancellations long after the roads were open and the fires had passed," another business reported.

"People are still scared to come and visit Wollombi," one said.

Over half of businesses were forced to reducing staffing. Casual staffing hours were reduced or cancelled, and permanent employees were forced to take paid leave, many staff being laid off for up to 4 weeks. Those who felt obliged to keep staff on, felt the brunt of the huge expense, despite low revenue. "We did not close and maintained all shifts for our staff as we felt that was important," one operator said. "During December we still had to pay full time wages for a good month where we could not carry out normal business due to the bushfires," another business reported.

And 28% have had trouble paying loans since. Many businesses reported no income for the entire month of December. Entrepreneurs have reported borrowing money from friends and withdrawing money from superannuation due to financial difficulty. Others took out loans or sought extensions on loans. Some relied on other business to carry them through but this put pressure on their additional businesses.

Close to half of businesses had their supply chain affected, largely due to road closures and impact on local produce. Road closures meant there was trouble getting fuel to the town.

And 60% said the closures had affected the mental health of themselves or employees.

This research yielded comprehensive responses and some comments are provided:

*My business have been evacuated and closed down for more than 3 weeks. Furthermore business have been suffering for more than 2 months because there is no people coming to our area. My small business have suffering financial loss. Business continue to suffer because of prices gone up*

**APPENDIX: EVIDENCE BY BUSINESS LEADERS**

*We have a little cottage that we rent out for a short holiday stay and have lost bookings, had to give refund. But we don't want to claim anything. There a lots of people that are depending on the help and they should get all the help they need. We just telling you for this survey purpose. We will make up for it in the next few month. Thank you for all you do.*

*The months of November and December were the lowest months on record, these 2 months are usually our busiest time of the year. It wasn't just centralised to the areas of Wollombi and Laguna. As we service the Bucketty end of the Valley, when access was open to Wollombi and Laguna, our disruptions continued as we couldn't get up the mountain.*

*We had no loss of infrastructure, however we did have significant loss of trade and interruptions to deliveries mainly due to the road closures. This was exacerbated by the long delays in re-opening the roads and false information on the state of the roads both on live traffic and Google maps.*

*Two weddings were cancelled due to road closures. Significant accommodation cancelations followed from this*

*We were unable to carry out normal business functions throughout the whole of December as our real estate agency is located in LAGUNA & the majority of our properties we have for sale were impacted from bushfire threat. It was unsafe to allow any prospective purchasers into our valley & therefore could not carry out property inspections. People who had just settled or exchanged contracts on their properties were put into a very unstable state of mind & it was a very stressful period for these clients...*

*For 6 weeks we were unable to operate; mainly due to smoke to begin with, then road closures and bushfire risk.*

*Perceived lost revenue over what is normally a busy period (based on previous years) equates to approx \$10,000. Accommodation cancellations were processed from 2 December to 12 December due to RFS warnings, road closures and later guest concerns on smoke in the area (cancellations continued until 26 December) totalling \$4807 in lost revenue. Additionally, no new bookings were taken over the December month, with significant perceived lost revenue.*

*We cancelled a total of 11 bookings between Nov 2019-Jan2020 Total Loss \$5800.00 We offered 3 bookings the option to rescheduled their stay with us until a later date. \$1740.00*

*My business have been ordered by RFS to close the door and get out. RFS member come to my shop and advise me to evacuate because of the coming fire. On this occasion business was closed for 1 week. My weekly turnover is between\$3.500; and \$4.500. My net amount is between\$1.500 and \$ 2.500. I can provide bank statement if required.*

*28 room nights of 2 people per room were lost, i.e. 56 people nights were lost. (50% decrease to usual December)*

*Two weeks prior to Wollombi being impacted, we add to cancel jobs in Bucketty as they were being impacted by the fires reaching the Central Mangrove district.*

*We had no guests in our guesthouse for the entire month of December. We cancelled all the bookings due to the danger. After the fires had passed we had guests cancel as they perceived that the threat still existed even after we had assured them it was safe.*

*Business down 90per cent on last year's figures Cancellation due to fires & road closures*

*We have lodged an insurance claim for \$40,000 of lost income*

*1 booking had to be cancelled - value \$19,800. Alternate venue was sourced at an additional cost of \$4,200. All being claimed through insurance policy*

*Our loss of income insurance claim is \$7000*

*9 staff were affected by hours across Cellar Door, accommodation and events, with casual staffing hours reduced or null, and forced paid leave for permanent employees.*

*Yes my staff member have been laid off for 4 weeks in total*

*We did not close and maintained all shifts for our staff as we felt that was important. However, all of our staff are casuals and due to the reduced trade, especially on the weekends, each staff member did have reduced hours. On average they lost approximately 4-6 hours per staff member (14 staff) per week. It has only really returned to "normal" from mid-January.*

*Cafe was closed for a week they and still is working a reduced hour roster. Staff hours reduced by 50%*

*Our caretakers were evacuated for 12 nights*

*I have to borrow money from my friend. Also I been forced to withdraw\$10.000 from my Superannuation on financial difficulties bases.*

*We sought deferred payments from our bank for mortgage and asked our biggest supplier for delayed payment plan. We are seeing our clients taking longer to pay their bills from bushfire damage which is impacting our ability to meet our requirements.*

*Just took on another loan to help out, as I can't meet my financial obligations otherwise.*

*Yes and no. We undertook contract work for the RFS doing containment lines and asset protection so were being paid for the work we did. However the payment took over 12 weeks to come through so we had to seek extensions on loans while we waited for payment.*



**APPENDIX: EVIDENCE BY BUSINESS LEADERS**

*Yes in regards to my 30 day supplier accounts I have gone onto a payment plan. My rent had also been put onto a payment plan. I have my annual Sydney trade fair in February to purchase my new and current stock which I will have no funds to do so.*

*No income received at all throughout December.*

*Roads closures prevented access to our business by Customers and Suppliers*

*Many tradespeople unavailable due to RFS duty or preparing their homes & other customers properties for bushfire.*

*Delays in updating apps such as "Live Traffic" or "Fires near me" with regard to roads closure & re-opening. Media coverage actively discouraging people from visiting bushfire areas combined with the inaccurate information on these mediums lead to cancellations long after the roads were open and the fires had passed.*

*Road closures affected my business greatly. At one stage all roads leading to Laguna were closed*

*Kept tourists out of the valley. Tourism Is Wollombi valleys lifeblood.*

*Massively! Our business relies heavily on weekend traffic and our weekend trade was down approximately 70-80%. This was alleviated by supply of lunch packs and some accommodation bookings for the RFS. Notably we were supplying these services at various levels from mid-November yet we are still yet to be paid for any invoice submitted.*

*Huge Impact! If the guests think they can't get here then they won't book*

*I was unable to reach my place of business for weeks. Customers were unable to access Wollombi when I did finally open. Visitors were unaware and uncertain when roads were officially open.*

*I had no visitors in the store and being November and December the busiest time of the year for my customers to buy Christmas presents.*

*Significantly reduced visitors to the area including weekenders who are main income source.*

*People are still scared to come and visit Wollombi.*

*Since then people that visiting our area is spending less. From what my customers told me that they fill obligation to help as many businesses in our area. So they divided they spending funds between few different business.*

*I believe that the average spend per consumer/visitor remained the same, the problem was that the reduced numbers reduced the total spend. This was indicated by the early/total closure of other business's in the village.*

*Takings are down by 65%*

*Yes income down over Christmas by 90 per cent*

*Customers also impacted financially, not spending money unless absolutely essential.*

**B.3 Lovedale Chamber of Commerce**

Statement from Paul Geraeds, Lovedale Chamber of Commerce:

*As far as I know there have been no serious bushfires in the Lovedale area YET.*

*A few members said they had some cancellations due to road closures north & south of us.*

*Some vineyards may have lost crops of grapes due to smoke inundation.*

*All members have been informed on how to apply for Govt. aid.*

*EVERYONE I have spoken to wants back burning /hazard reduction during the cooler months.*

*The local fire brigade says the "green tape" is making it too hard to get permissions.*

*I wonder how many koalas & other native animals could have been saved if back burning had occurred?*

*I would ask the Federal Govt. why local fire brigades working with park rangers cannot back burn just inside the boundaries of National Parks so there is a buffer between the Parks and private land.*

Statement from Therese Kramer, Emma's Cottage Vineyard:

**Identifying all impacts:**

*We have definitely lost crop due to smoke inundation, as have others! And the fear of smoke and fire has had an enormous impact on visitation. We had cancellations, not because of road closure but simply due to fear of the smoke and the fires due to the 'fear of God' being put up to them by the media and the belief that the whole of the Hunter was on fire.*

*Whilst not a LCC member, Theleme Wines had a fire in their vineyard and have lost irrigation pipes, vines etc. not to mention the smoke damage to the grapes. Others have grapes which are smoke tainted and subsequently won't be making wine. Habitat loss for birds has meant that the avian pressure on vines has been considerable for most others.*





**APPENDIX: EVIDENCE BY BUSINESS LEADERS**

*We have had several cancellations citing fear of smoke and respiratory issues. The media coverage has not helped by portraying that the Hunter is on fire!*

*Personally here, three cancellations on cottages and the poorest cellar door sales, ever, in December and January ever has impacted us dramatically.*

*I think the media coverage on smoke taint will keep people away for some time. Most people don't realise that it the current vintage which is affected, not all wines. We had someone, in the cellar door, ask did we think that our bottled wine had picked up any smoke taint!!*

*Reduced Spending, Absolutely! The devastation on some parts of the South Coast and the quick media response to supporting local businesses down there is going to have long term effects on the Hunter. For example, Country Style magazine is one media outlet championing the South Coast. I have seen little to nothing in the media supporting the Hunter.*

*Mental health, we will survive.. But it is stressful waiting to find out if, not when, we will be making wine this year.*

*The important thing to assess is if cellar doors will have enough stock to get them through so that they can actually meet their financial obligations.*

*Grapes are at a premium. With so much damage due to smoke there is simply not enough fruit to go around! The other concern is that with some of the picking going on the wines being made will be white and Rosé – there will be a glut of rosé style wines – all to be sold quick and potentially at lower price points as they will be self it quick, drink it quick options to avoid the development of smoke taint issues in the bottle.*

*Smaller picking crews, or no crews required. No picking, less fruit transport, not as much wine making, which leads to decreased bottling demands, decreased label printing and then wine warehousing requirements. The knock-on effects are enormous!*

**Identifying actions to address impacts:**

*We still have an enormous amount of work to do, as a region, to promote the Hunter Valley as a destination in the greater Hunter. Every week we find visitors who have lived in Newcastle for years who have never been out to the Valley! If we can get them here we have a chance of them spending their money. Promoting to the more local community has its merits, however we need a much wider community to be targeted.*

*A stimulus package such as that provided to every household during the GFC would increase spending enormously. The issue here is that we need to somehow ensure that the stimulus package is actually spent in local areas and local small businesses. Not toward overseas holidays or purchasing that 'special pair of shoes' from an international Estore. The money has to stay in Australia! I know it would create an enormous amount of work, but a scheme where you can claim for your Aussie small business spend rather than a 'cheque in the mail' would ensure this happens.*

*I applaud the idea of working together for the region. But am concerned that there has been a number of occasions where feedback is required for this submission or that submission where the request comes out late for a response in a very tight time frame. Working together need to not be knee jerk responses from individuals without proper consultation.*

*Perhaps, I am too socialist in my nature, but we hear anecdotally about businesses being 'knee deep' in Cellar doors in some places whilst others see no one in the same day. It must be very disheartening for those small cellar doors where the focus of their income is just the cellar door. We need to share the business around.*

*Event funding would be an interesting approach as would product development funding. It's interesting that the concerts are seen as boosting the Hunter, however many of the concert goers come in on buses and leave on buses the same night spending little to nothing in the Hunter and yet are still counted as visitation numbers. Weddings whilst good for some businesses are also problematic. Many only want one night accommodation and tend to be too hung over to visit cellar doors after the wedding.*

*We need a 'Think Tank'. You have access to an enormous brains trust in the local area. Use the skills and knowledge that some of the local residents have. The majority of people want to help when they are given the opportunity.*

*We have the Wine & Food month (two months really). But the scope of opportunities can be limited in that time as there is some much of that more simply becomes 'noise'. Then there is the Stomp Festival, which again is focused around wine. All well and good, we are a wine region. However, we have access to some amazing artists and musicians – the scope for additional festivals and events could be far reaching. In the midst of an economically trying time and now with so many people supporting family and friends who have been impacted by drought and now fire – the dollars are going to be scarce.*

*Take a leaf from Broome Council's recent decision regarding non-approved Airbnb accommodation. On my last look at the Airbnb website, there were over 330 listings. A small percentage of them are approved by CCC. Many of the Airbnb properties are non-resident, some owners with one property and, still others with two or more. Whilst I applaud the desire for people to have their own small business, it needs to be that. We need a fair playing field where all accommodation providers are subject to the same rules and regulations.*

**8.4 Hunter Region Business Hub- Kurri Kurri**

Statement from Kerry Hallett, Kurri Kurri Business HUB:

*Issues within the local area are the visitors are not coming, visitation is down.*



**APPENDIX: EVIDENCE BY BUSINESS LEADERS**

*Impact of smoke on grape yield is undetermined as effects on grapes from smoke caused by bushfires is early stages as picking has just begun. Negative stories of crops being totalled will contribute to further drop in visitation.*

*Business have no training in resilience in surviving natural disasters, the government is reactive and has posted articles on disaster recovery, but does not teach management of disasters for long term continuity. Workshops required to advise business continuity that is tailor made for individual business as one plan does not fit all.*

**8.5 Central Hunter Business Chamber**

Statement from Brett Wild, Central Hunter Business Chamber:

*Businesses as yet to correlate what reasons have had the biggest effect on business during December and January, whether drought, bushfires or economy. Pet holding industry is down as local people not travelling on holidays due to bushfires, cancelling local holidays, unable to travel being the most relevant reasons.*

**8.6 Parish of Pokolbin**

Statement from John Drayton, Parish of Pokolbin:

*Local businesses need the economy stimulated to get tourism back on its feet. Advertising to locals to spend in regional areas is only an avenue for where to go and all areas will be competing for the same dollar. A stimulus package gives the means for people to spend those dollars. With an expected further turn down in overseas tourism as a result of the Coronavirus, marketing dollars needs to be directed towards markets not affected.*

**8.7 Cessnock Chamber of Commerce**

Statement from Anthony Burke, Cessnock Chamber of Commerce:

*There are limited casual (seasonal) jobs available for grape picking related activity due to the reduction in grapes and impact from smoke haze.*

*The media coverage overseas has impacted on the local area - we had a team member visit New Zealand soon after Xmas and the media coverage of Australia was doom and gloom.*

*We are also aware of a group of people from New Zealand who had booked to spend three days in Wine Country but cancelled when they heard about the fires and booked to stay at Newcastle. Instead of spending three days in Wine Country they only spent one - and stated they should have stayed with their original plans.*

*Local business has been adversely affected by both locals and tourists due to local media (radio stations, newspapers, television, social media) suggesting that people stay indoors due to the fires and smoke. This has meant that people have not been around and when they do - they go to the air conditioned shopping centres where there is little exposure particularly to the smoke.*

*Major community events such as Carols in the Park were cancelled on the day (6th December) due to the smoke haze. This impacted on the small businesses involved (stall holders, rides, food etc) as well as meant that a lot less traffic flowed through Vincent Street particularly prior to the commencement of the event at 6.45pm.*

*The closure of the National Parks and impact of road closure uncertainty caused concerns and changes to plans - e.g. With the Putty Road.*

*In terms of the approach to use address the impacts, we agree with all of the recommendations, and with the buy locally aspect in particular. We need to encourage locals to support the local area and businesses in the short term (and hopefully this will continue into the future).*

*This can also be achieved through financial and other support of local events particularly those coming up in the next few months - primarily the community based events including Nostalgia Festival, Stomp Festival and even the commercial events such as Lovedale Long Lunch, Wine & Food Festival held in May and June, End to End, (which will assist the tourism sector locally).*

**8.8 Broke Fordwich Wine Tourism Association**

Mike Wilson – Broke Fordwich Wine Tourism Association

*Back burning to assist in the bush fire crisis worsened the smoke taint to the grape harvest in broke area to be 100% loss. There is no compensation available for this situation.*

*Road closures (Putty Road and Wollombi Road, Paynes Crossing Road) meant accommodation cancellations over December January period were between 80-90%. There are no forward bookings until March. The economy needs to stimulate tourism in general. The association is looking for a united front for the Hunter Valley for promotion. Increased signage from Singleton side would assist.*



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**SUBJECT:** *MINUTES OF LOCAL TRAFFIC COMMITTEE HELD 20 JANUARY 2020*

**RESPONSIBLE OFFICER:** *Infrastructure Manager - Katrina Kerr*

#### **RECOMMENDATION**

That the Minutes of the Local Traffic Committee Meeting of 20 January 2020 be adopted as a resolution of the Ordinary Council.

1. **TC1/2020** - That Council notes the Transport for NSW approval for the temporary regulation of traffic for the Wine Machine Music Festival event in accordance with the Various Roads Pokolbin \_ Wine Machine Traffic Control Plans.
2. **TC2/2020** - That Council authorises the installation of pedestrian refuges and line marking on Victoria Street and Mayfield Street, Cessnock in accordance with the Victoria & Mayfield Streets Cessnock \_ Pedestrian Facilities Diagram.
3. **TC3/2020** - That Council authorises the installation of a pedestrian refuge, traffic islands, line marking and regulatory parking signage on Traders Way and Radford Street, Cliftleigh in accordance with the Traders Way Cliftleigh - Signage & Line Marking Diagram.
4. **TC4/2020** - That Council notes the following determinations with regard to specific points raised in Council's resolution of 11 December 2019;
  - Point 2 of the resolution, that upgraded wayfinding signage will be installed upon completion of Stage 6 of the Wollombi Road Millfield upgrade;
  - Point 3 - 1 of the resolution, that the matter is outside the terms of reference of the Local Traffic Committee;
  - Point 3 - 2 of the resolution, that the matter is outside the terms of reference of the Local Traffic Committee;
  - Point 3 - 3 of the resolution, that the matter is outside the terms of reference of the Local Traffic Committee;
  - Point 3 - 4 of the resolution, that:
    - a. The current intersection treatment complies with all relevant Australian Standards, and is the most appropriate road safety treatment to address the crash history at the intersection;
    - b. There have been no reported crashes at the subject intersection since completion of the improvements; and
    - c. The proposed additional treatment is contrary to Australian Standard 1742.2.

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- Point 3 - 5 of the resolution, that:
  - a. The proposed additional treatment is contrary to Australian Standard 1742.2: and
  - b. A suitable Australian Standards compliant treatment has been installed.
- Point 3 - 6 of the resolution, that the proposed treatment was installed in November 2018, in response to a previous resolution of Council.

***MINUTES OF LOCAL TRAFFIC COMMITTEE MEETING OF CESSNOCK CITY COUNCIL  
HELD IN ANTE ROOM ON MONDAY, 20 JANUARY 2020.***

**OPENING:** The meeting was opened at 9.37am

**PRESENT:** Councillor Gray (in the Chair)  
Mrs Anne Lomas – NSW State Member Representative  
Senior Constable Amy Sweeney – NSW Police  
Ms Wendy Wallace – RMS

**IN ATTENDANCE:** Mrs Tracey Cocking – Minute Taker  
Mr Nathan Goodbun – Traffic Engineering Officer  
Mr Richard Ingall – Rover Coaches  
Mr Warren Jeffery – Principal Engineer – Traffic & Transport  
Mrs Katrina Kerr – Infrastructure Manager  
Mr Raymond McCarthy – Parking Officer – Ranger Services  
Mr John Meldrum – Hunter Valley Buses  
Ms Alison Shelton – Road Safety Officer

***APOLOGIES***

**RESOLVED** that the apology tendered for unavoidable absence be accepted on behalf of:

Mr Clayton Barr MP – NSW State Member

***CONFIRMATION OF MINUTES***

**NOTED** that the Minutes of the Local Traffic Committee held on 21 October 2019 as circulated, were previously confirmed as a true and correct record.

***DISCLOSURES OF INTEREST***

Nil

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## ***BUSINESS ARISING FROM PREVIOUS MINUTES***

Nil

## ***MOTIONS OF URGENCY***

Nil

## ***LISTED MATTERS***

**SUBJECT:** ***VARIOUS ROADS, POKOLBIN  
TEMPORARY REGULATION OF TRAFFIC - WINE MACHINE***

**REPORT NO.:** ***TC1/2020***

**REFERENCE.:**

**MATTER:** Council has received an application for the temporary regulation of traffic in connection with an existing development consent for the Wine Machine Music Festival, and has assessed the application along with the associated Traffic Management Plan (TMP) and Traffic Control Plans (TCPs).

Approval is sought from Transport for NSW (formerly RMS), under Section 116 of the *Roads Act 1993*, to regulate traffic on various roads in Pokolbin in connection with this event.

**DISCUSSION:** The matter was described as per the report, and discussed as follows:

- It was noted that the event organisers have a detailed public transport plan in place for the event.
- It was also noted that Council had received no adverse comments regarding previous year's events.
- It was noted that the Transport for NSW representative was in agreeance.

### ***RECOMMENDATION***

**That Council notes the Transport for NSW approval for the temporary regulation of traffic for the Wine Machine Music Festival event in accordance with the Various Roads Pokolbin \_ Wine Machine Traffic Control Plans.**

**SUPPORT:** **Unanimous**

**Works and Infrastructure**

**Report No. WI14/2020**

**Works and Infrastructure**



**SUBJECT:** **VICTORIA & MAYFIELD STREETS, CESSNOCK  
PEDESTRIAN REFUGE**

**REPORT NO.:** **TC2/2020**

**REFERENCE.:**

**MATTER:** As part of the Cessnock Civic Precinct Revitalisation Program, Bridges Hill Park has been upgraded. With the new facilities, there has been an increase in pedestrian activity, particularly including children. To facilitate safe pedestrian movements to and from the park, it is proposed to install pedestrian refuges on Victoria Street, and Mayfield Street, Cessnock.

**DISCUSSION:** The matter was described as per the report, and discussed as follows:

- It was recommended to include R5-400 NO STOPPING signage to supplement C3 line marking to aid enforcement.
- It was noted that the RMS Warrant for a pedestrian crossing was not met, but that the refuge would be amendable to future conversion if pedestrian and traffic volumes increased.
- It was also noted that the timeframe for the completion of line marking is reliant on existing project planning and the installation of the refuge.
- It is expected that the recommended 3.2m lane widths, and pedestrian refuges will address the issue of speeding, but it was suggested that traffic classifiers could be used to determine the success of the treatment after installation to determine if additional treatments will be necessary.

**RECOMMENDATION**

**That Council authorises the installation of pedestrian refuges and line marking on Victoria Street and Mayfield Street, Cessnock in accordance with the Victoria & Mayfield Streets Cessnock \_ Pedestrian Facilities Diagram.**

**SUPPORT:** **Unanimous**



**Works and Infrastructure**

**Report No. WI14/2020**

**Works and Infrastructure**



**SUBJECT:** **TRADERS WAY, CLIFTLEIGH  
PEDESTRIAN REFUGE**

**REPORT NO.:** **TC3/2020**

**REFERENCE.:**

**MATTER:** Residents of Traders Way and Radford Street, Cliftleigh have expressed concerns regarding vehicle speeds, poor vehicle positioning in the intersection during turn movements, and pedestrian safety at the intersection of Traders Way, Radford Street and Forbes Crescent, Cliftleigh.

**DISCUSSION:** The matter was described as per the report, and discussed as follows:

- It was noted that compromised sight distances due to adjacent residential fencing had been rectified by the relocation of the fence to the property boundary by the property owner, after correspondence from Council.
- It was noted that grant applications have been submitted to install infrastructure and formalize bus zones with signage and line marking on Traders Way, immediately east of the pedestrian refuge.
- It was also noted that these bus zones will be located so as to reduce the impact of parking restrictions on residents in Traders Way.

**RECOMMENDATION**

**That Council authorises the installation of a pedestrian refuge, traffic islands, line marking and regulatory parking signage on Traders Way and Radford Street, Cliftleigh in accordance with the Traders Way Cliftleigh \_ Signage & Line Marking Diagram.**

**SUPPORT:** **Unanimous**

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**SUBJECT:** *ELEVENTH AVENUE, MILLFIELD  
RESOLUTION OF COUNCIL*

**REPORT NO.:** *TC4/2020*

**REFERENCE.:** *WI89/2019*

**MATTER:** At its Ordinary Meeting on 11 December 2019, Council resolved:

1. *That Council notes that the low traffic volumes in Millfield do not warrant the implementation of road closures and other Local Area Traffic Management treatments as proposed in Council's resolution (913) dated 15 May 2019, and further that these Local Area Traffic Management treatments are overwhelmingly opposed by the residents within the affected area.*
2. *That Council treats the Wollombi Road/Bennett Street intersection, and improves wayfinding signage, to reduce through traffic at the intersection of Eleventh Avenue and Millfield Road as part of the current Wollombi Road Millfield Stage 6, Regional Road Renewal Project.*
3. *That the General Manager liaise with the Traffic Committee to consider an appropriate traffic signage plan.*
  1. *That the traffic sign on Wollombi Road, west of Eleventh Avenue read "Sydney, Mulbring and Ellalong".*
  2. *The sign on Eleventh Avenue, north of Millfield Road reads "Sydney, Mulbring and Ellalong".*
  3. *That a sign be placed on Eleventh Avenue at the intersection of Tenth Avenue to read "No Through Road".*
  4. *The intersection of Eleventh Avenue and Millfield Road, a "Stop" sign be placed on the southern side with white line markings on the road.*
  5. *On the intersection of Millfield Road and Eleventh Avenue, that 'warning' marks be placed on the road warning of a 'Stop' sign.*
  6. *On the intersection of Millfield Road and Bennett Street, a larger sign be placed further away from the intersection to direct long and heavy vehicles down Bennett Street on to Wollombi Road.*

**DISCUSSION:** The matter was described as per the report, and discussed as follows:

- It was noted that the upgrade of the Wollombi Road/Bennett Street intersection was awaiting final design, and would be brought to the Committee once designs were complete.
- It was also noted that preliminary concept plans have been developed for the upgrade of Bennett Street, and the intersection of Bennett Street/Millfield Road, but such upgrades are currently unfunded.

**RECOMMENDATION**

That Council notes:

1. In regard to Point 2 of the resolution, that upgraded wayfinding signage will be installed upon completion of Stage 6 of the Wollombi Road Millfield upgrade;
2. In regard to Point 3 - 1 of the resolution, that the matter is outside the terms of reference of the Local Traffic Committee;
3. In regard to Point 3 - 2 of the resolution, that the matter is outside the terms of reference of the Local Traffic Committee;
4. In regard to Point 3 - 3 of the resolution, that the matter is outside the terms of reference of the Local Traffic Committee;
5. In regard to Point 3 - 4 of the resolution, that:
  - a. The current intersection treatment complies with all relevant Australian Standards, and is the most appropriate road safety treatment to address the crash history at the intersection;
  - b. There have been no reported crashes at the subject intersection since completion of the improvement; and
  - c. The proposed additional treatment is contrary to Australian Standard 1742.2.
6. In regard to Point 3 - 5 of the resolution, that:
  - a. The proposed additional treatment is contrary to Australian Standard 1742.2; and
  - b. A suitable Australian Standards compliant treatment has already been installed.
7. In regard to Point 3 - 6 of the resolution, that the proposed treatment was installed in November 2018, in response to a previous resolution of Council.

**SUPPORT:** Unanimous

**GENERAL BUSINESS**

Nil

**CLOSURE:** The Meeting was declared closed at 10.37am.

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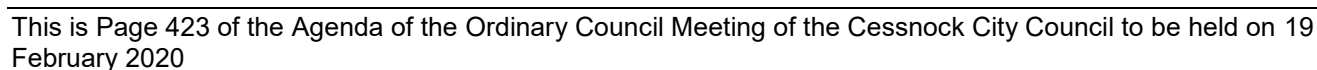
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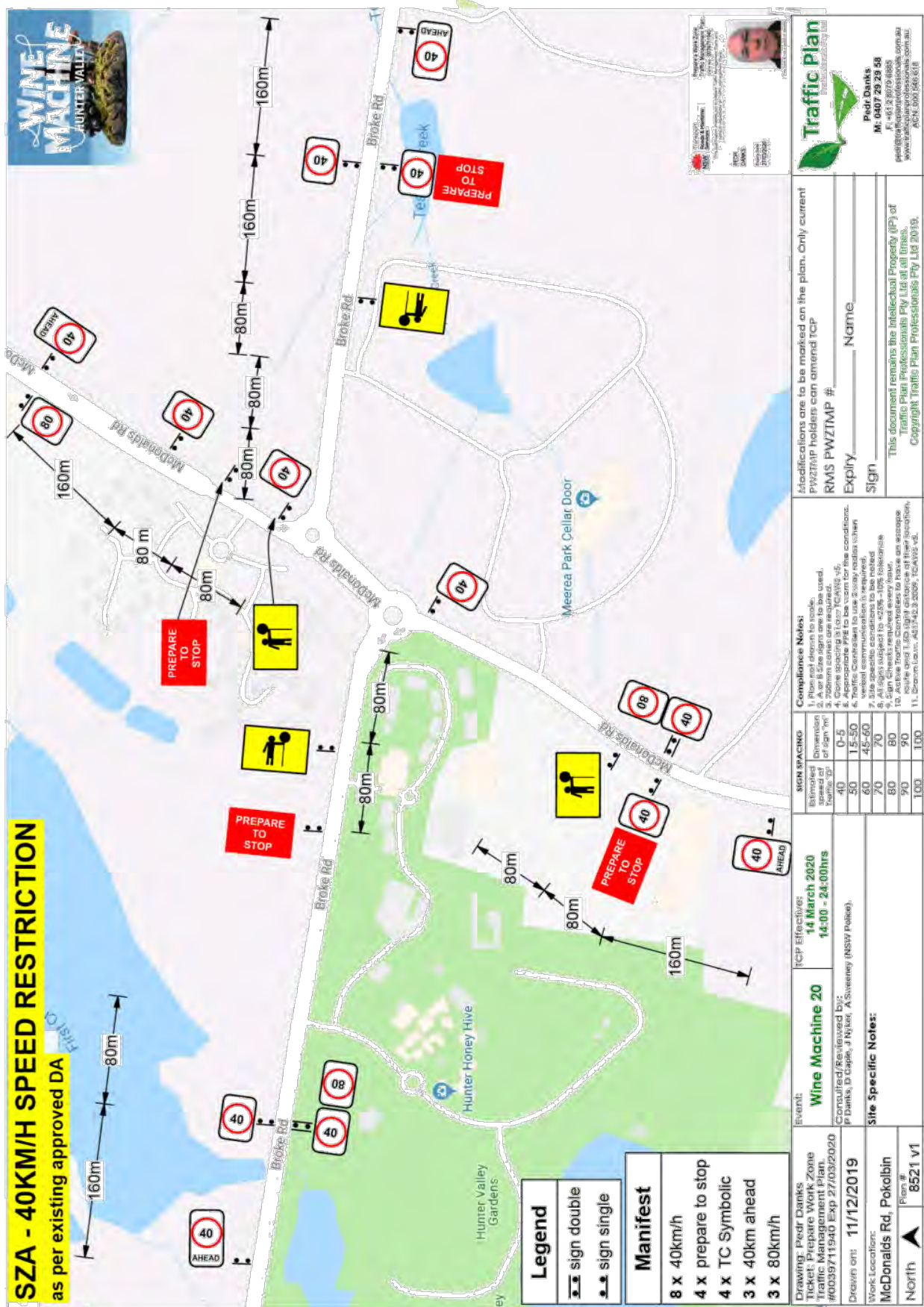


***ENCLOSURES***

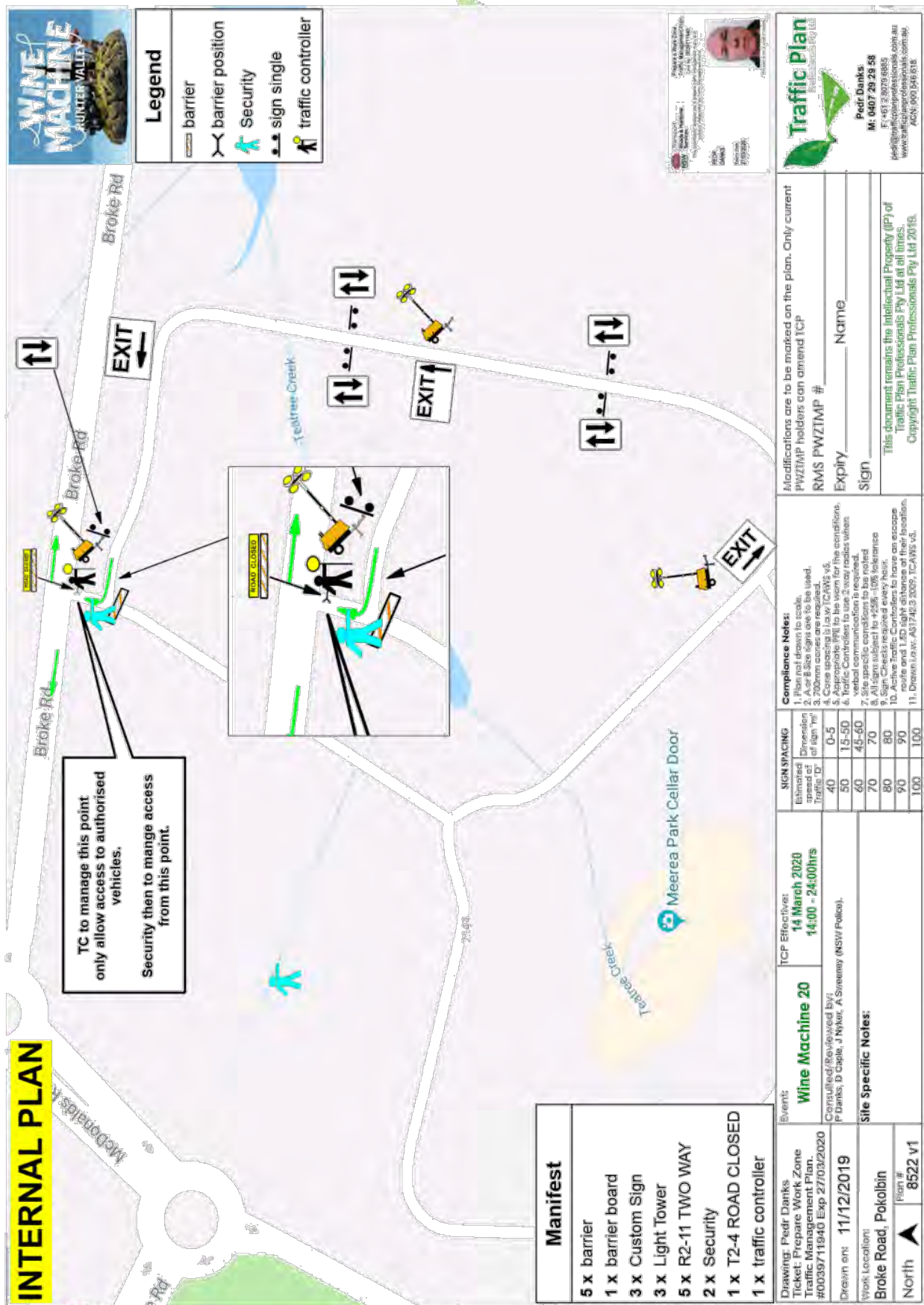
- [1↓](#) TC1/2020 - Various Roads Pokolbin \_ Wine Machine Traffic Control Plans
- [2↓](#) TC2/2020 - Victoria & Mayfield Streets Cessnock \_ Pedestrian Facilities Diagram
- [3↓](#) TC3/2020 - Traders Way Cliftleigh \_ Signage & Line Marking Diagram



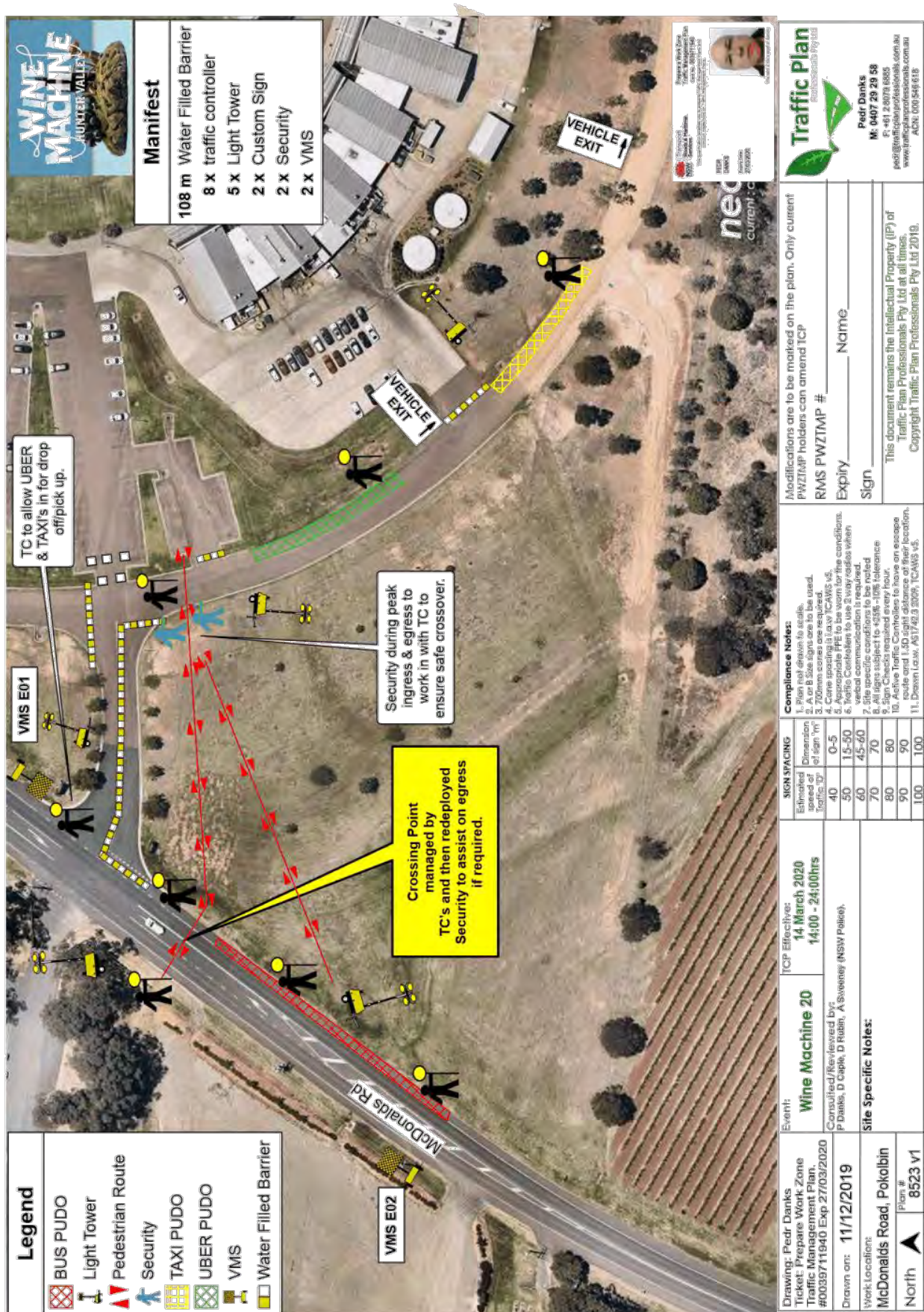




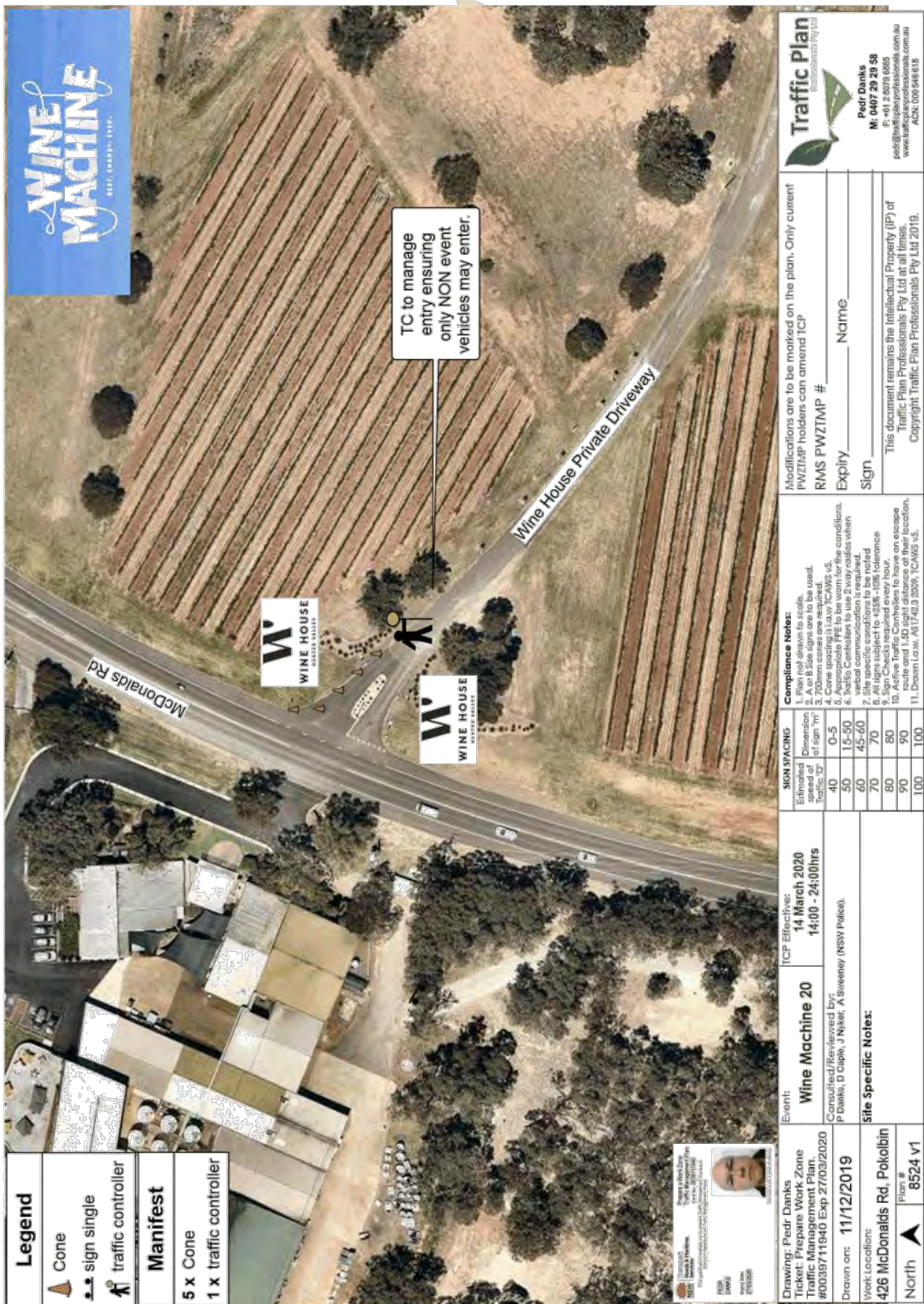




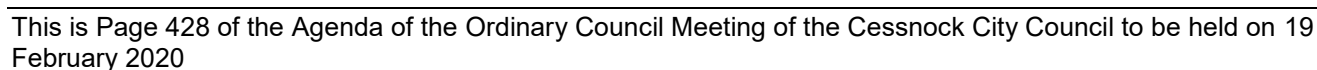














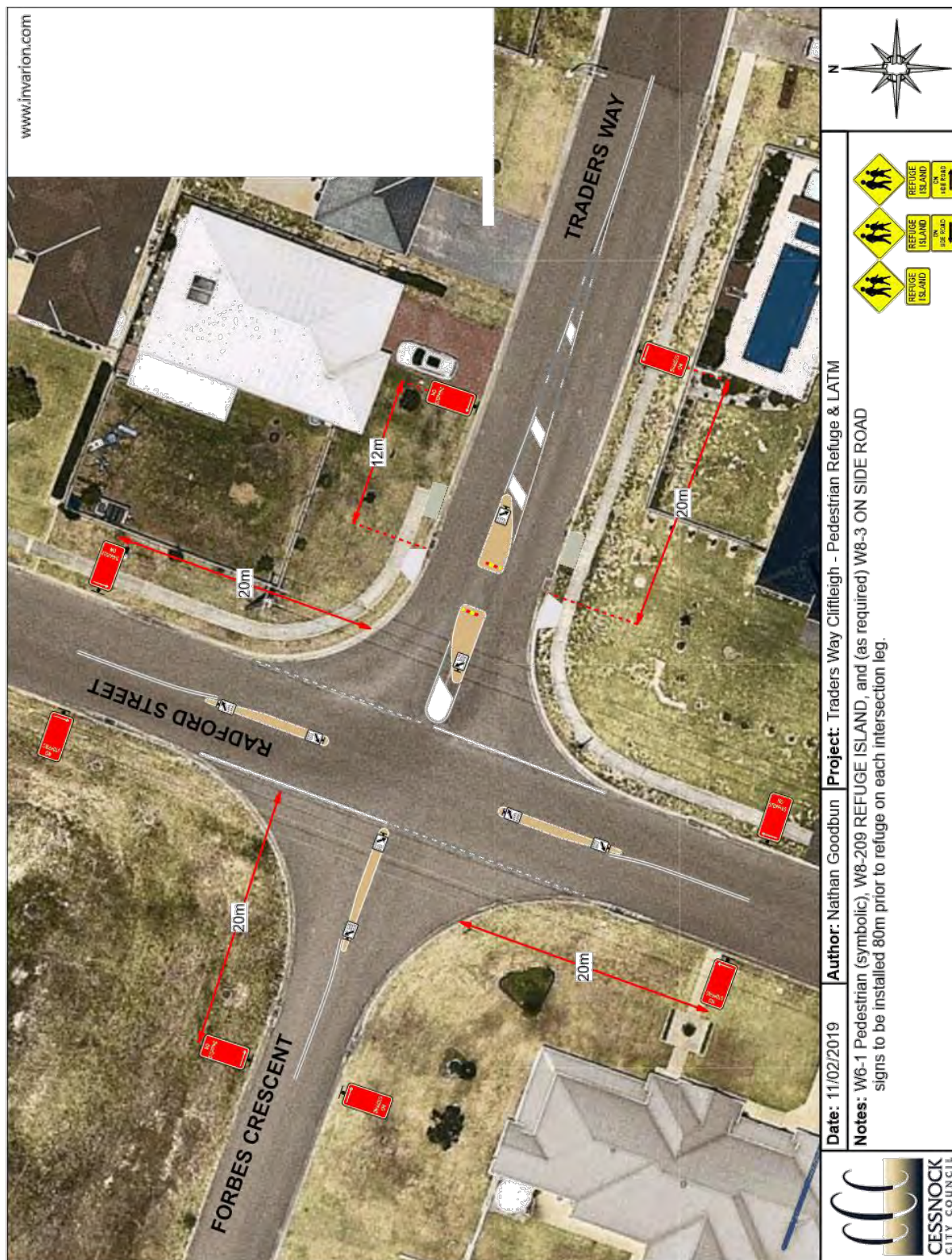












**SUBJECT:** *CESSNOCK STOMP FESTIVAL - IN KIND SUPPORT*

**RESPONSIBLE OFFICER:** *Director Works and Infrastructure - Justin Fitzpatrick-Barr*

### **SUMMARY**

The purpose of this report is to seek Council's approval to provide in-kind support to the Cessnock Chamber of Commerce to hold the 'Stomp Festival' on Sunday, 5 April 2020 and to temporarily suspend the Alcohol Free Zone in the Cessnock CBD.

### **RECOMMENDATION**

1. That Council support the 2020 Stomp Festival by providing in-kind support to the value of \$7,795 as detailed in the report for waste management services, waiving of some fees and providing and installing road closure equipment in accordance with the Festival Traffic Control Plan;
2. That Council, in light of previous decisions, not waive fees for Street Vending/Market Stalls or provide Council staff to supervise road closures, given these costs cannot be absorbed within existing operational budgets.
3. That Council suspends the operation of the Alcohol Free Zone in Vincent and Cooper Streets, Cessnock between the hours of 6.00am and 6.00pm on Sunday, 5 April 2020.

### **BACKGROUND**

The Cessnock Chamber of Commerce (the Chamber) are planning to hold the 'Stomp Festival' on Sunday, 5 April 2020 and have approached Council seeking various forms of in-kind support for the event.

The Chamber is also seeking Council's suspension of the Alcohol Free Zone in Vincent and Cooper Streets, Cessnock for the duration of the festival.

### **REPORT/PROPOSAL**

The following in-kind support is being requested:

#### **1. Waste Management**

- Clearing of existing street waste bins on the Friday prior to the Festival;
- Delivery of 80 waste bins to an agreed suitable location on the Friday prior to the Festival to be spread around the Festival site by Chamber volunteers;
- Collection of the bins on Monday after they have been returned to the selected location by Chamber volunteers on Sunday, and

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- Sweeping of Vincent, Edward and Cooper Streets at approximately 8pm on Sunday, prior to the reopening of the roads.
- 2. Road Closure Equipment and Roadside Message Boards**
- Supply and installation of traffic control devices in accordance with the Festival Traffic Control Plan, including:
  - Detour with right arrow 9
  - Detour with left arrow 7
  - Detour with ahead 6
  - End detour signs 4
  - Road Closed 7
  - Road Closed Ahead 2
  - Changed Traffic Conditions Ahead 3
  - Barrier Board with Legs 28
  - Side Road Closed 4
  - Two lanes open and one closed sign 1
  - No right turn 3
  - No left turn 3
  - 70 cones
- Installation of the traffic controls by 2:30am on Sunday 5 April 2020 to allow a smooth and speedy set up of the event.
- Provision of VMS boards to advise residents and visitors of the planned road closures for the Festival, with these being set up at strategic locations 7 days prior to the event.
- 3. Road Closure Supervision**
- Council staff to supervise road closures at:
  - Wollombi Road / Vincent Street
  - Edward Street / Cumberland Street
  - Cooper Street / Cumberland Street
  - Hall Street / Vincent Street
  - Cooper Street / Charlton Avenue
- For security reason provide parked Council trucks and or garbage collection bins in strategic locations to block the main entry points to the festival including, Vincent, Edward, Cooper and Hall Street entries.
- 4. Fee Waiver**
- Waiving of Fees for the following:
  - Street Vending Applications, and
  - Road Events and Activities Temporary Road Closure Application
  - Footpath Usage Application

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- Market Stalls to the value of \$4,000

**5. Suspension of Alcohol Free Zone**

A major attraction for attendees at the festival is wine tasting, which will be undertaken in accordance with Responsible Service of Alcohol (RSA) guidelines. In order for this activity to occur it is necessary to suspend the operation of the Alcohol Free Zone on Vincent Street Cessnock, between Edward Street and Cooper Street, along with sections of Cooper Street between Charlton and Cumberland Streets, under section 645 of the *Local Government Act 1993*.

**Estimated Costs**

The estimated cost to waive all applicable fees and provide all of the above is detailed in table 1 as follows:

**Table 1** – Cost to provide requested support

<b>Service</b>	<b>Estimated Cost</b>
1. Waste Management (Based on 80 General Waste bins in accordance with Council's Fees & Charges)	\$1,295
2. Road Closure Equipment & Set Up	\$5,500
3. Fee Waiver estimates (including street vending applications/market stalls)	\$4,500
4. Suspension of Alcohol Free Zone	\$500
5. Staff to man road closures (5 locations)	\$3,500
<b>TOTAL</b>	<b>\$15,295</b>

In reviewing the requests, Council Officers have determined that items 1, 2 and 4 in Table 1 can be provided within existing recurrent operating budgets, along with a \$500 portion of the fee waiver (Item 3). The \$4,000 for Market stalls and \$3,500 for personnel to work overtime and staff road closures is currently unfunded.

It is worth noting that the request for waste bins will be met with the provision of 80 General waste bins (noting that recycling services have previously not been provided at the event due to the high contamination levels of product encountered in the past and impact of the Return and Earn scheme that excludes wine bottles.)

Officers are aware that Council has previously declined to waive fees relating to Street Vending Applications/Market Stalls. The Chamber has requested support up to the value of \$4,000 for this activity. As noted above, this cost, along with the cost for staffing road closures is not currently funded within existing budgets.

On the basis of the above, it is recommended that Council only provides support for Items 1, 2, 3 (up to \$500) and 4 of Table 1 at a cost of \$7,795

**OPTIONS**

Nil

**CONSULTATION**

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Internal consultation has been undertaken with the following:

- Works and Operations Manager
- Environmental and Waste Services Manager
- Acting Economic Development Manager
- Infrastructure Manager
- Traffic Engineering Officer
- Road Safety Officer

**STRATEGIC LINKS**

**a. Delivery Program**

**Delivery Program 2017-21:** The proposed in-kind sponsorship for this event supports:

*Objective 2.3 – Increasing Tourism Opportunities and Visitation in the Area*, as the event has the potential of attracting approximately 18,000 people to the LGA over the weekend of 5 April 2020.

**b. Other Plans**

**Community Strategic Plan – Cessnock 2027:** The proposed in-kind sponsorship for this event supports the following objectives:

- *Objective 1.2 - Strengthening community culture;*
- *Objective 1.4 - Fostering an articulate and creative community;*
- *Objective 2.1 – Diversifying local business options;*
- *Objective 2.3 – Increasing Tourism Opportunities and Visitation in the Area;*
- *Objective 3.3 – Better waste management and recycling;*
- *Objective 5.1 – Fostering and supporting community leadership; and*
- *Objective 5.3 – Making Council more responsive to the community.*

**Cessnock City Council Health and Well-being Plan 2017-21:** The proposed in-kind sponsorship for this event supports the following objectives:

- *Objective 1.1 – Active Communities;*
- *Objective 1.3 – Responsible alcohol consumption;*
- *Objective 1.7 – Safer Communities; and*
- *Objective 1.11 – Inclusion, participation and connectivity*

**IMPLICATIONS**

**a. Policy and Procedural Implications**

The following council policies are relevant to determining this application:

- *Cessnock City Council Community Sponsorship & Fee Waiving Policy; and*
- *Cessnock City Council Risk Management Policy.*



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**b. Financial Implications**

The estimated cost of \$7,795 to provide Items 1, 2, 3 (up to \$500) and 4 of the requested assistance in Table 1 for the 2020 Stomp Festival can be absorbed within existing operational budgets. The estimated cost to provide the additional support as requested (i.e waiving of market stall and providing Council staff to man road closures) is \$7,500 and there is no budget to cover this cost.

**c. Legislative Implications**

The following legislative/regulatory provisions are relevant to this report:

- *Local Government Act 1993* – section 645 – Suspension or Cancellation of AFZ;
- *Local Government Act 1993* – Section 355 – How a council may exercise functions;
- *Local Government Act 1993* - Section 356 – Can a council financially assist others;
- *Local Government Act 1993* – Section 610E – Council may waive or reduce fees;
- *Roads Act 1993* – Section 116 – Application to RMS for the regulation of traffic; and
- *Roads Act 1993* - Section 139A – Street vending requests and charges in built-up areas.

**d. Risk Implications**

**Reputational Risk:** There is a risk to Council's reputation if it is not seen to support a free social event that is growing in popularity from year to year.

**Financial Risk:** There is a risk that without in-kind support the event may not be sustainable for the Chamber.

**e. Environmental Implications**

The provision of bins at locations to specifically suit the event and street sweeping aims to ensure no negative environmental impacts from the activity.

**f. Other Implications**

Nil

**CONCLUSION**

On the basis of supporting events that promote free visitation across the Cessnock LGA, it is recommended that Council provides in-kind sponsorship to the upcoming 'Stomp Festival' as recommended in the report and temporarily suspends the operation of the Alcohol Free Zone on Vincent and Cooper Streets, Cessnock.

**ENCLOSURES**

There are no enclosures for this report

Notices Of Motion

Report No. BN4/2020

General Manager's Unit



***NOTICES OF MOTION No. BN4/2020***

**SUBJECT:** *RICHMOND VALE RAIL TRAIL*

**COUNCILLOR:** *Darrin Gray*

***MOTION***

1. That the General Manager requests State Government assistance for Council to finalise the Development Application (DA) on the Richmond Vale Rail Trail project. This project is identified in the Greater Newcastle Metropolitan Plan as a high priority. Council funds available are not sufficient to complete the planning.
2. That Council seek letters of support from the partners in the project Lake Macquarie and Newcastle Councils.

It is my intention to move the above motion at the next Ordinary Meeting of Council on 19 February 2020.

**RATIONALE**

Council requires \$280,000 to appoint a Project Manager for 2 years and \$75,000 to prepare the DA with the necessary specialist reports. Council has been working with the Newcastle, Maitland and Lake Macquarie Councils in planning the Richmond Vale Rail Trail. Our budget does not allow for this work and financial assistance is required to prepare the DA. The reports required are an EIS, BDAR, concept design and drawings as well as finalising the REF and a review of the specialist reports, as outlined in Councillor Briefing in late 2019.

**SOURCE OF FUNDING:**

**DELIVERY PROGRAM:**

Sgd: Darrin Gray

Date: 7 February 2020

***ENCLOSURES***

There are no enclosures for this report

Notices Of Motion

Report No. BN5/2020

General Manager's Unit



***NOTICES OF MOTION No. BN5/2020***

**SUBJECT:** ***ESTABLISHING A RURAL FIRE STATION IN THE COMMUNITY OF WESTON***

**COUNCILLOR:** ***Anne Sander***

***MOTION***

**That the General Manager bring back a report and recommendations to Council as soon as possible outlining :**

- a) Council investigate the acquisition of property from Property NSW located on Swanson Street Weston that is due to be vacated by NSW Fire and Rescue for the purpose of establishing a NSW Rural Fire Station at this current site.**
- b) The costs and funding sources internal and external to establish a Rural Fire Station in Weston on the current site.**

It is my intention to move the above motion at the next Ordinary Meeting of Council on 19 February 2020.

**RATIONALE**

The efforts to retain the Weston Community's NSW Fire and Rescue Station have been ongoing since June 2018. Council has been very supportive of the fight to keep Weston's NSW Fire and Rescue Station as a very important and necessary asset in the community.

A number of community meetings and media attention have been part of the campaign to keep the Weston Station open, culminating in a delegation from NSW Fire and Rescue holding a community meeting on October 23 2019 to listen to the concerns of residents within the community.

Protection and response times options supplied by the bureaucrats from NSW Fire and Rescue at this meeting did not allay fears of the community considering the majority of this township is surrounded by bush land.

The State Government has been approached by all sectors of the Community including our State representative to change its stance on the closure of the Weston Fire and Rescue Station to no avail.

The tragic and destructive fire season we have recently witnessed it seems beyond belief that the NSW Fire and Rescue hierarchy have chosen to close this valuable asset in the Weston community.

**Notices Of Motion**

**Report No. BN5/2020**

**General Manager's Unit**



Council and the community also requested the State Government consider a transfer of the land and infrastructure on the Station Street site in Weston so it could be retained as a community asset controlled by Cessnock City Council if closure was finally determined.

In January 2020 after many discussions and correspondence back and forth from the NSW State Government correspondence was received at the office of Clayton Barr State Member for Cessnock, from the Minister of Police and Emergency Services Hon David Elliot stating that Weston Station would be closed with the Abermain Station being relied upon to cover the area of Weston.

The correspondence from the Minister's office referred to the request of the transfer of land and infrastructure on the Weston Fire Station site to Council. This option is a possibility that Council should pursue this by writing to the Department of Property NSW in association with Fire and Rescue NSW, in accordance with established policies and practices. The responsibility with the land transfer lies with Property NSW.

Council should investigate the options to retain this asset in Weston and provide necessary emergency fire response by reopening this station as a Rural Fire Service facility.

**SOURCE OF FUNDING:**

To be determined upon receipt of a report to Council by resolution, both internal and external stakeholders to be consulted as part of the investigation process.

**DELIVERY PROGRAM:**

Objective 1.3  
Promoting safe communities

Objective 3.1  
Protecting and enhancing the natural environment and the rural character of the area.

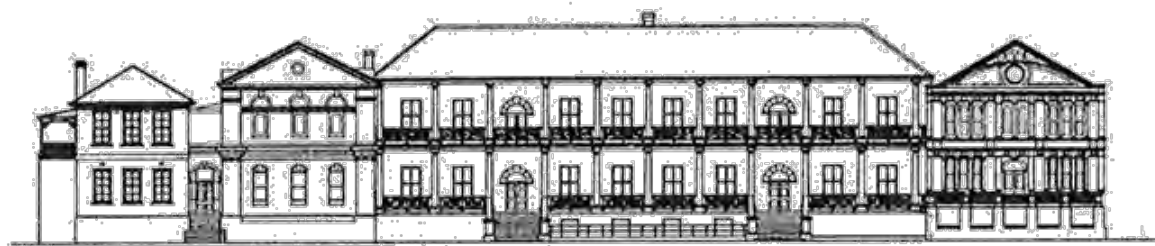
Objective 5.2  
Encouraging more community participation in decision making.

Sgd: Anne Sander

Date: 11 February 2020

**ENCLOSURES**

[1](#) Correspondence from The Hon. David Elliott MPA



28 January 2020

For your information

*Perhaps CCL can pro-actively make  
contact with Property NSW.*

Forwarded With The Compliments Of

A handwritten signature in blue ink, appearing to read 'Clayton Barr'.

**CLAYTON BARR, MP**  
**STATE MEMBER FOR THE**  
**ELECTORATE OF CESSNOCK**

*Electorate Office:*  
*PO Box 242*  
*Cessnock NSW 2325*

*Phone: (02) 4991-1466*  
*or 1300 550 114*



The Hon. David Elliott MP  
Minister for Police and Emergency Services

IM19/27018  
EAP19/10039

Mr Clayton Barr MP  
Member for Cessnock  
PO Box 242  
CESSNOCK NSW 2325

[cessnock@parliament.nsw.gov.au](mailto:cessnock@parliament.nsw.gov.au)



Dear Mr Barr

Thank you for your representations on behalf of Councillor Anne Sander Ward of City of Cessnock regarding Weston fire station.

The Fire and Rescue NSW (FRNSW) Commissioner advises me that as part of the original plans for the construction of the new Abermain fire station, Weston was to be merged with firefighters from Abermain and Weston transferred there. FRNSW has continued to monitor response times in the area, which demonstrated that firefighters from Abermain fire station were able to respond to incidents in Weston, faster than the Weston fire crews.

I am advised that a lot of work has gone into attracting new on-call firefighters at Weston, but the recruitment campaigns have ultimately been unsuccessful due to an insufficient pool of potential firefighters to staff Weston, Kurri Kurri and Abermain fire stations within such a small geographic area. This placed added stress on existing members to maximise their attendance and availability to compensate for the low numbers. With the closure of Weston fire station, no positions in the area have been lost, but have been transferred to other stations within the Area Command, to ensure ongoing capability. An extra fire appliance has been added to Abermain to ensure no loss of fleet capability in the area.

In relation to the request to transfer the land and infrastructure from Weston fire station to Council, is handled by Property NSW in association with FRNSW, in accordance with established policies and practices. The responsibility for this process lies with Property NSW who will be in contact with the council or Council can contact Property NSW at [ministerialservices@property.nsw.gov.au](mailto:ministerialservices@property.nsw.gov.au).

Establishing a NSW Rural Fire Station would be a matter for Cessnock City Council and the NSW Rural Fire Service to discuss.

Thank you for taking the time to write to me.

Yours sincerely

The Hon. David Elliott MP  
Minister for Police and Emergency Services

20 January 2020

GPO Box 5341 Sydney NSW 2001 • P: (02) 8574 6290 • F: (02) 9339 5564 • W: [nsw.gov.au](http://nsw.gov.au)



Questions of which Written Notice has been given

Report No. QWNG1/2020

General Manager's Unit

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**SUBJECT:** *BARRIERS - HALLS ROAD AND DE BEYERS ROAD  
POKOLBIN*

**RESPONSIBLE OFFICER:** *Councillor - Di Fitzgibbon*

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When will Council upgrade the existing barriers (Point 4 – W118/2019 – Proposed Road Closure between Halls Road and De Beyers Road Pokolbin – 17 April 2019) on the public road between Halls Road and De Beyers Road, Pokolbin.

#### **FOR COUNCIL'S INFORMATION**

#### **ENCLOSURES**

There are no enclosures for this report