Community's desired outcome:

Civic leadership and effective governance

Community's Desired Outcome:

This desired outcome focuses on the need for strong civic leadership and effective governance with an engaged community actively participating in decision making processes affecting their future.

Council will undertake the following services to achieve the objectives established in the community strategic plan, *Cessnock 2027*.



-	Accounts Payable	-	Information Technology
-	Accounts Receivable	-	Insurance Management
-	Administration	-	Integrated Planning & Reporting
-	Business Improvement	-	Internal Audit
-	Corporate Planning Projects	-	Internal Business Support
-	Customer Service	-	Legal Services
-	Development Assessment	-	Management Accounting
-	Enterprise Risk Management	-	Media & Communication
-	Executive Support	-	Payroll
-	Financial Accounting	-	Property Administration
-	GIS	-	Rates Management
-	Governance	-	Records Management
-	Human Resources	-	Strategic Property Management

Objective 5.1:

Fostering & supporting community leadership Strategic Directions

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

DELIVERY PROGRAM 2017-21

- 5.1.1 Foster professional development of Councillors.
- 5.1.2 Conduct pre-induction and induction programs for the 2020 local government election.

OPE	RATIONAL PLAN 2020-21 (action)	Operational Plan Target	Responsibility
5.1.1.	Prepare a cost-effective professional development program based	Cost-effective professional development and training plan adopted and	Finance &
	on the skill requirements and feedback from Councillors.	training provided.	Administration

Objective 5.2:

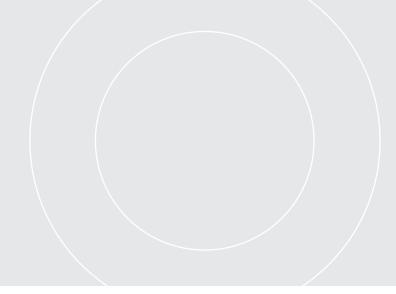
Encouraging more community participation in decision making Strategic Directions

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

DELIVERY PROGRAM 2017-21

- 5.2.1 Commence implementation of the priority projects from the Communications & Engagement Strategy.
- 5.2.2 * Actively participate in and collaborate with Hunter Joint Organisation to promote the interests of the local government area.
- 5.2.3 * Continue to monitor and respond to the State Government's local government reform program to improve the financial sustainability of councils.
- 5.2.4 Continue to support and monitor the operations of Section 355 committees.

OPER	ATIONAL PLAN 2020-21 (action)	Operational Plan Target	Responsibility
5.2.1.a	Review and update the Community Engagement Strategy.	Strategy adopted by 30 September 2020.	Business Support & Customer Relations
5.2.1.b	Develop a toolkit and checklist to undertake effective community engagement, which support projects, programs and services provided by Council.	Toolkit and checklist developed by 30 September 2020.	Business Support & Customer Relations
5.2.1.c	Increase opportunities for our Council to collaborate with community members.	Develop engagement methods ensuring a wide range of our community is reached, including students, young people, the elderly, indigenous communities, people from diverse cultural and social backgrounds, people with disabilities, businesses, environmental and community groups, and any other stakeholders or agencies.	Business Support & Customer Relations



OPERA	ATIONAL PLAN 2020-21 (action)	Operational Plan Target	Responsibility
5.2.1.d	Undertake engagement with stakeholders, residents, community members/groups and businesses regarding Council projects, programs, strategies and services.	Ongoing	Business Support & Customer Relations
5.2.2.a	* Actively participate in and collaborate with Hunter Joint Organisation to promote the interests of the LGA.	Ongoing	General Manager
5.2.3.a	* Monitor and respond to the State Government's local government reform program.	Ongoing	Finance & Administration
5.2.4.a	Meet with groups on a regular basis and provide assistance where required.	Provide assistance to committee's around the operation of Community Facilities. Engage with committee's in the lead up to Local Government Elections in 2021 relating to updates to the s355 Committee Operations Manual.	Open Space & Community Facilities

Objective 5.3:

Making Council more responsive to the community Strategic Directions

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

DELIVE	RY PROGRAM 2017-21
5.3.1	Develop and commence implementation of the Customer Service Strategy sub-plans.
5.3.2	Continue to conduct regular development consultation forums.
5.3.3	Continue to efficiently and effectively process development applications and respond to planning-related enquiries.
5.3.4	Develop and implement a strategic and operational internal audit plan.
5.3.5	Implement the Risk Management Strategy.
5.3.6	* Implement systems and strategies to improve productivity across the organisation.
5.3.7	Continue to educate staff on statutory compliance obligations.
5.3.8	Carry out governance functions, provide advice and conduct education programs to comply with legislation and best practice.
5.3.9	* Action the Strategic Property Review.
5.3.10	Further embed IP&R as the centrepiece of the new LG Act.
5.3.11	* Continue implementation of the Financial Sustainability Initiative projects.
5.3.12	* Continue to improve financial systems and services to support the organisation.
5.3.13	Continue to improve Council's use of technology to inform and engage the community.
5.3.14	Implement the Workforce Plan.

OPERA	TIONAL PLAN 2020-21 (action)	Operational Plan Target	Responsibility
	Build an organisation which has a focus on the customer by having well trained staff who are committed to providing a quality service.	Undertake corporate Customer Service Excellence Training to all staff within Council by June 2021.	
		Undertake Customer Relations training to meeting the communities expectations on a quarterly basis.	
5.3.1.b	Actively pursue continuous improvement to extend our systems and tools used to meet the needs of our customers.	Implementation of Call Centre Quality Management System (QMS) Call Recording by September 2020.	Business Support & Customer Relations
5.3.1.c	Commitment to innovation through review and streamlining of service channels, administrative workflows and procedures. Including Community Portal, website, improved function through customer feedback.	Ongoing	Business Support & Customer Relations
5.3.1.d	Undertake Benchmarking to measure the level of customer service provided to our community.	Engage Mystery Customer for Council walk-in and call centre enquiries on a monthly basis.	Business Support & Customer Relations
5.3.2.a	Conduct regular development consultation forums.	Conduct 2 forums per annum.	Development Services
5.3.3.a	Efficiently and effectively process development applications and respond to planning-related enquiries.	Process development applications within agreed timeframes. Respond to planning-related inquiries within agreed timeframes.	Development Services
5.3.3.b	Investigate the expansion of online lodgement of applications. Working with Council and Government agencies to introduce further online lodgement of applications as new modules are introduced through the NSW Planning Portal (ePlanning).	Ongoing	Business Support & Customer Relations
5.3.3.c	Assess mitigation of the impact of traffic generated by development.	Assess applications, provide recommendations to mitigate the impact of traffic generated by development and facilitate LDC (traffic) meetings as necessary until 30 June 2021.	Infrastructure
5.3.3.d	Review and propose updated standards for road widths, kerb and gutter, pathways and bus shelters contained in Council's Engineering Requirements for Development.	Preparing for completion by June 2021.	Infrastructure
5.3.3.e	Investigate the use of technology to improve efficiencies with respect to inspections associated with development compliance and development assessment.	Assess the suitability of available technology by December 2020. In the event suitable options are identified, trial and/or implement use of relevant technologies by June 2021.	Development Services
5.3.3.f	Continuous improvement of electronic assessment of applications. Review our internal processes and workflows in line with the Department of Planning and Environment's Best Practice Guide.	Ongoing	Business Support & Customer Relations
5.3.3.g	Investigate, introduce and Implement Electronic Inspections. Introduce new systems and processes to enable inspections to be carried out electronically. Expand to other business units within council.	Ongoing	Business Support & Customer Relations
5.3.3.h	Implementation and training of Authority Actus APP to allow assessment officers to undertake onsite inspections utilising the use of electronic devices. CRM categories, training and integration.	30 June 2021	Business Support & Customer Relations

OPERA	TIONAL PLAN 2020-21 (action)	Operational Plan Target	Responsibility
5.3.4.a	Develop and implement a strategic internal audit plan.	The approved Strategic Internal Audit Plan 2020-23 will be in place by 1 July 2020 for implementation and acquittal by 30 June 2021.	Internal Audit
		The Strategic Internal Audit Plan 2021-25 will be developed by May 2021.	
5.3.5.a	Integrated Risk Management System (IRMS) implementation.	All documents within the Integrated Risk Management System (IRMS) to be complete, approved and loaded onto the Intranet and Council website (where required) by August 2020.	Human Resources
		Commence training all staff on the IRMS by the end of September 2020.	
		All staff training to be complete by December 2020.	
		Full implementation of all IRMS Framework by 1 January 2021.	
5.3.6.a	Enterprise Agreement Negotiations.	Schedule the Negotiation timetable in consultation with the parties to the agreement by November 2020.	Human Resources
		Commence negotiations in December 2020 with a view to reaching agreement prior to the nominal expiry date of 1 July 2021.	
5.3.6.b	Undertake a staff engagement survey.	Undertake survey by 30 September 2020.	Human Resources
		Report results to the ELT by 30 November 2020.	
		Report results to staff in December 2020.	
		If required, develop an action plan to address any key themes from the staff engagement survey by March 2021.	
5.3.6.c	Ensure Council's information technology infrastructure is meeting staff expectations and is supported by vendors.	Technology Infrastructure replaced at end of operational life as per the long term asset management plan.	Information Technology
5.3.6.d	Review business paper software solutions to ensure Council is using the most efficient, effective and cost effective solution.	Recommendation provided to Executive Leadership Team.	Information Technology
5.3.6.e	Rollout Formlify and retire high volume paper (> 5 per week) based forms used by Council.	High Volume forms identified and 50% moved to Formlify.	Information Technology
5.3.7.a	Provide staff with awareness, tools, and knowledge to assist them in meeting their statutory compliance obligations.	Staff are made aware of their obligations in regard to statutory compliance and understand how to access information, tools and advice should the need arise by 30 June 2021.	Finance & Administration
5.3.8.a	Carry out governance functions, provide advice and conduct education programs to comply with legislation and best practice.	Awareness, advice and support is provided to staff to ensure they understand and comply with their legislative obligations and follow best practice. Ongoing	Finance & Administration
5.3.8.b	Adopt new technologies and processes that improve the security of Council's IT Systems.		Information Technology

OPER/		IAL PLAN 2020-21 (action)	Operational Plan Target	Responsibility
5.3.8.c		ot and implement the latest policy framework mmendations for IT related policies.	Ongoing	Information Technology
5.3.8.d		te or review and update all policies that have been identified equired or are due for review.	All policy reviews to be completed by 30 June 2021.	Governance
		e all policies where there are material changes on public bition.		
	Polic	ies identified are listed below:		
C	d_01	Review and update Councillor Expenses and Facilities policy.	Completed by 30 June 2021.	Finance & Administration
C	d_02	Develop a new Councillor Expenses and Facilities policy when it is revised after the Council election and include the relevant contents of the policy on Councillors Acceptance of Invitations to Functions. Once complete revoke the old policy.	Completed by 30 June 2021.	Finance & Administration
C	d_03	Develop a new policy on Credit Cards. The Credit Card policy will replace the existing Credit Card protocol.	Completed by 30 June 2021.	Finance & Administration
C	d_04	Undertake the annual review (and update) of the Investment Policy.	Completed by 30 June 2021.	Finance & Administration
C	d_05	Review and update K10.1 Contributions Levied for Kerb and Guttering Construction Policy.	Completed by 30 June 2021.	Infrastructure
C	d_06	Review F31.1 Road Closures Associated with Filming Proposals Policy.	Completed by 30 June 2021.	Infrastructure
C	d_07	Adopt a Climate Change Policy.	Engage consultant by 31 July 2020	Strategic Planning
		(3.1.6 Delivery Program objective)	Engage consultant to undertake baseline greenhouse gas emissions report by 31 December 2020	
			Draft Climate Change Strategy by 31 March 2021	
C	80_b	Abandoned or Unattended Shopping Trolley Policy.	Completed by October 2020	Health & Building
C	d_09	Parking Enforcement Policy.	Completed by December 2020	Health & Building
C	d_10	Control of Open Burning Policy.	Completed by March 2021	Health & Building
C	d_11	Legionella Management Plan.	Completed by September 2021	Health & Building
C	d_12	Building Line Policy.	Completed by 30 June 2021.	Health & Building
C	d_13	Natural Watercourses within Subdivisions Policy.	Reviewed by December 2020	Infrastructure
C	d_14	Great North Road Conservation Management Plan.	Completed by 30 June 2021.	Environment & Waste
C	d_15	Cessnock Tidy Town Program.	Completed by 30 June 2021.	Environment & Waste

OPERATION	NAL PLAN 2020-21 (action)	Operational Plan Target	Responsibility
d_16	Placement of Clothing Recycling Bins.	Completed by 30 June 2021.	Environment & Waste
d_17	Councillor Alcohol and Other Drugs Policy.	Completed by 30 June 2021.	General Manager
d_18	Alcohol and Other Drugs Operational Policy	Completed by 30 June 2021.	Human Resources
d_19	Smoke Free Workplace Policy.	Completed by 30 June 2021.	Human Resources
d_20	Asset Management Policy.	Completed by 30 June 2021.	Infrastructure
d_21	Development and Transfer of Crown Roads (Road Standards).	Completed by 30 June 2021.	Infrastructure
d_22	Development Applications Adjacent to Rear Lanes.	Completed by 30 June 2021.	Infrastructure
d_23	Guidelines for the Opening of Roads.	Completed by 30 June 2021.	Infrastructure
d_24	Identification of Land Fronting Unformed Roads	Completed by 30 June 2021.	Infrastructure
d_25	Urban House Numbering.	Completed by 30 June 2021.	Infrastructure
d_26	Building Approval Conditions for Land Fronting Unformed Roads, Heddon Greta.	Completed by 30 June 2021.	Infrastructure
d_27	Building Approval Conditions in Frederick Street, North Rothbury.	Completed by 30 June 2021.	Infrastructure
d_28	Building Approval Conditions for Land Fronting Unmade Roads, Ellalong.	Completed by 30 June 2021.	Infrastructure
d_29	Building Conditions for Land Fronting Unformed Roads, Wollombi.	Completed by 30 June 2021.	Infrastructure
d_30	Risk Management Policy.	Completed by 30 June 2021.	Human Resources
d_31	Extension of Saxton Street, Kurri Kurri.	Completed by 30 June 2021.	Strategic Planning
d_32	Review D10.1 Installation of Directional Signs for Community Facilities and Services Policy.	Completed by 30 June 2021.	Infrastructure
d_33	Review L10.2 Temporary Roadside Grazing Permits Policy.	Completed by 30 June 2021.	Infrastructure
d_34	Review Policy No.B37.1 - Bus Shelter Designs.	Completed by 30 June 2021.	Infrastructure
d_35	Review Street Seats and Bus Shelter Advertising policy.	Completed by 30 June 2021.	Infrastructure
d_36	Cessnock Airport Operational Policy & User Guidelines	Completed by 30 June 2021.	Works & Operations
d_37	Conservation, Maintenance and Reuse of Historical Construction material	Completed by 30 June 2021.	Works & Operations
d_38	Maintenance of Footpaths, Grass Nature Strips & Verges Policy	Completed by 30 June 2021.	Works & Operations
d_39	Purchase and Disposal of Council Vehicles.	Completed by 30 June 2021.	Works & Operations
d_40	Review the Cessnock City Council Public Art Policy.	Policy reviewed and reported to Council by 31 October 2020.	Community & Cultural Engagement

OPERA	ATION	IAL PLAN 2020-21 (action)	Operational Plan Target	Responsibility
d	d_41	Review the Cessnock City Council Display of Community Notices, Community Displays & Exhibitions and Hosting of Petitions in Council Libraries Policy.	Policy reviewed and reported to Council by 30 September 2020.	Community & Cultural Engagement
C			Advertising on Recreation Grounds by 30 December 2020.	Open Space &
		Use of Council Sportsgrounds, Parks & Reserves by Fitness Groups & Personal Trainers.	Use of Council Sportsgrounds by 31 March 2021.	Community Facilities
C	1_43	Contractor Remote Network Access	Completed by 30 June 2021.	Information Technology
Ċ	44	Building Approval for Buildings Fronting Unmade Roads	Completed by 30 June 2021.	Principle Engineer Roads
C	d_45	Guidelines for the Opening of Roads	Completed by 30 June 2021.	Principle Engineer Roads
5.3.9.a	estab	til a long term focus to property portfolio management by plishing an evaluation framework and procedures. Balance	Develop a property portfolio management framework which applies recognised investment management principles.	Finance & Administration
	proje	nued achievement of existing Strategic Property Review ect objectives with undertaking feasibility assessments of	Establish a procedure and develop criteria for evaluating proposals and opportunities, both externally and internally generated;	
	and adaptively re-use council property assets.		Progress Vineyard Grove project in accordance with Council direction; and	
			Subject to SPCFC consultation and Council approval, progress two other major projects to EOI stage.	
5.3.10.a		nce Council Long Term Financial Plan (LTFP) to ensure that the becomes a centrepiece of the IP&R documents.	Undertake review of the potential external LTFP software products against current solution and determine preferred solution by 30 September 2020.	Finance & Administration
			Implement the chosen LTFP software product to improve the modelling, analysis and reporting functions by 31 December 2020.	
5.3.10.b	Revie	ew grants for compliance with grants protocol.	Promote adherence to the grants protocol through quarterly reviews.	Finance & Administration
5.3.11.a		ntinue to enhance Council's rating structure to ensure a fair,	Place the draft rating structure on exhibition by 31 March 2021.	Finance &
		table and consistency approach is achieved for all ratepayers e LGA.	Propose a rating structure for Council adoption by 30 May 2021.	Administration
5.3.11.b	* Eva and c	aluate community feedback on service and funding options develop scenarios for community consultation.	Completed by 30 June 2021.	Finance & Administration
5.3.11.c		ntinue to apply the principle of balanced operating budget and re programs are fully funded.	Carry out the Quarterly Budget Review process and propose for adoption by Council (Q1,Q2,Q3).	Finance & Administration
			Carry out the Annual Budget Review process and propose for adoption by Council by 30 June 2021.	

OPERA	TIONAL PLAN 2020-21 (action)	Operational Plan Target	Responsibility
5.3.11.d	* Continue implementation of the Plant and Fleet Management review to ensure efficient and effective use of resources.	Completed by 30 June 2021.	Works & Operation
5.3.11.e	*Review existing revenue streams (including Council's Fees & Charges) to evaluate optimisation of income.	Review options as part of the IP&R planning process to optimise Councils Income from revenue streams outside the fees and charges framework by 31 December 2020.	Finance & Administration
		Propose options as part of the IP&R planning process to Council for consideration which enhances Council's income by 31 March 2021.	
		Implement the options selected by Council to maximise potential income by 30 June 2021.	
.3.11.f	*Continue to enhance Council's Contractor Management to	Implement survey's to Council's 3 largest spend areas by June 2021.	Finance &
	ensure value for money principles can be achieved.	Continue to rationalise Council's supplier Masterfile to create value for money by June 2021.	Administration
.3.11.g	\star Revise the Investment Policy to ensure that Council funds are invested in a broad range of compliant investment options to	Propose a revised Investment Policy that aims to maximise investment returns to Council for adoption by 30 September 2020.	Finance & Administration
	maximise investment returns.	Implement revised Investment Policy by 30 September 2020.	
.3.12.a	Continue enhancement of Council's IP&R systems to support greater integration between Council strategies and enhance	Support mapping between Councils detailed strategies and draft CSP / Delivery program objectives by 31 March 2021.	Finance & Administration
	processes for the development and tracking of Community Strategic Plan (CSP) and Delivery Program objectives and projects.	Develop adopted CSP and Delivery Program fully integrated with other Council Strategies by 30 June 2021.	
5.3.13.a	Share information regarding the status of current Capital Works on Council's website, particularly with respect to traffic disruptions and construction works.	Provide weekly updates on the status of Capital Works for Council's website.	Infrastructure
5.3.13.b	Share information regarding the status of current Capital Works using social media, particularly with respect to traffic disruptions and construction works.	Ongoing liaison with Communications and Media for social media updates regarding Capital Works.	Infrastructure
5.3.13.c	Ensure Council's software systems are secure and running vendor supported versions.	Ongoing	Information Technology
5.3.14.a	Review and if required update the Council's 2020-2024 EEO Management Plan.	Completed by 30 June 2021.	Human Resources
.3.14.b	Workforce Plan	Implement the succession management framework by the end of June 2021.	Human Resources
		Develop and implement a coaching and mentoring program across the organisation by the end of March 2021.	
		Review Council's attraction and retention strategies by October 2020 and make any necessary changes to how Council attracts and retains staff and if required any necessary changes to the associated protocols by the end of December 2020.	
		Develop a Workforce Development Plan to support the EEO Management Plan by March 2021.	

MEASURES

Measures	Context/Benchmark	Base	Target
Development Application	This measure is the mean and the median number of days to process Development Applications (for all DAs which have been determined).	49 Mean 2015-16	Maintain
Processing Times	This data is sourced from the Local Development Performance Monitoring Report.	23 Median 2015-16	28 days
Satisfaction	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.	3.27	
with Council's performance	The benchmark in 2009 from similar surveys with over 15,000 residents across 25 local government areas was 3.5.	2016	>3.5
overall	The 2016 rating was 3.27 (compared with 3.22 in 2014).		
Response to Customer	The number of customer requests that are completed within agreed timeframes divided by the total number of customer requests completed.	74% 7! 2015-16	75%
Requests	This data is sourced from the workflows in Council's customer request management system.		7 9 70
Operating	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).	(0.014)	>0
Performance	The Fit for the Future benchmark is better than breakeven (average over three years).	2015-16	
Own Source	This measure is the three year average of the total operating result (excluding capital grants and contributions) divided by total operating revenue.	67.4%	> < 00/
Revenue	The Fit for the Future benchmark is greater than 60% (average over three years).	2015-16	>60%
Debt Service	This measure is the three year average of the cost of debt service (principal and interest) divided by total operating revenue.	2.5%	>0 and
DEDI DEI VICE	The Fit for the Future benchmark is greater than 0% and less than 20% (average over three years).	2015-16	<20%

INTEGRATED PLANS AND STRATEGIC STUDIES

- Community Strategic Plan, *Cessnock 2027*
- Communications & Engagement Strategy, Cessnock City Council
- Customer Service Strategy
- Hunter Regional Plan 2036, NSW Dept Planning & Environment
- Strategic Internal Audit Plan 2020-23
- Risk Management Strategy

PROGRAMS

CIVIC LEADERSHIP & EFFECTIVE GOVERNANCE



LEADERSHIP









GOVERNANCE

ENGAG

COMMUNITY ENGAGEMENT FINANCIAL SUSTAINABILITY

Operational Budget - Civic leadership and effective governance

Operational Budget						
		2020-21 Operating	2020-21 Operating	2020-21 Capital	2020-21 Capital	
Activity	2019-20 Budget	Expenditure	Revenue	Expenditure	Revenue	2020-21 Budget
Civic leadership and effective governance						
General Manager	891,000	896,550	(1,000)	-	-	895,550
Directors	1,630,000	1,644,825	(6,800)	-	-	1,638,025
Vineyard Grove Development	8,300	200	(200)	-	-	-
Corporate Administration	790,800	1,045,900	(10,400)	1,000	-	1,036,500
Business Support and Customer Relations	794,400	1,110,900	(99,700)	-	-	1,011,200
Customer Service	1,021,900	1,110,600	(100)	1,000	-	1,111,500
Corporate Planning (IP&R)	196,100	155,800	-	-	-	155,800
Property (Leases and Licencing)	155,800	350,400	(97,200)	-	-	253,200
Finance	(5,213,800)	18,529,050	(6,610,000)	(14,697,600)	(2,500,000)	(5,278,550)
Rates	216,850	1,311,900	(1,098,000)	-	-	213,900
Payroll Section	84,800	88,500	-	-	-	88,500
Information Technology	2,539,528	2,825,300	(200,100)	208,408	-	2,833,608
Human Resources	2,709,340	2,919,500	(125,800)	-	-	2,793,700
Development Services	1,424,850	2,352,100	(772,600)	-	-	1,579,500
Building Assessment and Certification Services	183,354	1,217,604	(1,091,050)	-	-	126,554
Media and Communication	256,000	314,440	-	-	-	314,440
Mayor and Councillors	753,390	780,910	(6,900)	15,000	-	789,010
Sub-Total	8,442,612	36,654,479	(10,119,850)	(14,472,192)	(2,500,000)	9,562,437
Sub-Total Net Expenditures						
Rates (Income and Rebates)	(38,601,300)	-	(40,230,200)	-	-	(40,230,200)
Total (SURPLUS)/DEFICIT		84,695,721	(83,378,774)	11,713,738	(12,057,235)	717,833