

Cessnock City Council

Annual Report 2009/10



The 2009/10 Annual Report is available to view online at www.cessnock.nsw.gov.au.

In order to reduce our impact on the environment we encourage printing be kept to a minimum.

To ensure the information is accessible by all, copies of the full report are available at our Administration Building and at Cessnock and Kurri Kurri Libraries. Copies may also be requested by calling our customer service centre on (02) 4993 4100.



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At a glance

- The Mayor and 12 Councillors are elected by the community every four years and form the governing body of the Council. Council's formal business is conducted through Council and Committee meetings. Council meetings are held on the first and third Wednesday of each month commencing at 6.30 pm in the Council Chambers. The meetings are open to the public and Council encourages community attendance.
- The General Manager, Ms Lea Rosser, is appointed by Council on a contractual basis and heads Council's Administration.
- Council employs a staff of over 280 to implement the decisions of Council and to provide advice to Councillors.
- The General Manager's Office provides support for the Mayor and Councillors as well as having direct management responsibility for Council's Human Resources, Communications and Customer Service functions.
- Apart from the General Manager's Office, Cessnock City Council is divided into three Departments.
- The City Planning Department determines policy and manages Council's activities in relation to planning, building and construction matters and public health and safety programs.
- The services provided by the City Planning Department include strategic land use planning, development assessment services and surveillance and building services including performing a Principal Certifying Authority role, issue of construction certificates and occupation certificates, and building and fire safety inspections.
- The Department also carries out environmental monitoring, on site sewage management, inspections of food outlets, hairdressing and skin penetration premises and companion animal management and enforcement services.
- The Infrastructure and Services Department provides services that enhance and preserve Council's road, bridge, drainage, traffic & recreation infrastructure assets.
- These include design, construction and maintenance of road, bridge, drainage and traffic facilities, public utility restorations, car park maintenance and street sweeping.
- Other services include recreation and community facility planning, maintenance and construction of recreation amenities, operation of Council's pools, weeds control, tree management and cemeteries administration.
- The Department also has responsibility for waste collection, disposal and recycling as well as environmental education.
- Support services provided by the Department are procurement and supply, plant and vehicle fleet management and building/facilities cleaning and maintenance.
- The third department is the Corporate and Community Department which provides a range of services to support the Council and the other Departments in performing Council's various activities and achieving corporate goals.
- Some of these functions are administrative support services to Council, information systems, records management, information technology, risk management, property management and financial planning, management and reporting.
- In addition, the Department provides direct community and cultural services through the Cessnock Community Performing Arts Centre, the Youth Centre, two libraries, community and cultural planning, and economic development facilitation and advice.

Highlights

Provision of services and facilities for our community each year is the business of Council. Following are just some of the highlights from the 2009/10 year.

- Council adopted the Cessnock 2020 Community Plan on 7 July 2010.

The Plan outlines the community's aspirations for the future of the Cessnock local government area across five key directions – Our Community, Our Economy, Our Environment, Our Services and Our Leadership.

The Plan was developed with considerable community input including a community survey undertaken in July 2009 and 16 community and stakeholder workshops held during March – May 2010.
- During 2009/2010, substantial community engagement was undertaken on the draft City Wide Settlement Strategy, draft Local Environmental Plan and the draft Development Control Plan.

During 2009, 17 presentations were held attended by approximately 600 people.

At the completion of the twenty week public exhibition period, Council had received 928 community submissions and 13 government agency submissions. Council subsequently adopted these documents during September/October 2010.
- During 2009, Council adopted the Cessnock LGA Social and Cultural Plan.

This Plan was developed after consultation with 733 people representing the general public, community services providers and special interest groups.
- The Cessnock CBD revitalisation continued with a free wireless internet gateway being installed.
- The Sustainable Cessnock mainstreet project proceeded with the establishment of a management committee to coordinate implementation of the CBD Business and Marketing Plan.
- Road construction projects completed during the year included Swanson Street Weston, Deakin Street Kurri Kurri, Quarrybylong Street Cessnock, Old Maitland Road Sawyers Gully, Majors Lane/ Mears Lane Keinbah and Wilderness Road, Rothbury.
- Council completed works on Stage 7 of the Miller Park Greta Masterplan.

This included construction of a new amenities block, installation of an automatic irrigation system and a new discus cage and synthetic long jump run up.
- Council received the award for Best Companion Animal Plan from the Australian Institute of Animal Management.
- An eWaste drop off service was introduced during the year with four drop off events held and over 33 tonnes collected.

The service has now been extended to include clothing and bric-a-brac. The Clean Up Australia Day event collected 32 tonnes of waste with a further 132 tonnes being delivered to the Waste Centre.



Cessnock City Council's vision is for a safe, healthy environment where residents can enjoy a high quality of life.

Our Cessnock City of the future will offer quality lifestyle and security, local services and shopping, local jobs, an unspoiled environment, safety, convenience, comfort and confidence in the future.

Our Goals

1. To promote and provide quality services and facilities which focus on the needs of the community.
2. To protect, enhance and promote our natural, developed and cultural environment.
3. To actively foster the creation of employment and sustainable development opportunities acceptable to community and environmental standards.
4. To be a professionally managed and customer focused organisation which provides leadership through partnerships with the community.
5. To identify needs, share information and provide opportunities for active participation and community consultation.



Mayor's Message

It gives me great pleasure to present Council's 2009/10 Annual Report, being the first report which covers a full financial year since our Council was elected in September 2008.

This Council has worked hard since that time to work as a cohesive team, improving transparency in government and ensuring that our decisions are made with the betterment of the Cessnock local government area always uppermost in our minds.

Cessnock City has this year strengthened the foundations for what promises to be solid and sustainable growth across our economy, our environment and our social infrastructure.

Through our community engagement this year, we have had meaningful and productive dialogue with our residents about how they see Cessnock City in the future.

One of the main issues confronting local governments across Australia is the continuing challenge of providing services and facilities which meet our communities' expectations in an increasingly difficult financial environment.

Council weathered the global financial crisis and again was able to deliver a balanced budget although we are still unable to fund all that we desire.

Councillor Alison Davey
Mayor of the City of Cessnock

General Manager's Report

This is my first presentation of Cessnock City Council's Annual Report since taking on the position of General Manager in October 2010.

I take this opportunity to thank Council's previous General Manager, Mr Bernie Mortomore, for his immense contribution to this Council and its community in various positions over 35 years, including the last five years as General Manager.

It gives me great satisfaction to be able to report on a very busy and successful 09/10 period where Council as a whole moved forward with vigour in continuing to advance our governance processes and achieving significant improvements in the organisation's operational procedures.

An exciting and immense project this year was the community consultation and engagement which commenced to develop our 10 year community plan.

The process started with a community survey of 500 residents in July 2009. This was followed by a public debate by six notable local identities in February 2010 on the topic "We should let the future of Cessnock look after itself".

Between March and May 2010, 16 workshops were held across the local government area from Wollombi in the south to Branxton in the north in which more than 400 community members and stakeholders participated.

We also encouraged residents to participate via a targeted survey, an online discussion forum, a telephone hotline, direct calls and written submissions. Primary school children participated through a school art project with more than 50 drawings received.

From this extensive community engagement we were able to draft a comprehensive community plan which sets the directions and priorities as determined by our community for the next 10 years.

The community plan will inform and shape our Delivery Program and Operational Plans during the coming decade and will ensure that this Council is responsive to the needs and wants of our residents.

Cessnock City Council, this year, has consolidated its processes and procedures and has undertaken extensive community engagement regarding a range of matters.



It is a year during which we have established a strong and effective framework which has successfully positioned the organisation and our community for the challenges and excitement of the years ahead.

Lea Rosser
General Manager

Council Structure and Functions

Cessnock City Council is constituted as a body politic of the State under section 220 of the Local Government Act 1993. Section 8 of the Local Government Act states that a Council's charter is:

- to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
- to exercise community leadership
- to exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism
- to promote and to provide and plan for the needs of children
- to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development
- to have regard to the long term and cumulative effects of its decisions
- to bear in mind that it is the custodian and trustee of public assets and to effectively plan for, account for and manage the assets for which it is responsible
- to engage in long-term strategic planning on behalf of the local community
- to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights
- to facilitate the involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government
- to raise funds for local purposes by the fair imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants

- to keep the local community and the State government (and through it, the wider community) informed about its activities
- to ensure that, in the exercise of its regulatory functions, it acts consistently and without bias, particularly where an activity of the council is affected
- to be a responsible employer.

The charter is a set of principles that are meant to guide the Council in the carrying out of its functions.

Cessnock City Council currently consists of 12 Councillors who are elected from four Wards, with three representatives from each Ward.

The Mayor, who is elected by popular vote, is also deemed to be a Councillor.





The Mayor
Councillor Alison Davey

The Mayor of the City of Cessnock is popularly elected during the local government elections which are held every four years, usually in September.

The last local government election was held in September 2008.

Three Councillors are elected to represent the community of each of the four wards of the local government area.

Councillors

ward a



Clr Cordelia Burcham

ward b



Clr Ian Olsen

ward c



Clr Jeff Maybury

ward d



Clr Neil Gorman



Clr James Hawkins



Clr Bob Pynsent



Clr Allan McCudden



Clr James Ryan



Clr Rachel Main



Clr Dale Troy



Clr Chris Parker



Clr Graham Smith

Council and Committee Meetings

The elected representatives comprise the governing body of the Council.

The role of the Council is to direct and control the affairs of the Council in accordance with the Local Government Act and the decisions of the Council are formalised through the meeting process.

The Council is required to meet at least 10 times each year, each time in a different month.

Council has resolved that regular meetings will be held in the Council Chambers on the first and third Wednesday of each month commencing at 6.30pm, with the exception that the last meeting scheduled for December and the first meeting scheduled for January each year will not be held.

Council has also appointed various sub-committees and "sunset" committees to carry out selected tasks.

- Council can form Committees and determine their functions, powers, membership and voting rights. Membership of a Council Committee is not restricted to Councillors.
- A Council Committee could be advisory or it could have decision-making powers as delegated by the Council. However a Committee can exercise a Council's regulatory functions under Chapter 7 of the Act only if all its members are either Councillors or Council employees.
- Advisory Committees or Sub-Committees are common and usually have the power to make recommendations but not make decisions. The recommendations of Advisory Committees can assist a Council in making informed decisions on complex matters.

Council has a Code of Meeting Practice which provides comprehensive details of meeting procedure, etc. A copy of the Code is available on request at Council's Administration Building or online at www.cessnock.nsw.gov.au.

The General Manager is generally responsible for the efficient and effective operation of the Council's organisation and for ensuring the implementation, without undue delay, of decisions of the Council.

Functions and Responsibility Areas

General Manager's Area

The General Manager can be contacted by telephoning 4993 4208.

Human Resources

Employee relations
Recruitment
Learning & development
Payroll
Occupational Health & Safety
Industrial Relations

Media and Communications

Media liaison
Advertising & publications
Corporate marketing & communication

City Planning Department

The Director of City Planning can be contacted by telephoning 4993 4133.

Development Services

Development & subdivision assessment & advice
Development compliance
Major Projects

Health & Building Services

Building construction assessment & advice
Onsite sewage service management
Fire safety program
Ranger services
Environmental health services
Food safety program

Strategic Planning

Strategic land use planning
Land management policies
Voluntary Planning Agreements
Development policies
Heritage & civic design management
Section 94 Plans

Business Support

Administrative support in City Planning
Provision of Planning Certificates

Corporate and Community Department

The Director of Corporate and Community can be contacted by telephoning 4993 4277.

Governance & Corporate Planning

Access to Information
Corporate planning including Community Plan, Management Plan & Annual Report
Performance management
Governance functions including policies & procedures
Public Officer

Financial & Administrative Services

Council Meeting agendas & minutes
Customer Service
Annual budget & financial statement preparation
Rating policies & systems
Cash management & accounting
Insurance

Community & Cultural Programs

Cessnock & Kurri Kurri Libraries
Social & community development
Crime prevention
Liquor Accord
Cultural planning & development
Cessnock Community Performing Arts Centre
Youth & seniors services

Economic Development

Economic development partnerships
Property development
Community grant support & maximisation
Business promotion, investment attraction & marketing

Information Systems

Information services & records
Information technology systems & services

Corporate Projects

Infrastructure and Services Department

The Director of Infrastructure & Services can be contacted by telephoning 4993 4274.

Infrastructure Strategy

Manage and coordinate infrastructure improvement & asset management plans for roads, bridges, drainage, and flooding and transportation infrastructure.

Development of a four year delivery program & associated policy development for roads, bridges, drainage, flooding and transport infrastructure.

Infrastructure Services

Manage and coordinate preconstruction of roads, bridges, drainage & transport infrastructure 4 year works program.

Approval of private works within road reserve.

Road Safety initiatives & Local Traffic Committee operation.

Project manage external capital works.

Infrastructure Works

Construction & maintenance of roads, bridges, drainage & traffic facilities.

Develop & implement annual works programs for the maintenance of roads, bridges, drainage & transport infrastructure.

Implementation of annual works programs for the construction of capital works for roads, bridges, drainage & transport infrastructure.

Surveillance of private and utility authority works within road reserve.

Logistics, Depot & Building Services

Workshop, plant & depot coordination.

Manage & coordinate the construction, maintenance & cleaning of community buildings & cleaning of commercial areas.

Manage and coordinate store operations and procurement.

Manage & coordinate workshop & management of plant.

Recreation Services

Manage & coordinate the development of long term infrastructure improvement & asset management plans and associated policy development for recreation & community infrastructure.

Implementation of annual works programs for the construction of capital works for recreational facilities.

Recreation & horticultural services.

Manage & coordinate the implementation of the 4 year delivery program for recreation & community infrastructure.

Develop & implement annual works program for the maintenance of recreation and community infrastructure & the operation of swimming centres.

Environmental & Waste Services

Manage & coordinate the implementation of the 4 year delivery program for environmental programs.

Manage & support Tidy Towns & Adopt a Road programmes.

Manage & coordinate the development of long term sustainable strategies, education & policies for the environment.

Manage & coordinate collection & disposal of municipal waste.

Operation of waste disposal site.



How Council functions affect members of the public

As a service organisation, the majority of the activities of Cessnock City Council have an impact on the public.

The following is a brief overview of how the broad functions of Council affect the public.

Service functions affect the public as Council provides services and facilities to the public. These include provision of libraries, halls and community centres, recreation facilities, infrastructure and the removal of garbage.

Regulatory functions place restrictions on developments and buildings to ensure that they meet certain requirements affecting the amenity of the community and not endanger the lives and safety of any person. Members of the public must be aware of, and comply with, such regulations.

Ancillary functions affect only some members of the public. These functions include, for example, the resumption of land or the power for Council to enter onto a person's land. In these circumstances, only the owner of the property would be affected.

Revenue functions affect the public directly in that revenue from rates and other charges paid by the public is used to fund services and facilities provided to the community.

Administrative functions do not necessarily affect the public directly but have an indirect impact on the community through the efficiency and effectiveness of the service provided.

Enforcement functions only affect those members of the public who are in breach of certain legislation. This includes matters such as the non payment of rates and charges, unregistered dogs and parking offences.

Community planning and development functions affect areas such as cultural development, social planning and community profile and involve:

- Advocating and planning for the needs of our community. This includes initiating partnerships; participating on regional, State or Commonwealth working parties; and preparation and implementation of the Community Plan.
- Providing support to community and sporting organisations through provision of grants, training and information.
- Facilitating opportunities for people to participate in the life of the community through the conduct of a range of community events such as NAIDOC Week, Youth Week, Children's Week, as well as promoting events of others.



Public Participation

Cessnock City Council is a strong advocate of community consultation and uses this process to ensure it is meeting the community's needs and establishing the type of future and services the residents of Cessnock desire.

Council uses many different techniques for consultation, allowing members of the public to participate in policy formulation. The nature of the issue under consideration by Council determines the best consultation technique/s for that particular issue.

Following are some of the ways Council invites public participation and comment:

- The elected Council considers all policy matters at Council meetings which are open to the public. Council's Code of Meeting Practice makes provision for members of the public to address Council meetings and prescribes the framework for such participation.
- Residents are able to raise issues with, and make representations to, the elected Councillors. The Councillors may then choose to pursue the matter on the resident's behalf.
- Council also seeks public comment on contentious and pertinent matters. This may be by way of public meetings, public exhibitions or more formalised public hearings. Details of all public meetings and exhibitions are published in local newspapers.
- A Community Research Survey was undertaken in July 2009 by Micromex Research. The survey involved telephone interviews with 500 randomly selected residents across the Cessnock Local Government Area. These residents were asked:
 - to rate their agreement with 37 specific statements about attributes of the Cessnock community;

- their thoughts about the highest priority issues currently facing both their local town or village and the Cessnock area generally;
- to identify what they thought would be the highest priority issues to be addressed over the next 20 years;
- their opinion about the relative importance about a range of Council services;
- their satisfaction with the provision of these services.

It is intended to carry out such surveys on a more regular basis in the future.

- There are also avenues for members of the public to personally participate in the policy development functions of the Council. Several Council Committees comprise or include members of the public. These committees include:
 - Access Advisory Committee
 - Cultural Planning and Development Committee
 - Floodplain Management Committee
 - Kurri Kurri Aquatic Centre Committee
 - Environment Committee



Accessing Council Documents

Members of the public are entitled to have access to Council information and records under the Government Information (Public Access) Act 2009 (the GIPA Act) which replaced the Freedom of Information Act 1989 and Section 12 of the Local Government Act 1993 from 1 July 2010.

The GIPA Act introduces a new scheme for providing public access to government information, and focuses on the legislative requirement in favour of disclosure of the information through consideration of the public's best interest.

The GIPA Act establishes 4 pathways for accessing information:

1. Mandatory Disclosure (e.g. obligatory publication of information on the web)
2. Proactive release (e.g. certain publications and application tracking)
3. Informal release (e.g. documents under the repealed Section 12 of Local Government Act)
4. Formal Access (e.g. previous Freedom of Information application).

Open access information (or mandatory release information) must be published on Council's website, unless to do so would impose unreasonable additional costs. It can also be made available in any other way. At least one of the ways in which Council makes the open access information publicly available must be free of charge.

Open access information includes the following:

- a publication guide
- policy documents
- a disclosure log of access applications
- a register of Council contracts
- Council's record of the open access information (if any) that it does not make publicly available on the basis of an overriding public interest against disclosure.

Copies of information can generally be made available free of charge although you may have to pay reasonable photocopying charges if you want your own copy. If you have a simple request that can be satisfied by reference to a single file or entry in a register Council can usually respond on the spot, and at no charge. However, in the case of a more complex request or if the file has to be accessed off-site, you may be requested to complete a Government Information (Public Access) Act 2009 application form to allow Council to process your request.

Amending Council Records

Members of the public interested in obtaining access to information or who wish to seek an amendment to the Council's records concerning their personal affairs, should contact Council's Customer Service Centre.

If you are unhappy with the accuracy or use of your personal information held by Council you can ask that the information be amended. This can be done by writing to the Right to Information Officer outlining the reasons for your request.

Further information regarding Accessing Council Information can be found in Council's Access to Information Policy or by contacting Council's Right to Information Officer, Cessnock City Council, P.O. Box 152, Cessnock, 2325.

Privacy Issues

When accessing Council documents, you need to be aware of the Privacy and Personal Information Protection Act 1998 which helps to protect personal information and the privacy of individuals. Councils are required to develop a privacy management plan under the Privacy and Personal Information Protection Act and comply with other legislation regarding public access to information.

If you are refused access to documents on the grounds of privacy, you should read a document called 'Privacy, you and your local Council'. It provides a brief overview of the Privacy and Personal Information Protection Act and answers some frequently asked questions. This document is available at the Division of Local Government website at www.dlg.nsw.gov.au.

Local Government Act



Capital Works Projects

Capital works and improvement projects include expenditure on the acquisition and construction of new infrastructure assets and the augmentation or improvement of existing infrastructure assets. Infrastructure assets include roadworks, drainage, parking areas, parks and buildings.

The following capital works projects have been undertaken in the year 2009/2010. These are compared with the adopted capital works from the 2009/2010 Management Plan and Budget.

PRINCIPAL ACTIVITY	PROJECTS	COST	
		Adopted 2009/2010	Actual 2009/2010
Infrastructure & Services	LOCAL ROADS		
	Rural Construction	\$886,400	\$496,061
	Urban Construction	\$1,044,600	\$1,317,200
	Infrastructure Improvement (additional rate)	\$1,044,500	\$1,195,080
	"Roads to Recovery"	\$683,450	\$798,854
	AusLink Strategic Regional Program	\$0	\$1,414,189
	Resealing	\$813,200	\$920,193
	Gravel Resheeting & Sealing Program	\$264,400	\$183,256
	Drainage Construction	\$430,000	\$393,789
	Stormwater Management Services Program	\$450,000	\$96,949
	Bridge Construction & Improvement	\$589,000	\$625,661
	Traffic Facilities Construction	\$47,000	31,953
	Heritage Grants Program	\$0	\$707,803
	LGA Pathways	\$78,000	\$221,143
	SUB-TOTAL	\$6,330,550	\$8,402,131
	STATE ROADS		
	State Road Single Invitation Contract Work Orders (Resurfacing/Resealing, Rehabilitation, Road Safety & Traffic Management)	\$1,200,000	\$2,629,614
	SUB-TOTAL	\$1,200,000	\$2,629,614
	REGIONAL ROADS		
	Blackspot Program	\$0	\$743,000
	Regional Roads Construction Program	\$485,600	\$826,210
	Regional Roads Timber Bridge Program	\$0	\$579,892
	SUB-TOTAL	\$485,600	\$2,149,102
	RECREATION & PARKS		
	Parks, Park Buildings & Playgrounds Capital Works	\$958,100	\$296,913
	Pools – Capital	\$232,200	\$162,746
	Cemeteries	\$51,000	\$28,410
	SUB-TOTAL	\$1,241,300	\$488,069
	BUILDINGS		
	Community Buildings Capital Works	\$303,500	\$117,097
	SUB-TOTAL	\$303,500	\$117,097
	TOTAL	\$9,560,950	\$13,786,013

Additional funds were received during the year from:

- Uncompleted works from 2008/2009.
- The Roads & Traffic Authority with additional grants for the Timber Bridge Program and Single Invitation Contract.
- Federal Grants under heritage and job funds programs and Regional and Local Community Infrastructure Program.

The following factors contribute significantly to the variations in expenditure across the various Infrastructure Programs:

- A number of Roads, Bridges and Stormwater Drainage grant funded infrastructure projects have completion dates that do not align with the end-of-financial year and therefore are ongoing and not delayed or deferred as at 30 June 2010. Council contributions to these projects are accordingly 'carried forward'.

- Council's decision to accept approximately \$2.5M of Roads & Traffic Authority works late in the financial year resulted in a number of Roads and Stormwater Drainage Projects being deferred beyond 30 June 2010.
- Council's decision in February 2010 to replace the existing Stormwater Drainage Program projects with the Whitburn Estate Trunk Stormwater Drainage Project Stage 1, resulted in a late commencement of the Stage 1 works. The remaining Stage 1 works will carry over into FY10/11 to be completed concurrently with the Stage 2 works funded under the FY10/11 Stormwater Drainage Program.

- Contractor delays have been experienced with the delivery of Cunneens Bridge which has impacted Council's ability to complete the associated Roads Program projects such as the bridge approach works.
- A number of building projects were delayed as a result of a significant decrease in the availability of building contractor and building fabrication specialists, in part due to their engagement with Federal Government Stimulus Package projects.



Replacement and Sale of Assets

Council's policy is to replace all items of plant at the end of their beneficial economic life.

The general replacement schedule for sedans and station wagons over the past financial year has been no less than 40,000 kilometres and up to 80,000 kilometres or 2 years, whichever comes first. This extension in the kilometres at replacement has been undertaken in an effort to combat rising changeover costs.

The proposed and actual plant replacement program for the 2009-2010 year is set out below. In all cases except those noted, the items shown were replaced by a similar unit.

PLANT REPLACEMENT PROGRAM	CHANGEOVER COST (excl GST) AND NUMBER 2009/2010	
	PROPOSED \$	ACTUAL \$
Sedans & Wagons	792,000 (55)	619,975 (41) ^{Note 1}
Utilities and Vans	125,000 (5)	6,755 (1) ^{Note 2}
Twin Cab and Two Tonne Utilities	35,000 (1)	0 (0) ^{Note 3}
Three Tonne Tipplers	105,000 (3)	0 (0) ^{Note 3}
Five Tonne Tipping Trucks	0 (0)	80,917 (1) ^{Note 4}
Twelve Tonne Tipping Trucks	250,000 (2)	0 (0) ^{Note 3}
Slashers Mowers Tractor Driven	30,000 (2)	12,300 (1) ^{Note 3}
Tractors	45,000 (1)	0 (0) ^{Note 3}
Ride-on Mowers/Heavy Duty	26,000 (2)	16,500 (1) ^{Note 3}
Graders	0 (0)	0 (0)
Skidsteer	0 (0)	0 (0)
Compaction Rollers	120,000 (1)	114,800 (1)
Special Plant		
Streetsweeper	220,000 (1)	192,624 (1)
Other Special Plant – Mini Street Sweeper	40,000 (1)	0 (0) ^{Note 3}

Notes:

1. Some replacements postponed due to Vehicle Leaseback Policy Review.
2. Four utilities received in July 2010.
3. Replacement(s) postponed.
4. Replacement carried over from last year.

Legal Proceedings

Legal Proceedings Expenses and Progress – Section 428 (2)(e)

Summarised below are details of legal proceedings taken by Council or taken against Council during 2009/2010. The result of the proceedings is shown together with the nature and amount of the legal costs incurred.

Matter	Court	Cost	Result
Eve Wall V CCC Seniors Living Development, 6 Wine Country Drive, Nulkaba & 16 Dover Street, Cessnock. Matter No. 10330 of 2009 DA 8/208/537/2	Land & Environment Court	\$41,973.40	Appeal against refusal of Section 96 application – Appeal upheld in part.
Howarth V CCC Lots 1 & 2 DP 245636, 999 McDonalds Road, Pokolbin. Development Manager's Residence, detached double garage & 2 detached tourist accommodation buildings. Matter No. 10203 of 2009 DA 8/2006/998/1	Land & Environment Court	\$11,309.32	Appeal upheld – Council agreed to consent orders.
N & K Allen V CCC Lot 1154 in DP 785691 Richmond Vale Road, Mulbring - 2 Lot subdivision. Matter No. 11072 of 2009.	Land & Environment Court	\$23,925.45	Appeal was dismissed.
Hardie Holdings V CCC 72 Wine Country Drive, Nulkaba, Lots 7 DP 260641, 8 DP 260642 & 1 DP 1112428. Matter No. 10662 of 2009 DA 8/2006/18/2	Land & Environment Court	\$84,714.22	Appeal was discontinued by Applicant.
CCC V Quintaz 1148 Old Maitland Road, Sawyers Gully. Matters No. 50022 of 2009 & 50023 of 2009	Land & Environment Court	\$54,580.59	50022 of 2009 Convicted. CCC awarded costs. 50023 of 2009 Convicted. CCC awarded costs.
TOTAL		\$216,502.98	

Councillor Expenses

Mayoral and Councillor fees, expenses, provision of facilities – Section 428 (2)(f)

Cessnock City Council has in place a Councillors Expenses & Facilities Policy that governs the expenses paid and facilities provided to the Mayor, Deputy Mayor and Councillors in the discharge of their civic duties. The Councillors Expenses & Facilities Policy is published as a separate document and can be viewed at the Administrative Offices, 62-78 Vincent Street, Cessnock or online at www.cessnock.nsw.gov.au.

In 2009/10 the cost of expenses incurred by and facilities provided to Councillors was \$58,978. This includes domestic travel expenses such as accommodation and registration fees for seminars and conferences, as well as office administration such as telephones, faxes, postage, meals and refreshments.

Annual fees were paid to the Mayor and Councillors as required by the Local Government Act 1993 and in accordance with the determination of the Local Government Remuneration Tribunal.

The following summary shows the amount expended during the year on mayoral fees and councillor fees, the amount expended on provision of facilities for use by councillors and the payment of councillors' expenses.

Mayoral and Councillor fees for the year 2009/2010 were fixed within the range of fees established by the Local Government Remuneration Tribunal.

The Mayoral fee was fixed at \$33,840 and the Councillor fee at \$15,500. The fees paid were as follows:-

Nature of Expenses	Amount
Mayoral Fees	\$33,840
Councillor Fees	\$201,500

Breakdown of Mayoral and Councillor Expenses:

Nature of Expenses	Amount
Provision of dedicated office equipment, including laptop computers, mobile phones, telephone, fax and installation of internet access.	\$18,433
Telephone calls, including mobiles, landlines, fax and internet services.	\$14,549
Spouse / Partner Accompanying Person	NIL
Conferences and Seminars	\$12,396
Training and Skill Development	NIL
Interstate Travel	\$1,761
Overseas Travel	NIL
Meetings - Travel	\$10,909
Care and Other Related Expenses	\$930
TOTAL	\$58,978

Senior Staff

Senior Staff Remuneration Packages – Section 428 (2)(g) LG Act and Clause 217 (1)(b) Local Government (General) Regulation

A statement of the total amount paid to each senior staff member employed during 2009/2010.

	General Manager	Director City Planning	Director Corporate & Community	Director Infrastructure & Services
	1/07/09 to 30/06/10	1/07/09 to 30/06/10	1/07/09 to 30/06/10	1/07/09 to 30/06/10
	\$	\$	\$	\$
Total Value of Salary Component of Package:	\$192,911	\$136,257	\$145,003	\$154,286
Total amount of any bonus payments, performance or other payments that do not form part of salary:	\$6,015	-	\$2,640	\$2,520
Total payable superannuation (salary sacrifice and employers contribution):	\$17,591	\$12,036	\$13,067	\$44,376
Total value of non-cash benefits – Provision of Motor Vehicle:	\$10,000	\$10,000	\$10,000	\$10,000
Total payable fringe benefits tax for non cash benefits:	\$4,867	\$3,517	\$3,888	\$4,755
Total Remuneration Package	\$231,384	\$161,810	\$174,598	\$215,937



Contracts

Contracts awarded by Council during 2009/2010 – Section 428 (2)(h)

Details of contracts awarded for amounts over \$150,000 (not including employment contracts).

Successful Tenderer	Item	Amount Payable per Tender (incl GST)
RH Taylor Australia Pty Ltd	T0809/9 Side Loading Garbage Truck	\$262,988.90
MacDonald Johnston Pty Ltd	T0809/9 One Suction Street Sweeper	\$235,885.29
SMEC Australia Pty Ltd and ACEAM Pty Ltd	T0910/09 Asset Management Implementation Plan	\$229,961
Civilbuild Pty Ltd	T0910/10 Construction of Cunneens Bridge	\$1,238,100
Stabilised Pavements of Australia	T0910/11 Foam Bitumen Stabilisation of MR 220	\$752,013
Accurate Asphalt and Road Repairs Pty Ltd, Bitupave Ltd ta Boral Asphalt, Downer EDI Works Pty Ltd, Ian Rich Asphalt, Pioneer Road Services, The Asphalt Man and Tropic Asphalts Pty Ltd	T0708/09 Supply, Delivery & Laying of Asphaltic Road Surfacing Materials	\$782,393
Bitupave Ltd ta Boral Asphalt, Downer EDI Works Pty Ltd, Pioneer Road Services and SRS Roads Pty Ltd	T0708/10 Sprayed Bituminous Road Surfacing	\$1,981,744
Accurate Asphalt and Road Repairs Pty Ltd, Ian Rich Asphalt, Mid Coast Road Services, Sharpe Bros., The Asphalt Man Pty Ltd and Tropic Asphalts Pty Ltd	T0708/11 Heavy Patching & Reseal Preparation Services	\$1,174,348
Boral Resources, Daracon Group, Quarry Products Newcastle Pty Ltd, Metromix Pty Ltd and Steelstone	T0708/13 Supply & Delivery of Road Base & Sub Base Materials	\$1,110,000
Ace Water, Active Hire, Bluedog Excavations, Bruce's Water Cartage, Ceg Rentals, Cessnock Water Cartage, Conplant, Czl Group, J.D. & J. Gavenlock, Hartchers Water Cartage, John Herbert Earthmoving, Hoadley's Earthmoving, Hunter Valley Hire, J & L Plant Hire, Kennards Hire, Kingston Industries, Lovetts Cessnock, Mitchell Bros., Morpeth Turf, Lee O'donohue, Scott Rich and Road & Rail Civil	T0708/24 Hire of Plant & Equipment	\$2,317,783
Hartcher Hall Pty Ltd and The Nerencom Group	T0708/21 Electrical Maintenance & Installation on Buildings	\$249,070
Mallik Rees Pty Ltd	T0809/06 Legal Services	\$232,878
Sparke Helmore Lawyers	T0809/06 Legal Services	\$279,096

Bushfire Reduction

Bushfire reduction activities conducted during 2009/2010 – Section 428 (2)(i1)

Council has continued to be an equal and important partner in the management of Volunteer Rural Fire Brigades. Council's participation is not only continued through financial support of Volunteers, but also in the ongoing management of the local organisation and servicing of mobile plant through the Service Level Agreement between the NSW Rural Fire Service and Council.

Staffing over the last reporting period has had a few minor changes largely due to staff on extended leave or undergoing professional development opportunities. The Lower Hunter Zone is now officially "zoned" and encompasses the Cessnock, Maitland, Port Stephens and Dungog LGA's. The Zone is now working to new Service Level Agreement with all four (4) councils. The office currently runs 16 staff out of 3 locations covering 47 brigades.

During the period the Zone has received a number of new vehicles; both fire fighting and support vehicles. The new additions are continually improving the effectiveness and the proficiency of the Zone, allowing for further flexibility in the replacement schedule as fuel and running costs continually increase.

The 2009/2010 season was constant for the majority of the year. Weather conditions during the summer months and available fuel within the Zone resulted in a very high potential for serious fires. There were several fires that had the potential to develop into major incidents, but the combination of aggressive fire fighting tactics and prudent use of aircraft kept all incidents to relatively minor events. In addition to local incidents Lower Hunter Zone volunteers attended various S44's throughout the state.

Operation Lucifer, a multi agency strategy developed and utilised to combat the arson problems

encountered particularly in the Cessnock LGA, has continued to provide overt positive outcomes, so much so that the program is being rolled out in other areas within our Zone as well as around the state. Our Zone currently runs three (3) volunteer fire investigators. All agencies involved have agreed to continue to identify problem areas within the Zone and concentrate efforts to identify and prosecute offenders.

The Laguna Fire Station project is still underway with the retaining wall being completed and work on the new structure started.

OPERATIONS

Brigade responses

Type of Incident	Number of Incidents
Fire & Explosive	208
Motor Vehicle Accidents	37
Hazardous Conditions	6
Service Calls	9
Good Intent Calls	65
False Alarms	48
Other Responses	7
TOTAL	380

COMMUNITY SAFETY

The community safety functional area's main focus is to reduce the likelihood and severity of uncontrolled fires by regulating their use by the community and by introducing a range of community based incident prevention and mitigation campaigns and programs.

Whilst assisting in the prevention of fires through developing, implementing and maintaining a comprehensive fire investigation and research capability, it also looks at improving the management of bushfire risk and the performance of fire operations by monitoring the process and implementing the enhancements to Bush Fire Risk Management and Operational Plans.

The risk based Bushfire Risk Management Plan was endorsed by the Bush Fire Co-ordinating Committee in September 2009 and implementation of treatments by all agencies has been ongoing. This plan is in force until 2014.

In line with zoning, it has been decided that the new Fire Control Centre is to be located in East Maitland in order to ensure equal opportunity access to all brigades within the Zone. Volunteers, staff and councils have been consulted and land has now been acquired. The plans have been finalised and the development application process is underway. Work is expected to be completed in 2011.

Membership of the Brigades remains constant. With another relatively quiet season now completed, our focus is towards hazard reduction and preparing the Zone for what could be a busy season.

COMMUNITY SAFETY continued

Development Application Assessments

One (1) of the Community Safety Officer's main duties is to reduce the impact of bush fires on the community through a consistent and equitable planning and development control process.

Assessing development applications referred by Council to the Rural Fire Service carries this out.

Listed below are development referrals processed during the 2009/2010 financial year.

DAs for the Cessnock Local Government Area

Level 1	45
Level 2	9
Level 3	1
Flame Zone	4
No Requirements	10
Total	69

Bushfire Reduction Activities Conducted During 2009/20010

Operation Lucifer, a strategy developed and utilised to combat the arson problems encountered particularly in the Cessnock LGA, has continued to provide positive outcomes.

The increased surveillance and public awareness created by Operation Lucifer has significantly reduced the amount of suspicious fire lighting activity in the target area.

Operation Lucifer is a multi agency approach and involves information and intelligence sharing between the NSW Rural Fire Service, NSW Fire Brigades, National Parks & Wildlife Service, Cessnock Council Rangers and NSW Police.

All agencies have agreed to continue the operation and will continue to identify problem areas within the Zone and concentrate efforts to identify and prosecute offenders.

Fire Mitigation

- Hazard Complaints received: 87 - all have been actioned.
- Hazard Reduction Certificates issued: 10
- Permits issued: 380
- Hazard Reduction activities Burning (by RFS): 405.72ha
- Hazard Reduction activities Mechanical: 232ha or lineal 19 klm (Council, Dept of Lands and private)
- Area lost to Wildfires: 903.2ha.
- Man-hours used in Lucifer patrols: 2893 (RFS only)

Community Engagement

Community Engagement is aimed at developing and/or improving the knowledge, attitudes, skills and behavior of the community in regard to the prevention, control, suppression and mitigation of bush and other fires.

The desired outcome is a community that is well aware of the hazards of fire and is well prepared for its threat. The Community Education Section develops programs to achieve the aims of community education. These programs are designed to be delivered by volunteers and staff. Resources are produced to assist in the delivery of these programs, including publications for teachers, adults, children and the general community along with resources including brochures, activity books, stickers, magnets and show bags.

A number of projects were continued throughout the Zone which included static water markers being placed and recorded throughout the rural areas of the Zone to allow easier identification of static supplementary water sources for fire fighting crews. The Blue Hydrant Marker Program is set to continue on the bush land interface at Abermain.

The Lower Hunter Zone has carried out the following community education activities in the Cessnock LGA.

Event and Number from 1 July 2009 to 30 June 2010 all areas				
No. of events	Events	Type Program	Hours	No. Facilitators
2	Static Display	Awareness program	4	1
1	Farm Firewise	Adult program	2	1
1	Fire Guard for Kids	Youth programs	7.5	5
3	School	Youth programs	32	6
2	Cadets	Youth programs	320	8
3	Youth Group	Youth programs	96	16
46	Events	Awareness	6580	70
3	Community Meetings	Awareness	36	4
1	Public Liaison	Awareness	60	10
20	Property Inspection	Awareness	240	6
6	Open Day	Awareness	1080	60
		TOTAL	8457.5	187

Volunteers have conducted 8457.5 hours towards community education providing information on general fire safety.

Furthermore events such as Tocal Field Days, Hunter Valley Four Wheel Drive and Camping Show, Public Speaking to Various Community Groups, Wollombi Market Days, School Visits, School Cadet Program, Public Liaison with the local community during the Duffy's Drive Fire at Aberdare and State Open Days are continuous activities within the Community Education Calendar conducted each year and are supported by brigades and the general community.

LEARNING & DEVELOPMENT

Staff Training

The Learning & Development officers in the Zone continue to undertake skills enhancement training required to deliver a high quality of training for the Volunteers. These types of programs will continue in 2011.

Volunteer Training

Workshops have been conducted for instructors in the following areas - Bush Firefighter, Village Firefighter, Rural Fire Driver & First Aid, along with persons attending a regional instructor workshop for Village firefighter.

It is planned to conduct instructor workshops for Advanced Firefighter and Crew Leader, before the next training program, as new content has been rolled out.

Training for volunteers is now conducted on a Zone basis, enhanced by access to a range of training facilities across the Zone.

The following table indicates the number of personnel that have participated in formal training activities across the Zone 2009/2010.

Training Course	Course Attendance 2009/2010
Basic Firefighter	176
Village Firefighter	65
Advanced Firefighter	32
Crew Leader Wildfire	21
Crew Leader Village	16
Crew Leader Safety	26
Group Leader	2
Driving	12
First Aid	73
CABA	26
Chainsaw	0
Other	29
Total	478

Overseas Training by Volunteers

This year has seen a Volunteer member from the Mulbring Rural Fire Brigade assist the New South Wales Rural Fire Service Corporate section in delivering training in Botswana in Train the Trainer and Basic Firefighter Training. This program is ongoing and we may see more of our local trainers assist again in the future.

Private Sector Training

CABA training is still programmed for other Rural Fire Districts/Zones from the Sydney Basin. Fire Extinguisher training has been facilitated for the Coastal Patrol and Botanical Gardens and other private companies and this will be ongoing at regular intervals though out the years.



Accessible Services

Accessible services provided for people with diverse cultural and linguistic backgrounds – Section 428 (2)(j)

Details provided on page 39.

Work on Private Land

Summary of work carried out on private land – Section 428 (2)(k)

Under Section 67 of the Local Government Act, 1993, Council may, by agreement with the owner or occupier of any private land, carry out on the land any kind of work that Council may lawfully undertake.

Council undertook the following works during 2009/2010:

Private works on Public Land:

- Maitland Street, Kurri Kurri – kerb and gutter.

Private works on Private Land:

- Murrays Run Road, Laguna – maintenance grading.

Public works on Private Land:

- Mulbring Main Drain including Water Street - drainage easement.

Contributions and Grants

Summary of amounts contributed and/or grants to organisations and individuals – Section 428 (2)(l)

Under the provisions of Section 356 of the Local Government Act, 1993, Council may, for the purpose of exercising its functions, grant financial assistance to other persons.

During the year Council provided rates subsidies totalling \$33,874 to community groups/organisations.



Human Resources

Statement of human resources activities – Section 428 (2)(m)

Cessnock City Council's future success depends upon the skills, energy and commitment of its people. Council must attract, develop and retain employees of the highest quality and provide a working environment that will enable employees to maximise their contribution to the achievement of Council's strategic goals.

Effective utilisation of Council's human resources is of paramount importance if the organisation is to gain benefits from its industrial arrangements and supporting human resource policies and procedures. These offer a framework to improve Council's performance through efficiency, flexibility and responsiveness and a productive, high quality workforce.

Staff costs account for a significant component of Council's operating budget and as such a focused, planned approach to the management of people is essential for Council to meet its operational and strategic goals.

Council recognises the importance of the contribution of the individual and the consequent obligation to provide a safe, supportive and stimulating work environment for all its employees. These issues fundamentally drive the HR function to effectively use Council's human talent to achieve the goals of Council and individual employees.

Areas of focus for the 2009/2010 reporting period were:

- Implementing the recommendations relating to Human Resources from the Department of Local Government Section 430 Report and the Internal Audit Bureau Fraud and Corruption Risk Assessment Report.
- Developing and implementing the strategies identified by the employee attitudinal survey.
- Reviewing and developing human resource policies including Grievance Handling, Working from Home and Recruitment and Selection.
- A draft Alcohol and Drug Policy and Procedure has been adopted in principle by senior management and a comprehensive consultation process with employees is underway.
- Workplace Agreements have been successfully negotiated with indoor and outdoor employees.

Equal Employment

Statement of activities to implement Equal Employment Opportunity (EEO) Management Plan – Section 428 (2)(n)

New Equal Employment Opportunity Policy, Harassment and Bullying Policy and Harassment and Bullying Complaint Handling Protocols have been adopted. These policies and protocols were used extensively in a comprehensive Workplace Diversity training program for all employees conducted in this reporting period.

A team of Workplace Diversity Contact Officers has been formed with an intensive training program completed and regular team meetings being held.

Delegated Functions

Statement of external bodies that exercised functions delegated by Council – Section 428 (2)(o)

Hunter Resource Recovery (HRR) is the provider of Council's domestic kerbside recycling service. It is jointly owned and operated by Cessnock, Lake Macquarie and Maitland City Councils.

HRR manages the kerbside recycling collection service contract with Solo Resource Recovery and the subsequent recyclables processing by Visy Recycling.

Hunter Integrated Resources (HIR) has been established as a partnership between Cessnock, Lake Macquarie, Maitland and Newcastle to investigate future waste minimization opportunities that may benefit from economies of scale.

Controlling Interests

Statement of all companies in which Council held a controlling interest – Section 428 (2)(p)

Council held no controlling interests in companies as defined under S428(2)(p) of the Local Government Act.

Partnerships

Statement of partnerships, co-operatives or other joint ventures including public-private partnerships to which Council was a party – Section 428 (2)(q)

Council did not hold any controlling interest in any companies during 2009/10.

- Council is a member of the New South Wales Local Government (Jardine Lloyd Thompson) Mutual Liability Scheme. This is a self-insurance scheme comprising the majority of Councils in New South Wales. It was established with the purpose of purchasing

public liability and professional indemnity insurance. This enables Council to meet its insurance obligations under the Act.

- Hunter Resource Recovery is a public company, limited by guarantee. Registered ABN 35071432570. The company was established by the member Councils (Cessnock, Lake Macquarie & Maitland) to manage the kerbside recycling contract. Extension of services will now see the contract continue until June 2012.
- The Company is made up of 12 Directors. Each Council is represented by four (4) Directors.
- The Company was established in 1995. During 2009-2010, Cessnock recycled 4,195 tonnes of material from 18,708 homes.
- Council is a joint guarantor for a loan which was drawn down on July 1 2003 by Hunter Councils Limited. The total loan borrowing is \$2.86 million and Council's exposure is \$351,416.
- Hunter Councils Limited has been established to improve the quality and efficiency of local government service throughout the Hunter Region. One such service is the establishment and provision of a Record Repository Centre for the use of the Member Councils and to outsource this service to other organisations.
- Hunter Integrated Resources is a public company, limited by guarantee Registered ACN 095 330 813 established by the four (4) member Councils (Cessnock, Lake Macquarie, Maitland and Newcastle) to investigate alternate waste technology that may benefit member Councils through economies of scale.

Code of Conduct

Code of Conduct – Section 440

Two matters were formally referred to the General Manager as Code of Conduct complaints. There were also a number of enquiries made to the General Manager over the 12 months period in regard to possible breaches. In these instances clarification has been provided to the enquirer and the matters have not progressed to a formal complaint.

In regard to the first matter received:-

1. The matter related to the non-declaration of a Non-pecuniary Insignificant conflict of interest on a Development Application on each occasion that the application came before Council. The nature of the interest was declared on the first occasion the application came before Council but not on two subsequent occasions.
2. It was determined that the breaches had occurred without the need to refer the matter to a Code of Conduct Reviewer. The relevant Councillors were reminded of their obligation under Clause 11.5 of Council's Code of Meeting Practice to declare any interest they have in a matter, regardless of how insignificant, on each and every occasion that it is before Council or a Committee. A reminder was also sent to all Councillors.

In regard to the second matter received:-

1. A breach of the Code was alleged in regard to comments made in a local newspaper by a Councillor regarding a particular DA being a conflict of interest.
2. No breach of the Code was found to have occurred.

Local Government (General) Regulation



Rates and Charges

RATES AND CHARGES LEVIED AND WRITTEN OFF – Clause 132

Details of gross rates and charges levied and written off are shown below:

GROSS RATES AND CHARGES LEVIED AND WRITTEN OFF		
Ordinary Rates (Specify)		
Residential	\$17,223,071	
Farmland	\$3,863,853	
Business	\$4,275,479	
Mining	\$633,602	
Total Rates		\$25,996,005
Domestic Waste Management Charges		\$7,366,945
Stormwater Management Charges		\$447,272
Gross Rates and Charges		\$33,810,222
Less: Written Off		
Pensioners (Section 575)	\$1,199,021	
Pensioners (Section 582)	\$118,946	\$1,317,967
		\$32,492,255
Net Transfers to and from Postponed Rates		\$82
Net Rates and Annual Charges		\$32,492,337
Net Extra Charges – Interest and Legal per note 3		\$158,022
		\$32,650,359

The 2009/10 year was the fourth year of a special rates variation granted to Council by the Minister for Local Government. An amount of \$1,044,500 was levied under this special variation with the funds being expended on the following capital works:

Infrastructure from Additional Rate Increase

Kearsley Street, Aberdare	Old Maitland Road, Cessnock	Greta Street, Pelaw Main
Kearsley Road, Abernethy	Bowden Street, Heddon Greta	Neath Street, Pelaw Main
Kalingo Street, Bellbird	Brunker Street, Kurri Kurri	Talga Road, Rothbury
Ruby Street, Bellbird	Rawson Street, Kurri Kurri	Waratah Street, Stanford Merthyr
Browns Road, Blackhill	Mt View Road, Mount View	Heaton Road, Quorrobolong
Lindsay Street, Cessnock	Sandy Creek Road, Mt Vincent	Paynes Crossing Road, Wollombi
Lyell Street, Cessnock	Vincent Street, Mulbring	

Children & Resident Services

Clause 217(1)(c) Statement of activities to develop and promote services and programs that provide for the needs of children.

Clause 217(1)(d)(i) Statement of activities to promote services and access to services for residents and other service users.

Stormwater Management Service Program

Railway St/ Branxton St, Branxton	Church Street, Ellalong
Ann Street, Cessnock	Whitburn Estate Drainage

Community and Cultural Planning

Council completed the review of its Social and Community Plan 2004 – 2009 and adopted a new plan for the five year period 2009 – 2014.

The new plan, entitled Places, Spaces and Faces - Social and Cultural Plan 2009-2014: Cessnock Local Government Area (SCP) was adopted by Council in November 2009 and subsequently submitted to the Division of Local Government. This new plan integrates social, community and cultural strategies into one planning document, and is the result of extensive consultation with the community.

Between November 2009 and June 2010, action has taken place to implement a number of strategies, in particular those relating to healthy communities, accessible and equitable communities (including introduction of the Companion Card NSW), embracing diversity, our youth and Marthaville.

Council Overseas Visits

Clause 217 (1)(a)

NIL RETURN

Councillor Payments

Clause 217(1)(a)(1) Payment of Expenses and Provision of Facilities during 2009/2010

The Councillors Expenses & Facilities Policy is published as a separate document and can be viewed at the Administrative Offices, 62-78 Vincent Street, Cessnock or online at www.cessnock.nsw.gov.au.

Details provided on page 26.

Clause 217(1)(b) Senior Staff Remuneration Packages

Details provided on page 27.

Crime Prevention

2009-2010 represented the first year of implementing Council's Crime Prevention Plan 2009 – 2012, which has also now been endorsed by the NSW Attorney General's Department. The funding allocation for the first year enabled all eight strategies to be activated.

The Plan focuses on minimising Malicious Property Damage (MPD) within the CBD areas of Cessnock and Kurri Kurri as well as seeking to reduce MPD offences for all households and businesses in the Local Government Area (LGA). Additionally, it aims to work with youth by delivering a range of crime prevention programs.

The following strategies were completed during the year:

- Cessnock City Council to work in partnership with the NSW Police Force in undertaking a complete Community Safety Audit for the Cessnock and Kurri Kurri CBD Areas.
- A tradeshow be held within the Cessnock LGA to showcase safety products specific to the business sector.
- Deliver a LGA wide promotional educational program targeted to the householder and rural business owner which aims to protect property, including vehicles and stock from MPD.

- Deliver a LGA wide media and community promotional campaign highlighting the need to report MPD crime.
- Deliver targeted youth crime prevention strategies which aim to promote increased participation within the community and lessen boredom.

The following strategies were well advanced and nearing completion in June 2010:

- Undertake a study regarding the benefits, limitations and costs of Closed Circuit Television (CCTV) within the Cessnock and Kurri Kurri Business Districts.
- Reduce pedestrian traffic travelling from licensed premises to residential areas within the Central Cessnock area particularly on Friday and Saturday nights.
- The Cessnock City Council City Planning Department be provided with regular educational opportunities for Crime Prevention through Environmental Design.

Community Services

Council received grant funding through a joint initiative of the Commonwealth and State Governments to deliver a Hunter Community Recovery Project for residents who suffered the impact of the June 2007 storm events.

The funds were used for the creation of a book which records the impact of the events as told by those residents who were affected. The book was launched and widely distributed in the second half of 2009, proving so popular that a second print run had to be ordered.

Council facilitated the Community Development Expenditure Scheme (CDES) for 2009. The Scheme was introduced under the Gaming Machine Tax Act 2001, to ensure that larger registered clubs with gaming machines contribute 1.5 per cent of their profits over \$1 million to the provision of front line services in the community.

Individuals and organisations operating or planning community welfare, social and health services and employment assistance activities were able to apply for funding. Almost \$95,000 in funding was allocated to 30 local and regional projects under the state-wide scheme.

The Local Area Planning Team, a meeting convened by Council's Social Planner met on five occasions during the year.

The focus for 2009-2010 was to provide assistance to Council in the drafting of strategies contained in the SCP, assisting with input to the COAG Healthy Communities Initiative grant application and overseeing the planning and organisation of a local service providers' symposium on partnerships and service development to be held in September 2010.

Youth Services

Council operates a centre based Youth Service (CYCOS) which aims to meet the social, recreational and vocational needs of young people within the Cessnock LGA through the delivery of activities and programs. CYCOS operates with a full time co-ordinator, a permanent part time youth worker and a pool of casual staff.

During the year, a number of activities and excursions were held as part of the regular program of CYCOS events. These included ice skating, breakdancing, and scooter, skate and bike competitions. A successful Youth Week program was also delivered, with well over 300 young people participating in the events.

CYCOS staff also participated in Cessnock, Kurri Kurri & Mount View High School's Pirate Quest and Health and Wellbeing Day, and Mount View High School's Project Ten confidence building program.

A highlight of the year's achievements was the development and delivery of a pilot program entitled Smart Choices. This program is a youth education program developed in partnership with the Local Area Command NSW Police to raise awareness of issues relating to drug and alcohol, community behaviour, road safety and team building. Sessions were delivered to two local high schools during the year, with the evaluation phase now underway.

Child Care Centres

Each of these services has been established through co-operation between Council, the organisation, the local community and various State and Commonwealth agencies. Council's support for these services has entailed the provision of land and buildings and assistance with funding applications.

In addition to childcare centres, Council provides a number of community facilities for use by various playgroup programs.

Aged and Disabled Services

Council also provides significant infrastructure for aged and disabled services currently operating in the Cessnock community.

Home and Community Care (HACC) Services currently located in Council owned and maintained buildings include:

- Domestic Assistance Service
- Personal Care Service
- Social Support Service (including Meals on Wheels)
- Home Maintenance & Modification
- Transport Services
- Dementia Support Service

All of these services pay a rental to either Council or community management committees. Council maintains these premises and provides for capital improvements to enhance the ability of these buildings to meet community needs.

Council is actively involved in organising, promoting and delivering a wide range of events as part of Seniors Week activities. The activities are co-ordinated via the Seniors Week Advisory Committee, a group convened by Council.

In 2010, the Annual Presentation of the Senior Citizen of the Year Award was held at the Cessnock Performing Arts Centre (CPAC) and showcased a range of local musical talent. The Seniors Week Calendar of Events continues to grow, offering an ever increasing diversity of locally based activities including a program of short films. 22 events/activities were included in the program, which was attended by more than 800 people.

Access

Council, through its Access Advisory Committee, comprising elected Council representatives, community representatives and Council officers, continued to monitor levels of accessibility in the Cessnock LGA.

During the year, a flyer was developed which informs local businesses about strategies which can be implemented to improve access for people who have a disability. The community was consulted via the International Day of People with a Disability event in regards to strategies that could be included in the flyer. The Committee has worked consistently to develop the flyer which will be circulated to business outlets in September 2010.

Council also participated in the International Day of Disability event held in Cessnock in December.

Aboriginal and Torres Strait Islanders

The total Aboriginal and Torres Strait Islander resident population of Cessnock LGA stands at approximately 1,602 (2006 Census).

The Aboriginal and Torres Strait Islander population has increased since the 2001 Census when it stood at 1,226 residents.

Cessnock City Council worked in partnership with the Barkuma Neighbourhood Centre to deliver a local NAIDOC event in 2009. The event was held at Kurri Kurri Rotary Park and included a Flag Raising Ceremony and a service provider expo showcasing a range of health, welfare and social services.

Council accepted an invitation to be represented on the Cessnock Correctional Centre's Aboriginal Consultative Committee, which has been established to encourage the creation of Aboriginal employment opportunities during the construction of the extension to the Cessnock Correctional Centre.

People with diverse cultural and linguistic backgrounds

The Hunter Valley Multicultural Friendship Group (Cessnock Branch) was officially launched in May 2010. The group was established after a need was identified within the Cessnock LGA to establish a support network for Culturally and Linguistically Diverse (CALD) Communities.

In response to this identified need, representatives from the Social Work Service, Cessnock Hospital (Hunter New England Area Health Service), Northern Settlement Services (NSS) and Cessnock City Council were instrumental in establishing the group. The group now meets on a monthly basis.

This group provides an opportunity for CALD Communities to come together and celebrate diversity. The 2006 Census suggests that there are over 35 languages being spoken collectively by Cessnock LGA residents and that 6.4% of residents were born overseas.



Cessnock City Library

Buildings and Equipment

The façade and exterior of Kurri Kurri Library was refurbished with funding received through the Federal Government's Regional and Local Community Infrastructure Program. Works included minor renovations, re-painting and new signage, which also benefited the co-located Kurri Kurri Community Centre.

A project commenced to establish an IT training/meeting room in Cessnock Library. This will involve the relocation of parts of the staff/storage areas, and the development of a well equipped IT training facility for Council and community use. The project will be completed in late 2010. New PCs were also provided at both libraries as part of Council's PC hardware upgrade.

Staff Training and Development

Council implemented its new organisational structure for Cessnock City Library.

All Library staff attended a number of staff development activities throughout the year, including workshops, seminars and meetings. Staff also attended the Public Libraries NSW – Country 2009 AGM.

The Library maintained its commitment to career development by hosting a number of people for work experience.

Displays, Exhibitions and Events

The libraries held several displays throughout the year. Topics included exhibitions by local artists, art and community groups and schools. In addition to regular activities, a number of one off events were held during the year. They included a sale of discarded library stock, author talks, public information talks and activities to celebrate various weeks during the year. The various activities and events generated considerable local media interest, with several articles in local newspapers.

Cultural Planning & Development

The Community Cultural Development \$ for \$ Grant Program was advertised, with 10 applications being received. A total of \$26,124 in funding was sought, with a budgeted sum of \$25,000 available for allocation. All projects were funded, 9 fully and 1 partially.

The City of Cessnock Hall of Fame held its fourth induction in November. 7 nominees were recognised with the installation of bronze plaques at various locations across the LGA, on Council's Hall of Fame website and on the Wall of Fame at the CPAC. This brings the total of inductees into the Hall of Fame to 39.

Council's Cultural Planning and Development Committee held a

number of meetings throughout the year to consider, in part, the Social and Community Plan, the applications for the Community Cultural Development \$ for \$ Grant Program and the nominations for the City of Cessnock Hall of Fame.

Council continued its support for the Cessnock Regional Art Gallery (CRAG) Inc during the year, with two resolutions to provide funding assistance and also a decision to purchase the property occupied by CRAG.

CRAG's continued existence and ongoing program of exhibitions and activities is raising its profile within the local community and also to visitors to the Cessnock CBD.

Children's Activities

The regular program of activities for young children, their parents and carers was well supported. This program includes rhyme time, pre-school storytimes, Kidz Club and the weekly cards and games club.

Other activities held during the year included participation in the National Simultaneous Storytimes, competitions, occasional school visits at Cessnock Library, and the regular class visit program at Kurri Kurri Library.

In addition, the School Holiday Program and Children's Book Week were also very successful.

Cessnock Community Performing Arts Centre

CPAC continued to build on the successes of its first six months of operation. There have been three sold out performances, with the venue hosting a diverse program of local and touring performances.

The last quarter of 2009 was particularly busy with 12 local and regional dance schools holding 15 concerts plus rehearsals. A celebration to recognise the first birthday of the facility was held in November.

CPAC continues to build its audience, with upcoming performances now being marketed through an advertised calendar of performances, the CPAC website and Facebook sites. A high percentage of the audience is residents from the Cessnock LGA, with many others coming from the wider region.

The venue has also experienced increasing demands for the hire of its spaces, and hosted a conference for the first time during March.

Transport

Traffic Facilities

Various linemarking and signposting installations and maintenance were undertaken throughout the Cessnock Local Government Area as a result of requests received from residents, maintenance inspections and projects approved by the Local Traffic Committee and Council.

Replacement of damaged or missing signposting in the past has been an expensive project due to the large number of signs and the diverse message each sign contains. Additionally some of the signage has legal requirements under the Roads Act and the Australian Road Rules. Funding for new and replacement signposting is provided by Cessnock City Council and the RTA.

The installation of all traffic facility devices (roundabouts, road narrowing points, pedestrian refuges, medians etc) requires approval by the Local Traffic Committee and Council. Requests received from the public, developers and other public utility authorities were referred to this Committee and to Council for final adoption. Successful applications were then listed for funding under the appropriate funding source, either the Roads and Traffic Authority's Traffic Facility Block Grant or Cessnock Council's Traffic Facility Maintenance Program or Traffic Facility Construction Program.

Public Transport

During the past year Council has focussed on the maintenance of its existing public transport stop assets through the Bus Shelter Maintenance program. Council has also been successful in securing a grant funded Bus Facility Upgrade project to upgrade 20 priority public transport stops to comply with the Disability Discrimination Act. The delivery timeframe of this grant project spans the end of the 09/10 FY, with preliminary works completed in the last half of 09/10 and construction to be completed in the first half of 10/11. Priority sites were identified as a result of liaison with Rover Motors, public requests and inspections.

New bus stop and bus zone installations have been referred to the Local Traffic Committee then Council for adoption. Installation has occurred where the application is successful and as funding permits.

Cessnock Council is an active member of the Lower Hunter Transport Group consisting of representatives from Cessnock, Lake Macquarie, Maitland, Newcastle and Port Stephens Councils. This group looks at public transport from a regional viewpoint. In the past 12 months this group has been involved in the NSW State Government Department of Transport's Regional Public Transport Review. This group looks at public transport from a regional viewpoint. In the past 12 months this group has supported the improved public transport service between Cessnock/Kurri Kurri and the Morisset Railway Station provided by Rover Coaches and supported the F3 Expressway extension to Branxton.

Street Sweeping and Cleaning

During the past twelve months Council has funded street sweeping throughout the LGA to reduce the accumulation of debris on the road surface which has positive road safety implications. Street cleaning operations were also undertaken in Cessnock, Weston and Kurri Kurri to provide acceptable conditions for pedestrians.

Development

Developments required by clause 104, State Environmental Planning Policy (Infrastructure), 2007 were referred to the Local Development Committee and the Regional Development Committee for assessment in regards to transport and traffic impacts and any infrastructure requirements that may be needed to cater for or as a consequence of the development. Appropriate requirements were then incorporated as Development Application conditions of consent where approval was recommended.

Numerous approvals for private development works within public roads were issued pursuant to section 138, Roads Act 1993 and in accordance with Council's adopted fees and charges.

Road Safety Strategic Plan

From the Road Safety Strategic Plan this year Council has been unable to continue with its significant targeting of behavioural factors of drink driving, speeding, fatigue and occupant restraint wearing. This is due to the prolonged vacancy of its Road Safety Officer (RSO) position as a result of a review of the program being carried out by the RTA.

This position is jointly funded by both the RTA and Council. The RTA has indicated that the historic funding arrangements will continue until 30 June 2012.

The RTA has also now commenced a trial pilot scheme following its review of the Road Safety Officer roles and replacement of the vacant RSO position is awaiting the outcome of this pilot scheme review.

The pilot scheme focuses RTA funding support for specific projects merited as contributing to an overall safe system of road user behaviour, rather than on annual programs.

Aviation

Council has embarked on a review of its Airport Development Control Plan, which is expected to be completed in the first half of FY 10/11. Council is establishing an Airport Consultative Committee consisting of Councillors, Council Officers, airport related interest group and local community representatives to assist with the strategic direction and long term planning of this community asset.

Recreation

Cessnock City Council maintains in the vicinity of 552 hectares of open space throughout the Local Government area, in the form of formal gardens and civic spaces, playgrounds, outdoor sports facilities, parkland and drainage reserves.

The open space areas are maintained via a 3-5 week maintenance schedule depending on the time of year and climatic conditions. The majority of outdoor sporting facilities are heavily utilised during the winter period, in particular for soccer, netball and rugby league, whilst during summer the main user groups are cricket and athletics.

Council also operates three (3) public swimming pools at Cessnock, Kurri Kurri and Branxton. There are six (6) major aquatics based clubs in the area, predominantly utilising Cessnock Pool. The establishment of the Kurri Kurri Aquatic Centre provides a year round swimming facility which has proven to be highly popular with annual attendance levels in the vicinity of 100,000.

Cemeteries

Council has care, control and management of Aberdare, Branxton, Cessnock, Ellalong, Greta, Kurri Kurri, Millfield, Rothbury and Wollombi general cemeteries, and Gordon Williams Memorial Lawn Cemetery at Aberdare and Kurri Kurri Lawn Cemetery. All general cemeteries are fully operational cemeteries with the exception of Cessnock, which only allows for interments in reserved lots or in a re-opened grave. A Cemetery Strategy has been adopted by Council. This outlines the future development of each cemetery.

Business Activities

Council conducts a number of activities which can be defined as business or commercial activities. These have been undertaken with the intention of generating financial surpluses which, if achieved, can be used to subsidise other Council operations.

Clause 217 (1)(d)(ii), 217 (1)(d)(iv), 217 (1)(d)(viii) - Category 1 Business Activities.

Council does not operate any Category 1 Business Activities as defined under the National Competition Policy Guidelines.

Clause 217 (1)(d)(iii) - Category 2 Business Activities.

Council operates the following Category 2 Business activities:

- Noxious Weed Control on private property.
- Lawn Cemeteries
Lawn Cemeteries – Council manages and operates two (2) lawn cemeteries which generated a combined profit of \$23,542. The profits have been internally restricted for future cemetery capital works and long-term maintenance.
- Vineyard Grove – During 2009/10 10 lots were sold.

Clause 217 (1)(d)(v), Clause 217 (1)(d)(vi), Clause 217 (1)(d)(vii), Clause 217 (1)(d)(ix) - Competitive Neutrality

To ensure adherence to the NCP requirements, Council has:

- Instigated a Purchaser/Provider split in the following areas:
 - a. Building & Cleaning Service
 - b. Waste Collection – Waste Depot
 - c. Aerodrome
 - d. Services – Roads, Bridges, Drainage, Parks
 - e. Works – Roads, Bridges, Drainage
 - f. Recreation Services – Parks Maintenance, Cemeteries, Swimming Pools
- Adopted an application of Activity Based Costing (ABC) to allocate overheads to appropriate cost centres.

Prior to the introduction of the NCP, Council had a complaints handling mechanism in place which allowed it to record and track the progress of any complaints received. This existing system is able to identify and segregate any complaints received regarding the NCP. One complaint regarding competitive neutrality was received during 2009/10. This related to Council's building certification service. Advice has been sought from the Division of Local Government on processes to be followed by Council in providing this service.

Stormwater Services

Clause 217(1)(e) Annual charge for stormwater management services

Council's decision in February 2010 to replace the existing Stormwater Drainage Program projects with the Whitburn Estate Trunk Stormwater Drainage Project Stage 1 resulted in a late commencement of the Stage 1 works. The remaining Stage 1 works will carry over into FY10/11 to be completed concurrently with the Stage 2 works funded under the FY10/11 Stormwater Drainage Program.

PRINCIPAL ACTIVITY	PROJECTS	COST	
		Proposed 2009/2010	Actual 2009/2010
Infrastructure & Services	Stormwater Management Services Program	\$952,670	\$124,461



Companion Animals

Clause 217(1)(f) Companion Animals Act 1998 Reporting

Cessnock City Council actively enforces the Companion Animals Act 1998 through the following activities:

- Regular patrols of the Local Government Area.
- Companion Animal Lifetime Registration Audits and reminder letters.
- Dangerous and Restricted Dog Audits and inspections
- Core duties at the Animal Shelter Educating the Community on Responsible Pet ownership.
- All rangers are authorised microchip implanters.
- Attend Complaints and ensure that Companion Animal Owners adhere to the NSW Companion Animals Act 1998 and regulations. Complaints include:
 - Barking / Noise Complaints
 - Straying/ Roaming Dogs and Cats
 - Dog attacks/ Aggressive Animals
 - Leash Free Areas
 - Nuisance Cats/ Dogs
 - Abandoned Feral Companion Animals
 - Populations of Animals
 - Smell and odours associated with Companion Animals

Lodgement of Pound data collection returns with the department

Pound Data

In the period 1 July 2009 to 30 June 2010, Cessnock City Council seized (303) cats and (750) dogs for a total of (1053) animals. Of these animals, (130) cats and (321) dogs, a total of (451) animals, were transferred to rescue groups for re-homing. Other key statistics include:

- (77) dogs were returned to their owners without requiring transfer to the animal care facility.
- (1) cat and (234) dogs were released to their owners by the animal care facility.
- (195) cats and (184) dogs were euthanased due to lack of holding room, illness, or poor suitability for re-homing due to temperament.
- There were (27) cats and (71) dogs surrendered by their owners.
- (14) cats and (34) dogs were brought to the animal care facility by members of the public who claimed they were not the animal's owner.

Dog Attacks

There were 157 reported dog attacks in the Cessnock City Council LGA in 2009/10.

- 36 were infringed
- 48 received cautions as they were minor incidents
- 53 cases, no action was taken due to offending dog not being able to be identified
- 20 were seized and destroyed

Companion Animal Community Education Programs

Cessnock City Council actively educates the community through the following:

- Attend local TAFE's and speak with students about Companion Animals Act 1998 and the role of a ranger within the LGA.
- Attend Puppy Pre-schools at Local Vet Clinics and educate new dog owners on responsible pet ownership.
- Attend local fetes/ stalls and attend the Cessnock City Show Day by having an informational stall and interact with the community handing out free pooch pouches and leaflets on responsible Pet Ownership.
- Attend local schools and educate school children on responsible pet ownership and identifying animal's behaviour. The rangers also educate school children on dog bite prevention – (Stand Rite No Bite).
- Regular patrols in the area
- By speaking with the general public.

Brochures and Leaflets

Cessnock City Council has developed a Responsible Pet Ownership leaflet for all Companion Animals Owners. The leaflet outlines the rules and regulations in relation to responsible pet ownership and the fines that owners can incur if the animal doesn't adhere to the legislation.

Amount of Funding Spent relating to Companion Animal Management Activities

Cessnock City Council has allocated funds to support the Companion Animal Management Plan. There is currently \$24,000 designated to the Educational Role in the Companion Animals Act. Funding is also available to support the daily maintenance of the Animal Shelter and for reactive maintenance.

Shelter/ Pound OPEN DAYS – FREE MICROCHIP DAYS

- Cessnock City Council has developed a Companion Animal Management Plan which was adopted by Council in November 2008. The Plan has scope for Community Education Days. So far the Council has held a FREE Microchip Day at the Council Animal Shelter on Saturday 8 August 2009 and 8 May 2010.
- All Cessnock City Council residents were given the opportunity to have their cat or dog microchipped for free on the day.
- On the day every dog/cat microchipped was given a responsible pet ownership show bag which contained information on responsible pet ownership, pooch pouches, and information on care and welfare of Companion Animals and more.

Strategies in place to comply with the requirements under section 64 (Companion Animals Act 1998) to seek alternatives to euthanasia for unclaimed animals

Section 64 of the Companion Animal Act States:

(1) If a seized animal (including an animal delivered to a council pound under section 63A) or a surrendered animal (other than an animal surrendered by its owner) has not been claimed, the council may sell or destroy the animal:

(a) if notice under section 63 (1) or (1A) has been given-after the period of 14 days following the giving of the notice, or

(b) if such a notice is not required to be given-after the animal has been held at the council pound for a period of 7 days.

Cessnock City Council has resolved to work closely with Rescue Groups approved by the Director General.

These are:

- DABS
- DCH
- Canberra Pooch Rescue
- Doggie Rescue
- SMART
- RSPCA
- 4 Paws Rescue
- Friends of the Pound

Council has also adopted a policy to work with groups outside of the Section 16 D list, however conditions apply - all dogs must be microchipped, which can be done at a reduced rate of \$11.00. If the dog is an infant then the animal is not required to be registered until 6 months of age. The dogs must be desexed within 21 days as of the date the animal is released from the facility and proof is required to be posted or faxed to Council within that time frame. If the animal is 6 months old then the animal must be registered before it is released.

Council currently temperament tests all dogs and cats sold from the facility. If Council is unable to hold or rescue these dogs euthanasia is our only option.

Off leash areas provided in the Council area:

Cessnock City Council currently has 6 leash free areas for the community to use:

- The southern portion of Varty Park, Weston
- The eastern portion of Greta Central Park, Greta
- Standford Merthyr Park at Maitland Street, Standford Merthyr
- Northern end of Manning Park, Blackwood Avenue, Cessnock
- Hall Park, West Cessnock
- The very western end of Miller Park, Branxton





State of the Environment Report

State of the Environment Report - Clause 217 (2) and Clauses 218-226

The Cessnock City Council State of the Environment Report is published as a separate document (Annexure 1 to the Annual Report), and can be viewed at the Administrative Offices, 62-78 Vincent Street, Cessnock or online at www.cessnock.nsw.gov.au.

Increasingly, the actions of local government are being seen as the key to environmental protection and restoration. Local government provides opportunities for the community to become involved in environmental management at a grass roots level.

The success of this involvement is dependent on community awareness and participation. State of the Environment Reporting is a widely accepted means for educating the community about the environment and the management and restoration activities which are taking place in their local area.

Other values of State of the Environment Reporting include the provision of:

- An information base for decision-making and monitoring
- A basis for sound planning and policy development
- A community information source
- A social and economic context for environmental issues, and
- A base for comparison of environmental data, both within and across regions.

Cessnock City Council's 2009/2010 State of the Environment Report is based on the state-pressure-response model used in previous years. This model requires consideration on the state or condition of the environment, the pressures or impacts upon it, and the policies, projects and programs which respond to the pressures.

The report only discusses new information or projects that have arisen in the reporting period July 2009 – June 2010. Background information may be found in previous State of the Environment Reports that are available for viewing at the local libraries and Council's Website. The focus of the report is not restricted to Council's activities, but takes on a community-wide perspective by drawing together information from many different local sources.



Freedom of Information

Freedom of Information Act 1989 – Section 68 and Clause 10

Under the provision of the Freedom of Information Act, Council is required to prepare an annual statistical return.

Details of requests for information under the Freedom of Information Act received by Council for the year ending 30 June, 2010 are as follows:

SECTION A – NEW FOI APPLICATIONS

How many FOI applications were received, discontinued or completed?	NUMBER OF FOI APPLICATIONS					
	Personal		Other		Total	
	2008/2009	2009/2010	2008/2009	2009/2010	2008/2009	2009/2010
A1 New	11	16	20	16	31	32
A2 Brought forward	1	0	1	0	2	0
A3 Total to be processed	12	16	21	16	33	32
A4 Completed	12	16	17	15	29	31
A5 Discontinued	0	0	4	1	4	1
A6 Total processed	12	16	21	15	33	31
A7 Unfinished (carried forward)	0	0	0	0	0	0

SECTION B – DISCONTINUED APPLICATIONS

Why were FOI applications discontinued?	NUMBER OF DISCONTINUED FOI APPLICATIONS					
	Personal		Other		Total	
	2008/2009	2009/2010	2008/2009	2009/2010	2008/2009	2009/2010
B1 Request transferred out to another agency (s.20)						
B2 Applicant withdrew request	0	0	4	1	4	1
B3 Applicant failed to pay advance deposit (s.22)						
B4 Applicant failed to amend a request that would have been an unreasonable diversion of resources to complete (s.25(1)(a1))						
B5 Total discontinued	0	0	4	1	4	1

SECTION C – COMPLETED APPLICATIONS

What happened to completed FOI applications?	NUMBER OF COMPLETED FOI APPLICATIONS					
	Personal		Other		Total	
	2008/2009	2009/2010	2008/2009	2009/2010	2008/2009	2009/2010
C1 Granted or otherwise available in full	3	9	5	8	8	17
C2 Granted or otherwise available in part	8	7	10	7	18	14
C3 Refused	1	0	2	0	3	0
C4 No documents held	0	0	0	0	0	0
C5 Total completed	12	16	17	15	29	31

SECTION D – APPLICATIONS GRANTED OR OTHERWISE AVAILABLE IN FULL

How were the documents made available to the applicant?	NUMBER OF FOI APPLICATIONS (GRANTED OR OTHERWISE AVAILABLE IN FULL)					
	Personal		Other		Total	
	2008/2009	2009/2010	2008/2009	2009/2010	2008/2009	2009/2010
All documents requested were:						
D1 Provided to the applicant	3	9	5	8	8	17
D8 Total granted or otherwise available in full	3	9	5	8	8	17

SECTION E – APPLICATIONS GRANTED OR OTHERWISE AVAILABLE IN PART

How were the documents made available to the applicant?	NUMBER OF FOI APPLICATIONS (GRANTED OR OTHERWISE AVAILABLE IN PART)					
	Personal		Other		Total	
	2008/2009	2009/2010	2008/2009	2009/2010	2008/2009	2009/2010
All documents made available were:						
E1 Provided to the applicant	7	7	10	7	17	14
E2 Provided to the applicant's medical Practitioner						
E3 Available for inspection	1		0		1	
E4 Available for purchase						
E5 Library material						
E6 Subject to deferred access						
E7 Available by a combination of any of the reasons listed in E1 – E6 above						
E8 Total granted or otherwise available in part	8	7	10	7	18	14

SECTION F – REFUSED FOI APPLICATIONS

Why was access to the documents refused?	NUMBER OF REFUSED FOI APPLICATIONS					
	Personal		Other		Total	
	2008/2009	2009/2010	2008/2009	2009/2010	2008/2009	2009/2010
F1 Exempt	0		0		0	
F2 Deemed refused	1		2		3	
F3 Total refused	1	0	2	0	3	0

SECTION I – FORMAL CONSULTATIONS

How many formal consultations were conducted?	NUMBER	
	2008/2009	2009/2010
I1 Number of applications requiring formal consultation	9	5
I2 Number of persons formally consulted	15	9

SECTION L – FEES AND COSTS

What fees were assessed and received for FOI applications processed (excluding applications transferred out)?	ASSESSED COSTS		FEES RECEIVED	
	2008/2009	2009/2010	2008/2009	2009/2010
L1 All completed applications	\$2660.00	\$2400.00	\$853.00	\$1549.00

SECTION M – FEE DISCOUNTS

How many fee waivers or discounts were allowed and why?	NUMBER OF FOI APPLICATIONS (WHERE FEES WERE WAIVED OR DISCOUNTED)					
	Personal		Other		Total	
	2008/2009	2009/2010	2008/2009	2009/2010	2008/2009	2009/2010
M1 Processing fees waived in full						
M2 Public interest discounts						
M3 Financial hardship discounts – pensioner or child	1		3		4	
M4 Financial hardship discounts – non profit organisation						
M5 Total	1	0	3	0	4	0

SECTION O – DAYS TAKEN TO COMPLETE REQUEST

How long did it take to process completed applications? (Note: calendar days)	NUMBER OF COMPLETED FOI APPLICATIONS					
	Personal		Other		Total	
	2008/2009	2009/2010	2008/2009	2009/2010	2008/2009	2009/2010
O1 0-21 days – statutory determination period	12	16	14	12	26	28
O2 22-35 days – extended statutory determination period for consultation or retrieval of archived records (S.59B)			3	3	3	3
O3 Over 21 days – deemed refusal where no extended determination period applies						
O4 Over 35 days – deemed refusal where extended determination period applies						
O5 Total	12	16	17	15	29	31

SECTION P – PROCESSING TIME: HOURS

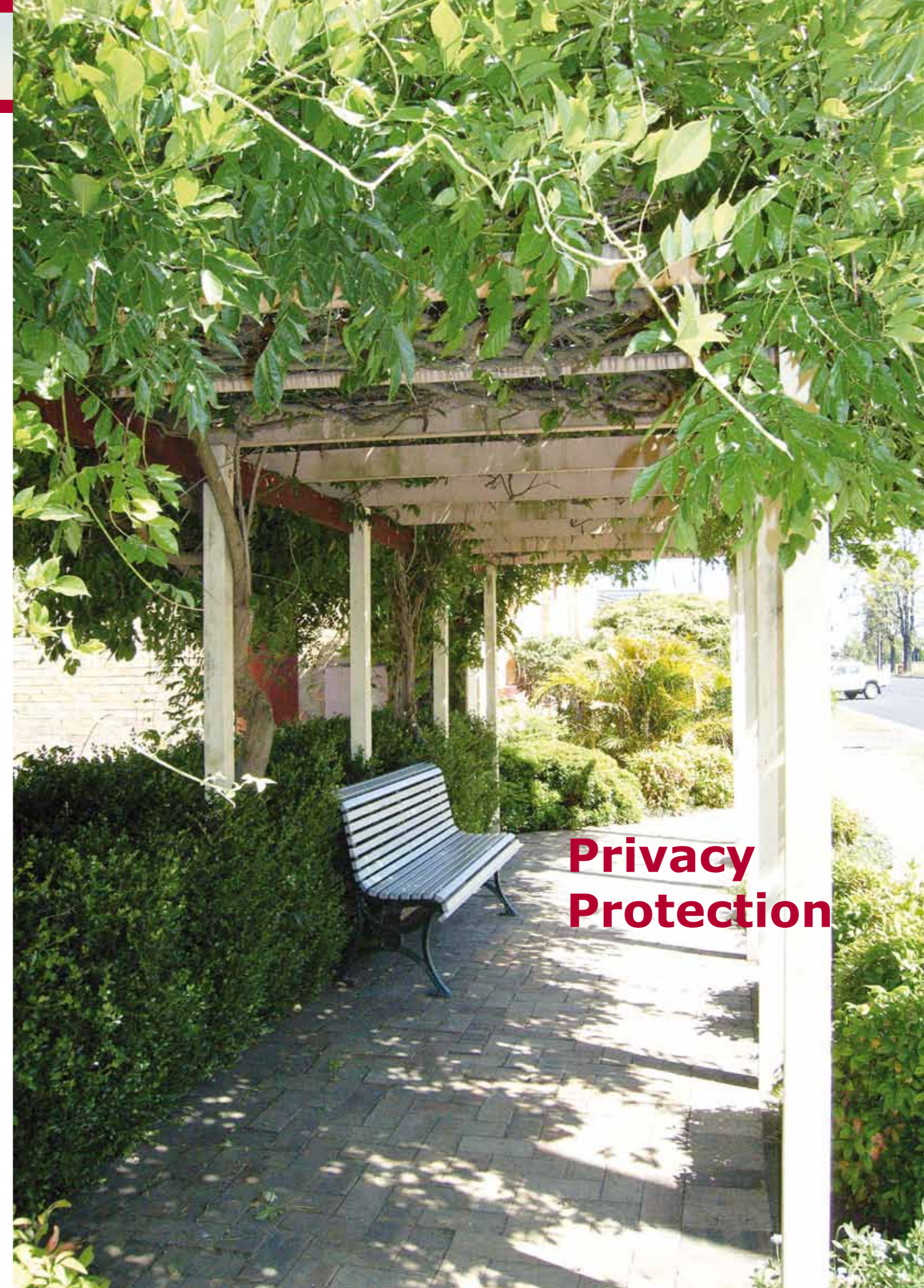
How long did it take to process completed applications?	NUMBER OF COMPLETED FOI					
	Personal		Other		Total	
	2008/2009	2009/2010	2008/2009	2009/2010	2008/2009	2009/2010
P1 0-10 hours	9	16	17	15	26	31
P2 11-20 hours	3				3	
P3 21-40 hours						
P4 Over 40 hours						
P5 Total	12	16	17	15	29	31

SECTION Q – NUMBER OF REVIEWS

How many reviews were finalised?	NUMBER OF COMPLETED REVIEWS	
	2008/2009	2009/2010
Q1 Internal reviews	2	1
Q2 Ombudsman reviews	1	
Q3 ADT reviews		

SECTION R – RESULTS OF INTERNAL REVIEWS

GROUNDS ON WHICH THE INTERNAL REVIEW WAS REQUESTED	NUMBER OF INTERNAL REVIEWS					
	Personal		Other		Total	
	Original Agency Decision Upheld	Original Agency Decision Varied	Original Agency Decision Upheld	Original Agency Decision Varied	Original Agency Decision Upheld	Original Agency Decision Varied
R1 Access refused						
R2 Access deferred						
R3 Exempt matter deleted from documents				1		1
R4 Unreasonable charges						
R5 Failure to consult with third parties						
R6 Third parties views disregarded						
R7 Amendment of personal records refused						
R8 Total				1		1



**Privacy
Protection**

Privacy and Personal Information

Privacy and Personal Information Protection Act 1998 – Section 33 (3)

The Privacy and Personal Information Protection Act (PPIPA) came into effect from 1 July 2000. In accordance with the PPIPA, Council adopted the Local Government and Shires Association Model Privacy Management Plan on 18 October 2000, which outlines how Council may use and disclose personal information. Personal information may be in written, photographic, video or auditory format.

The twelve Information Protection Principles outlined in the Act provide practical guidance regarding:

- how Council determines what personal information is to be collected;
- from whom it is to be collected;
- who is to collect it;
- how it is to be collected;
- how it is to be stored; and
- who can access it.

As a result of the Act, Council is required to:

- Comply with, adopt and implement the information protection principles as outlined in the PPIPA.
- Protect the personal information to which Council has access, and not disclose personal information otherwise than in accordance with official duties and in accordance with the law.
- Adhere to Council's adopted Privacy Management Plan, and comply with the Privacy Code of Practice.
- Inform the public whenever we collect personal information and inform them of the reasons for collection and uses of the information.
- Identify any register which contains personal information and which is provided to third parties, and comply with public register provisions.
- Amend personal records immediately and free of charge to ensure the information held is accurate, relevant, up to date, complete and not misleading.
- Report compliance with the Act in each year's annual report and conduct an internal review of complaints made against it by the public.

Council's Privacy Management Plan and Privacy Code of Practice may be viewed at Council's Libraries and Administration Centre. Information about Privacy and Access to Documents as well as the Privacy Management Plan and Code of Practice are available on Council's web-site www.cessnock.nsw.gov.au.

Council's Privacy Contact Officer is the Governance & Corporate Planning Manager, who may be contacted on (02)4993 4100.

Statistical details of any review conducted by or on behalf of Cessnock City Council under Part 5.

NIL RETURN

Environmental Planning Act



Environmental Planning Act

Environmental Planning and Assessment Act 1979 – Section 93 (G)(5)

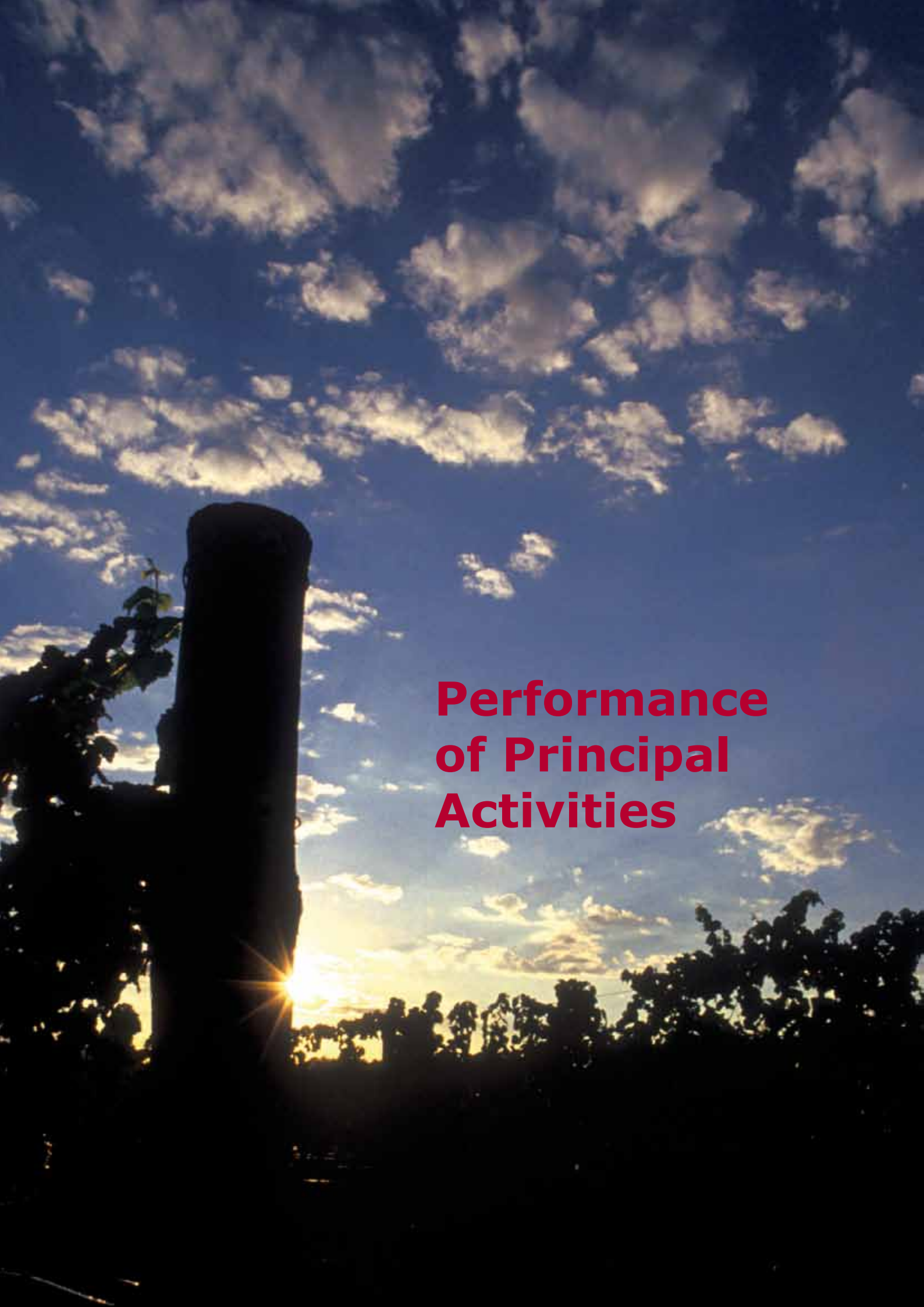
Particulars of compliance with and effect of planning agreements in force during 2009/2010.

Two (2) Voluntary Planning Agreements (VPA's) have been endorsed by Council – Cliftleigh and Anvil Creek.

Development Consent 8/2007/757/1 for 908 lots at Cliftleigh was issued by Council on 7 April 2010.

Development Consent 8/2005/761/1 approving a concept proposal and Stage 1 of the Anvil Creek Proposal was issued by Council on 17 February 2010.

The various provisions of these Planning Agreements will now be enforced under these development approvals.



**Performance
of Principal
Activities**

Performance of Principal Activities

Performance of Principal Activities – Section 428 (2) (b)

Following are details of the principal activities undertaken by Council during the year under its adopted programs.

Council's actual performance for the year for each of the principal activities is measured against the projected performance shown in the management plan for 2009 - 2012.

OUR FUTURE – OUR FIRST GOAL

To promote and provide quality services and facilities which address the needs of the community.

Our Roads

Council activities include the planning, construction, design and maintenance of a safe and accessible network of roads and bridges for residents and visitors to the City. To support growth in the Cessnock area, Council will work to improve access to the Region from both Sydney and Newcastle in two ways...the upgrading of existing transport corridors and the development of new ones.

Goal	Strategic Target	Actions	Outcome
1.1.6	Complete Road and Drainage asset inventory and condition data collection.	Update Road and Drainage Asset Inventory and Condition data across LGA by Contract by 31 December 2009.	Project finalised March 2010.
1.1.7	Engage a consultant to implement best practice Asset Management consistent with guidelines established by IPWEA NAMS and the International Infrastructure Management Manual.	<p>Develop an Asset Management Policy by December 2009.</p> <p>Develop an Asset Management Strategy by December 2009.</p> <p>Develop an Asset Management Plan for Road and Drainage Assets by June 2010.</p> <p>Procure suitable information management and prediction tools by June 2010.</p> <p>Undertake 'Fair Value' valuation of Road and Drainage Assets in accordance with AAS116 by June 2010.</p>	<p>Asset Management policy supported by MAT and recommended by SET for Policy Review Committee consideration June 2010.</p> <p>Asset Management strategy (road map) development completed, adopted by SET April 2010.</p> <p>Asset Management Plan, Prediction Tools and Fair Value valuation to be delivered through two concurrent Asset Management tenders (SMEC and ASSETIC). Delivery commenced May 2010, data loaded, software installed and Fair Value reporting (roads, bridge, stormwater drainage assets) completed as at 30 June 2010. Works program development and Asset Management Plans ongoing.</p>

Our Bridges

Bridges are an integral part of the Cessnock road network. Council maintains 174 bridges, many of which are vital links to townships and communities within the Local Government Area. 80 of these bridges were constructed from timber over 80 years ago. These bridges are deteriorating and are not capable of taking the loads required by today's society.

Goal	Strategic Target	Actions	Outcome
1.2.1	Implement its 20 year priority program for the replacement and/or reconstruction of its bridges.	Replace Cunneens Bridge, Wollombi as part of 2009/2010 Capital Works Program.	Construction works ongoing, contractor Civilbuild Pty Ltd has experienced some delay in delivery with completion expected July / Aug 2010.

People and Transport

Transport is about people, accessibility, safety and interaction with our environment. Because of this, Council focuses on more than just the engineering aspects of transport.

Goal	Strategic Target	Actions	Outcome
1.3.1	Develop and implement Community Road Safety Programs focusing on road user behavioural identification and infrastructure road safety improvements.	Review the Road Safety Officer roles and responsibilities in accordance with the RTA's Road Safety Strategy by June 2010.	RTA state wide review of RSO's role announced – status quo to remain for a further two years. Transitional arrangements being investigated. Further liaison proposed with RTA on interim arrangements for CCC due to current vacancy.

Waste Management

Waste management and minimisation are a major part of Council's overall environmental management strategy.

Goal	Strategic Target	Actions	Outcome
1.5.1	Investigate all opportunities including alternate waste technology for the treatment of domestic waste into a resource to minimise waste to landfill.	<p>Investigate individual and regional opportunities to achieve greater diversion.</p> <p>Submit develop application for the expansion of Council's landfill by May 2009.</p> <p>If approved, develop the Waste Management Centre into a modern centre focused on minimising landfill and maximising resource recovery.</p>	<p>Introduction of eWaste drop off events has proved popular with >33 tonnes collected to date (13/6/09; 10/10/09; 23/1/10 & 10/4/10. Next event scheduled for 10/7/10.</p> <p>Event now includes household items (clothing, bric-a-brac etc) in lieu of Lifecycle collection & referred to as Secondhand Saturday</p> <p>1/7/10 will introduce eWaste drop off facility at Waste & Reuse Centre</p> <p>Development application approved 26/5/10.</p> <p>No action to date.</p>

Total Catchment Management

Council is committed to the philosophy of Total Catchment Management (TCM) and the principles of Flood Plain Management.

Goal	Strategic Target	Actions	Outcome
1.6.1	Secure grant funding to complete flood studies in accordance with the DECC Floodplain Management Manual.	<p>Finalise Black Creek Flood study (DHI Consultancy) and public exhibition by 31 December 2009.</p> <p>Finalise Wollombi Valley Flood Study (BMT WBM Consultancy) and public exhibition by 31 December 2009.</p> <p>Finalise Wallis Swamp Fishery Creek Flood Study (Worley Parsons Consultancy) and public exhibition by 31 December 2009.</p> <p>Provide Support to Hunter River Flood Study</p>	<p>Black Creek Flood Study exhibition completed. Submission required review of 1949 flood recurrence interval. Draft Final Report presented to Floodplain Management Committee June 2010. Final Report expected July 2010.</p> <p>Wollombi Valley Flood Study completed. Final Report delayed due to minor model corrections identified. To be presented to extra-ordinary Floodplain Management Committee July 2010.</p> <p>Exhibition delayed by Contractor finalising Flood Study report and need to update study to reflect freeway works. Exhibition expected July / Aug 2010.</p> <p>Support provided to Maitland City Council, Flood Study on exhibition June / July 2010.</p>
1.6.3	Secure grant funding to commence Floodplain Risk Management Plan and Study in accordance with the DECC Floodplain Management Manual.	<p>Commence Cessnock City Floodplain Risk Management Study and Plan by June 2010.</p> <p>Commence Wollombi Village Floodplain Risk Management Study and Plan by June 2010.</p> <p>Commence Wallis Swamp Fishery Creek Floodplain Risk Management Study and Plan by June 2010.</p>	<p>DECCW has indicated a \$90K grant will be allocated to Council in 10/11 for provision of a Floodplain Risk Management Study and Plan for both Black Creek (Cessnock) and Wallis/ Swamp / Fishery Creeks. Funding submission for early warning system for Wollombi Valley was not supported for 10/11 year.</p>

Civic Precinct

An exciting and progressive Civic Precinct concept has been adopted by Council which sets out to develop specific use precincts within the Cessnock City.

Goal	Strategic Target	Actions	Outcome
1.7.5	Investigate the construction phase for the Cessnock Civic Park.	<p>Confirm funding and timing with Council by December 2009.</p> <p>Demolish the buildings on the corner of Aberdare Rd and Vincent St, Cessnock and remediate site by March 2010.</p> <p>Commence construction of Civic Park by June 2010.</p>	<p>Application to Department of Infrastructure submitted in January 2010 for strategic funding was unsuccessful.</p> <p>Investigating further funding strategies and opportunities.</p>

Recreation and Open Space

The City of Cessnock is fortunate to possess large expanses of diverse open space. Council controls much of this – particularly in the form of parks, pools, playgrounds and sporting fields.

Goal	Strategic Target	Actions	Outcome
1.8.1	Review and update Plans of Management and Masterplans in line with the Outdoor Recreation and Open Space Plan.	<p>Update 8 Plans of Management (PoM) by 30 June 2010.</p> <p>Develop and/or review and update 4 Masterplans by 30 June 2010.</p> <p>Liaise with the community, 12 sporting and special interest groups regarding recreation and open space on a monthly basis.</p>	<p>Slacks Park PoM adopted June 2010</p> <p>Mt View Basin PoM adopted in March 2010</p> <p>Drain Oval PoM adopted in January 2010.</p> <p>Weston Park PoM on exhibition from June 2010.</p> <p>Cessnock Cemetery Masterplan on public exhibition from June 2010.</p> <p>Slacks Park Masterplan adopted June 2010</p> <p>Mt View Basin Masterplan adopted in March 2010</p> <p>Lang Street Kurri Kurri Masterplan community consultation occurred in April 2010. Now being included in Kurri Kurri Urban Design Framework.</p> <p>Masterplan for North Rothbury Playground adopted in October 2009.</p> <p>Over 160 consultations occurred in the past 12 months.</p>
1.8.2	Target the establishment and expansion of centralised high quality parkland and sporting facilities including: Miller Park (Branxton); Cessnock Civic Indoor Sports Centre; Carmichael Park (Bellbird); Cessnock Public Swimming Pool.	<p>Complete stage 7 Miller Park Masterplan by 30 June 2010.</p> <p>Consider concept plans and feasibility studies for the relocation of Cessnock Public Swimming Pool by the end of July 2009.</p> <p>Complete the implementation of stage 3 Greta Central Oval Masterplan by June 2010.</p>	<p>Miller Park amenities completed, automatic irrigation installed and construction of discuss cage and synthetic long jump run up complete.</p> <p>A discretionary bid was included in the 2010/11 budget for Council's consideration to fund the feasibility study but funding not approved.</p> <p>Stage 3 of the Greta Masterplan completed via fencing works.</p>

Social and Community Planning

Social and Community Planning is a process by which the community, government and non-government agencies, and community service organisations can identify and address various social and community issues. The Social and Community Plan, in a co-ordinated and co-operative manner, must identify the needs and issues facing the following mandatory target groups; children, young people, women, people with disabilities, people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islanders and older people.

Goal	Strategic Target	Actions	Outcome
1.10.1	Complete the re-write of the Social and Community Plan.	Exhibit Draft Plan during September 2009. Adopt Plan by end of November 2009.	Completed. Social and Cultural Plan adopted by Council at its meeting on 18 November 2009 and subsequently submitted to the Department of Local Government before the end of November.
1.10.4	Implement the Crime Prevention Plan.	Recruit Crime Prevention Plan officer by August 2009. Achieve at least 75% of the Crime Prevention Plan Year 1 strategies by June 2010.	Completed. Crime Prevention Officer commenced duties in October 2009. Achieved target, with 5 strategies (relating to Community Education and Safety and Working with Youth) completed by June 2010. The remaining three strategies (CCTV study, Reducing pedestrian traffic on Friday/Saturday nights and Crime prevention through environmental design) are almost complete. Grant of \$6,000 received for a crime prevention project that aims to assist with delivering the strategy, 'Crime Prevention By Environmental Design'.



Community Development and Facilities

Community Development is the process whereby Council works directly and indirectly with the community to assist them in building their own networks of support and facilities.

Goal	Strategic Target	Actions	Outcome
1.11.1	Provision, maintenance and management of community infrastructure including community halls and centres, community based pre-schools and childcare centres.	Conduct Community Facilities Dollar for Dollar grant scheme and distribute funds by November 2009. Liaise with 2 hall/facility management committees per month regarding planning and operational matters. Assist facility management committees prepare funding applications for improvements to facilities and services.	Assessed over 30 applications and Dollar for Dollar Committee resolved to allocate \$70,000 to over 25 sporting and community groups across the LGA. Over 40 hall/facility committee consultations occurred in the past 12 months. Completed via the dollar for dollar grant process.
1.11.4	Continued support of the local Tidy Town movement and the ethos of Keep Australia Beautiful Council.	Coordinate the inspection of towns entered in the annual Tidy Towns. (September each year).	Four (4) towns (Cessnock, Kurri, Wollombi, Millfield) entered in 2009 competition. Assessment was carried out week ending 21 August 2009. Millfield was late withdrawal. Representatives attended Annual State Awards at Tamworth 30 October to 1 November 2009 with seven (7) awards received across numerous categories. Entries for 2010 competition opened 8/3/10 with 7 town entered in 2010 competition. Awards presentation at Lockhart 5-7/11/10.
1.11.7	Make greater use of the Internet to market CYCOS and share information about its services. Utilise the CYCOS website for marketing and information sharing opportunities & e promotion eg MySpace.	Update the CYCOS website at least monthly Investigate the development of a CYCOS presence on additional online communication tools such as MySpace and Facebook, and implement as appropriate.	Achieved - Website updated regularly as required, eg to promote Youth Week activities in April. Achieved - MySpace website established and being maintained.
1.11.8	Expand the CYCOS Outreach service.	Deliver at least six excursions and two youth events in the course of the year.	Two youth events were held, including Youth Week. Two excursions were delivered as the discretionary bid for additional funding was not successful, and funds did not enable six excursions to take place.

Emergency Management

Disasters and emergencies, such as floods, fires and major accidents, can have a profound impact on a close-knit community. Emergencies, while not everyday occurrences, can and do occur.

Goal	Strategic Target	Actions	Outcome
1.12.1	Implement Council's Disaster Management Plan.	Provide a Local Emergency Operations Centre which is tested on a regular basis and ready to operate when required. Ongoing review of the Disaster Plan.	Operation Centre active and tested. Draft Regional Disaster Plan circulated for comment.
1.12.6	Continue to review Administration Building Emergency Evacuation Procedure.	Undertake trial evacuations in accordance with the adopted policy. Ensure wardens are adequately trained and equipped to perform their roles.	Reviewed duress alarm procedures for front counter & executive suite. Training deferred until wardens in place. Meeting held with Director of Infrastructure & Services to discuss Warden allocation. Feedback received from City Planning staff (building section regarding building code requirements). Draft Policy presented to SET in April 2010. Amended policy to SET in July incorporating changes.

Technology

Council recognises that rapid advances in technology can help improve work practices and the provision of services to our community. Council is fully committed to adopting any emerging technology which will benefit the operations of Council and/or its community.

Goal	Strategic Target	Actions	Outcome
1.13.1	Provision wireless Internet for the Cessnock CBD.	Engage a supplier to install a free Wireless Internet Gateway into the Cessnock CBD by December 2009.	Solution installed. Advertising and community notification completed in February/March 2010.
1.13.2	Develop opportunities for improving communication with the Community by utilising electronic tools.	Provide tools and policies for using electronic polling, surveying and interaction with the Community by December 2009.	Polling tools developed and implemented. Policy for use approved by Council. Ready for use.
1.13.3	Implement a disaster recovery site for Council's critical information technology system.	Establish a Disaster Recovery site at the Council Depot for critical IT systems by December 2009.	Hardware has been delivered and was installed and configured during Jan/Feb. Recovery software operating. Test cutover performed during May. Recovery procedures documented in June. Staff training to be performed in July.

Libraries

Council meets many of the information, education and recreation needs of the community through the provision of Cessnock City Library's services, collections and facilities.

Goal	Strategic Target	Actions	Outcome
1.14.5	Develop specifications for the development of a Cessnock City Library Strategic Plan, with the plan's development to be funded by an external grant in 2009/2010 or by Council funding in 2010/2011.	Prepare the specifications for a brief, determine the scope of the project and identify the issues to be addressed in the development of the Plan by March 2010.	Work commenced on drafting the brief and specifications for distribution to prospective consultants, but due to time constraints and staffing resources the draft will not be completed until August 2010.
1.14.6	Review the Library's stock procurement systems.	Review the Collection Development Policy by December 2009. Evaluate current suppliers, processes and procedures and investigate and evaluate alternatives for supply by June 2010.	Review of Collection Development Policy, which was put back due to delay in appointment of Library Service Co-ordinator has commenced, with completion anticipated in the second half of 2010. Work commenced on both aspects of project to collect data and evaluate current in-house procedures and processes, with completion anticipated in the second half of 2010.

Cemeteries

The nine general and two lawn cemeteries in the City of Cessnock are a unique record of our past. They also show the respect we have for those who have gone before us.

Goal	Strategic Target	Actions	Outcome
1.16.1	Continue to improve the appearance of our cemeteries.	Review and update the masterplan for Gordon Williams Memorial Lawn Cemetery by June 2010. Develop and implement masterplans for Cessnock Cemetery and Kurri Kurri Cemetery by June 2010. Develop and implement a capital works program for Cemeteries by July 2010. Review maintenance service levels for Cemeteries by December 2009 and make recommendations for improvements into the 2010/11 budget.	Consultant completed review and update of Masterplan. Cessnock Cemetery Masterplan on public exhibition from June 2010 and consultant engaged to complete Kurri Kurri Cemetery Masterplan. Cemeteries Capital Works Program developed and commenced in March. Service level review complete. Recommendations factored into 2010/11 budget.

Health

Goal	Strategic Target	Actions	Outcome
1.17.1	Implement Council's food safety program.	Carry out inspections of retail food outlets in accordance with adopted program and agreement with NSW Food Authority.	All inspections are being carried out in accordance with program and agreement with NSW Food Authority.
1.17.2	Undertake Council's Public Health Programs.	Ensure all regulated premises (Skin Penetration, Hairdressers, Mortuaries, Air Handling Systems) are registered and inspected in accordance with adopted program. Report to Council on the implementation program for the regulation of Public Swimming Pools by September 2009.	All premises inspected in accordance with program. Reports to Council 18 November 2009, 9 December 2009 and 3 March 2010. Program completed for 2010 by 31 March 2010.

Ranger Services

Goal	Strategic Target	Actions	Outcome
1.18.1	Carry out active community education programs.	Implement the adopted Companion Animal Management Plan.	Initiatives implemented in accordance with CAMP.
1.18.3	Provide best practice tools & technology.	Investigate feasibility of real-time mobile access to Council's information systems by March 2010.	Laptops issued to Rangers. Real time mobile access provided in April.



Cessnock Community Performing Arts Centre

Goal	Strategic Target	Actions	Outcome
1.19.1	Meet the objectives adopted in the CPAC Business Plan.	Implement the strategies outlined in the CPAC. Business Plan to increase awareness and usage of the facility.	<p>There are ten main objectives in the Business Plan. Six have been achieved, ie Establish the CPAC as a venue with a reputation for high quality services and facilities; Establish an income program from sponsorship, membership and partnerships which will provide annual funding to assist with the programming of performances; Maintain a mix of community/education and commercial bookings for non theatre spaces; Establish a CPAC membership group with a scaled benefits program for members; Begin marketing to the membership group and the wider community through mail-outs and promotions to develop growth in sales and income; Deliver at least ten performances/shows which reflect a range of art forms eg drama, dance, musical, comedy, with attendances of at least 50% capacity per performance.</p> <p>The remaining objectives continue to be worked towards, ie To operate the CPAC whereby the level of use generates sufficient income to cover the annual operational expenses such as maintenance of building services, electricity, water usage and telephone usage and cleaning; To operate the theatre space whereby 75% of the technical staff salaries are recovered by venue hire fees by December 2010; Establish a separate website for the CPAC which provides current information on the venue and its program and which enables online ticket sales to be accessed; and Identify opportunities for CPAC partnership and sponsorship with the business community.</p> <p>The volume of business continues to grow, which is restricting the ability of staff to make progress with the as yet uncompleted objectives. The membership base is also still expanding. Ticket sales and space hires exceeded the KPIs set for the year.</p>

OUR FUTURE – OUR SECOND GOAL

To promote, enhance and promote the natural, developed and cultural environment.

Council's responsibility to protect and enhance the environment incorporates cultural, natural and built aspects. Within each of these areas there are a number of plans, activities and reporting mechanisms which include all areas of Council. While much of this work takes place at a local level, significant effort is put into co-ordinating Council's activities with State and Federal bodies.

Local Environment Planning

Council is responsible for the preparation and implementation of City wide environmental plans and controls. In this way, Council can provide for the organised development of the City, the protection of sensitive areas and species, and the protection of the quality of life for existing residents.

Goal	Strategic Target	Actions	Outcome
2.1.1	Review the City Wide Settlement Strategy (Stages 1 & 2).	Exhibit the review of the CWSS in conjunction with the draft consolidated LEP in 2009.	The review of Draft CWSS (2010) undertaken & exhibited with draft LEP from 27/7/09 to 11/12/09. Three meetings held affording submitters the opportunity to address Council. Following Councillor workshops on critical issues (Heritage, Vineyards District, E3 Zone & Environmental Overlay) a report was submitted to Council in late June considering the submissions received during public exhibition. The Draft LEP to be re-exhibited and the Draft CWSS (2010) to be reported back to Council with the Draft LEP following the close of the re-exhibition period.
2.1.2	Review Development Contribution Plans on an ongoing basis.	Develop s.94 plans or enter into Voluntary Planning Agreements for urban release areas as appropriate.	A number of site specific DCP and s94 Contributions Plans have been finalised or are currently being prepared in the following areas: Kitchener ** Bellbird * Nulkaba (BC10 & Valley View Place) Millfield (Mt View Rd) Cessnock North Heddon Greta (WSFC 5) (VPA) *Currently with DoP awaiting Gazettal **Currently with DoP to rectify gazettal anomaly.

Development Control Plans

Complementing the City Local Environment Plan, Development Control Plans are specific to a location or to a particular development. They are intended to address the circumstances arising out of development at a given site, or for a particular type of development.

Goal	Strategic Target	Actions	Outcome
2.2.1	Develop contemporary planning controls for City localities and precincts, as identified strategies are adopted, and incorporate them into Development Control Plan 2006 to ensure a high quality of development further focussing on environmentally sustainable development principles.	Develop and implement a policy review program in relation to DCP 2006 by October 2009. Finalise the "Flood Liable Lands" document and incorporate it as a chapter in DCP 2006 by Nov 2009. Complete the review of "Urban Housing" (Chapter D.2, DCP 2006) and amend DCP 2006 accordingly by 31 March 2010. Review the Subdivision Guidelines (Chapter D.1, DCP 2006) and Council's "Engineering Requirements for Development" having regard to WSUD principles by 31 May 2010. Complete the review of the Notification chapter of DCP 2006 by 30 April 2010.	Draft DCP (2010) exhibited concurrently with draft CLEP and CWSS (2010). Working group to review Flood Liable Lands document. Consultant engaged. Completion of Flood Liable Lands DCP early 2011. Information being gathered from current developments to inform "Urban Housing" Review. The Urban Housing review and revision of Chapter D.2 to continue into 2010/11. Engineering working group investigating engaging consultant to undertake a review of both documents. Notification chapter being reviewed by Development Services Manager and Business Support Manager.

Developed Environment

In addition to the broad planning activities outlined above, Council has undertaken or will soon commence a number of specific studies or activities which are intended to enhance the City's environment.

Goal	Strategic Target	Actions	Outcome
2.4.1	Carry out a review of the Vineyards District Vision.	Complete the review by June 2010.	Identification of the community needs and aspirations being undertaken in conjunction with consultation on the Community Strategic Plan. The brief for the Vineyards District Vision to be developed after the Community Strategic Plan community engagement has been completed.
2.4.4	Undertake an aboriginal heritage/archaeology study.	Complete the study by June 2010.	Review to commence in January 2011 following finalisation of draft LEP 2009.

Environment Control

Council works in co-operation with its community and developers to ensure its obligation of environmental protection is met. It will continue to implement, monitor and where necessary, enforce appropriate standards, through the consistent application of Council policies and procedures.

Goal	Strategic Target	Actions	Outcome
2.6.1	Achieve a level of fire safety in buildings that adequately warns, protects and affords the occupants a safe passage of egress in the event of an emergency.	Develop an inspection and fire safety upgrade program based on risk assessment by December 2009.	All buildings including Council buildings identified and categorized into risk assessment categories. Fire Safety Project Plan 2009/2012 completed 31 March 2010.
2.6.2	Implement Council's On Site Sewerage Management Program.	Carry out inspections in accordance with adopted program. Ensure all appropriate OSSM systems are registered and on Council's database. Promote community awareness of systems management for environmental protection.	Inspections carried out in accordance with program. Audit of all premises completed, Council's database up to date. Education carried out with residents, monthly press releases prepared for local papers.

Development Assessment

Council is aware of the complexities of the statutory approvals process and the subsequent demands placed on prospective developers to meet requirements.

Goal	Strategic Target	Actions	Outcome
2.7.1	Develop greater use of the internet in Council's dealing with the public and other statutory authorities. Provide on-line submission of development applications and the use of "e-services".	Ongoing development & implementation of the Infomaster product in relation to DA tracking and lodgement of applications. Undertake developer/applicant forums on a regular basis, commencing October 2006. Promote the use of Council's Development Assessment Unit for pre-lodgement consultation.	DA Tracker has now been operational since July 2008 and on average 10% of the users of Council's website are utilising the program. The next phase of the project, MasterPlan (Stage 2), is currently underway. Due to the rescheduling of the gazetting of the draft Cessnock LEP it is not anticipated that MasterPlan will roll out until late 2011. Validation of the draft LEP is currently being undertaken in Masterplan, however due to changes in the LEP further validation will be required. Recent forums have been targeted at comprehensive LEP. Survey postponed and to be undertaken during the Independent review of Planning Department. Council staff and Customer Service continue to promote the Development Advisory Panel and DAU. A review of DAU processes has been undertaken and improvements made to assist processing times.

Goal	Strategic Target	Actions	Outcome
2.7.4	Develop comprehensive and site relevant conditions of consent in any easy to read/understand format.	Review existing standard conditions of consent by June 2010. Review and audit the appropriateness of conditions of consent and compliance of 10 randomly selected development consents each quarter.	The internal review of consent conditions is ongoing as well as the updating of standard conditions occurring through general processing. DAU to finalise the review. Random Consent audits have been undertaken of residential and commercial developments.
2.7.5	Encourage public involvement in Council's Development Assessment with notification on the internet of proposed development.	All developments to be advertised on the internet.	Notification of all development applications occurs on Council's website through DA Tracker.
2.7.6	Provide ongoing training to Council staff on the LEP & DCP to ensure consistency in processing.	Audit constructed development. Monitor construction sites to ensure compliance with consent conditions. Provide PDA's to Building Assessment Officers, Rangers and Compliance Officers by June 2010. Carry out in-house training to ensure consistency in application of Council planning provisions. One training session to be held every four months.	Selective auditing occurring on construction sites and completed developments to monitor consent effectiveness Awaiting trial of PDA's by compliance officers. Training has been provided to Development Services staff Customer Services Infrastructure Staff Rates Staff Development Services staff meetings and working groups held to discuss new and impending legislation.

Cultural Environment

The City's cultural environment includes the arts, its public spaces, its buildings, its history and its people.

Goal	Strategic Target	Actions	Outcome
2.8.1	Review options for future management of Richmond Main Heritage Park.	Complete a review by September 2009.	Dialogue with stakeholders has continued regarding future options, but due to time constraints and staffing resources the review will not be completed until the second half of 2010.
2.8.3	Maintain commitment to the City's Cultural Plan and the Community's cultural development.	Complete the Review of the Cultural Plan by March 2010.	Completed. Social and Cultural Plan adopted by Council at its meeting on 18 November 2009 and subsequently submitted to the Department of Local Government before the end of November.

Building Assessment

Goal	Strategic Target	Actions	Outcome
2.9.2	Provide an effective lodgement, assessment and determination process.	Enable continual improvement by benchmarking other Council's and Private Certifying Companies to establish best practice. Complete benchmarking survey by December 2010. Undertake two (2) builder/developer forums per year. Complete annual customer survey.	Benchmarking being carried out. Reviewed and updated fees & charges based on best practice. Currently developing promotional package for competitive building services unit. Builder/developer forum held 9 March 2010 on Building in Saline Environments. Industry forum on structural steel frame buildings held in April 2010. Survey designed, will be conducted in July 2010.
2.9.4	Provide best practice tools & technology.	Investigate feasibility of real-time mobile access to Council's information systems by March 2010.	Investigations to-date has shown that technology does not support current industry needs. Review for 2010/2011 budget.

OUR FUTURE – OUR THIRD GOAL

To actively foster the creation of employment and sustainable development opportunities acceptable to community and environmental standards.

The creation of sustainable employment for members of our community is one of Council's primary concerns. The Survey of Residents undertaken in 2001 has indicated that local residents believe that Council could make Cessnock a better place by increasing employment, attracting industries and supporting local business.

This recognition that Council has a role as a leader and provider in the community beyond what has traditionally been seen as Local Government activity has resulted in Council becoming more actively involved in local economic development.

Economic Development

Council recognises that the greatest number of jobs will be created in the private sector.

Goal	Strategic Target	Actions	Outcome
3.1.1	Develop and consistently apply sustainable employment generating policies.	Review HRBEC Business and Marketing Plan for 2010. Participate in 3 Economic Development Forums. Represent Council on the Tafe Industry Reference Group.	Review completed for 2009/10 period. Plan updated. Provided feedback for the March 2010 Economic Development Forum. Hospitality Roadshow implemented for 2010 - complete.

Goal	Strategic Target	Actions	Outcome
3.1.2	Develop mutually beneficial partnerships between Council and business.	Administer delivery of 6 business network functions. Collaborate with Lovedale Chamber of Commerce to enhance take-up of environmental policy by June 2010. Assist with delivery of the 2010 Business Awards. Implement Main street project for Cessnock by June 2010. Assist with delivery of Nostalgia Festival by April 2010.	6 network functions implemented – complete. Greening Lovedale completed. Regional forum established – complete. Planning for Business Awards (HRBEC) and Customer Service Awards (Cessnock) is on schedule. Sustainable Cessnock – main street project has established a management committee that meets monthly to coordinate implementation of CBD Business and Marketing Plan. 2010 Nostalgia Festival implemented in March – approx 30000 attended – complete.
3.1.3	Encourage appropriate industries which offer benefits to the community to establish or relocate to the area.	Maintain on-going commitment to Light Metals Task Force by administering forums. Participate in delivery of regional marketing project by June 2010. Participate in Sea Change expo for the 2009/10 period.	Project represented to RDA – Hunter. Collaborative/regional marketing project commenced on-going. Completed – 7-9 August 2009.
3.1.8	Continue to seek funding for the implementation of sections of the Cessnock CBD Strategy.	Distribute 10 grant newsletters. Administer 1 grant workshop by June 2010.	10 Newsletters distributed – complete. Workshop delivered – complete.
3.1.11	Review and update the City's marketing strategy.	Participate in the 2010 HEDC Investment Prospectus.	Completed.
3.1.13	Oversee the implementation of the Strategic Plan for the Towns with Heart area.	Be represented on the Management Committee of Towns with Heart Inc Board for 2010.	Ongoing.
3.1.14	Participate in the Cessnock Main Street Program and develop a community Strategic Plan.	Provide strategic advice as requested in 2010.	5 year Strategic plan developed. Town Co-ordinator employed. Action Plan developed.



Tourism

As previously indicated, tourism is a major source of employment and economic development to Cessnock City.

Goal	Strategic Target	Actions	Outcome
3.2.1	Continue to develop and encourage the private sector to develop tourism infrastructure facilities.	Be represented on the Management Board for Hunter Valley Wine Country Tourism Ltd.	Council represented at each Board meeting.
3.2.3	Continue to participate in the collection and dissemination of tourism data.	Coordinate collation and distribution of bi-annual and annual report on tourism statistics. Ensure data is collated on a monthly basis.	2009 Annual Report finalised. Monthly data collection completed and up-to-date to June 2010.

OUR FUTURE – OUR FOURTH GOAL

To be a professionally managed and customer focused organization which provides leadership through partnerships with the community.

Cessnock City Council exists to serve the community. To do this best it must attract and retain professional staff, communicate with the community, reflect the community's desires and aspirations and, at times, it must take a leadership role.

Professional Management, Professional Services

Goal	Strategic Target	Actions	Outcome
4.2.1	Apply business management practices to Council's operations to ensure that delivery of services is efficient effective and undertaken using best practice principles.	Review of all Council Policies by June 2010. Establish an electronic policy register by December 2009.	Project extended to December 2010. At 30 June 13 high priority policies and 17 medium priority policies were still to be reviewed. Low priority policies scheduled for review by December 2010. Status of all policies in the existing policy register reviewed and contents of the existing register updated. Investigation of potential systems for policy management commenced. Interim Customer Service Strategy adopted by Council May 2010. Position Description developed for Customer Service & Communications Manager. Improved the governance of several Committees through the use of InfoCouncil for reports, agenda and minutes.

Goal	Strategic Target	Actions	Outcome
4.2.5	Continue to recognise the value of staff development and the 'human' resource to customer service through:	Develop and implement a comprehensive workforce plan including a formal succession plan by June 2010. Undertake a review of the salary system and develop a remuneration strategy by June 2010. Undertake a prioritised training program in Council's Recruitment and Selection policy and procedures for identified employees by December 2009. Facilitate and implement on an annual basis the Corporate Training Plans and Annual Competency Assessment program by December 2009. Develop strategies and action plan to implement the issues identified by the employee attitudinal survey by December 2009. Review and update the Human Resource Plan by June 2010. Review and update all human resource and 'staff' related policies and procedures to provide a framework of accessible and accurate information to assist managers and employees to deal with human resource issues by December 2009. Implement the random testing regime of the Drug & Alcohol Policy by December 2009.	Project has been extended into the 2010/2011 management plan. A Critical Position Identification Matrix has been completed and information from the Community Strategic Plan will be used to develop a workforce strategy in accordance with the new Integrated Planning and Reporting framework. Project has been extended into the 2010/2011 management plan. Project has been extended into 2010/2011 and an additional HR position has been funded to assist in the resourcing of the section. Facilitation of annual competency assessment program completed and Corporate Training Plan in place and operational for 2009/2010. Staff survey initiatives implemented. Project has been extended to December 2010. Project has been extended to December 2010. Policies reviewed include Grievance Handling, Working from Home, Recruitment and Selection, Travel and Accommodation, Equal Employment Opportunity, Harassment & Bullying, Harassment & Bullying Complaint Handling Protocols. Draft Alcohol & Drug Policy has in principle support from SET and has been distributed to OH&S Committee and employees for consultation and comment up until 10/8/10

Goal	Strategic Target	Actions	Outcome
4.2.5 Cont.		<p>Investigate, report and recommend an electronic incident reporting system that is compatible with Council's IT systems and the Integrated Management System by December 2009.</p> <p>Review Council's OH&S compliance with relevant legislation and best practice and update systems where required by June 2010.</p> <p>Review the EEO Management Plan including the Workplace Harassment and Bullying Policy and grievance handling procedures and provide training for all employees by June 2010.</p> <p>Facilitate the negotiations of the following agreements by September 2009.</p> <ul style="list-style-type: none"> Outdoor Staff Council Agreement Garbage Collection Council Agreement Relief Waste Services Council Agreement Waste Depot Council Agreement 	<p>In-house incident reporting system being trialled as an alternative to purchased system. This will form part of the safe system of work being developed by Workplace Health & Safety Officer.</p> <p>In principle support for an organisational safe system of work. A report will be submitted to SET in August 2010.</p> <p>Diversity at Work training completed for all employees. Diversity Contact Officers appointed, trained and meeting regularly. Equal Employment Opportunity, Harassment & Bullying, Harassment & Bullying Complaint Handling Protocols policies adopted by SET.</p> <p>In principle agreement has been reached on both the Indoor and Outdoor workplace agreements with an operational date of 1/7/10.</p>
4.2.6	Continued support of Council's Code of Conduct.	<p>Review the Code of Conduct by September 2009.</p> <p>Implement thorough governance training for all new employees by December 2009.</p> <p>Establish Consolidated Gifts and Benefits Register by September 2009.</p>	<p>Revised Code of Conduct adopted by Council on 2 September 2009. Revised Code incorporates former Gifts and Benefits and Access to Staff and Information Policies.</p> <p>Code of Conduct training being delivered on a monthly basis to new Council employees.</p> <p>Gifts and Benefits Register centralised in the General Manager's Office from September 2009.</p>

Financial Management

Any plan should be based on the premise that each of the proposals contained within it will be affordable.

Goal	Strategic Target	Actions	Outcome
4.3.1	Further develop the five year Forward Financial Plan.	Develop a 10 year Forward Financial Strategy by June 2010.	Combined with 4.3.5.
4.3.5	Establish a system of Monthly Cost Reporting.	<p>Refine the usage and useability of in-house reporting system (InfoBuss) by September 2009.</p> <p>Investigate options for improved management reporting systems by December 2009.</p>	<p>Ongoing refinement to InfoBuss occurring.</p> <p>Purchased Management Information System software to improve financial management and reporting and corporate planning. Analysis undertaken for implementation of financial management system (BIS).</p> <p>Modelling of Council information undertaken by BIS and reporting screens being developed.</p> <p>Expected roll out of BIS to test users in July and go live to all staff in August.</p>



OUR FUTURE – OUR FIFTH GOAL

To identify needs, share information and provide opportunities for active participation.

Council is committed to the maximum possible involvement of the community in decisions taken by Council, and in identifying and (as far as possible) addressing the community's needs.

Needs Identification and Community Contribution

Goal	Strategic Target	Actions	Outcome
5.1.1	Conduct a broad Community survey at least every four years.	Complete Community Survey by September 2009.	Community Survey completed with report received in late August 2009.
5.1.5	Encourage community involvement in planning and project implementation where appropriate.	Establish a forum for strategic engagement with community organisations and government departments by December 2009. Review Terms of Reference for all Council's Committees by June 2010.	KJA implemented a comprehensive community engagement strategy for the Community Strategic Plan during March – May 2010 with over 400 people participating. Review now scheduled to commence in the second half of 2010 with completion by December 2010.

Evaluation and Review

Goal	Strategic Target	Actions	Outcome
5.4.4	Develop and review plans and programs for all major areas of Council activity.	Complete Governance Health Check Review by December 2009. Implement 90% of the recommendations from the Department of Local Government S430 Review by March 2010.	Governance Health Check undertaken in November 2009. Overall rating was 66 which was a significant improvement from the rating of 50 in February 2009. Implementation of recommendations being monitored on a monthly basis. 83.33% of recommendations completed by 31 March 2010.

Our Plans – A Review

Goal	Strategic Target	Actions	Outcome
5.5	Review Council's Strategic Plan every five years.	Complete development of draft 2020 Community Strategic Plan by June 2010.	Draft Cessnock 2020 Community Plan was presented to councillors at a workshop on 30 June 2010. Report to go to Council on 21 July to adopt the draft Plan with public exhibition to follow and the final Plan to be adopted in late September/early October 2010.

Financial Report



Financial Report 2009/2010

Financial Statements Local Government Act 1993 – Section 428 (2)

Under the provisions of Division 2 of Part 3 (Financial Management) of the Local Government Act, 1993, Council's audited financial reports and the auditor's reports for the year 2009/2010 will be presented at an open meeting of Council after due public notice has been given.

The financial reports comprise general purpose financial reports and special schedules. The financial reports, together with the auditor's reports, are published as a separate document and can be viewed at the Administrative Offices, 62-78 Vincent Street, Cessnock or online at www.cessnock.nsw.gov.au. The reports cover the period from 1 July, 2009 to 30 June, 2010.