



Vincent Street
CESSNOCK

30 September 2016

ORDINARY MEETING OF COUNCIL

WEDNESDAY, 5 OCTOBER 2016

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Oath

I [name of councillor] swear that I will undertake the duties of the office of councillor in the best interests of the people of [name of council area] and the [name of council] and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

Affirmation

I [name of councillor] solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of [name of council area] and the [name of council] and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.



Audit Committee Charter

1. NAME

The Committee will be called the Audit Committee.

2. STATUS

Established by authority of the Council on 21 April 2010.

3. PURPOSE

The Audit Committee Charter sets out the role, composition, authority, responsibilities and operation for the Cessnock City Council Audit Committee ('Committee').

4. OBJECTIVE

The objective of the Committee' is to provide independent assurance and assistance to Cessnock City Council ('Council') on risk management, internal control, governance and external accountability procedures.

In addition, the purpose and function of this Committee is to ensure that there is an adequate and effective system of internal control throughout Council and to assist in the operation and implementation of the Internal and External Audit Plans.

5. AUTHORITY

The Council authorises the Committee, within the scope of its roles and responsibilities to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
- Request the attendance of any employee or Councillor at Audit Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities.
- Appoint the representatives to the Committee, as per the parameters and procedures outlined in Section 7 of this Charter.

6. ROLE AND RESPONSIBILITIES

- The role of the Audit Committee is to oversight risk, compliance, external accountability and the internal control environment on behalf of Council.

- The Committee has no executive powers, except those expressly provided by the Council.
- In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.
- The responsibilities of the Committee may be revised or expanded by Council from time to time.

6.1 Specifically, the Audit Committee's responsibilities are:

6.1.1 Risk Management – oversight Council's risk management arrangements and review whether or not:

- i. Council complies with relevant risk management standards.
- ii. Management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
- iii. A sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
- iv. A sound and effective approach has been followed in establishing business continuity planning arrangements, including if plans have been tested periodically.
- v. Review the impact of the risk management framework on its control environment and insurance arrangements.

6.1.2 Control Framework - review whether or not:

- i. Management has adequate and effective internal controls in place, including over external parties such as contractors and advisors.
- ii. Management has in place relevant policies and procedures, and if these are periodically reviewed and updated.
- iii. Appropriate processes are in place to assess if policies and procedures are complied with.
- iv. Appropriate policies and procedures are in place for the management and exercise of delegations.
- v. Management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

6.1.3 External Accountability:

- i. Being satisfied that the annual financial reports comply with applicable Australian Accounting Standards and are supported by appropriate management sign-off on the statements and the adequacy of internal controls.
- ii. Reviewing the External Audit opinion, including whether or not appropriate action has been taken in response to audit recommendations and adjustments.
- iii. Considering contentious financial reporting matters in conjunction with Council's management and External Auditors.
- iv. Reviewing the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.

- v. Being satisfied that there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.
- vi. Satisfy itself there is a performance management framework linked to organisational objectives and outcomes

6.1.4 Legislative Compliance

- i. Determine if management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.
- ii. Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

6.1.5 Internal Audit

- i. Act as a forum for communication between the Council, General Manager, senior management, Internal Audit and External Audit.
- ii. Review and authorise the annual and long-term Internal Audit Plan as developed by the Internal Auditor including consideration of the Risk Management Plan.
- iii. Monitor the resources of the Internal Audit function and make recommendations to the General Manager to ensure that the Internal Audit function is sufficient and appropriate.
- iv. Ensure and support the independence of the Internal Audit function, including oversight the appointment and removal of the Internal Auditor.
- v. Make recommendations for inclusion and/ or prioritising projects in the Internal Audit Plan/s.
- vi. Make recommendations to commission audits of any kind, whether to be conducted by the Internal Auditor or otherwise.
- vii. Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.
- viii. Review and discuss the Internal Auditor's quarterly reports including:
 - YTD progress as per the Internal Audit Plan
 - Significant variations that have occurred from the Internal Audit Plan
 - Any specific concerns the Internal Auditor may have to discuss
- ix. Monitor the acceptance and implementation of Internal Audit recommendations by management.
- x. Approve and periodically review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place.
- xi. Periodically review the performance of Internal Audit.

6.1.6 External Audit

- i. Review the proposed audit scope and approach, with particular respect to coordination of audit effort with internal audit.
- ii. Act as a forum for communication between the Council, General Manager, senior management, Internal and External Audit.

- iii. Provide input and feedback on the financial statement and performance audit coverage proposed by External Audit, and provide feedback on the External Audit services provided.
- iv. Review all external plans and reports in respect of planned or completed external audits, and monitor management's implementation of audit recommendations.
- v. Consider significant issues raised in relevant External Audit reports and better practice guides, and ensure appropriate action is taken.

6.2 Responsibilities of Members

Members of the Committee are expected to:

- i. Understand the relevant legislative and regulatory requirements appropriate to Cessnock City Council.
- ii. Contribute the time needed to study and understand the papers provided.
- iii. Apply good analytical skills, objectivity and good judgment.
- iv. Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.
- v. Uphold the values and objectives of the organisation.
- vi. Attend all Committee meetings as scheduled.
- vii. Treat all matters as Confidential.

7. MEMBERSHIP AND TENURE OF THE AUDIT COMMITTEE

7.1 Skills and Experience

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operation of Cessnock City Council.

At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

7.2 Membership of the Committee is by virtue of the appointed position; and no delegates of the members are permitted.

7.3 The Audit Committee shall consist of:

- i. Members (voting)
 - Mayor
 - Councillor
 - Independent external member (Chair)*
 - Independent external member*
 - Independent external member*

*not a member of the current or previous Council/ staff

- ii. Attendees (non-voting)
 - General Manager
 - Internal Auditor
 - Director Corporate and Community Services
 - Representative of the External Auditor

- Director Works and Infrastructure
 - Director Environment and Planning
 - Chief Financial Officer
 - Enterprise Risk Management Coordinator
- iii. Invitees (non-voting) for specific Agenda items
- Other officers may attend by invitation as requested by the Committee
- iv. Staff or Councillors can attend to view Committee proceeding (non-voting)

7.4 Selection of Members

The selection criteria and process for the recruitment and appointment of the independent external members shall be undertaken as required, and directed by the General Manager, in keeping with Merit Based Selection Principles; and best-practice Pre-Qualification Panel arrangements for Audit Committees.

7.5 Term of Office

The independent external members may be appointed for the term of Council, initially for a fixed term of two years, with an option for renewal, or extension up to two years, after which they will be eligible for extension or re-appointment following a formal review of their performance. Voting shall be undertaken in accordance with section 13 of this Charter, except that the independent external member seeking reappointment may not vote on the reappointment and will be deemed to be absent for the vote for the purpose of section 9 of this Charter. This will mean that, if the external member seeking reappointment is usually the Chair, the other independent external member will become the Chair for the purpose of the vote.

The maximum number of terms an independent external member can sit on the committee without the need for further nominations is 2 terms.

7.6 Vacancy

In the case of resignation from the committee by an independent external member, the committee recommends the appointment of another independent external member as soon as is practicably possible in accordance with the process set out in 7.4, but no later than one month prior to the next meeting, so that there are always two independent external members on the committee. Where Council has undertaken recruitment action for an independent member in the preceding 12 months, then an offer should be extended to the next suitable applicant in the order of merit.

Resignation of an independent external member may trigger reconsideration of the appointment to the position of Committee Chair. Where the Chair resigns, the remaining independent external members can nominate to become the Chair, and this can be put to Committee vote, prior to any resignation taking effect.

In the case of resignation of a Councillor, then Council will be advised as soon as practicable, and the General Manager will request Expressions Of Interest from Councillors. A separate report of nominees will be provided to Council to conduct a vote in the Chamber.

8. CODE OF CONDUCT

All members of the Audit Committee are to abide by Cessnock City Council's Model Code of Conduct, as amended from time to time.

9. CHAIRPERSON

The position of Committee Chair is appointed and will be held by an independent external member for the full term of office; i.e. for the term of Council.

Where the Chair resigns, the process for replacement will be as described under Section 7 of the Charter.

In the temporary or extended absence of the appointed Chair (greater than one meeting), another current serving independent external member shall serve as the Chair for the period of absence of the duly nominated Chair.

10. THE CHAIR'S ROLE IS ESSENTIALLY ADMINISTRATIVE ON BEHALF OF THE COMMITTEE, ALTHOUGH THEY CAN BE CALLED ON TO HAVE A CASTING VOTE IN COMMITTEE DELIBERATIONS, AND ARE APPOINTED AS SENIOR INDEPENDENT EXTERNAL MEMBER SPOKESPERSON. QUORUM

A quorum will consist of a majority of Committee members, including at least one independent external member and one councillor. Due to the significance of Committee considerations and allocated resources in attendance, meetings should not be scheduled unless a quorum can be guaranteed.

Once a Committee meeting commences with a quorum in attendance, the subsequent departure of any Committee member will not evoke a stay in proceedings for that meeting.

11. PROCEEDINGS

11.1 Meetings

The Committee shall meet at least five times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion as well as review and endorsement of the annual Internal Audit Plan.

The need for any additional meetings will be decided by the Chair, although the other Committee members may make requests to the Chair for additional meetings.

Meetings can be held in person, via audio or video conferencing.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Audit Committee Charter.

Where Audit Plan priorities change between meetings or new urgent issues arise, and where it is not possible to schedule an additional meeting, the Committee will be kept fully informed of all changes via email.

11.2 Venue

All Committee meetings will be held on Cessnock City Council premises, or as agreed by the Committee.

11.3 Conflicts of Interest

Conflicts of Interest should be managed in accordance with Council's Code Of Conduct.

11.5 Minutes

The Committee has appointed the Internal Auditor as meeting coordinator. Administrative support will be provided with records management and reporting via Council's current document and recommendations management systems.. Meetings will be recorded.

The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained.

Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held.

11.6 Induction

New Committee members and attendees will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

12. REPORTING

12.1 The Committee shall report at least annually to Council, with the Chair also tasked to provide a written Chairpersons' Report for inclusion in Council's published Annual Report.

12.2 At the first Committee meeting after 30 June each year, the Internal Auditor will provide a performance report of:

- i. The performance of Internal Audit for the financial year as measured against agreed key performance indicators
- ii. The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit

12.3 The Committee may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.

13 DECISION MAKING/DELIVERABLES

13.1 Decision Making/ Deliverables

- i. The Committee is expected to make decisions by consensus but if voting becomes necessary then the details of the vote are to be recorded in the minutes.
- ii. Each member of the Committee shall be entitled to one vote only. In the case of an equality of votes on any issue the Chair shall have the casting vote.
- iii. Between meetings the Chair may circulate to members by email specific proposals for adoption by the Committee. Members shall be given a set time – at least 5 (five) days – in which to reply to indicate their agreement with a particular proposal.
- iv. A member's failure to respond within the timeframe given shall be taken as a vote against the proposal. Any decision taken by the Committee by email is to be noted and minuted at the commencement of the next meeting.

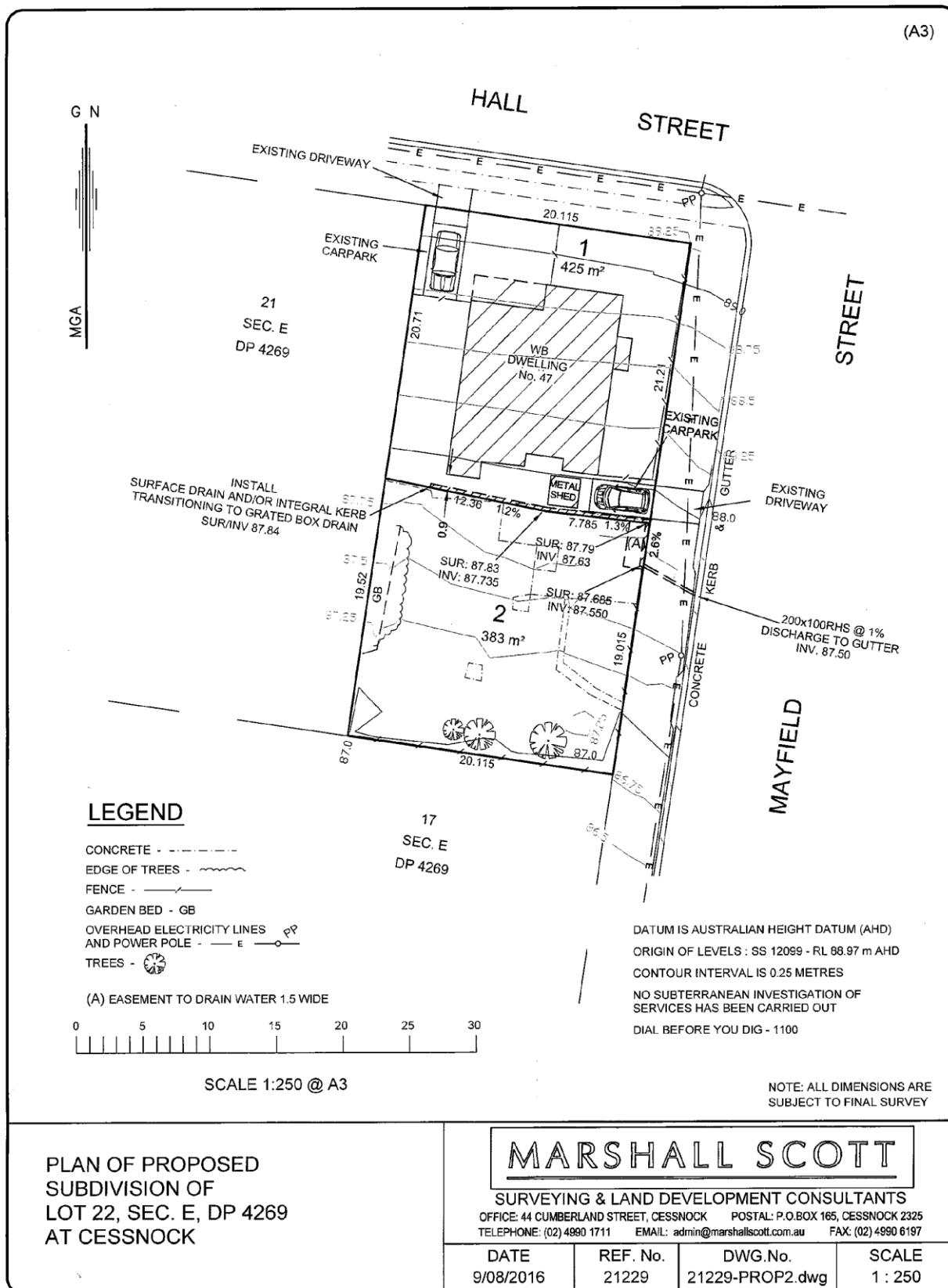
13.2 Assessment of Committee Performance

- i. The Chair will initiate a review of the performance of the Audit Committee at least once every two years.
- ii. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.
- iii. When reviewing the Committee's performance the Chair should be satisfied that an effective, comprehensive and complete service is being provided.

14 REVIEW OF THE AUDIT COMMITTEE CHARTER

- i. At least once every two years the Audit Committee will review this Audit Committee Charter to ensure it remains current and reflects the Committee's role and objectives.
- ii. The Audit Committee will approve any changes to this Audit Committee Charter.

47 Hall Street, Cessnock





Planning &
Environment

Gateway Determination

Planning Proposal (Department Ref: PP_2016_CESSN_004_00): to rezone part of Lot 101 DP 1193184, at James, O'Brien, Villis and Michael Streets, Cessnock from RU2 Rural Landscape to R3 Medium Density Residential and amend the minimum lot size from 40 hectares to 450 square metres.

I, Stephen Murray the Executive Director, Regions at the Department of Planning and Environment as delegate of the Minister for Planning, have determined under section 56(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the *Cessnock Local Environmental Plan (LEP) 2011* should proceed to rezone the subject land from RU2 Rural Landscape to R3 Medium Density Residential and amend the minimum lot size from 40 hectares to 450 square metres subject to the following conditions:

1. The Planning Proposal dated 28 October 2015 shall be updated and revised prior to community consultation to include:
 - (a) an independent geotechnical report with rigorous testing of the site to provide up to date information to determine if there are residual underground mine workings affecting the site;
 - (b) an appropriate stormwater drainage solution for the site, and incorporating the adjacent existing residential area be developed in consultation with Council. The solution shall clearly outline what is required to resolve onsite generated drainage and what additional works may cater for upstream generated drainage;
 - (c) an updated flood study be prepared to take into consideration the Cessnock City Flood Risk Management Study and Plan (adopted 2 March 2016), and the proposed stormwater drainage solution which may reduce flooding impacts;
 - (d) consideration of the Ministers s117 Direction 4.3 Flood Prone Land;
 - (e) proposed draft LEP maps - 'Land Zone Map' and 'Lot Size Map'; and
 - (f) a report outlining how submissions from the previous public exhibition in August 2014 have been addressed and/or incorporated into the revised Planning Proposal.
2. Community consultation is required under sections 56(2)(c) and 57 of the Act as follows:
 - (a) the planning proposal must be made publicly available for a minimum of **28 days**, and
 - (b) the relevant planning authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 5.5.2 of A Guide to Preparing LEPs (Department of Planning & Infrastructure 2013).

3. Consultation is required with the Mine Subsidence Board under section 56(2)(d) of the EP&A Act to comply with the requirements of s117 Direction 4.2 Mine Subsidence and Unstable Land when the revised geotechnical report is received.

Advice should also be sought from the Mine Subsidence Board regarding its responsibility for compensation in the event of any mine subsidence damage to property or any other mine-related incidents even though the site is not located within a Mine Subsidence District.

The Mine Subsidence Board is to be provided with a copy of the planning proposal, the revised geotechnical report and any other relevant supporting material, and given at least 21 days to comment on the proposal. The RPA should, following receipt of advice from the public authorities, update its consideration of s117 Directions in the planning proposal, as required.

4. A public hearing is not required to be held into the matter by any person or body under section 56(2)(e) of the EP&A Act. This does not discharge the RPA from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).
5. The timeframe for completing the LEP is to be **12 months** from the week following the Gateway determination.

Dated *eth* day of *September* 2016.



Stephen Murray
Executive Director, Regions
Planning Services

Delegate of the Minister for Planning

LOCAL GOVERNMENT (GENERAL) REGULATION 2005 - SCHEDULE 7

SCHEDULE 7 – Election of mayor by councillors

(Clause 394)

Part 1 - Preliminary

1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

3 Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this clause:

"**ballot**" has its normal meaning of secret ballot.

"**open voting**" means voting by a show of hands or similar means.

Part 2 - Ordinary ballot or open voting

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.

(2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.

(3) An informal ballot-paper must be rejected at the count.

6 Count-2 candidates

(1) If there are only 2 candidates, the candidate with the higher number of votes is elected.

(2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

7 Count-3 or more candidates

(1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.

(2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.

(3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.

(4) A further vote is to be taken of the 2 remaining candidates.

(5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.

(6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 3 - Preferential ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

(1) The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.

(2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.

(3) An informal ballot-paper must be rejected at the count.

10 Count

(1) If a candidate has an absolute majority of first preference votes, that candidate is elected.

(2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.

(3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.

(4) In this clause,

"absolute majority" , in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

11 Tied candidates

(1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal-the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.

(2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes-the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Part 4 - General

12 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- (a) to be declared to the councillors at the council meeting at which the election is held by the returning officer, and
- (b) to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Associations of New South Wales.

NOMINATION PAPER FOR POSITION OF DEPUTY MAYOR

We, the undersigned Councillors, do hereby propose for nomination:

.....

as a candidate for the Office of Deputy Mayor at the election to be held on / /

Name

Signature

Date

.....

FORM OF CONSENT

I, the above named
 (full name of person proposed for nomination)

hereby consent to my being proposed for nomination

.....
 (signature of person proposed for nomination)

Please note: A nomination must be made in writing by two (2) or more Councillors and is not valid unless the nominee has indicated consent to the nomination in writing.

Cessnock City Council



Request to attend Conference/Seminar/Training

Name:	Bob Pynsent	Date:	21 September 2016
Name of Conference /Seminar/Training:	Local Government NSW Annual Conference	Date/s of Event:	16-18 October 2016
Benefits to Council:	<p>As Mayor of the City, I see great benefits in attendance.</p> <p>In particular:</p> <ul style="list-style-type: none"> • Innovation and directions in community leadership • Networking with recognised Local Government leaders from across NSW 		
Program/s of Interest:	All		
Brief Description (25 words or less) of why this program is of interest to you:	<p>Ongoing professional development is critical in the role of Mayor.</p> <p>This program will provide an excellent development opportunity in community leadership.</p>		
Conferences already attended in this Council Term:	Nil		
<p>I acknowledge if successful with my application, a written report is to be forwarded to Council via the General Manager's Office on the aspects of the conference/seminar/training relevant to Council business and/or local community. No written report is required for the annual Local Government NSW Conference.</p>			
Signature		Date	21 September 2016
Please Return Documentation to:	General Manager	By Date	
Approved/Not Approved (cross out which is not applicable) by Council:			
Signature		Date	

Cessnock City Council



Request to attend Conference/Seminar/Training

Name:	<i>Darrin Gray</i>	Date:	<i>23-09-16</i>
Name of Conference /Seminar/Training:	<i>Local Government NSW Annual Conference 2016</i>	Date/s of Event:	<i>Sunday 16th to Tuesday 18th October 2016</i>
Benefits to Council:	<i>Representation & Education @ Peak local Government Decision making Event. Networking opportunities and sharing of Ideas.</i>		
Program/s of Interest:	<i>Full Program as suggested - Negotiate with other CCC Delegates on Concurrent Sessions</i>		
Brief Description (25 words or less) of why this program is of interest to you:	<i>As a new Councillor this conference will be invaluable in my understanding of the Mechanisms of Local Government in the Broader State Frame work.</i>		
Conferences already attended in this Council Term:	<i>NIL</i>		
I acknowledge if successful with my application, a written report is to be forwarded to Council via the General Manager's Office on the aspects of the conference/seminar/training relevant to Council business and/or local community. No written report is required for the annual Local Government NSW Conference.			
Signature	<i>D Gray</i>	Date	<i>23-9-16</i>
Please Return Documentation to:	General Manager	By Date	<i>27-9-16</i>
Approved/Not Approved (cross out which is not applicable) by Council:			
Signature		Date	

Cessnock City Council



Request to attend Conference/Seminar/Training

Name:	MELANIE DACC	Date:	26.09.2016
Name of Conference /Seminar/Training:	LA NSW Annual Conference	Date/s of Event:	16.10-19.10
Benefits to Council:	Voting delegate on behalf of CCE. opportunity to attend info session and training which will result in a better informed councillor		
Program/s of Interest:	Infrastructure + Planning		
Brief Description (25 words or less) of why this program is of interest to you:	As a newly elected councillor, attendance at conference would provide a greater and broader understanding of local government and allow for training in what I consider to be one of the most important aspects of my role, that is, infrastructure + planning.		
Conferences already attended in this Council Term:	NIL		
I acknowledge if successful with my application, a written report is to be forwarded to Council via the General Manager's Office on the aspects of the conference/seminar/training relevant to Council business and/or local community. No written report is required for the annual Local Government NSW Conference.			
Signature		Date	26.09.2016
Please Return Documentation to:	General Manager	By Date	27.09.2016
Approved/Not Approved (cross out which is not applicable) by Council:			
Signature		Date	

27/09 2016 12:46 FAX

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Cessnock City Council



Request to attend Conference/Seminar/Training


Name:	MARIC LYONS	Date:	27/9/16
Name of Conference /Seminar/Training:	NSW LG Conference	Date/s of Event:	
Benefits to Council:			
Program/s of Interest:			
Brief Description (25 words or less) of why this program is of interest to you:	I have attended NSW LG conferences before I believe they offer a good opportunity to network and learn from other councils.		
Conferences already attended in this Council Term:	0		
I acknowledge if successful with my application, a written report is to be forwarded to Council via the General Manager's Office on the aspects of the conference/seminar/training relevant to Council business and/or local community. No written report is required for the annual Local Government NSW Conference.			
Signature		Date	27/9/16
Please Return Documentation to:	General Manager	By Date	
Approved/Not Approved (cross out which is not applicable) by Council:			
Signature		Date	

TRIMMED

Cessnock City Council




Request to attend Conference/Seminar/Training

Name:	Allan Stapleford	Date:	27 September 2016
Name of Conference /Seminar/Training:	LGNSW Annual Conference 2016	Date/s of Event:	16-18 October 2016
Benefits to Council:	To become more informed as a Councillor and to assist Council moving forward.		
Program/s of Interest:	All items on the program.		
Brief Description (25 words or less) of why this program is of interest to you:	To provide professional development and further experience as an elected Councillor.		
Conferences already attended in this Council Term:	NIL		
I acknowledge if successful with my application, a written report is to be forwarded to Council via the General Manager's Office on the aspects of the conference/seminar/training relevant to Council business and/or local community. No written report is required for the annual Local Government NSW Conference.			
Signature		Date	27 September 2016
Please Return Documentation to:	General Manager	By Date	

Approved/Not Approved (cross out which is not applicable) by Council:

Signature		Date	
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Accepted by GM after phone
conversation with Mr Stapleford
10:00am 27/9/16. 

Cessnock City Council



Request to attend Conference/Seminar/Training

Name:	ROD DOHERTY	Date:	28/9/2016
Name of Conference /Seminar/Training:	LOCAL GOVERNMENT NSW ANNUAL CONFERENCE	Date/s of Event:	16-18 OCTOBER 2016
Benefits to Council:	GREATER UNDERSTANDING OF THE LOCAL GOVT SECTOR BECOME A BETTER INFORMED COUNCILLOR		
Program/s of Interest:	KNOWING YOUR PLANNING, PRINCIPLES OF GOOD GOVERNANCE ABORIGINAL RECONCILIATION		
Brief Description (25 words or less) of why this program is of interest to you:	OVER THE PAST 4 YEARS I HAVE ONLY ATTENDED UDIA PLANNING & DEVELOPMENT SEMINARS IN NEWCASTLE. OVER THE NEXT COUPLE OF YEARS I NEED TO UNDERSTAND THE LOCAL GOV'T ACT		
Conferences already attended in this Council Term:	NIL - PREVIOUS COUNCIL NIL		
I acknowledge if successful with my application, a written report is to be forwarded to Council via the General Manager's Office on the aspects of the conference/seminar/training relevant to Council business and/or local community. No written report is required for the annual Local Government NSW Conference.			
Signature		Date	28/9/2016
Please Return Documentation to:	General Manager	By Date	
Approved/Not Approved (cross out which is not applicable) by Council:			
Signature		Date	

DISCLOSURE OF INTEREST RETURNS FOR COUNCILLORS AS AT 30 September 2016

FOR PERIOD 1 July 2015 – 30 June 2016

Councillors

Name	Position during return period	Section 449 Completed and Returned
Cr Bob Pynsent	Mayor	15 September 2015
Cr James Hawkins	Deputy Mayor	25 September 2015
Cr Allan Stapleford	Councillor	16 September 2015
Cr Cordelia Troy	Councillor	16 September 2015
Cr Graham Smith	Councillor	16 September 2015
Cr Morgan Campbell	Councillor	16 September 2015
Cr Bryce Gibson	Councillor	16 September 2015
Cr Ian Olsen	Councillor	16 September 2015
Cr Catherine Parsons	Councillor	16 September 2015
Cr Suellen Wrightson	Councillor	10 September 2015
Cr Rod Doherty	Councillor	3 September 2015
Cr James Ryan	Councillor	16 September 2015

FOR PERIOD FROM 19 September 2016

New Councillors

Name	Position during return period	Section 449 Completed and Returned
Cr Anthony Burke	Councillor	23 September 2016
Cr Anne Sander	Councillor	23 September 2016
Cr Paul Dunn	Councillor	30 September 2016
Cr Melanie Dagg	Councillor	28 September 2016
Cr Dianne Fitzgibbon	Councillor	26 September 2016
Cr Mark Lyons	Councillor	28 September 2016
Cr Darrin Gray	Councillor	27 September 2016
Cr Jay Suvaal	Councillor	27 September 2016
Cr John Fagg	Councillor	Not Returned

DISCLOSURE OF INTEREST RETURNS FOR DESIGNATED PERSONS AS AT 30 September 2016

FOR PERIOD 1 July 2015 - 30 June 2016

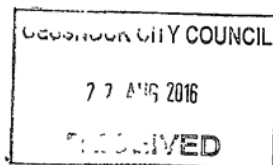
Name	Position @30/06/2016	Section 449 Returned
Abigail Bagnall	Senior Environmental Health Officer (Job Share)	28 September 2016
Adrienne Luck	Development Liaison Officer	30 August 2016
Andrew Graham	Ranger	23 August 2016
Bo Moshage	Coordinator Strategic Landuse Planning	19 August 2016
Bronwyn Rumbel	Integrated Planning Manager	24 August 2016
Charlette Newall	Asset Engineering Officer	29 August 2016
Colin Davis	Health & Building Manager	24 August 2016
Corey Noble	Environmental Water Management Officer	Ext leave
Darren Layt	Senior Building Surveyor	1 September 2016
Darrylen Allan	Organisational Development Manager	29 August 2016
Gareth Curtis	Director Planning and Environment	31 August 2016
Geoff Bent	Works Delivery Manager	19 August 2016
Grant Hamilton	Building Services Coordinator	31 August 2016
Greg Mitchell	Plant Superintendent	7 September 2016
Holly Taylor	Planning Assessment Officer	31 August 2016
Iain Rush	Strategic Land Use Planner	22 August 2016
Ian Lyall	Internal Auditor	24 August 2016
Ian Turnbull	Principal Planner - Natural Environment Planning	25 August 2016
Jane Holdsworth	Economic Development Manager	24 August 2016
Janine McCarthy	Development Services Manager	30 August 2016
Jason Robbs	Waste Compliance Officer	31 August 2016
John Oliver	Finance Manager	29 August 2016
John Peebles	Environmental Health Officer	31 August 2016
Justin Fitzpatrick-Barr	Director Works & Infrastructure	24 August 2016
Katherine Mason	Environmental Health Officer	19 August 2016
Karen Pont	Senior Ranger	31 August 2016
Katrina Kerr	Design Delivery Manager	31 August 2016
Kelly McGowan	Infrastructure Accountant	31 August 2016
Keren Brown	Senior Strategic Land Use Planner	19 August 2016
Kerry Porter	Senior Planning Officer	9 September 2016
Kim Appleby	Manager Governance and Business Services	31 August 2016
Kristen Wells	Senior Planning Officer	9 September 2016
Kurt Livens	Ranger Team Leader	19 August 2016
Kyera O'Dell	Trainee Environmental Health Officer	31 August 2016
Lezette Garry	Senior Building Surveyor	31 August 2016
Lindsay Clarke	Purchasing & Stores Coordinator	19 August 2016
Martin Johnson	Strategic Planning Manager	26 August 2016
Megan Harbrow	Development Compliance Officer	31 August 2016
Megan Savill	Environmental Health Team Leader	31 August 2016
Melissa Norris	Ranger	6 September 2016
Michael Alexander	Environmental & Waste Services Manager	22 August 2016

Name	Position @30/06/2016	Section 449 Returned
Michelle Lindsay	Sustainability Officer	7 September 2016
Michelle Speek	Senior Environmental Health Officer (Job Share)	31 August 2016
Michelle Watson	Asset Engineering Officer	23 August 2016
Natalie Drage	Community Planning Coordinator	19 August 2016
Nathan Eveleigh	Recreation & Community Facilities Coordinator	22 August 2016
Ndaba Mothobi	Development Compliance Officer	31 August 2016
Nicole Benson	Recreation Services Manager	30 August 2016
Paul Grosbernd	Management Accountant	31 August 2016
Peter Giannopolous	Senior Planning Officer	30 August 2016
Raymond McCarthy	Ranger	26 August 2016
Rebecca Goodenough	Ecologist	30 August 2016
Renae Leayr	Procurement and Contracts Manager	30 August 2016
Rhiannon Parr	Economic Development Officer	5 September 2016
Richard Forbes	Team Leader Development Services	6 September 2016
Robert Maginnity	Director Corporate and Community Services	31 August 2016
Rod Sandell	Town Planner	31 August 2016
Roslyn Ashton	Business Support Manager	31 August 2016
Samuel Newman	Planning Assessment Officer	31 August 2016
Sarah Hyatt	Senior Planning Officer	19 August 2016
Sarah Marks	Senior Building Surveyor	30 August 2016
Scott Caban	Ranger	1 September 2016
Scott Christie	Strategic Land Use Planner	29 August 2016
Shane Redman	Development Compliance Officer	25 August 2016
Simon Brown	Building Surveyor	1 September 2016
Simon Eade	Community & Cultural Engagement Manager	26 August 2016
Stephen Glen	General Manager	1 September 2016
Steve Hepple	Technology Systems Manager	19 August 2016
Stephen Long	Strategic Asset Planning Manager	31 August 2016
Sue Brinkworth	Senior Property Officer	31 August 2016
Tracey Le Brun	Senior Planning Officer	31 August 2016
Trish Beatty	Senior Building Fire Safety Officer	22 August 2016
Tricia Donnelly	Sustainability Projects Officer	19 August 2016
Wonona Fuzzard	Principal Strategic Land Use Planner	19 August 2016



Local Government Grants Commission

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

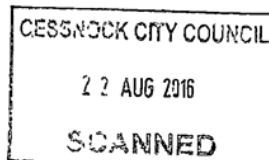


Our Reference
Your Reference
Contact
Phone

A506311

Bruce Wright
02 4428 4132

Mr Stephen Glen
General Manager
Cessnock City Council
PO Box 152
CESSNOCK NSW 2325



15 August 2016

Dear Mr Glen

The NSW Minister for Local Government, the Hon Paul Toole MP and the Commonwealth Minister for Infrastructure and Transport, the Hon Darren Chester MP, have approved the Grants Commission's recommendations for the 2016-17 financial assistance grants.

The 2016-17 estimated entitlement for Cessnock City Council is \$6,746,353. This consists of two components:

- a general purpose component of \$5,167,808
- a local roads component of \$1,578,545

The local roads component consists of a population and local road length formula amount of \$1,400,828 and a bridge length formula amount of \$177,717.

The total grant is a general purpose grant with no conditions attached to the expenditure of these funds.

Cessnock City Council's payments for 2016-17 are made up of the 2016-17 estimated entitlement of \$6,746,353 **plus** an adjustment for 2015-16. The 2015-16 adjustment for Cessnock City Council, which amounts to \$968, applies to the general purpose component, there is no adjustment for the local roads component. The adjustment is necessary because of a determination by the Federal Treasurer of the *final factor* for the 2015-16 grants, as required under the provisions of the *Local Government (Financial Assistance) Act 1995* (Cwlth).

The grant payments for Cessnock City Council, which total \$6,747,321, are made up of \$5,168,776 for the general purpose component and \$1,578,545 for the local roads component, will be paid by way of instalments as set out below:

<u>Date</u>	<u>Amount</u>
Not before 16 August 2016	: \$1,686,830.25
Not before 16 November 2016	: \$1,686,830.25
Not before 16 February 2017	: \$1,686,830.25
Not before 16 May 2017	: \$1,686,830.25

T 02 4428 4132 F 02 4428 4199 TTY 02 4428 4209
E grants@dlg.nsw.gov.au
W <http://www.dlg.nsw.gov.au> (follow the "Commissions & Tribunals" links)



2

You are reminded that as part of the 2014-15 Federal Budget the Government announced that it *"...will achieve savings of \$925.2 million over four years by pausing indexation of the Local Government Financial Assistance Grants Programme for three years commencing 1 July 2014."* Accordingly, there will be no significant changes to the overall national funding pool until at least the 2017-18 year.

It should be noted that the general purpose component of the grants is allocated to the States on a population basis. This will mean the NSW share of the general purpose component grant will change during the period of paused indexation because of annual changes in population growth relativities across jurisdictions.

NSW will continue to receive its 29% fixed share of the local roads component.

The grants to individual councils will continue to fluctuate during this period as the Grants Commission makes its annual assessment of relative need. Accordingly, councils are urged to exercise caution with their financial assistance grants budget forecasts.

A Grants Commission circular (GC 143) has been e-mailed to Council showing a schedule of councils' grant entitlements for 2016-17, together with background information about the grants. Further information is available from the Grants Commission's web site at www.olg.nsw.gov.au (follow the "Commissions & Tribunals" links).

Should you require any further information please contact me on (02) 4428 4132 or by email at bruce.wright@olg.nsw.gov.au.

I trust this information is of assistance.

Yours sincerely



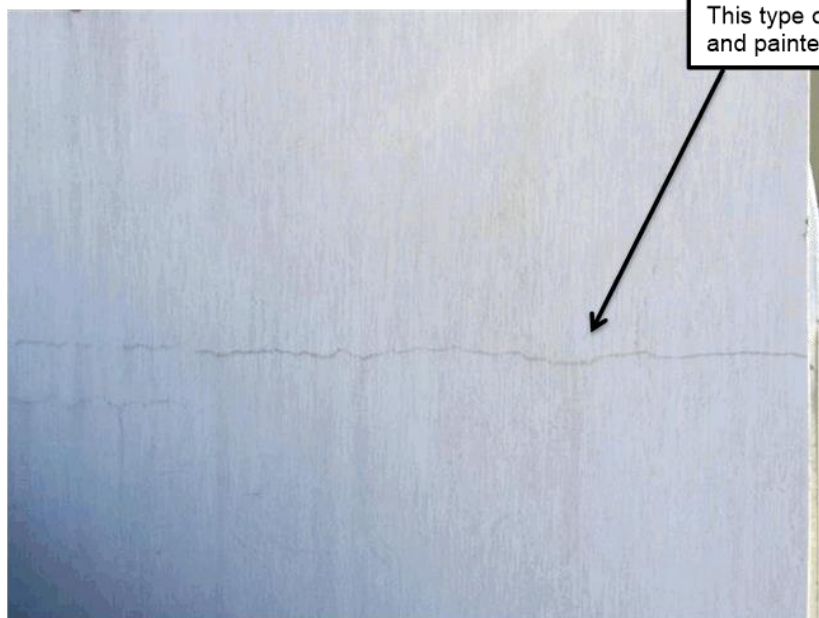
Bruce Wright
Executive Officer

Administration Building – Photos of Deterioration

Photos of render cracking

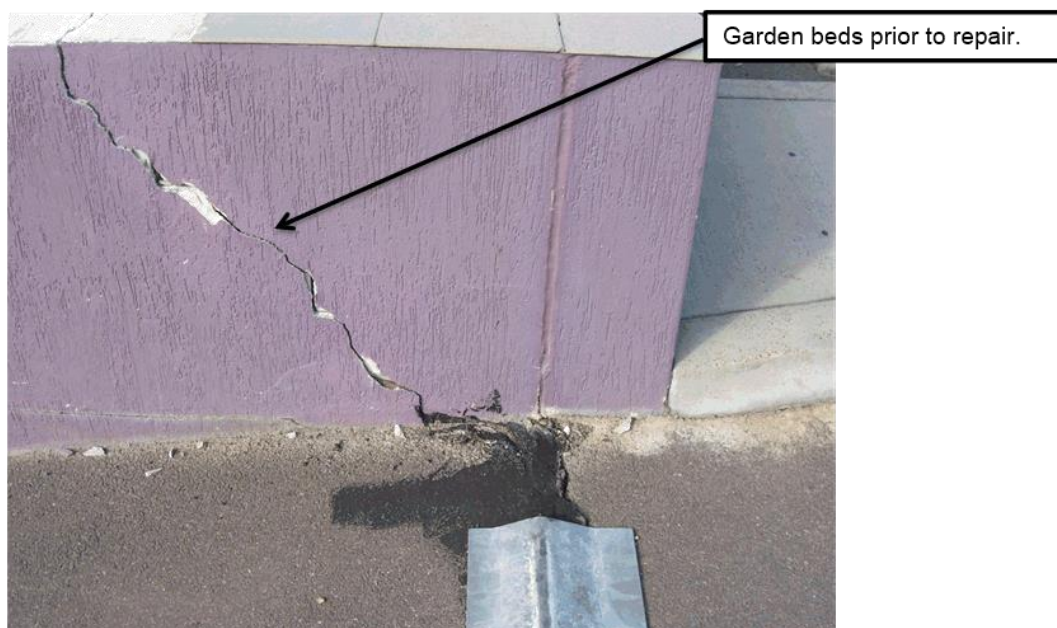


These kinds of cracks will be repaired.

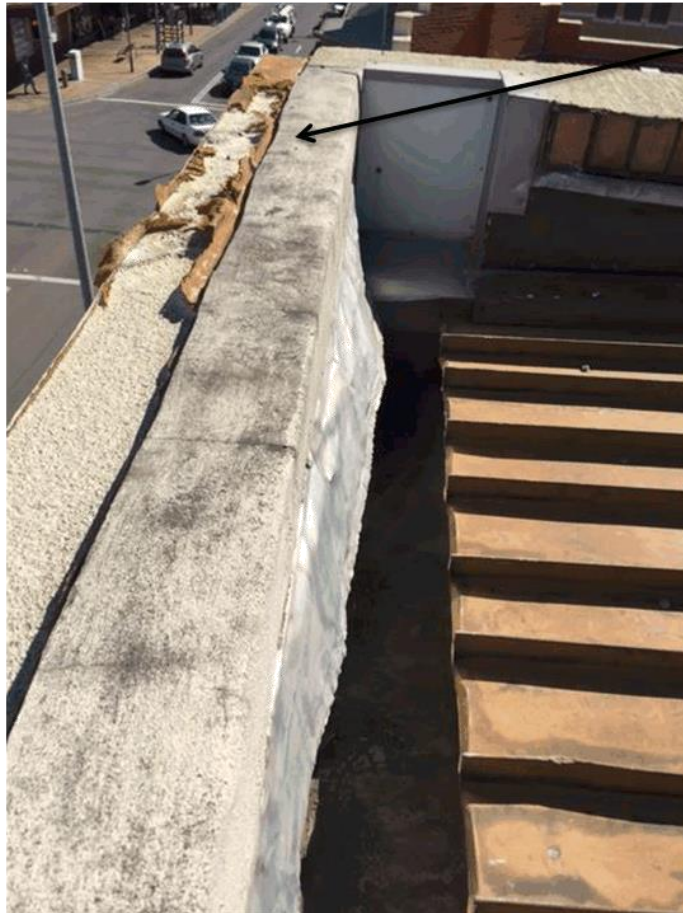


This type of crack will be filled and painted.

Photos of 2015/16 Garden Bed repair



Photos of Foam Fascade



An example of repairs required to foam extrusions to prevent water penetrating and further deterioration.

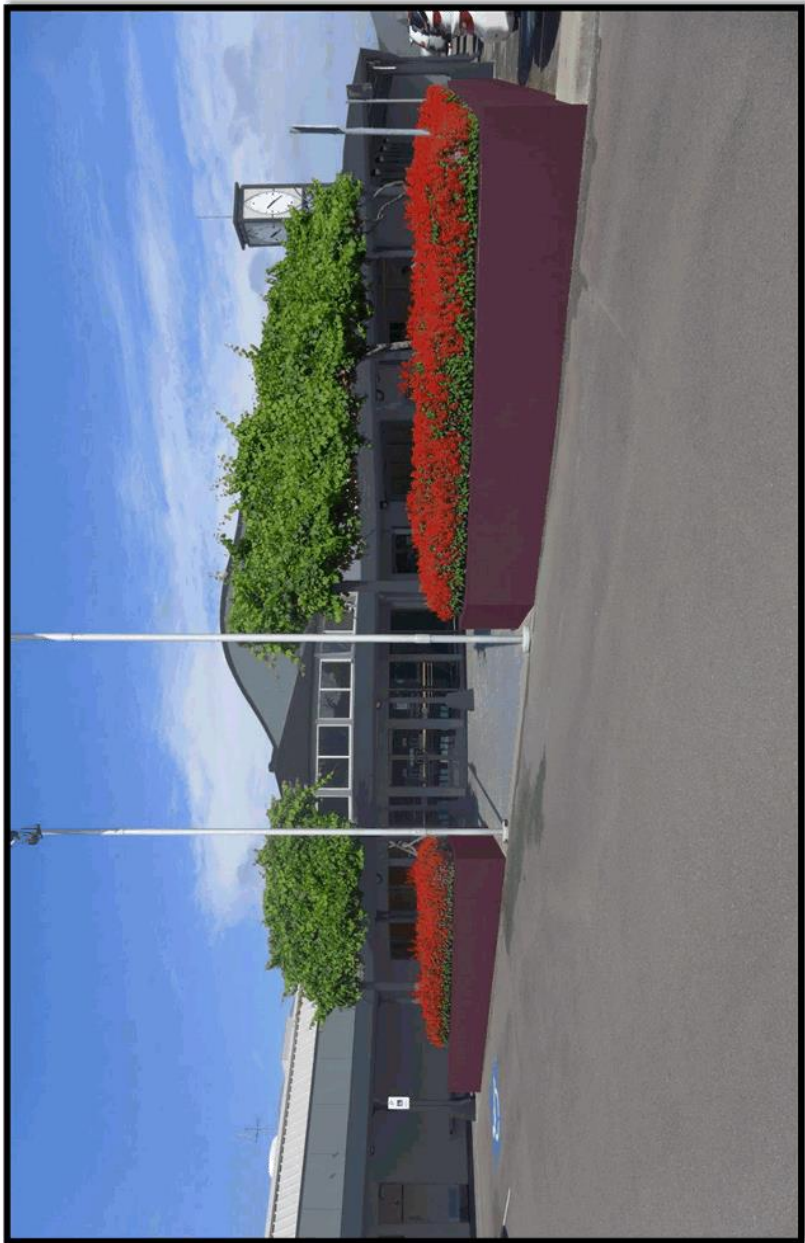


Colour scheme 3

Rendered Walls, Downpipes, Panelling **Dulux Isolde**
Window Mouldings, Metal Capping, Doors & Wall
Mouldings, Bulkhead **Dulux Companion**
Garden Bed **Dulux Enchantress**

Awning Roof, Gutter, Downpipes, Posts, Steel
Clock Tower, Support Posts, Fence **Dulux
Companion**

The Fine Print: For true and accurate representation of paint colours, please ensure paint samples are applied to your property. Actual colours may vary from that displayed on screen or print.



Colour scheme 3

Rendered Walls, Downpipes, Panelling **Dulux Isolde**
Window Mouldings, Metal Capping, Doors & Wall
Mouldings **Dulux Companion**
Garden Bed **Dulux Enchantress**

Awning Roof, Gutter, Downpipes, Posts, Steel
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