

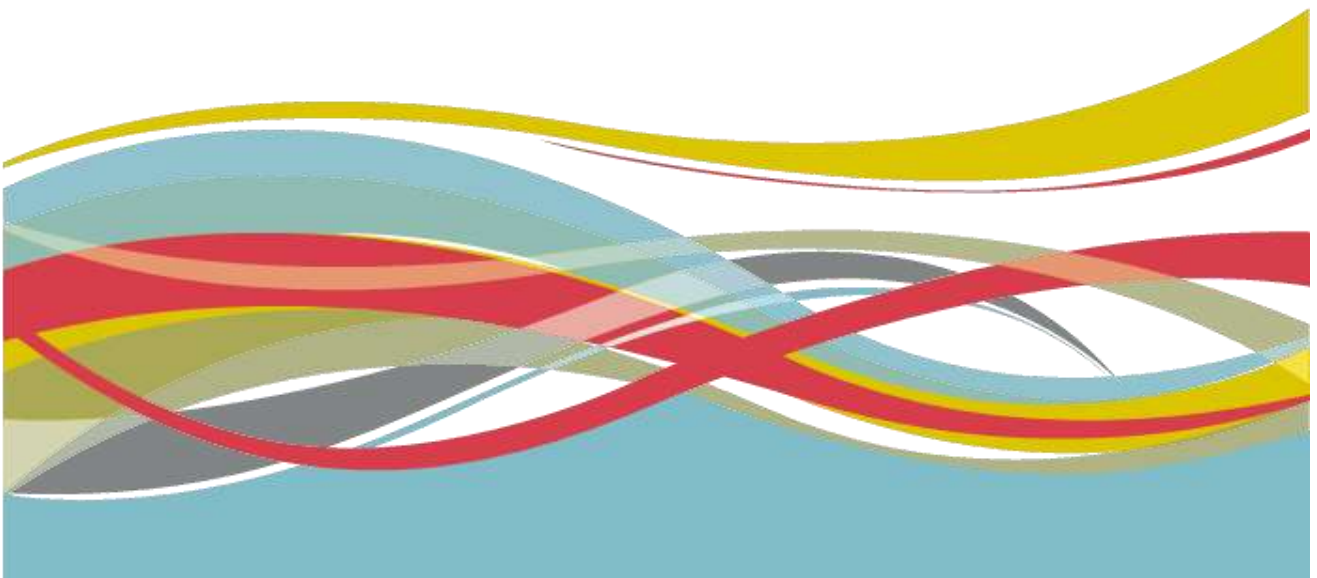


**muswellbrook
shire council**

Muswellbrook Shire Council

CORPORATE POLICY & PLANNING COMMITTEE MEETING

**BUSINESS PAPER
27 FEBRUARY 2019**



CORPORATE POLICY & PLANNING COMMITTEE MEETING, 27 FEBRUARY 2019

MUSWELLBROOK SHIRE COUNCIL

P.O Box 122
MUSWELLBROOK
21 February, 2019

Councillors,

You are hereby requested to attend the Corporate Policy & Planning Committee Meeting to be held in the COUNCILLORS ROOM, Administration Centre, Muswellbrook on **27 February, 2019** commencing at at the conclusion of the Infrastructure Committee Meeting.

Fiona Plesman
GENERAL MANAGER

Order of Business

ITEM	SUBJECT	PAGE NO
1	APOLOGIES AND LEAVE OF ABSENCE	4
2	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	4
3	DISCLOSURE OF ANY PECUNIARY AND NON-PECUNIARY INTEREST	7
4	BUSINESS ARISING	7
5	BUSINESS	8
5.1	REPORT ON INVESTMENTS HELD AS AT 31 JANUARY 2019	8
5.2	2018-2019 OPERATIONAL PLAN 31 DECEMBER QUARTERLY REVIEW	19
6	DATE OF NEXT MEETING 27 March 2019	25
7	CLOSURE	25



**MUSWELLBROOK SHIRE COUNCIL
CORPORATE POLICY & PLANNING COMMITTEE MEETING**

AGENDA

WEDNESDAY 27 FEBRUARY 2019

1 APOLOGIES AND LEAVE OF ABSENCE

Moved: _____ **Seconded:** _____

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDATION

That the Minutes of the Corporate Policy & Planning Committee held on **30 January 2019**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

Moved: _____ **Seconded:** _____

PRESENT: Cr R. Scholes, (Chair), Cr M. Rush, Cr M. Bowditch, Cr J.F. Eades, Cr M. Green, Cr S. Ward, Cr B.N. Woodruff, Cr. J. Ledlin

IN ATTENDANCE: Ms F. Plesman (General Manager), Mr D. Finnigan (Director - Community Infrastructure), Ms C. O'Brien (Acting Director – Environment & Community Services), Ms N. Cowley (Executive Manager – Office of the Chief Financial Officer), Ms S. Pope (Executive Manager – Environment & Community Services), Ms G. Bobsien (Executive Manager – Economic Development & Innovation), Mr Mr M. Lysaught (Manager, Property & Building Services), Mr A. Mitreski (Policy Officer) and Mrs M. Sandell-Hay (PA to General Manager).

1 APOLOGIES AND LEAVE OF ABSENCE

RECOMMENDED on the motion of Crs Bowditch and Woodruff that:

The apologies for inability to attend the meeting submitted by Cr. J. Foy, Cr. G. McNeill, Cr. S. Reynolds and Cr. S. Bailey be ACCEPTED and the necessary Leave of Absence be GRANTED.

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDED on the motion of Crs Bowditch and Green that:

The Minutes of the Corporate Policy & Planning Committee held on 19 December 2018, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

3 DISCLOSURE OF ANY PECUNIARY AND NON-PECUNIARY INTEREST

Nil

4 BUSINESS ARISING

Nil

5 BUSINESS

5.1 REPORT ON INVESTMENTS HELD AS AT 31 DECEMBER 2018

RECOMMENDED on the motion of Crs Bowditch and Ward that:

The information showing Council's investments as at 31 December 2018 be noted and the exceeded trading limits on two issuers be accepted.

6 DATE OF NEXT MEETING

27 February 2019

7 CLOSURE

The meeting was declared closed at 5.36pm.

.....
Ms F. Plesman

General Manager

.....
Cr R. Scholes

Chairperson

3 DISCLOSURE OF ANY PECUNIARY AND NON-PECUNIARY INTEREST

Section 451 of the Local Government Act requires that if a councillor or member of a council or committee has a pecuniary interest in any matter before the council or committee, he/she must disclose the nature of the interest to the meeting as soon as practicable and must not be present at, or in sight of, the meeting, when the matter is being discussed, considered or voted on.

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of financial gain or loss (see sections 442 and 443 of the Local Government Act).

A non-pecuniary interest can arise as a result of a private or personal interest which does not involve a financial gain or loss to the councillor or staff member (eg friendship, membership of an association, or involvement or interest in an activity). A councillor must disclose the nature of the interest to the meeting as soon as practicable.

Council's Model Code of Conduct now recognises two forms of non-pecuniary conflict of interests:

- Significant
- Less than significant

A Councillor must make an assessment of the circumstances and determine if the conflict is significant.

If a Councillor determines that a non-pecuniary conflict of interests is less than significant and does not require further action, they must provide an explanation of why it is considered that the conflict does not require further action in the circumstances.

If the Councillor has disclosed the existence of a significant non-pecuniary conflict of interests at a meeting they must not be present at, or in sight of, the meeting, when the matter is being discussed, considered or voted on.

4 BUSINESS ARISING

5 BUSINESS

5.1 REPORT ON INVESTMENTS HELD AS AT 31 JANUARY 2019

Attachments:	A. Investment Portfolio and Cash as at 31 January 2019 B. Issuer Trading Limits as at 31 January 2019
Responsible Officer:	Fiona Plesman - General Manager
Author:	Natalia Cowley - Executive Manager - Office of the Chief Financial Officer
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Work towards the achievement of a sustainable Operating Budget result in the General Fund.</i>

PURPOSE

To present the list of financial investments currently held by Council in accordance with the Regulation.

OFFICER'S RECOMMENDATION

The information showing Council's investments as at 31 January 2019 be noted and the exceeded trading limits on one issuer be accepted.

Moved: _____ Seconded: _____

REPORT

Clause 212 (1) of the Local Government (General) Regulation 2005, requires details of funds invested, as at the end of the preceding month, to be reported to an ordinary meeting of Council.

The funds, invested under Section 625 of the Local Government Act, as at 31 January 2019 are shown in the attachments.

COMMENT:

As at 31 January 2019, there is one issuer whose portfolio trading limits have been exceeded. Overall, however, none of the security rating group trading limits have been exceeded and on that basis, it is recommended that special action is not taken to resolve these individual trading limit discrepancies.

The one issuer is noted in the table below:

Issuer name	Trading limit exceeded (\$)	Trading limit exceeded (%)	Type of security	Detail
P&N Bank Ltd	\$164k	6%	Term deposit	The earliest-maturing holding is a \$1m term deposit which matures on 05 June 2020. It is recommended that Council allows this issuer to remain in discrepancy as this security offers some of Council's better yielding interests and overall Council's A2 security rating group trading limits have not been exceed.

Council's weighted running yield is 2.84% for the month.

The Responsible Accounting Officer certifies that, apart from the above trading limit discrepancies, the investments listed have been made in accordance with the Act, the Regulations and Council's Investment Policy. This includes investments that have been made in accordance with Minister's Orders that have been subsequently amended. "Grandfathering" provisions still allow the holding of these investments. A detailed list of investments is attached.



Fixed Interest Security	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
11m Cash										
Westpac Bus Paym 11m Cash		4,878,248.24	1.00000000	4,878,248.24	100.000	0.000	4,878,248.24	8.54%	1.59%	
Westpac Muswellbrook Trading Acct 11m Cash		100,000.00	1.00000000	100,000.00	100.000	0.000	100,000.00	0.18%	0.90%	
		4,978,248.24		4,978,248.24			4,978,248.24	8.71%		1.58%
Floating Rate Deposit										
ANZ 1.2 21 Jul 2022 256TDAY FRD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.090	1,000,896.93	1.79%	3.27%	
		1,000,000.00		1,000,000.00			1,000,896.93	1.79%		3.27%
Floating Rate Note										
AMP 1.08 10 Sep 2021 FRN	AU3FN0044657	2,000,000.00	1.00000000	2,000,000.00	99.795	0.437	2,004,640.00	3.51%	3.06%	
Auswide 1.05 12 Feb 2020 FRN	AU3FN0040747	1,500,000.00	1.00000000	1,500,000.00	100.052	0.656	1,510,620.00	2.64%	2.99%	
Auswide 1.1 05 Nov 2020 FRN	AU3FN0045821	1,000,000.00	1.00000000	1,000,000.00	99.934	0.708	1,006,420.00	1.76%	3.04%	
BOQ 1.05 12 Feb 2020 FRN	AU3FN0026381	1,000,000.00	1.00000000	1,000,000.00	100.265	0.656	1,009,210.00	1.77%	2.99%	
BOQ 1.17 26 Oct 2020 FRN	AU3FN0033023	1,000,000.00	1.00000000	1,000,000.00	100.440	0.018	1,004,580.00	1.78%	3.24%	
BOQ 1.02 16 Nov 2021 FRN	AU3FN00358418	1,000,000.00	1.00000000	1,000,000.00	99.865	0.617	1,004,820.00	1.76%	2.05%	
BOQ 1.05 03 Feb 2023 FRN	AU3FN0040549	500,000.00	1.00000000	500,000.00	99.404	0.710	500,570.00	0.88%	2.98%	
BENAU 1.1 21 Feb 2020 FRN	AU3FN0033486	1,500,000.00	1.00000000	1,500,000.00	100.363	0.591	1,514,310.00	2.65%	3.02%	
BENAU 1.1 18 Aug 2020 FRN	AU3FN0028361	3,000,000.00	1.00000000	3,000,000.00	100.408	0.608	3,030,480.00	5.30%	3.03%	
BENAU 1.05 25 Jan 2023 FRN	AU3FN0040523	500,000.00	1.00000000	500,000.00	99.446	0.051	497,485.00	0.87%	3.13%	
CredSun 1.15 29 Apr 2020 FRN	AU3FN0027314	1,000,000.00	1.00000000	1,000,000.00	100.513	0.018	1,005,310.00	1.76%	3.22%	
CredSun 1.95 09 Mar 2021 FRN	AU3FN0030458	1,000,000.00	1.00000000	1,000,000.00	102.283	0.561	1,028,440.00	1.80%	3.94%	
CUA 1.3 20 Mar 2020 FRN	AU3FN0034963	750,000.00	1.00000000	750,000.00	100.336	0.387	755,422.50	1.32%	3.36%	
CUA 1.25 06 Sep 2021 FRN	AU3FN0044269	1,500,000.00	1.00000000	1,500,000.00	100.069	0.496	1,508,475.00	2.64%	3.22%	
MACQ 1.1 03 Mar 2020 FRN	AU3FN0026805	750,000.00	1.00000000	750,000.00	100.485	0.494	757,342.50	1.33%	3.06%	
RACB 1.1 11 May 2020 FRN	AU3FN0042370	2,000,000.00	1.00000000	2,000,000.00	100.064	0.667	2,014,620.00	3.53%	3.04%	
ME Bank 1.45 18 Jul 2019 FRN	AU3FN0032041	1,000,000.00	1.00000000	1,000,000.00	100.284	0.125	1,004,690.00	1.76%	3.51%	
ME Bank 1.25 06 Apr 2020 FRN	AU3FN0035333	500,000.00	1.00000000	500,000.00	100.186	0.218	502,020.00	0.88%	3.30%	
NFBIS 1.35 07 Apr 2020 FRN	AU3FN0026969	1,000,000.00	1.00000000	1,000,000.00	100.361	0.224	1,005,850.00	1.76%	3.41%	
Old Police 1.4 22 Mar 2021 FRN	AU3FN0041638	1,500,000.00	1.00000000	1,500,000.00	99.800	0.362	1,502,430.00	2.63%	3.48%	
Old Police 1.5 14 Dec 2021 FRN	AU3FN0046389	750,000.00	1.00000000	750,000.00	100.107	0.462	754,267.50	1.32%	3.52%	
RABOBK 1.05 11 Feb 2020 FRN	AU3FN0026373	1,000,000.00	1.00000000	1,000,000.00	100.498	0.656	1,011,540.00	1.77%	2.99%	
RABOBK 1.5 04 Mar 2021 FRN	AU3FN0030409	1,000,000.00	1.00000000	1,000,000.00	101.472	0.561	1,020,230.00	1.79%	3.47%	
SunBank 1.25 20 Oct 2020 FRN	AU3FN0026195	4,000,000.00	1.00000000	4,000,000.00	100.893	0.091	4,039,350.00	7.07%	3.27%	
		30,750,000.00		30,750,000.00			30,992,532.50	84.24%		3.20%
Floating Rate TCD										
GB 1.6 07 Jun 2019 FloatTCD	AU3FN0031805	1,000,000.00	1.00000000	1,000,000.00	100.191	0.540	1,007,310.00	1.76%	3.59%	
GB 1.5 29 Nov 2019 FloatTCD	AU3FN0033819	1,000,000.00	1.00000000	1,000,000.00	100.313	0.565	1,009,000.00	1.77%	3.45%	
		2,000,000.00		2,000,000.00			2,016,300.00	3.53%		3.52%

Term Deposit	Fixed Interest Security	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
	AMP 2.75 24 Apr 2019 182DAY TD		3,000,000.00	1.00000000	3,000,000.00	100.000	0.746	3,022,378.79	5.20%	2.75%	2.75%
	BDO 3.4 21 Jun 2021 1826DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	2.067	1,020,865.75	1.79%	3.40%	3.40%
	NAB 2.7 18 Feb 2019 91DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.540	1,005,400.00	1.76%	2.70%	2.70%
	NAB 2.75 04 Mar 2019 91DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	0.445	2,008,890.42	3.52%	2.75%	2.75%
	NAB 2.75 12 Mar 2019 91DAY TD		1,500,000.00	1.00000000	1,500,000.00	100.000	0.384	1,505,763.71	2.64%	2.75%	2.75%
	NAB 2.75 17 Apr 2019 90DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	0.105	2,002,199.58	3.50%	2.75%	2.75%
	NAB 2.75 18 Apr 2019 120DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	0.324	2,006,479.46	3.51%	2.75%	2.75%
	NAB 2.73 07 May 2019 120DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.180	1,001,795.07	1.75%	2.73%	2.73%
	NPBS 3.31 Aug 2019 1095DAY TD		1,500,000.00	1.00000000	1,500,000.00	100.000	0.510	1,507,643.84	2.64%	3.00%	3.00%
	P&NB 3.83 06 Jun 2020 1827DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	2.518	1,025,183.56	1.79%	3.83%	3.83%
	P&NB 3.53 21 Jun 2021 1826DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	2.186	2,043,327.12	3.58%	3.53%	3.53%
			18,000,000.00		18,000,000.00			18,149,835.20	31.76%		2.95%
Fixed Interest Total			56,728,248.24		56,728,248.24			57,137,962.87	100.00%		2.84%



Portfolio Valuation Report
Muswellbrook Shire Council
As At 31 January 2019

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Report Code: TBL00P/1006-07-01-13
Report Description: Portfolio Valuation As At Date
Parameters:
Term: Defaulted interest included
Cash: Excluded



Trading Limit Report
Muswellbrook Shire Council
As At 31 January 2019

1 Issuer Trading Limits

Issuer	Issuer Parent	Already Traded Limit For (with Issuer Group) Book or Face Value Trading National Entity	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AMP Bank Ltd		5,000,000.00 Book	20.00 % of 56,728,248.24	11,345,649.85	44.00	56.00	6,345,650	0.00	0
ANZ Banking Group Ltd		1,000,000.00 Book	20.00 % of 56,728,248.24	11,345,649.85	9.00	91.00	10,345,650	0.00	0
Auswide Bank Limited		2,500,000.00 Book	5.00 % of 56,728,248.24	2,836,412.41	88.00	12.00	336,412	0.00	0
Bank of Queensland Ltd		4,000,000.00 Book	10.00 % of 56,728,248.24	5,672,824.82	79.00	21.00	1,172,825	0.00	0
Bendigo & Adelaide Bank Ltd		5,000,000.00 Book	10.00 % of 56,728,248.24	5,672,824.82	88.00	12.00	672,825	0.00	0
Credit Suisse Sydney		2,000,000.00 Book	20.00 % of 56,728,248.24	11,345,649.85	18.00	82.00	9,345,650	0.00	0
Credit Union Australia Ltd		2,250,000.00 Book	5.00 % of 56,728,248.24	2,836,412.41	79.00	21.00	596,412	0.00	0
Greater Bank Ltd		2,000,000.00 Book	5.00 % of 56,728,248.24	2,836,412.41	71.00	29.00	636,412	0.00	0
Macquarie Bank		750,000.00 Book	20.00 % of 56,728,248.24	11,345,649.85	7.00	93.00	10,595,650	0.00	0
Members Banking Group Limited (as RACQ Bank)		2,000,000.00 Book	5.00 % of 56,728,248.24	2,836,412.41	71.00	29.00	636,412	0.00	0
Members Equity Bank Ltd		1,500,000.00 Book	5.00 % of 56,728,248.24	2,836,412.41	53.00	47.00	1,336,412	0.00	0
National Australia Bank Ltd		9,500,000.00 Book	20.00 % of 56,728,248.24	11,345,649.85	84.00	16.00	1,845,650	0.00	0
Newcastle Permanent Building Society Ltd		2,500,000.00 Book	5.00 % of 56,728,248.24	2,836,412.41	88.00	12.00	336,412	0.00	0
Peabody Bank Ltd		3,000,000.00 Book	5.00 % of 56,728,248.24	2,836,412.41	100.00	0.00	0	6.00	163,588
OPCU LTD (as CBANK)		2,250,000.00 Book	5.00 % of 56,728,248.24	2,836,412.41	79.00	21.00	596,412	0.00	0
Rabobank Nederland Australia Branch		2,000,000.00 Book	10.00 % of 56,728,248.24	5,672,824.82	35.00	65.00	3,672,825	0.00	0
Suncorp Bank		4,000,000.00 Book	20.00 % of 56,728,248.24	11,345,649.85	35.00	65.00	7,345,650	0.00	0
Westpac Banking Corporation Ltd		4,975,248.24 Book	20.00 % of 56,728,248.24	11,345,649.85	44.00	56.00	6,367,401	0.00	0
		56,728,248.24		118,129,301.30			62,564,660		163,588



2 Security Rating Group Trading Limits

Security Rating Group	Already Traded Limit For Face Value of Book or Notional Trading Entity	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AA+ to AA-	1,000,000.00 Book	100.00 % of 56,726,248.24	56,726,248.24	2.00	98.00	56,726,248	0.00	0
A+ to A-	20,250,000.00 Book	80.00 % of 56,726,248.24	34,036,948.94	60.00	40.00	13,786,949	0.00	0
A1+	14,478,248.24 Book	100.00 % of 56,726,248.24	56,726,248.24	26.00	74.00	42,250,000	0.00	0
A1	3,000,000.00 Book	80.00 % of 56,726,248.24	45,382,598.69	7.00	93.00	42,382,699	0.00	0
A2	4,500,000.00 Book	60.00 % of 56,726,248.24	34,036,948.94	13.00	87.00	29,536,949	0.00	0
B0B+ to B0B-	13,500,000.00 Book	30.00 % of 56,726,248.24	17,018,474.47	79.00	21.00	3,510,474	0.00	0
	56,726,248.24		243,931,467.43			187,203,219		0

Notes:

1. In instances where long securities have a term remaining which is less than 365 days, the issuer's short term rating is used instead of the security's (presumably long term) rating.

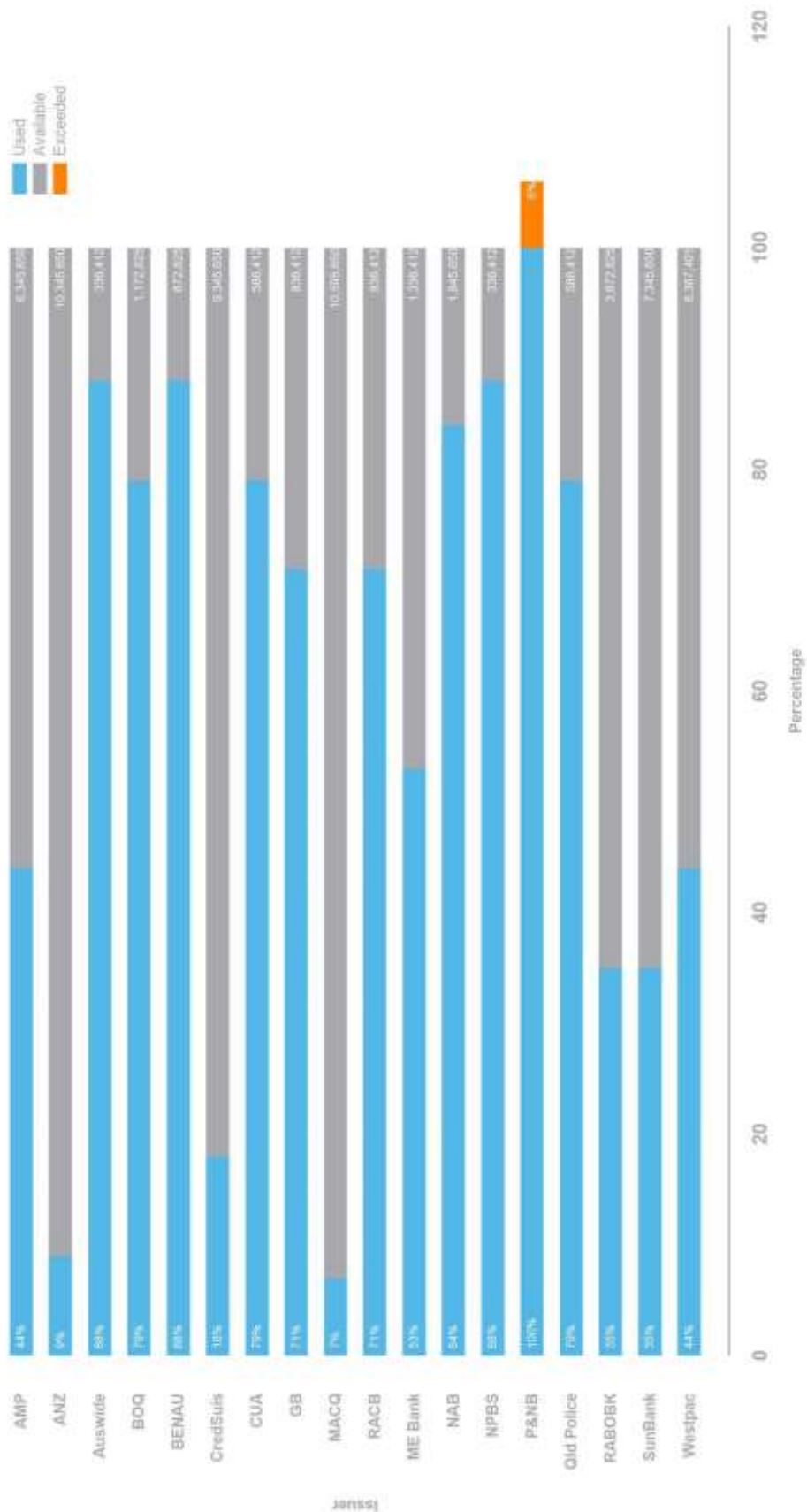
3 Term Group Trading Limits

Term Group	Already Traded Limit For Face Value of Book or Notional Trading Entity	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
0-1 Year	21,978,248.24 Book	0.00 AUD	0.00	0.00	0.00	0	100.00	21,978,248
1-2 Year	32,750,000.00 Book	0.00 AUD	0.00	0.00	0.00	0	100.00	32,750,000
3-5 Year	2,000,000.00 Book	0.00 AUD	0.00	0.00	0.00	0	100.00	2,000,000
	56,726,248.24		0.00			0		56,726,248



Trading Limit Report
Muswellbrook Shire Council
As At 31 January 2019

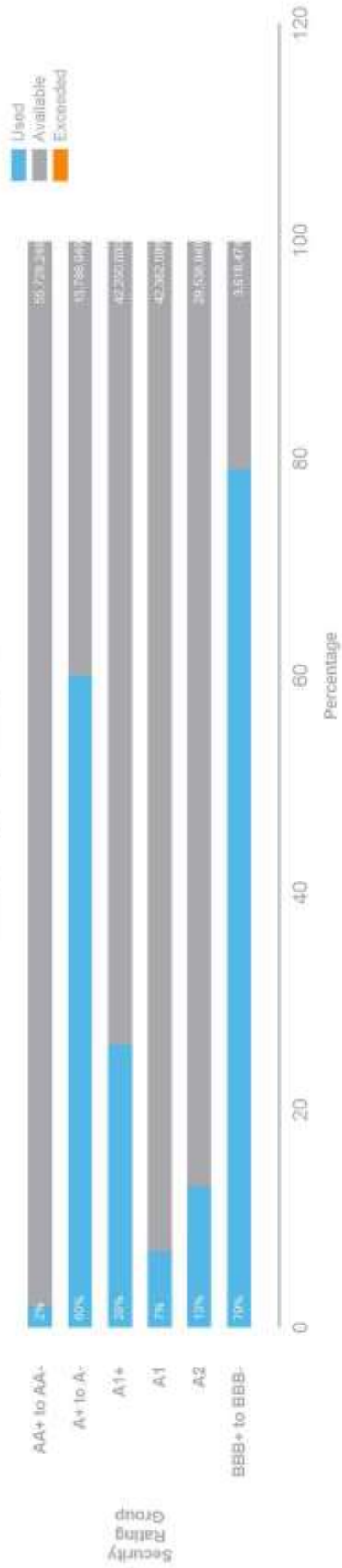
Issuer Trading Limits





Trading Limit Report
Muswellbrook Shire Council
As At 31 January 2019

Security Rating Group Trading Limits





Trading Limit Report
Muswellbrook Shire Council
As At 31 January 2019

Term Group Trading Limits





Trading Limit Report
Muswellbrook Shire Council
As At 31 January 2019

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Report Code: TBLBTR2019-01-01-01
Report Description: Trading Limit Performance (Historical) As At Date
Report Date: 31/01/2019
Reported By: Investment Data Bureau
Reported For: Public
Reported To: Parent/Child Issuer's Approval
High Level Holdings

5.2 2018-2019 OPERATIONAL PLAN 31 DECEMBER QUARTERLY REVIEW

Attachments:	Nil
Responsible Officer:	Joshua Brown - Manager - Integrated Planning & Governance
Author:	Melissa Cleary - Co-Ordinator - Integrated Planning
Community Plan Issue:	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
Community Plan Goal:	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
Community Plan Strategy:	<i>Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.</i>

PURPOSE

The adopted 2018-2019 Operational Plan has been reviewed over the months of 1 October 2018 to 31 December 2018.

OFFICER'S RECOMMENDATION

That the 2018-2019 Operational Plan Review dated 31 December 2018 be noted.

Moved: _____ **Seconded:** _____

BACKGROUND

The *Local Government Act 1993* requires Council to review its Operational Plan.

REPORT

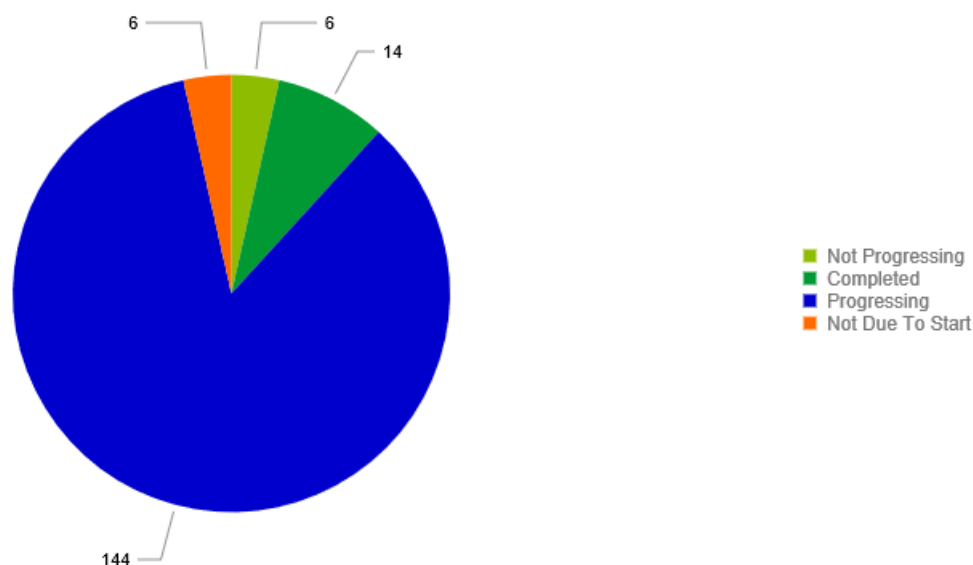
Please refer to the separate Quarterly Management Report – Q2, 2018/2019 outlining the full Operational Plan review for the period to 31 December 2018.

Following, are overview charts indicating the status of Operational Plan items by Principal Activity Area.

Overall

Of the 170 activities:

- 17% have been completed on or ahead of schedule;
- 78% are progressing;
- 1% are not due to start; and
- 4% are not progressing.



The actions reported as **completed** are as follows:

ACTION	STATUS
2.2.5 Development of investment prospectus.	Prospectus completed.
5.1.1 Recreation Needs and Management Study used for works planning and budget purposes.	Recreation Needs and Management Study has informed 2018/19 General Recreation capital allocations.
5.3.1 Library programs are developed that increase social engagement with young people in our libraries.	<p>During the first quarter of 2018/19 there was no increase in the youth membership at Denman Library. Staff are working towards improving this issue through changes in operational hours following a community survey of demand and review of trends in library use.</p> <p>At Muswellbrook Library there has been an increase of 34.9% in youth membership during Q1, (or an increase of 128 members) following the promotion of the Library as a optimal study location (technologies available) for HSC students prior to the 2018 exam period. The Muswellbrook Library was also utilised by the Muswellbrook High School as an examination location.</p>
5.5.2 Continue matched funding Small Sport and Recreation Grants Programme.	Small Sport and Recreation grants programme for 2018/19 has been awarded.
5.5.3 Continue matched funding Large Sport and Recreation Grants Programme	Large Sport and Recreation Grants programme for 2018/19 has been awarded.
10.1.2 Work with the Aboriginal community on the delivery of at least two events annually to celebrate and promote Aboriginal art and culture.	Wadagingie/My Mother's Endearment; held from 6 July to 26 August, represented works by indigenous artists from St Heliers Correctional Centre, reflecting the role women have played in the lives of the artists within the overlying the 2018 NAIDOC Week theme 'Because of Her we Can'. The Muswellbrook Local Art Prize incorporated a section on Aboriginal Art that was supported by local artists.

ACTION	STATUS
12.1.5 Continue Council's efforts running multiple National Tree Day planting events in Muswellbrook and Denman.	The National Tree Day 2018 was held at three sites across the Shire and reported to council as part of in September 2018. Over 100 volunteers assisted in this project.
14.1.4 Implement Energy Data Management program.	Council has implemented "Planet footprint" consumption data management. This has been reviewed and is proving successful. A quarterly review of the data is undertaken.
14.1.7 Implement procurement procedures to minimise waste and improve sustainability outcomes.	A New procurement policy has been adopted by council. Sustainability initiatives were implemented in this new policy.
14.1.8 Support business and engage with the community to promote waste minimisation and re-use.	A complete report on education activities was provided to council as part of the annual sustainability report in September 2018.
14.1.9 Encourage establishment, participation and maintenance of community gardens.	A complete report on community groups was provided to council in the annual sustainability report in September 2018. The New animal shelter development has been chosen to include the community garden.
14.1.11 Continue surveillance and regulation of illegal dumping on an ongoing basis through participation in the Hunter Central Coast Regional Illegal Dumping Squad.	This has been reported to council as part of the annual sustainability report in September 2018.
14.1.13 Advocate for a pilot project targeting the establishment of the Grey-headed Flying Fox habitat	A grant has been submitted for precinct 1 of the Muswellbrook Urban Riparian Master Plan. This precinct provided for flying fox habitat.
15.2.2 Promote Council projects being undertaken as encouragement to the community	Council report submitted with options to progress the RET for council. Open day scheduled for the indoor sports center as the sustainability showcase on 24th of October with Media release and Mayor. Complete list of community activities being acted and new 12 month list being drafted.
18.1.1 Relaunch and rebrand of Bottoms Up Festival to Noisy Heeler Music Festival Muswellbrook.	Festival held. 700 attendees -festival relaunched and well attended.
18.1.2 Support and grow the Blue Heeler Film Festival.	Blue Heeler Festival held with over 500 in attendance. Double the audience of 2017
18.2.1 Muswellbrook Regional Arts Centre to host a minimum of five exhibitions each year.	A minimum of five exhibitions have been scheduled for delivery during the 2018/19 financial year.
18.2.2 Work with sponsors to investigate the annual delivery of the Muswellbrook Art Prize.	Funding for the 2019 Muswellbrook Art Prize has been secured through the generous continuing donation of Bengalla Mining Company and Muswellbrook Shire Council.
18.2.4 Partner with local education providers on enhancing the Muswellbrook Regional Arts Centre's exhibitions.	At least two exhibitions involving young local artists and education providers have been delivered at the Muswellbrook Regional Arts Centre during 2018/19.

ACTION	STATUS
18.4.3 Deliver the Noisy Heeler and Blue Heeler Festivals.	Festivals held - 700 in attendance Noisy Heeler 500 in attendance Blue Heeler
19.3.2 Provide to Council a list of works proposed for design.	The annual report providing a list of proposed works for design was reported to the July 2018 Infrastructure Committee where the following works were endorsed; Roads and Drainage at Olympic Park, Anzac Pde, Geotechnical investigations Denman Masterplan, Condition data for parts of the road and drainage network. This is to facilitate investment in high quality Community infrastructure necessary to a regional center.
19.3.10 Seek support for Council's infrastructure priorities for grant programs; e.g. Resources for Region.	Council has successfully applied to the NSW and Federal governments for funding to support infrastructure priorities, including from Resources for Region, Growing Local Economies and Growing Regional Economies.
19.4.5 Seek grant funding for replacement of Williams Bridge (a timber bridge) Martindale Road.	A design, costing and Review of Environmental Factors has been undertaken for the replacement of Williams Bridge. This information has been included in the grants applied for under the 'fixing Country roads' and 'bridges renewal' programs for 2018/19.
21.1.1 Provide a report to Council on options to be funded and the amounts necessary to achieve the Delivery Program priorities.	The 2018 -19 Capital Works Programme was reported to August 2018 meeting of Council. This report provided options to be funded and the amounts necessary to achieve the Delivery Program priorities. These Capital Works aim to maintain and continually improve the Shire's footpath and cycleway networks.
22.1.1 Carry out a desk based exercise to test preparedness for a severe weather event.	<p>In November 2018, a desk based exercise was carried out with Muswellbrook Police, testing preparedness for a major bush fire and extreme weather event. A verbal report based on the outcomes of the desk based exercise was provided to the December 2018 meeting of the Local Emergency Management Committee.</p> <p>In addition, discussion continues to be held with the Hunter Regional Emergency Management Committee in relation to the provision of a desk based exercise to test preparedness for a severe weather event.</p> <p>Council is a signatory to a Memorandum of Understanding with the Office of Emergency Management for the development and provision of the Disaster Preparedness Program. The development of this program will provide tools, resources and training to local government when preparing for emergencies, with the aim of minimising the impact of the emergencies on local communities. An initial introduction meeting was conducted in November 2018.</p>

ACTION	STATUS
22.1.4 Undertake strategic advocacy with government and industry leaders to further the interests and aspirations of the Shire's communities.	To ensure strategic advocacy with government and industry Council is actively participating in the Department of Premier and Cabinet led working groups the Upper Hunter Diversification Working Group and the Hunter Energy Transition Government Interagency, as well as the Minerals Council Mining Dialogue meetings.
23.2.1 Continue the community panel engagement process.	At the Ordinary Meeting of Council on 12 June 2018 Council authorised the General Manager to commence the preparation of an application to IPART for the continuation of the 2018-2019 Special Variation (SV) and allocated funds for a community engagement program to facilitate consultation with the community in regard to a proposed application to IPART. Council's 2017 Community Panel was reconvened in 2018 initially by way of a direct invitation to past participants. i. A demographically representative group of 35 community members was selected to form Muswellbrook Shire Council's 2018 Community Panel; ii. In 2018/2019 two Community Panel meetings were convened on 6 and 20 October 2018, with meeting outcomes and panel recommendations reported to Council on 13 November 2018.
24.1.6 Facilitate the control of animals in accordance with the Companion Animals Regulations.	Statistics are being recorded and reported to council. A new electronic system is being investigated to include as part of the construction of the new animal shelter.
24.2.5 Continue the implementation of the Information Services Strategy.	Budget bid requesting funding for Information services strategy submitted.

The action reported as **not due to start** is as follows:

ACTION	STATUS
20.1.5 Undertake inspections and approvals of liquid trade waste premises and agreements.	Report on liquid trade waste approvals currency and compliance to be submitted to Council in June 2019.

The actions reported as **not progressing** are as follows:

ACTION	STATUS
2.2.1 Establish Upper Hunter Economic Development Corporation Board and deliver Strategic Plan to Council.	The application to the NSW Government for the establishment of the UHEDC was not successful. This will be reviewed in July 2019 and will not progress until then.
4.1.1 Review Council's Parking Study 2010 and develop a comprehensive parking strategy for Muswellbrook and Denman taking into account Council's endorsed strategies for both town centres.	The review of Council's Parking Study 2010 and the development of a comprehensive parking strategy for Muswellbrook and Denman will begin following the appointment of staff to manage this project.

ACTION	STATUS
16.1.3 Review Council's Heritage Inventory 1996.	Council was successful in receiving a grant from the Heritage Near Me program. Staff changes at Council mean that it is unlikely that the project can be completed in the required time frame.
19.2.1 Co-ordinate and facilitate implementation of the Asset Management Improvement Strategy.	An Asset Coordinator has not been appointed to date and the Asset Engineer appointed to Roads and Drainage is on a temporary placement in Water and Waste until March.
19.3.7 Undertake a comprehensive review of Council's Development Contribution Plans.	The Strategic Planner position is currently vacant and therefore the review of Council's Development Contributions plan has not yet commenced.
19.3.9 Advocate for a Denman bypass.	Council meets regularly with the RMS and raises the need for a Denman bypass.
23.1.1 Continue a comprehensive community consultation program as per the Community Engagement Strategy.	No Community Listening Posts were scheduled during Q2.

6 DATE OF NEXT MEETING

27 March 2019

7 CLOSURE