



**muswellbrook  
shire council**

**Muswellbrook Shire Council**  
**ORDINARY COUNCIL MEETING**

**BUSINESS PAPER**  
**24 SEPTEMBER 2019**



**ORDINARY COUNCIL MEETING, 24 SEPTEMBER 2019**

MUSWELLBROOK SHIRE COUNCIL

P.O Box 122

MUSWELLBROOK

20 September, 2019

Councillors,

You are hereby requested to attend the Ordinary Council Meeting to be held in the Memorial Hall, Ogilvie Street, Denman on **24 September, 2019** commencing at 6.30pm.

Fiona Plesman  
**GENERAL MANAGER**

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**MUSWELLBROOK SHIRE COUNCIL  
ORDINARY COUNCIL MEETING**

**AGENDA  
TUESDAY 24 SEPTEMBER 2019**

- 1 ACKNOWLEDGEMENT OF COUNTRY**
- 2 CIVIC PRAYER**
- 3 APOLOGIES AND LEAVE OF ABSENCE**

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

- 4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING  
RECOMMENDATION**

That the Minutes of the Ordinary Meeting held on **27 August 2019**, and the Extra Ordinary Meeting held on **10 September 2019**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

- 5 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.

**6 PUBLIC PARTICIPATION****7 MAYORAL MINUTES**

## 8 GENERAL BUSINESS

### 8.1 FIXING DAY AND HOUR OF REGULAR COUNCIL MEETINGS

Attachments:	Nil
Responsible Officer:	Fiona Plesman - General Manager
Author:	Michelle Sandell-Hay - PA to the General Manager
Community Plan Issue:	<i>Progressive leadership</i>
Community Plan Goal:	<i>That Muswellbrook Shire is well led and managed</i>
Community Plan Strategy:	<i>Effective governance of Muswellbrook Shire</i>

#### PURPOSE

To consider scheduling arrangements for Ordinary Council Meetings for the coming year.

#### OFFICER'S RECOMMENDATION

1. Ordinary Meetings of the Council be held in the Council Chambers, Muswellbrook, on the last Tuesday of each calendar month commencing at 6.00pm.
2. The Council meeting scheduled to be held on 28 April, 2020 be held in the Denman Memorial Hall.
3. As the December 2019 Council Meeting falls on 31 December, 2019 during which time the Council Administration Centre will be closed, the meeting be held on 17 December, 2019.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

#### BACKGROUND

Council on an annual basis at this time of year considers the scheduling arrangements for Ordinary Council Meetings.

#### CONSULTATION

Not applicable.

#### REPORT

Council currently conducts an ordinary meeting on the last Tuesday of each month commencing at 6.00pm. These meetings deal with a full range of Council business, including consideration of reports from Committees. It is proposed to continue these arrangements for the coming year.

#### OPTIONS

Council may adopt the proposed schedule of meetings or a variation of the schedule.

#### CONCLUSION

It is proposed that Council conduct its Ordinary Meetings on the last Tuesday of each month commencing at 6.00pm.

**SOCIAL IMPLICATIONS**

Not applicable.

**FINANCIAL IMPLICATIONS**

Not applicable.

**POLICY IMPLICATIONS**

Meetings are conducted in accordance with Council's Code of Meeting Practice.

**STATUTORY IMPLICATIONS**

Not applicable.

**LEGAL IMPLICATIONS**

Not applicable.

**OPERATIONAL PLAN IMPLICATIONS**

Not applicable.

**RISK MANAGEMENT IMPLICATIONS**

Not applicable.

**9 BUSINESS ARISING**

Nil

**10 ENVIRONMENTAL SERVICES**

Nil

## 11 COMMUNITY INFRASTRUCTURE

### 11.1 QUARTERLY WATER & SEWER SERVICES APRIL - JUNE 2019

**Attachments:** A. Quarterly Infrastructure Report - Water and Wastewater - April to June 2019.pdf

**Responsible Officer:** Derek Finnigan - Director - Community Infrastructure

**Author:** Daya Siriwardena - Operations Manager

**Community Plan Issue:** *A safe, secure and reliable water supply and sewerage services are provided to all residents that will ensure public health*

**Community Plan Goal:** *Provide safe, secure, efficient and effective water, sewerage and waste services in compliance with regulatory requirements.*

**Community Plan Strategy:** *Test and monitor water supply and sewerage system, including re-use systems, to ensure legislative compliance with health guideline and licence parameters.*

#### PURPOSE

The report summarises the performance of water and wastewater services, including drinking water quality and re-use water supplied to Council's customers, for the period 1 April 2019 to 30 June 2019.

#### OFFICER'S RECOMMENDATION

**The information contained in the report be noted.**

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

#### BACKGROUND

This report discusses testing and monitoring of water supply and wastewater systems, including re-use systems in relation to health guidelines and licence requirements for the period 1 April to 30 June 2019.

#### CONSULTATION

Data is extracted from performance monitoring data sheets and service requests, including contributions from Council's Rates Department and Water & Wastewater technical staff.

#### CONSULTATION WITH COUNCILLOR SPOKESPERSON

A copy of the report has been forwarded for review to Council's Mayor, Councillor Rush, the Deputy Mayor, Councillor Scholes, and the Councillor Spokesperson for Infrastructure, Councillor Woodruff.

#### REPORT

Attachment A provides a tabulated summary on:

- Levels of service and performance indicators for water services for the relevant reporting period;
- Levels of service and performance indicators for wastewater services for the period; and
- Potable water and wastewater statistics for the period.

Whilst April to June 2019 Levels of Service (LOS) performance indicates some target exceedance, as presented in attachment A, improvements in corrective reporting, documentation and modifying LOS

targets are being implemented. Most LOS performance indicators for water supply and wastewater services are compliant from the perspectives of licence requirement, health criteria and service responsiveness.

Service requests were responded 100% of time within the hour whilst 85% of the supply failures were completed within the target time of 4 hours.

Drinking water quality, including E-Coli results for Muswellbrook, Denman & Sandy Hollow for April to June 2019 were 100% compliant and Free Available Chlorine level average were 0.88, 0.94 and 1.23 mg/L respectively, well within the Australian Drinking Water Guidelines (ADWG – 2011). In Sandy Hollow, drinking water average total hardness was 571.38 mg/L whilst Muswellbrook and Denman average total hardness was below 200 mg/L.

Only Muswellbrook had 3 Dirty-Water/Taste/Odour complaints for the reporting period from April to June 2019 mainly caused by water-main breaks, fitting repairs and service repairs.

Overall effluent quality for Muswellbrook and Denman has not exceeded target values during the reporting period.

### **OPTIONS**

That the information contained in the report be noted.

### **CONCLUSION**

Water quality compliance for Muswellbrook, Denman and Sandy Hollow water supplies were satisfactory for the reporting period from April to June 2019. The Levels of Service (LOS) and performance indicators for water and wastewater services for the period April to June 2019 were satisfactory.

### **SOCIAL IMPLICATIONS**

Council has complied with agreed level of services and the statutory requirements.

### **FINANCIAL IMPLICATIONS**

Not Applicable

### **POLICY IMPLICATIONS**

Not Applicable

### **STATUTORY IMPLICATIONS**

This report signals Council's compliance with stipulated levels of service and statutory requirements such as the Local Government Act, Australian Drinking Water Guidelines (2011), EPA licenses, DPI Water Benchmarking and the contract/licensing agreements with Hunter Valley Energy Coal and the golf course for both Muswellbrook and Denman.

### **LEGAL IMPLICATIONS**

Council has made every effort to ensure compliance with the required legislation and quality standards.

### **OPERATIONAL PLAN IMPLICATIONS**

The submission of this report complies with the Council's Operational Plan (sections 9.2.2 and 9.2.6) for reporting of water and wastewater levels of service (LOS), performance indicators and compliance with health guidelines and licence parameters

### **RISK MANAGEMENT IMPLICATIONS**

The quarterly reporting is used as a tool to manage the risk of non-compliance to statutory bodies.

## LEVEL OF SERVICE PERFORMANCE INDICATORS - WATER SERVICES

Period: 1 April - 30 June 2019

Indicator	Description	Report Period	Year to Date	Performance Target
<b>Availability of Supply</b>	Reported Events Outside Standard			
Muswellbrook & Denman	Minimum Pressure kPa (when conveying 0.15 L/s/tenement)			200 kPa
	Maximum Static Pressure			850 kPa
<b>Water Restrictions (2007 Drought Management Plan)</b>		<b>Voluntary for Report Period</b>		consumption.
Muswellbrook	Due to the ongoing drought conditions and bushfire season Voluntary Level 1 Water Restrictions were activated 17/09/2018 to 30/06/2019. Mandatory Level 1 Restrictions from	1	1	The adopted trigger levels are aimed at ensuring that Muswellbrook and Denman are affected by water restrictions for less than 10% of the time and no more than 5 times per 100 years (Drought Contingency Emergency
Denman		1	1	
Sandy Hollow		1	1	
<b>Peak Daily Demand (litres/assessment including commercial)</b>				(= peak day consumption/no assessments)
Muswellbrook		1551		3000 litres/assessment
Denman		1736		3000 litres/assessment
Sandy Hollow		2918		3000 litres/assessment
<b>Supply Interruptions</b>				
<b>Planned Interruptions to Supply</b> (5 days notice to domestic, commercial & industrial customers)	Number of Interruptions	1.0	10.0	<1/1000 customers/year
	Average time to repair	8.0	3.8	Hours
	Average length of Interruptions			< 2 hours
	Maximum length of interruption			< 4 hours
Average length of interruption is not supplied as current systems do not allow accurate recording -				
<b>Unplanned Interruptions to Supply</b> (due to main replacement - excluding service lines)	Number of Interruptions	2	5.0	Mbk - 50, Denman - 10, SH - 2 per year
	Average time to repair	5	6.2	Hours
	Average length of Interruptions			< 4 hours
	Number of Residences affected	115	137.0	1/connection/year
<b>Water Quality</b>		<b>Averages</b>		
<b>Muswellbrook</b>	Turbidity	0.27	0.28	1 NTU maximum
	pH	8.50	8.08	6.5 - 8.5
	Total Hardness	101.10	104.47	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	0.88	0.88	0.1 - 1.0mg/l
<b>Denman</b>	Turbidity	0.19	0.21	1 NTU maximum
	pH	8.02	8.00	6.5 - 8.5
	Total Hardness	184.69	182.48	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	0.94	0.91	0.1 - 1.0mg/l
<b>Sandy Hollow</b>	Turbidity	0.37	0.25	1 NTU maximum
	pH	7.82	7.84	6.5 - 8.5
	Total Hardness	571.38	593.40	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	1.23	1.18	0.1 - 1.0mg/l
<b>Service Requests</b>				Leaks 80/year
<b>Muswellbrook</b>	Main Break	6	35	
	Fitting Repair	22	100	
	Service Repair	52	169	
	Service Replacement	2	10	
Meter replacements do not include those replaced during the bill read process				
	Meter replacement	59	377	
<b>Denman</b>	Main Break	3	8	
	Fitting Repair	4	15	
	Service Repair	12	36	
	Service Replacement	0	1	
Meter replacements do not include those replaced during the bill read process				
	Meter replacement	20	82	Meter replacements don't include those completed as a result of the water meter reading process
<b>Sandy Hollow</b>	Main Break	2	4	
	Fitting Repair	0	0	
	Service Repair	0	6	
	Service Replacement	0	0	
Meter replacements do not include those replaced during the bill read process				
	Meter replacement	1	11	Meter replacements don't include those completed as a result of the water meter reading process
<b>Total Service Requests</b>		<b>183</b>	<b>854</b>	
<b>Supply Failure Response Times (unplanned)</b>				
Muswellbrook, Denman & Sandy Hollow	Number where response time <1 hour	100.0	91.0	>95%
(expressed as percentage)	Number where completion time <4 hours	85.0	91.0	>95%
<b>General Complaints (Management)</b>				
<b>Water Quality (Dirty water, taste &amp; odour)</b>				
Muswellbrook		3	25	<1/1000 customers per year
Denman		0	10	
Sandy Hollow		0	1	
<b>Pressure (not related to a main break)</b>				
	8 of the low pressure reports were attributed to frozen pipes			
Muswellbrook		17	42	<10
Denman		3	12	<2
Sandy Hollow		0	1	<2
<b>Other</b>				
<b>Service Provided</b>				
Time to provide an individual connection to water supply in serviced area (90% of time)	New Services	1	5	Number
		100%	100%	Percentage installed within 5 Working Days

■ This Report has been prepared using information available at the time of collation and may not include a complete data set for the report period.

■ Performance Targets are those identified in the current 2005/2006 Strategic Business Plan.

■ Report Period and Year to Date in some cases will be the same due to the commencement of new report year



## LEVEL OF SERVICE PERFORMANCE INDICATORS - WASTEWATER SERVICES

Period: 1 April - 30 June 2019

Indicator	Description	Report Period	Year to Date	Performance Target
Availability of Service				
Muswellbrook	Average Dry Weather Flow (ADWF)	2.25	2.25	3.6 MI per day
	Peak Wet Weather Flow (PWWF)	3.44	10.58	18.7 MI per day
	Rainfall	113.5	506.05	mm
Denman	Average Dry Weather Flow (ADWF)	0.29	0.32	0.3 MI per day
	Rainfall	32.00	438.00	mm
System Failures (causing overflow)				
Category 1	Failures due to rainfall and deficient design capacity			
Muswellbrook		0	0	2 per year
Denman		0	0	1 per year
Category 2	Failures due to pump or other breakdown			
Muswellbrook		0	0	1 per year
Denman		0	0	1 per year
Category 3	Failures due to blockages			
Muswellbrook	Roots Blocking Sewer	0	2	Muswellbrook - 100/year
	Foreign Objects in Sewer	0	1	
	Broken/Blocked Sewer Pipe	1	3	
	Blocked Junction	0	0	
	Blocked Boundary	0	1	
	TOTAL	1	7	
	Denman	Roots Blocking Sewer	1	
Foreign Objects in Sewer	0	1		
Broken/Blocked Sewer Pipe	0	0		
Blocked Junction	0	0		
Blocked Boundary	0	0		
TOTAL	1	2		
Response Times (unplanned - to system failures)				
Muswellbrook & Denman	Occurrences where response time < 1hr (%)	100.0%	100.0%	> 95%
	Occurrences where completion time < 4 hrs (%)	50.0%	78.0%	> 95%
General Complaints (Non Urgent)				
Muswellbrook	Odour complaints(Sewer Treatment Works) for period	1	2	1 per year
	Odour complaints (other) for period	7	20	1 per year
Denman	Odour complaints(Sewer Treatment Works) for period	1	1	1 per year
	Odour complaints (other) for period	1	6	1 per year
Effluent Quality		Report Period		
		Min	Max	
Muswellbrook Wastewater	BOD	4	8	
Treatment Plant (Golf Course)	SS	14	34	<20 mg/l
Muswellbrook Wastewater	BOD	3	7	<20 mg/l
Treatment Plant (HVEC)	SS	10	18	<30 mg/l
Denman Wastewater	BOD	4	8	20 mg/l
Treatment Plant (Golf Course)	SS	28	62	30 mg/l
Muswellbrook Effluent Reuse (HVEC)	Escherichia Coli	<10	1200	< 150/100mls (Contract)
Muswellbrook Effluent Reuse (Golf Course)	Escherichia Coli	<10	10	< 150/100mls
Denman Effluent Reuse (Golf Course)	Escherichia Coli (Reuse Reservoir Outlet)	<10	<10	

■ This Report has been prepared using information available at the time of collation and may not include a complete data set for the report period.

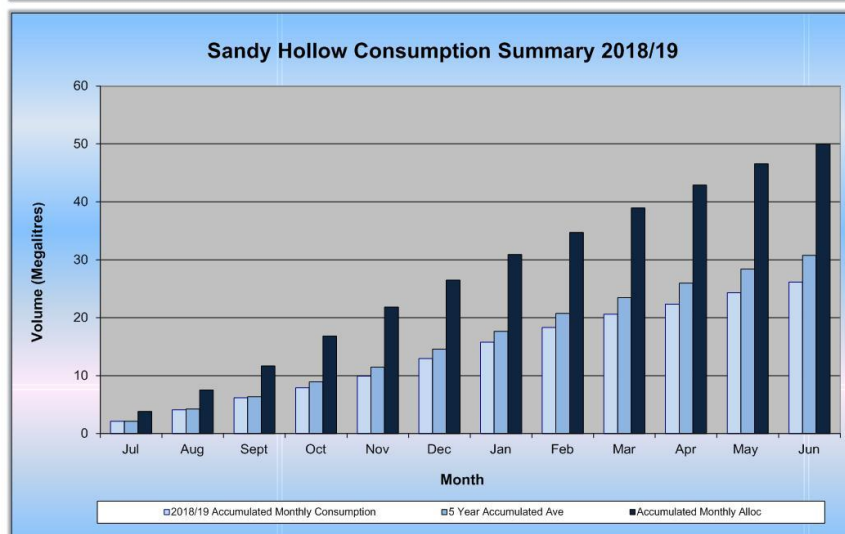
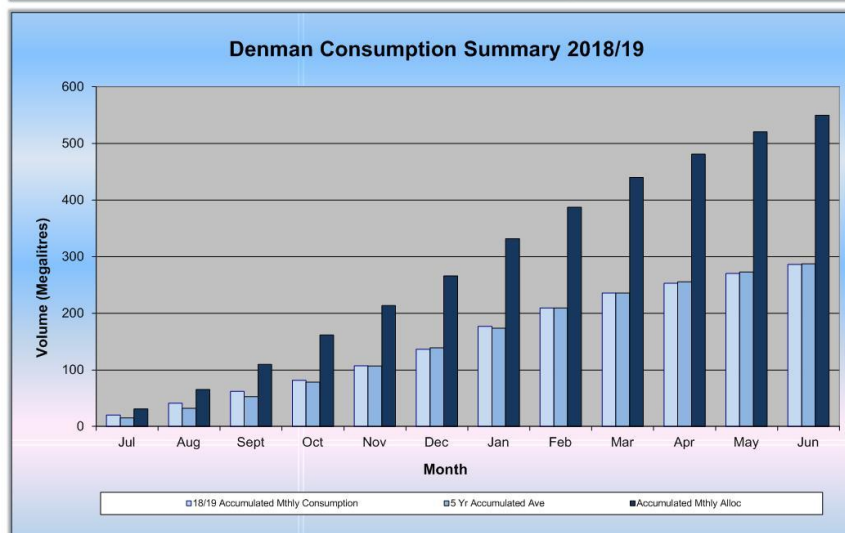
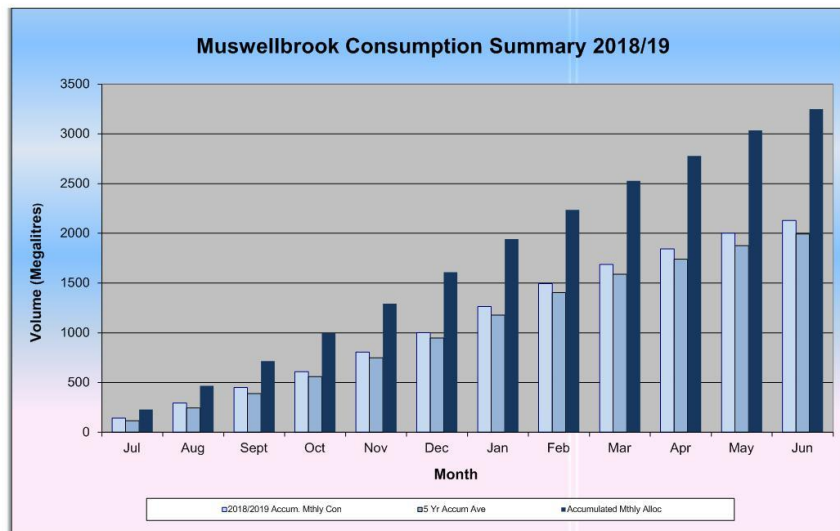
■ Performance Targets are those identified in the current 2005/2006 Strategic Business Plan.

■ Report Period and Year to Date in some cases will be the same due to the commencement of new report year

## POTABLE WATER AND WASTEWATER STATISTICS

Period: 1 April to 30 June 2019

WATER (it should be noted that water consumption data is treated water provided to the distribution system and does not include water losses from extraction and treatment processes. Extraction data is a licence requirement)					Description
	Report Period	5 Year Period Average	5 Year Peak for Period	5 Year Min. for Period	
<b>Muswellbrook</b>					
Consumption for Period	441.26	403.87			ML
Annual Consumption to Period End	2129.39	1994.16			ML
Maximum Daily Consumption	7.98		8.96		ML
Minimum Daily Consumption	2.37			1.12	ML
Average Daily Consumption	4.85	4.44			ML
Rainfall for Period	30.50	107.90			mm
Yearly Rainfall to Period End	423.05	539.96			mm
<b>Denman</b>					
Consumption for Period	50.59	51.37			ML
Annual Consumption to Period End	286.21	287.18			ML
Maximum Daily Consumption	1.13		1.78		ML
Minimum Daily Consumption	0.68			0.03	ML
Average Daily Consumption	0.24	0.58			ML
<b>Sandy Hollow</b>					
Consumption for Period	5.55	7.26			ML
Annual Consumption to Period End	26.14	30.74			ML
Maximum Daily Consumption	0.18		0.21		ML
Minimum Daily Consumption	0.011			0.002	ML
Average Daily Consumption	0.06	0.08			ML
<b>Muswellbrook</b>					
Raw Sewage (ML)	205.14	166.39	4.88	0.00	Inflows to Wastewater Treatment Plant (ML)
Potable Water to Sewer (%)	46.49	41.20			Potable water consumption to WWTP (%)
<b>Denman</b>					
Raw Sewage (ML)	25.97	29.71	1.38	0.10	Inflows to Wastewater Treatment Plant
Potable Water to Sewer (%)	51.34	57.84			Potable water consumption to WWTP (%)
<b>TREATED EFFLUENT</b>					
<b>Muswellbrook</b>					
Quantity Reused (ML)	201.21	214.11			ML
Percent Effluent Reused	98.08	128.68			Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML
<b>Denman</b>					
Quantity Reused (ML)	13.21	35.90			ML
Percent of Effluent Reused	50.87	120.82			Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML



**11.2 PRIORITISED BUS STOP SHELTER UPGRADE AND RENEWAL PROGRAMME.**

**Attachments:** A. Town Bus Route

**Responsible Officer:** Derek Finnigan - Director - Community Infrastructure

**Author:** Imelda Williams - Technical Officer - Traffic & Roads

**Community Plan Issue:** *Our community's infrastructure is planned well, is safe and reliable and provides required levels of service*

**Community Plan Goal:** *Facilitate investment in high quality community infrastructure necessary to a regional centre.*

**Community Plan Strategy:** *Investigate and recommend appropriate management treatments for road safety and traffic management.*

**PURPOSE**

To request Council's endorsement of a bus shelter upgrade and renewal programme, including the development of suitable prioritisation criteria, for the implementation of bus shelters in Muswellbrook Shire.

**OFFICER'S RECOMMENDATION**

**Council:**

1. Endorses the prioritised bus stop shelter upgrade and renewal programme as outlined in the report;
2. Approves the identified priorities for the application of funding under the 2019-2021 Country Passenger Transport Infrastructure Grants Scheme for the construction of 5 new bush shelters and 1 bus shelter upgrade;
3. Requests a further report to be prepared for Council's consideration of approved bus shelter design; and
4. Should Council's grant application be successful, a further report to Council will be submitted requesting contributory funding from the reserves identified in the report.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

**BACKGROUND**

Item 19.2.5 of Council's 2019-20 Operational Plan identifies that Council is to develop a prioritised bus shelter upgrade and renewal programme for Muswellbrook Shire.

A Bus Shelter grant funding opportunity is now available under the 2019-21 Country Passenger Transport Infrastructure Grant Scheme (CPTIGS), through which applications close at the end of September, 2019. A number of locations have been identified where bus shelters would be beneficial to the community. In this report, a means of prioritising the locations for the installation of bus shelters, and a list of prioritised bus shelter upgrade or renewal locations, is presented for Council's consideration.

**CONSULTATION**

Local Bus operators;

Integrated Planning, Risk & Governance;  
Roads Drainage and Technical Services; and  
Council's Graffiti Management Officer.

### **CONSULTATION WITH COUNCILLOR SPOKESPERSON**

A copy of the report has been provided for review to Council's Mayor, Councillor Rush, the Deputy Mayor, Councillor Scholes, and the Councillor Spokesperson for Infrastructure, Councillor Woodruff.

### **REPORT**

The purpose of the prioritised bus stop shelter upgrade and renewal programme for Muswellbrook Shire is to identify locations and direct the provision of ancillary bus stop infrastructure to encourage the use of public transport and improve amenity by providing a safe, convenient waiting place for bus users. The objective of the programme is to ensure that the needs of the community for public transport access, amenity and mobility are met. The programme will also provide guidance and a means of prioritisation for the installation of bus shelters.

The following criteria will form the basis for consideration and assessment of locations for the provision of a bus shelter:

- The bus stop is located on the final approved alignment as determined by Transport for NSW and/or accessible by TransCare or other Community transport services;
- Suitability of the site in terms of space and visibility for adjacent roads/driveways;
- Footpath connections are or can be provided;
- Safety of the road environment, specifically with regards to safety for pedestrians;
- Existing patronage or projected patronage of the bus stop by passengers;
- The bus shelter is consistent with the specification, design and materials as approved by Council;
- Consultation with adjacent property owners/tenants to ensure that the bus shelter will not adversely impact the amenity of their property disproportionately to the overall community benefit;
- "Attractor Facilities" that the location services, for example, shopping centres, Tertiary Education Centre, aged care facilities;
- Number of properties within 400m walkable catchment to the bus stop; and
- The site will qualify for subsidy under the Community Passenger Transport Infrastructure Grants Scheme (CPTIGS) or similar funding opportunities.

In developing the design of the bus shelter the following matters have been considered:

- Must meet Disability Standards for Accessible Passenger Transport;
- Approved design of existing constructed shelters within the Shire to achieve consistency;
- Durable, vandal proof materials to be used and to ensure reduction in ongoing maintenance costs;

Muswellbrook currently has 4 constructed bus shelters located on the town bus route. The shelters are of various designs and conditions and are located at the following locations:

1. Tindale Street (donated by Muswellbrook Lions Club);
2. Brentwood Street, adjacent to the hospital;
3. Cassidy Avenue, adjacent to Calvary Retirement Village; and
4. Market Street railway station transport interchange.

These shelters were installed on an ad hoc basis over many decades with no consistency in design, and most do not meet the requirements under Disability Standards for Access. It is proposed that any future shelters be constructed to an approved design specification, utilising approved materials. This will ensure consistency across the Shire.

Funding under the 2019-2021 Country Passenger Transport Infrastructure Grant Scheme (CPTIGS) closes at the end of September, 2019. The CPTIGS provides subsidies to support the construction or upgrade of bus stop infrastructure, generally owned and maintained by local Councils across country NSW. The subsidies represent Transport for NSW's (TfNSW) financial contribution towards improving the accessibility and quality of kerbside passenger transport infrastructure in country areas.

The Scheme aims to maximise benefits to country passengers through supporting:

- more accessible passenger transport especially better connections between bus stops and surrounding communities;
- an increase in the use of passenger transport in country areas through improved awareness of bus stop locations, kerbside information and improved security; and
- the development of minor infrastructure to complement passenger service development.

#### **Priorities and principles for funding allocation**

- Proposals that improve safety and accessibility are a higher priority than those which enhance passenger comfort;
- Subsidies are to provide direct benefits to customers of passenger transport services contracted by TfNSW;
- Subsidy payments represent TfNSW's financial contribution towards the provision and upgrading of infrastructure to a minimum standard. Where a higher standard is preferred, the subsidy recipient is responsible for funding the additional cost;
- Equitable distribution of subsidy payments across country areas; and
- Applications for subsidies from rural & regional bus services contract regions take priority over projects for outer metropolitan bus services contract areas.

A new shelter has a maximum total grant value of \$11,000 which includes the shelter and associated works.

An upgrade has a maximum total grant value of \$2,200. Applicants are required to ensure that each proposed project will comply with all relevant standards, including but not limited to, the Disability Standards for Accessible Public Transport.

Suitable locations have been identified by the patronage for each bus stop. The following locations have been identified and have been listed in priority order:

1. Rutherford Road adjacent to Muswellbrook Fair- New Shelter;
2. Woollybutt Way adjacent to the Aldi Supermarket- New Shelter;
3. Tindale Street adjacent to Providence Living Facility-New Shelter;
4. Brecht Street adjacent to the cemetery- New Shelter;
5. Brook Street adjacent to the Brook Street Medical Centre- Upgrade to include additional seating; and
6. Muswellbrook Marketplace – Upgrade to ensure accessible boarding stop.

The average cost to build a compliant new shelter is in the vicinity of \$25,000-\$30,000 depending on the location and work required at the site to meet the standards. Council would need to identify a source of funding to meet the shortfall should the CPTIGS funding applications be successful. This would require a contributory funding amount of approximately \$14,000-\$19,000 per new shelter. A further report will be provided to Council when the outcome of the CPTIGS grant has been announced, requesting Council's consideration of the required contributory funding.

#### **OPTIONS**

Council could approve the prioritised bus stop shelter upgrade and renewal programme in its current form or reject the programme. Alternatively, Council could accept the programme criteria, and re-prioritise the upgrade and renewal priority projects listed in the report.

Council has the option to apply for the funding during this round 2019-2021 or wait for the next round. However there is no certainty of the continuation of funding in future years.

The CPTIGS funding is over a 2 year period, so the option of applying for the 4 new shelters and the upgrade of 2 locations is recommended as the additional budget for input by Council can be spread over the 2 year period.

### **CONCLUSION**

It is recommended that Council:

- approves the prioritised bus stop shelter upgrade and renewal programme;
- apply for the CPTIGS for the 4 new shelters and the upgrade of 2 location in the order of priority given; and
- identify a source of funding for the shortfall of the CPTIGS funding of up to \$95,000 over a 2 year period depending on the success of the funding applications.

### **SOCIAL IMPLICATIONS**

Implementation of the prioritised bus stop shelter upgrade and renewal programme will enhance the provision of facilities and safety of bus stop sites to encourage the use of public transport.

### **FINANCIAL IMPLICATIONS**

Should Council's grant application under the source of co-contributory funding in the vicinity of up to \$95,000 will need to be identified. This will be subject to a further report once the announcement is made of the success or otherwise of Council's grant application.

### **CHIEF FINANCIAL OFFICER'S COMMENTS**

In order to maintain proactive and robust financial discipline, it's important to identify co-contributing funding sources before grant applications are made – especially if a Council commitment is sought to that effect, in order to ensure that if a grant is to be successful, Council would not have to lose it due to the unavailability of funding.

In that light, some potential funding sources for the \$95k could be the Infrastructure Reserve or the Infrastructure Works – Muswellbrook Reserve, unless it can be assimilated within the annual Urban Roads operational reserve.

### **POLICY IMPLICATIONS**

Nil known.

### **STATUTORY IMPLICATIONS**

Nil known.

### **LEGAL IMPLICATIONS**

Nil known.

### **OPERATIONAL PLAN IMPLICATIONS**

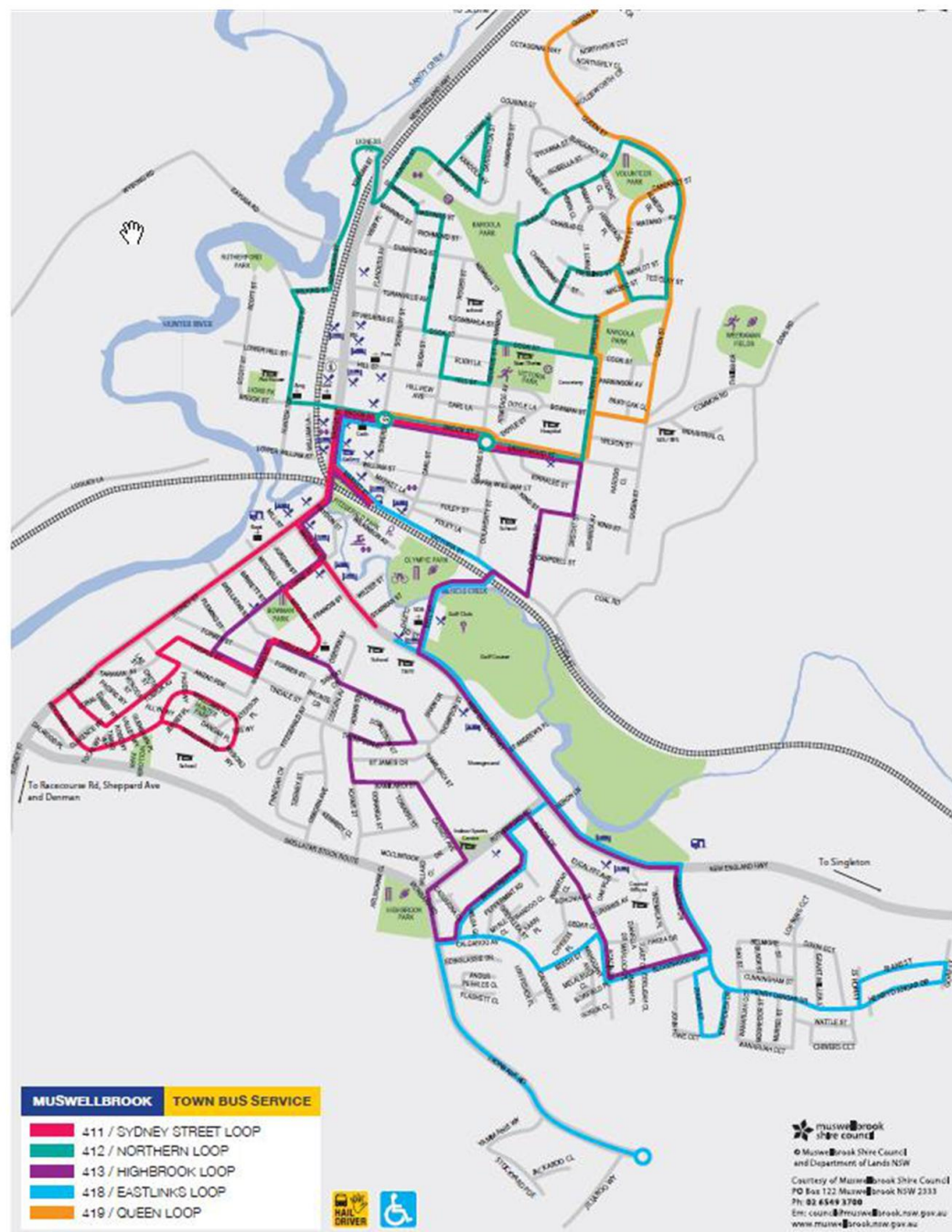
The submission of this report complies with section 19.2.5 of Council's Operational Plan: 'Develop prioritised bus stop shelter upgrade and renewal programme for Muswellbrook Shire'.

### **RISK MANAGEMENT IMPLICATIONS**

Council may not be successful in this CPTIGS funding round.



Town Bus Route





**11.3 LANDSCAPING AND TREE MANAGEMENT PROGRAMME 2019/20**

**Attachments:** A. Amenity Tree Planting - Preferred Species List.doc

**Responsible Officer:** Derek Finnigan - Director - Community Infrastructure

**Author:** Paul Chandler - Technical Offer - Recreation & Property

**Community Plan Issue:** *Our community's infrastructure is planned well, is safe and reliable and provides required levels of service*

**Community Plan Goal:** *Improve and maintain civic precincts.*

**Community Plan Strategy:** *Deliver the capital program substantially on time, on budget and in accordance with relevant design and construction standards.*

**PURPOSE**

To provide Council the updated planned Landscaping and Tree Management Programme for 2019/20.

**OFFICER'S RECOMMENDATION**

**Council approves the 2019-20 Landscaping and Tree Management Programme.**

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

**BACKGROUND**

The Landscaping and Tree Management Programme includes the management of hazardous trees and amenity tree planting.

**Hazardous Trees**

Council routinely manages hazardous trees based on risk. The process includes tree inspections, the maintenance of a tree register, and prioritised works from pruning to removing trees. Where a particular tree assessment or related issue is beyond the training and skill set of staff a level-5 qualified arborist is engaged to assess and provide recommendations.

Generally the management of hazardous trees is an operational matter, unless:

- the tree is considered of special significance;
- the removal is likely to have a major impact on the streetscape, cause community concern, and/or have substantial costs.

In these instances the matter is reported to Council. However, if a tree is deemed to pose an unsatisfactory risk, individual trees may be removed immediately.

Tree removal includes mulching of the tree and stump grinding. Mulch is supplied to areas of Muswellbrook Shire as identified for new planting or garden maintenance. Replacement of removed trees is important and is incorporated in the amenity tree planting.

Last year's hazardous tree removal addressed a backlog of identified risks on the tree register.

**Amenity Tree Planting**

Amenity tree planting can have a significant impact on the streetscape, and planned works are reported to Council for approval. An objective of amenity tree planting is to minimise future tree issues with careful selection of suitable species informed by the attached Amenity Tree Planting - Preferred Species List.

The preferred species list is an operational document compiled in 2018 due to the currency of both the Tree Management Plan 2006 and the Public Domain Manual – Muswellbrook CBD 2012 and it will

inform a review of these documents. Many of the original species in these older documents are now considered invasive environmental weeds, and their continued planting would exacerbate weed problems in areas such as Muscle Creek, Possum Gully, Karoola Park and Karoola Park Wetlands, Denman Creek, and the Hunter River.

Amenity tree plantings include street tree planting, median strip landscaping, sports field shade trees, and the planting out of passive areas with endemic species. It includes all works for establishment, including mulching, watering and appropriate tree guards and root guards depending on the maturity of the planting and the risks involved in the location. Trees planted on Council land or Council managed land receive formative pruning at semi mature stages.

The nature of the management of hazardous trees is that the amenity tree planting programme is a rolling programme with works proceeding subject to the availability of budget. Due to the risks associated with hazardous trees, these are generally prioritised in compliance with the risk they represent to Council and the community.

Last year *Callistemon citrinus* 'Endeavour' – Crimson Bottlebrush - were planted in Thompson St, *Lagerstroemia indica* x *L. fauriei* - Crepe Myrtle varieties - were purchased for Bimbadeen Drive and are being cared for at Works, and sports field plantings continued.

## CONSULTATION

Manager Works, Property and Building Services

Works Parks Coordinator

## CONSULTATION WITH COUNCILLOR SPOKESPERSON

Councillor Spokesperson for Innovation, Land Use Planning and Heritage – Mayor, Cr Rush.

A copy of the report has been forwarded for review to the Mayor, Councillor Rush, the Deputy Mayor, Councillor Scholes, and the Councillor Spokesperson for Infrastructure, Councillor Woodruff.

## REPORT

The amenity tree planting program has been updated as detailed below:

#	Type	Species	Location	Comment
1.	<b>Street Tree Planting</b>	<i>Lagerstroemia indica</i> x <i>L. fauriei</i> - Crepe Myrtle varieties	Bimbadeen Drive, Muswellbrook	The location of services has proven problematic and staff are reviewing planting options.
2.	<b>Median Strip</b>	1x <i>Corymbia Citriodora</i> - Lemon Scented Gum 50+ <i>Lomandra</i>	Brook/King Street roundabout, Muswellbrook	Planting of an advanced Lemon scented gum, with <i>Lomandra</i> varieties as ground cover in place of rocks.
3.	<b>Passive Areas/Sports Field</b>	Endemic native species of shrubs, grasses, and ground covers	Victoria Park, Cook St, Muswellbrook	Planting out of bank reducing slopes mowing.
4.	<b>Passive Areas</b>	Endemic native species of grasses and ground covers suitable for drainage areas	Karoola Park Reserve – drainage reserve near dog park	Re-using the river rocks from Brook/King Street roundabout to plant out the drainage area near the footpath crossing.

The above planting out of passive areas will be undertaken by Works staff, progressing Council's objective of reducing passive mowing areas through the staged establishment of pockets of native vegetation.

The Landscaping and Tree Programme is not Council's only programme contributing to the quality of the vegetation in the urban areas. Other programmes include the maintenance and renewal of existing amenity and native vegetation undertaken by Works Parks and the Landcare Major Capital Budget Programme.

**OPTIONS**

Council could identify an alternative program of works and priorities.

**CONCLUSION**

The Landscaping and Tree Management Programme balances managing risks of hazardous trees and enhancements to the Shire's amenity trees.

**SOCIAL IMPLICATIONS**

Decisions made regarding hazardous and amenity trees determine the quality of the future urban environment.

**FINANCIAL IMPLICATIONS**

Council has allocated \$80,000 in the 2019/20 Capital Budget for the Landscaping and Tree Management Programme. Works will be undertaken within the allocated budget.

**POLICY IMPLICATIONS**

Policy No. S29/1 – DRAFT Management of Trees on Roads and Public Reserves In Muswellbrook Shire

**STATUTORY IMPLICATIONS**

Noxious Weeds Act 1993

Environmental Planning and Assessment Act 1979

**LEGAL IMPLICATIONS**

By not managing hazardous trees risks when identified, Council may be liable for injury or damages to property or persons.

**OPERATIONAL PLAN IMPLICATIONS**

'19.4 Maintain and continually improve community infrastructure across the Shire', *Muswellbrook Shire Council Operational Plan 2018-2019*

**RISK MANAGEMENT IMPLICATIONS**

Council is required to take reasonable steps to manage its tree assets to prevent damage to a third party/property and minimise risk of injury.

AMENITY TREE PLANTING – PREFERRED SPECIES LIST

Species listed for selection have been identified within the following matrix and for their native/non-invasive nature, hardiness, and aesthetic.

Height	Width	Power Lines	Drought	Frost	Exposure (wind/sun/heat)	Watering (once established)	Roots	Crown Shape	Deciduous	Flower	Style	Origin
Expected height at maturity when planted in Upper Hunter conditions.	Expected crown width at maturity when planted in Upper Hunter conditions.	Planting under power lines:  Y = Suitable  N = Not suitable  P = Potentially need pruning	T = Tolerant  M = Moderately Tolerant/ Once established  S = Sensitive	T = Tolerant  M = Moderately Tolerant/ Once established  S = Sensitive	T = tolerant  M = Moderately Tolerant/ semi-protected  S = Prefers sheltered/shade/semi-shade	T = Not needed  M = Benefits from watering during dry periods  S = Needs watering during dry periods	E = Extensive  N = Non-invasive	N = narrow  R = round  S = spreading  H = hedging  D = dome  N/A = Not Applicable	D = deciduous  E = Evergreen  N/A = Not Applicable	When:  Sum/Spr/Aut/Win  Colour:  R = Red  P = Pink  Y = Yellow  W = White  C = Cream  O = Orange  M = Mauve/ Purple  B = Blue  N/A = Not planted for flowers	H= Heritage  N= Native/Arid  C= Contemporary	E= Exotic  A= Native Australian  L= Locally endemic - Upper Hunter

Scientific Name	Common Name	Height	Width	Power Lines	Drought	Frost	Exposure	Watering	Roots	Crown Shape	Deciduous	Flower	Style	Origin
Extra Large Trees (>20m)														
Araucaria cunninghamii	Hoop Pine	>30m	10m	N	M	M	M	M	N	N	E	N/A	H	A
Casuarina cunninghamiana	River Oak	>20m	10m	N	M	T	T	M	E	N, S	E	N/A	N	L
Corymbia citriodora	Lemon-scented Gum	>20m	10m	N	T	T	T	T	E	S, D	E	N/A	N	A
Livistona australis	Cabbage Tree Palm	>20m	5m	N	S	M	M	S	N	N	E	N/A	C	A
Large Trees (11-19m)														
Brachychiton acerifolius	Illawarra Flame Tree	12m	8m	N	M	M	M	M	N	R	D	Spr - R		A
Brachychiton rupestris	Queensland Bottle Tree	12m	8m	N	T	T	T	T	N	R	D	N/A	N, C	A
Brachychiton populneus	Kurrajong	12m	8m	N	T	T	T	T	N	R	E	Spr/Sum - W/C	N, H	L
Callitris endlicheri	Black Cypress Pine	12m	4m	N	T	T	T	T	N	N	E	N/A	N, H	L
Eucalyptus sideroxylon ‘Rosea’	Mugga Ironbark	15m	8m	N	T	T	T	T	E	S, D	E	Win/Spr - P	N	L
Ficus rubiginosa	Port Jackson Fig	15m	10m	N	M	M	T	T	E	S, D	E	N/A		L
Fraxinus pennsylvanica ‘Cimmzam’	Cimmaron Ash	12m	8m	N	M	T	T	M	E	R	D	N/A	H	E

Scientific Name	Common Name	Height	Width	Power Lines	Drought	Frost	Exposure	Watering	Roots	Crown Shape	Deciduous	Flower	Style	Origin
Ginkgo biloba	Maidenhair Tree	12m	5m	N	M	T	M	M	N	S	D	N/A	H	E
Lophostmeon confertus	Brush Box	12m	10m	N	M	M	T	T	N	D	E	N/A		L
Pyrus calleryana ‘Bradford’	Callery Pear	12m	9m	N	M	T	M	M	N	R	D	Spr - W	H	E
Pyrus calleryana ‘Capital’	Callery Pear	11m	3m	N	T	T	T	T	N	N	D	Spr - W	H	E
Quercus palustris ‘Pringreen’ Green Pillar	Pin Oak	14m	3m	N	M	T	M	M	E	N	D	N/A	H	E
Medium Trees (6-10m)														
Acer rubrum ‘Fairview Flame’	Red Maple	10m	6m	N	M	T	M	M	N	R	D	N/A	H	E
Banksia integrifolia	Coastal Banksia	10m	5m	N	M	M	T	T	N	N	E	Aut - Y	N	L
Brachychiton discolor	Lacebark	10m	8m	N	M	M	M	M	N	R, D	D	Sum - P	H	A
Brachychiton “Griffith Pink”	Griffith Pink	8m	4m	N	T	T	M	T	N	R	D	Spr/Sum - P	N, H	A
Callistemon salignus	Weeping Bottlebrush	8m	4m	N	M	T	T	M	N	N, R	E	Sum - W/C	N	L
Calodendrum capense	Cape Chestnut	10m	6m	N	M	M	T	M	N	D	E	Sum - P	H	E
Corymbia ficifolia	Red-flowring Gum	6m	8m	P	M	M	T	M	N	D	E	Sum/Aut - R/P/O	N	A
Cupaniopsis anacardioides	Tuckeroo	8m	6m	N	M	M	M	M	N	R, D	E	N/A	C	A
Elaeocarpus reticulatus ‘Bella Donna’	Blueberry Ash	8m	3m	N	M	M	M	M	N	N	E	Spr - P	C	L
Geijera parvifolia	Wilga	9m	8m	N	T	T	T	T	N	R	E	N/A	N, C	L
Hymenosporum flavum	Native Frangipani	10m	5m	N	M	M	M	S	N	N, R	E	Spr/Sum - Y		L
Lagerstroemia fauriei ‘Kiowa’	Crepe Myrtle	8m	7m	P	T	T	T	T	N	S, R	D	Sum - W	H	E
Magnolia grandiflora ‘MGTIG’ Greenback	Southern Magnolia	10m	5m	P	M	T	M	M	N	R	E	Sum - W	H, C	E
Melia azedarach	White Cedar	10m	8m	N	T	T	T	T	E	R, D	D	Spr - M	H	L
Podocarpus elatus	Plum Pine	8m	5m	N	M	M	M	M	E	R	E	NA	H	A
Pyrus ussuriensis	Manchurian Pear	9m	7m	N	M	T	T	M	N	R	D	Spr - W	H	E
Tristanopsis laurina ‘Luscious’	Watergum	8m	4m	N	M	M	M	M	N	N, R	E	N/A	C	L
Small Trees (2-5m)														
Backhousia myrtifolia	Grey Myrtle	5m	3m	P	M	M	M	M	N	S, H	E	Sum - C		L
Banksia marginata	Silver Banksia	5m	4m	P	T	T	T	T	N	S, D	E	Spr/Sum/Aut - C/Y	N	A
Callistemon citrinus 'Endeavour'	Crimson Bottlebrush	3m	3m	P	M	T	T	M	N	R, H	E	Spr/Sum - R	N	A
Hakea laurina x petiolaris ‘Pinball’	Pin Cushion Hakea	4m	3m	Y	T	T	T	M	N	S, R	E	Win/Spr - P	N	A
Lagerstroemia indica x L. fauriei 'Acoma'	Crepe Myrtle	3m	3m	Y	M	M	T	M	N	S	D	Sum - W	H	E
Lagerstroemia indica x L. fauriei 'Tonto'	Crepe Myrtle	3m	3m	Y	M	M	T	M	N	R	D	Sum - R	H	E


Scientific Name	Common Name	Height	Width	Power Lines	Drought	Frost	Exposure	Watering	Roots	Crown Shape	Deciduous	Flower	Style	Origin
Lagerstroemia indica x L. fauriei 'Zuni'	Crepe Myrtle	4m	3m	Y	M	M	T	M	N	R, S	D	Sum - P	H	E
Melaleuca bracteata 'Revolution Gold'	Black Tea-tree	5m	3m	P	T	T	T	T	N	R, S, H	E	N/A	N	A
Prunus 'Sekiyama' syn. 'Kanzan'	Flowering Plum	5m	4m	P	M	T	M	S	N	S	D	Spr - P	H	E
Hedges and Screens														
Acmena smithii 'Hot Flush'	Lillypilly	3m	1m	Y	M	M	M	M	N	H	E	N/A	C	L
Buxus microphylla japonica	Japanese Box	1.5m	1m	Y	M	M	T	M	N	H	E	N/A		E
Callistemon viminalis 'Slim'	Bottlebrush	2m	1m	Y	T	T	T	T	N	N, H	E	Sum - R	N	A
Hakea salicifolia	Willow-leaved Hakea	5m	4m	Y	T	T	T	M	N	R, H	E	Spr - W	N	A
Photinia x fraseri 'Robusta'	Photinia	4m	2m	Y	T	T	T	T	N	H	E	N/A		E
Rosmarinus officinalis 'Gallipoli'	Rosemary	1m	1m	Y	T	T	T	T	N	H	E	N/A	H	E
Syzygium australe 'Pinnacle'	Lilly Pilly	6m	1m	P	M	M	M	M	N	N, H	E	N/A	C	L
Syzygium australe 'Tiny Trev'	Lilly Pilly	1m	1m	Y	M	M	T	M	N	H	E	Sum - W	C	L
Wrestringia fruticosa 'Grey Box'	Coastal Rosemary	0.5m	0.5m	Y	T	T	T	T	N	H	E	Spr/Sum/Aut - W	N, C	A
Small Shrubs (<2m)														
Baeckea virgata 'Nana'	Dwarf Baekea	1.5m	2m	Y	M	T	M	S	N	R	E	Sum - W	N, H	
Eremophila glabra 'Silver Ball'	Emu Bush	1m	1m	Y	T	M	T	T	N	S	E	Spr - Y	N, H, C	A
Eremophila hygrophana "Blue Bells"	Blue Emu Bush	0.5m	0.5m	Y	T	T	T	T	N	S	E	Win/Spr - M	N, H	A
Eremophila maculata 'Valentine'	Spotted Emu Bush	1m	1m	Y	T	T	T	T	N	S, R	E	Win/Spr - R	N, H	A
Grevillea 'Lady O'	Grevillea	1m	2m	Y	T	T	T	T	N	S, R	E	Spr, Sum, Aut, Win - R	N	A
Melaleuca linariifolia 'Claret Tops'	Honey Myrtle	1m	1m	Y	T	M	T	M	N	R	E	Spr - W	N	L
Pityrodia terminalis	Native Foxglove	1m	1m	Y	T	M	T	T	N	S	E	Win/Spr - P	N, H	A
Rhagodia spinescens "Aussie Flat Bush"	Creeping Saltbush	0.5m	1m	Y	T	T	T	T	N	S	E	N/A	N, H, C	A
Grasses and Similar														
Austrostipa verticillata	Slender Bamboo Grass	1.5m	1m	Y	T	T	T	T	N	N/A	N/A	Sum/Aut - N	N	L
Dianella prunina 'Utopia'	Native Flax	0.5m	0.5m	Y	T	T	M	T	N	N/A	N/A	Spr - B	N, C	A
Doryanthes excelsa	Gynea Lily	1.5m	2m	Y	M	M	M	M	N	N/A	N/A	Spr/Sum - R	N, C	A
Lomandra longifolia 'Sungold'	Sungold	0.5m	0.5m	Y	T	T	T	T	N	N/A	N/A	Spr	N	A
Lomandra 'Tanika'	Tanika	0.5m	0.5m	Y	T	T	T	T	N	N/A	N/A	Win/Spr	N, C	A
Patersonia occidentalis	Purple Flag	0.5m	0.5m	Y	M	M	T	M	N	N/A	N/A	Spr - M	N	A
Poa labillardieri	Tussock Grass	1m	0.5m	Y	M	T	T	M	N	N/A	N/A	Sum	N, C	L

Scientific Name	Common Name	Height	Width	Power Lines	Drought	Frost	Exposure	Watering	Roots	Crown Shape	Deciduous	Flower	Style	Origin
Xanthorrhoea glauca	Grass Tree	2m	2m	Y	T	T	T	T	N	N	N/A	Spr - C	N, C	L
Groundcovers														
Banksia integrifolia ‘Roller Coaster’	Roller Coaster	0.2m	2m	Y	T	M	T	M	N	N/A	N/A	Aut/Win - Y	N	A
Brachyscome multifida	Rock Daisy	0.2m	0.4m	Y	T	M	T	M	N	N/A	N/A	Spr/Sum - M	N, H	L
Carpobrotus glaucescens	Pigface	0.1m	2m	Y	T	T	T	T	N	N/A	N/A	Spr/Sum - P	N	A
Chrysocephalum apiculatum	Common Everlasting	0.2m	0.5m	Y	T	M	T	T	N	N/A	N/A	Spr, Sum, Aut, Win - Y	N, H	L
Disphyma crassifolium 'Hot Stuff'	Round-leaved Pigface	0.1m	1m	Y	T	T	T	T	N	N/A	N/A	Spr, Sum, Aut, Win - P	N	A
Enchylaena tomentosa	Ruby Saltbush	0.5m	1m	Y	T	T	T	T	N	N/A	N/A	N/A	N	L
Eremophilla glabra “Amber Carpet”	Tar Bush	0.2m	2m	Y	T	T	T	T	N	N/A	N/A	Spr, Sum, Aut - O	N	A
Eremophila glabra ‘Kalbarri Carpet’ – Tar Bush	Tar Bush	0.2m	2m	Y	T	T	T	T	N	N/A	N/A	Spr, Sum, Aut, Win - Y	N	A
Gazania ‘Double Gold’	Double Gold	0.2m	0.5m	Y	T	T	T	T	N	N/A	N/A	Spr/Sum - Y	H	E
Grevillea ‘Gold Cluster’	Gold Cluster	0.5m	1m	Y	T	T	T	T	N	N/A	N/A	Win/Spr - Y	N	A
Scaevola albida ‘Mauve Clusters’	Fan Flower	0.1m	1m	Y	M	T	M	S	N	N/A	N/A	Spr/Sum - M	N, H	L



		
<p>Araucaria cunninghamii - Hoop Pine</p>	<p>Casuarina cunninghamiana - River Oak</p>	<p>Corymbia citriodora – Lemon-scented Gum</p>
		
<p>Livistona australis - Cabbage Tree Palm</p>	<p>Brachychiton acerifolius - Illawarra Flame Tree</p>	<p>Brachychiton rupestris - Queensland Bottle Tree</p>
		
<p>Brachychiton populneus - Kurrajong</p>	<p>Callitris endlicheri - Black Cypress Pine</p>	<p>Eucalyptus sideroxylon 'Rosea' - Mugga Ironbark</p>



		
<p>Ficus rubiginosa - Port Jackson Fig</p>	<p>Fraxinus pennsylvanica 'Cimmzam' – Cimmarron Ash</p>	<p>Gingko biloba – Maidenhair Tree</p>
		
<p>Lophostmeon confertus - Brush Box</p>	<p>Pyrus calleryana 'Bradford' - Callery Pear</p>	<p>Pyrus calleryana 'Capital' - Callery Pear</p>
		
<p>Quercus palustris 'Pringreen' Green Pillar - Pin Oak</p>	<p>Acer rubrum 'Fairview Flame' - Red Maple</p>	<p>Banksia integrifolia - Coastal Banksia</p>



		
Brachychiton discolor - Lacebark	Brachychiton populneus x discolor – Griffith Pink	Callistemon salignus - Weeping Bottlebrush
		
Calodendrum capense - Cape Chestnut	Corymbia ficifolia - Red-flowring Gum	Cupaniopsis anacardioides - Tuckeroo
		
Elaeocarpus reticulatus 'Bella Donna' - Blueberry Ash	Geijera parvifolia - Wilga	Hymenosporum flavum - Native Frangipani



				
Lagerstroemia fauriei 'Kiowa' - Crepe Myrtle		Magnolia grandiflora 'MGTIG' Greenback - Southern Magnolia		Melia azedarach 'Caroline' - White Cedar
				
Podocarpus elatus - Plum Pine		Pyrus ussuriensis - Manchurian Pear		Tristianopsis laurina 'Luscious' - Watergum
				
Backhousia myrtifolia – Grey Myrtle		Banksia marginata – Silver Banksia		Callistemon citrinus 'Endeavour' - Crimson Bottlebrush



		
<p>Hakea laurina x petiolaris 'Pinball' – Pin Cushion Hakea</p>	<p>Lagerstroemia indica x L. fauriei 'Acoma' - Crepe Myrtle</p>	<p>Lagerstroemia indica x L. fauriei 'Tonto' - Crepe Myrtle</p>
		
<p>Lagerstroemia indica x L. fauriei 'Zuni' - Crepe Myrtle</p>	<p>Melaleuca bracteata 'Revolution Gold' - Black Tea-tree</p>	<p>Prunus 'Sekiyama' syn. 'Kanzan' - Flowering Plum</p>
		
<p>Acmena smithii 'Hot Flush' - Lilly Pilly</p>	<p>Buxus microphylla japonica - Japanese Box</p>	<p>Callistemon viminalis 'Slim' - Bottlebrush</p>





Hakea salicifolia – Willow-leaved Hakea



Photinia x fraseri 'Robusta' - Photinia



Rosmarinus officinalis 'Gallipoli' - Rosemary



Syzygium australe 'Pinnacle' - Lilly Pilly



Syzygium australe 'Tiny Trev' - Lilly Pilly



Wrestringia fruticosa 'Grey Box' - Coastal Rosemary



Baekea virgata 'Nana' – Dwarf Baekea



Eremophila glabra 'Silver Ball' – Emu Bush



Eremophila hygrophana 'Blue Bells' – Blue Emu Bush



		
Eremophila maculata 'Valentine' – Spotted Emu Bush	Grevillea 'Lady O' - Grevillea	Melaleuca linariifolia 'Claret Tops' – Honey Myrtle
		
Pityrodia terminalis – Native Foxglove	Rhagodia spinescens 'Aussie Flat Bush' – Creeping Saltbush	Austrostipa verticillata – Slender Bamboo Grass
		
Dianella prunina 'Utopia' – Native Flax	Doryanthes excelsa – Gynea Lily	Lomandra longifolia 'Sungold' – Mat-rush



		
Lomandra longifolia 'Tanika' – Mat-rush	Patersonia occidentalis – Purple Flag	Poa labillardieri – Tussock Grass
		
Xanthorrhoea glauca – Grass Tree	Banksia integrifolia 'Roller Coaster' – Coastal Banksia	Brachyscome multifida – Rock Daisy
		
Carpobrotus glaucescens – Pigface	Chrysocephalum apiculatum – Common Everlasting	Disphyma crassifolium 'Hot Stuff' – Round-leaved Pigface



		
Enchylaena tomentosa – Ruby Saltbush	Eremophila glabra 'Amber Carpet' – Tar Bush	Eremophila glabra 'Kalbarri Carpet' – Tar Bush
		
Gazania 'Double Gold' – Double Gold	Grevillea juniperina 'Gold Cluster' – Gold Cluster	Scaevola albida 'Mauva Clusters' – Fan Flower



**11.4 GENERAL BUILDING RENEWAL PROGRAMME 2019/20**

<b>Attachments:</b>	<b>Nil</b>
<b>Responsible Officer:</b>	<b>Derek Finnigan - Director - Community Infrastructure</b>
<b>Author:</b>	<b>Matthew Lysaught - Manager - Works, Property &amp; Building</b>
<b>Community Plan Issue:</b>	<b><i>Our community's infrastructure is planned well, is safe and reliable and provides required levels of service</i></b>
<b>Community Plan Goal:</b>	<b><i>Maintain and continually improve asset management.</i></b>
<b>Community Plan Strategy:</b>	<b><i>Implement asset management system.</i></b>

**PURPOSE**

To provide Council the General Building Renewal Programme for 2019/20.

**OFFICER'S RECOMMENDATION**

**Council approve the General Building Renewal Programme 2019/20.**

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

**BACKGROUND**

Annually Council allocates the capital budget for General Building Renewal Programme to specific projects. This report provides a list of proposed projects and budget allocations for Council's consideration.

**CONSULTATION**

Projects Manager – Property and Building Services  
Acting Technical Officer – Property & Building Services  
Stakeholders and User Groups

**CONSULTATION WITH COUNCILLOR SPOKESPERSON**

Councillor Spokesperson for Infrastructure – Cr Woodruff  
Councillor Spokesperson for Innovation, Land Use Planning and Heritage – Mayor, Cr Rush

**REPORT**

Council had originally allocated \$250k in the 2019/20 Capital Budget for the General Building Renewal Programme. At the 13 August 2019 Extraordinary Council meeting - \$50k was reallocated to fund the Large Sport and Recreation Capital Grants Program.

The capital budget allocation for 2019/20 is now \$200,000. The proposed list of works for the General Building Renewal Programme includes:

#	Project	Description	Cost/Budget Estimate
1.	Muswellbrook Regional Arts Centre (MRAC) - Planned changes	As report at the August 2019, Ordinary Council meeting works include changes to accommodate the integration of the café and Visitor Information Centre.	\$100,000
2.	Accessibility Upgrades	Addressing minor works identified from accessibility audits of buildings of various sites.	\$30,000
3.	Fire Safety Improvements	Minor upgrades of fire safety equipment of various sites.	\$15,000
4.	Muswellbrook Indoor Sports Centre – Extension Design	As briefed at the August 2019, Ordinary Council meeting Upper Hunter Youth Services (UHYS) are applying for funding under Stronger Country Communities Fund (SCFF) Round 3 for colocation at the Muswellbrook Indoor Sports Centre.  It is proposed the project would include some renewal of the Indoor Sports Centre and an extension.  UHYS are match funding the development of the concept.	\$15,000
5.	Muswellbrook Regional Library - Minor Works	Plumbing works to improve ongoing drainage issues in the public toilets, and window tinting to assist HVAC.	\$15,000
6.	Denman Library – Minor works	Carpet replacement and minor works	\$10,000
7.	Stan Theiss Centre – Removal of carpet	Remove worn carpet and renewal timber floors.	\$5,000
8.	Muswellbrook Child Care Centre	Minor works including replacement of office carpet and replacement of doors.	\$5,000
9.	MOOSH	Minor works including replacement of outdoor paved area with concrete.	\$5,000
<b>Total</b>			<b>\$200,000</b>

**OPTIONS**

Council could identify and prioritise different projects.

**CONCLUSION**

The 2019/2020 General Building Renewal Programme list of projects has been prepared in consideration of assets condition and needs of users.

**SOCIAL IMPLICATIONS**

Provision of suitable buildings infrastructure is required to meet the needs of users.

**FINANCIAL IMPLICATIONS**

Council has an allocation of \$200,000 in the 2019/20 Capital Budget for the General Building Renewal Programme. Works will be undertaken within the allocated budget.

**POLICY IMPLICATIONS**

Nil known.

**STATUTORY IMPLICATIONS**

Nil known.

**LEGAL IMPLICATIONS**

Nil known.

**OPERATIONAL PLAN IMPLICATIONS**

‘19.4 Maintain and continually improve community infrastructure across the Shire’, *Muswellbrook Shire Council Operational Plan 2018-2019*

**RISK MANAGEMENT IMPLICATIONS**

There are a number of competing priorities for expenditure on Council buildings. The proposed projects include works to reduce risks and improve assets condition and improve the level of service for the user.

## 12 CORPORATE AND COMMUNITY SERVICES

### 12.1 REPORT ON THE OUTCOMES FROM COUNCIL INVESTMENT IN INFORMATION COMMUNICATION TECHNOLOGY IN 2017/18 AND 2018/19

<b>Attachments:</b>	<b>Nil</b>
<b>Responsible Officer:</b>	<b>Fiona Plesman - General Manager</b>
<b>Author:</b>	<b>Natalia Cowley - Executive Manager - Office of the Chief Financial Officer</b>
<b>Community Plan Issue:</b>	<b><i>Continue to improve the affordability, livability and amenity of the Shire's communities</i></b>
<b>Community Plan Goal:</b>	<b><i>Consider and deliver social inclusion principles across Council functions.</i></b>
<b>Community Plan Strategy:</b>	<b><i>Include responsive adaptive actions in the Information Services Strategy.</i></b>

#### PURPOSE

To inform Council of the outcome of investment in Information Technology delivered as a result of the \$1.2m investment in line with the Information Communication Technology (ICT) Strategy during financial years 17-18 and 18-19.

#### OFFICER'S RECOMMENDATION

**Council note the outcomes achieved from implementation of the September 2017 Information Communication Strategy.**

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

#### BACKGROUND

Council invested \$1.2m during 17-18 and 18-19 in Information Technology to drive business improvements and efficiencies in line with a guiding Information Communication Technology (ICT) Strategy endorsed by MANEX.

#### REPORT

Over the past two financial years, the following IT improvements have been delivered:

- **FIBRE** – supercharged the internet speed between all depots and significantly reduced dropouts.
  - Throughput to the library is 10 Gigabits per second – which is 20,000% faster than the historical speed of 0.05 Gigabits per second
  - Uptime to Council's sites has improved drastically, and there is no longer a single point of failure which kills links to everything.
  - All sites are recording a minimum of 10 times the performance, with the potential to increase this to 100+ easily. Cost to upgrade 10Gbits is less than \$100 at most sites.

Here is a view of Council's fibre path:

Fibre Path, this image is from Spectrum



- **CUSTOMER REQUEST MANAGEMENT (AUTHORITY SYSTEM)** – an industry-leading Civica implementation that is able to track and record customer requests (see user interface below)
  - Enables a self-serve portal.
  - Facilitates more efficient operations through automatic workflows to appropriate staff.
  - User friendly and integrates with Google maps.
  - Replaced a fossil of a system - the SRMS system, the vendors of which went in liquidation years ago.

## CRM entry screen

**CIVICA** My Home EMS Assets Customer Development Finance Land People Regulatory Revenue System Muswellbrook Shire Council

**Customer**

- Dashboard
- Reports
- Name and Address
- Receiving
- Electoral Roll
- Customer Request Management
  - Enquiry
  - Processing
    - Customer Request Update
    - Customer Request Entry**
  - Periodic Processing
  - Facilities Bookings
  - Online Applications

**CRM Entry** ★

**Stop Press**  
11/04/19 Sewerage Odour (town sewer) - 2 Bright Street DENMAN NSW 2328

**Recent Calls**  
There are no recent calls

Source of Request  
☒ Telephone ☐ At Job Site ☐ Councillor ☐ Email ☐ In Person ☐ Mail ☐ Staff Member  
☐ Web Site

Description

Category Search  
  or  or

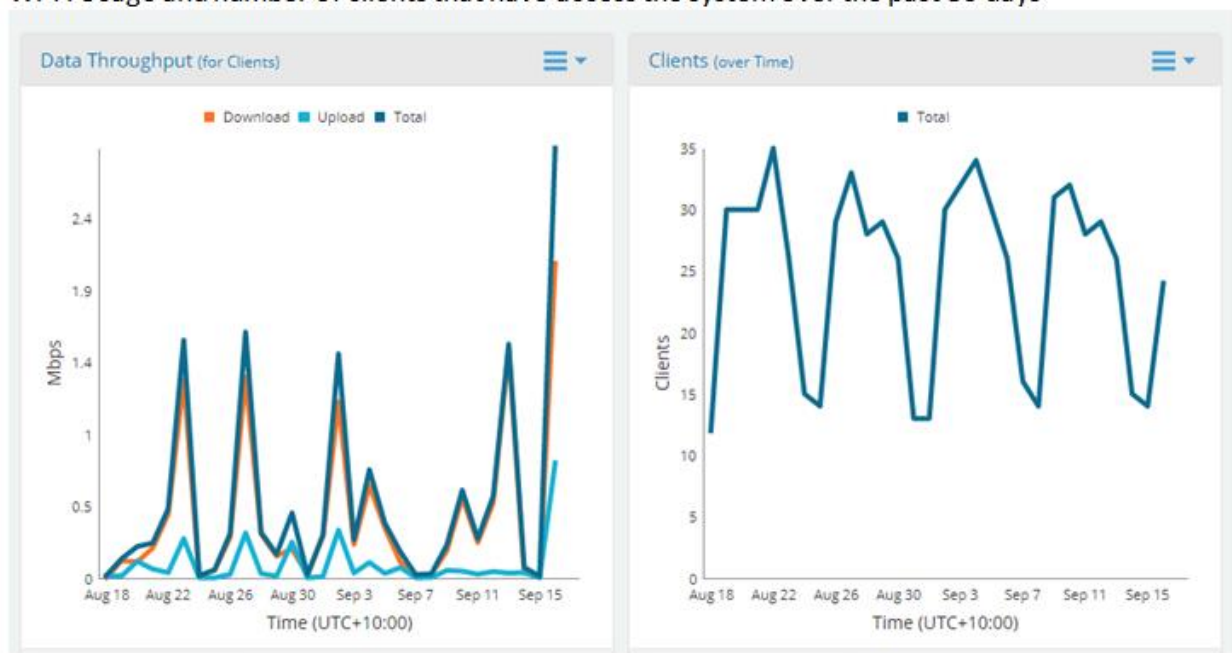
**Popular Categories**

Category	Statistic	Category
Cat Lost (Instructions)	statistic	Dog Roaming - Uncontained (Instructions)
Cat Surrender	statistic	Dog Surrender (Instructions)
Cat/Dog Collection from Vet (Instructions)	statistic	Nuisance Animals (not barking dogs) (Instructions)
Development and Building - General Enquiry (Instructions)	statistic	Rates Enquiry (Instructions)
Dog Attack (Instructions)	statistic	Request Copy of Rates or Water Usage Account (Instructions)
Dog Barking (Instructions)	statistic	Swimming Pool Barrier - Compliance Enquiry (Instructions)
Dog Lost (Instructions)	statistic	Vermis/Unhealthy/Overgrown Vegetation (Instructions)
Dog Roaming - Contained for Collection (Instructions)	statistic	Water Billing Enquiry (Instructions)

- CORPORATE WI-FI**

- Previously accessing information in the Chamber or any meeting room was not possible, now it is.

Wi-Fi Usage and number of clients that have access the system over the past 30 days



- EFTPOS INTEGRATION**

- Reduced keying errors and faster processing

- SPECTRUM** – mapping software.

- It's user-friendly and similar to Google maps, with the ability to access council information and records, on roads network, property information, and underground infrastructure.

- SQL UPGRADE**

- Council is on one of the latest SQL systems with the best industry practices and standards resulting in better performance and better recovery options

- BACKUP OF DATA AND REPLICATION**

- Recovery time is slashed from roughly 4 weeks to less than a week for the full recovery of data.
- Partial and operational recovery is estimated to take a couple of days.

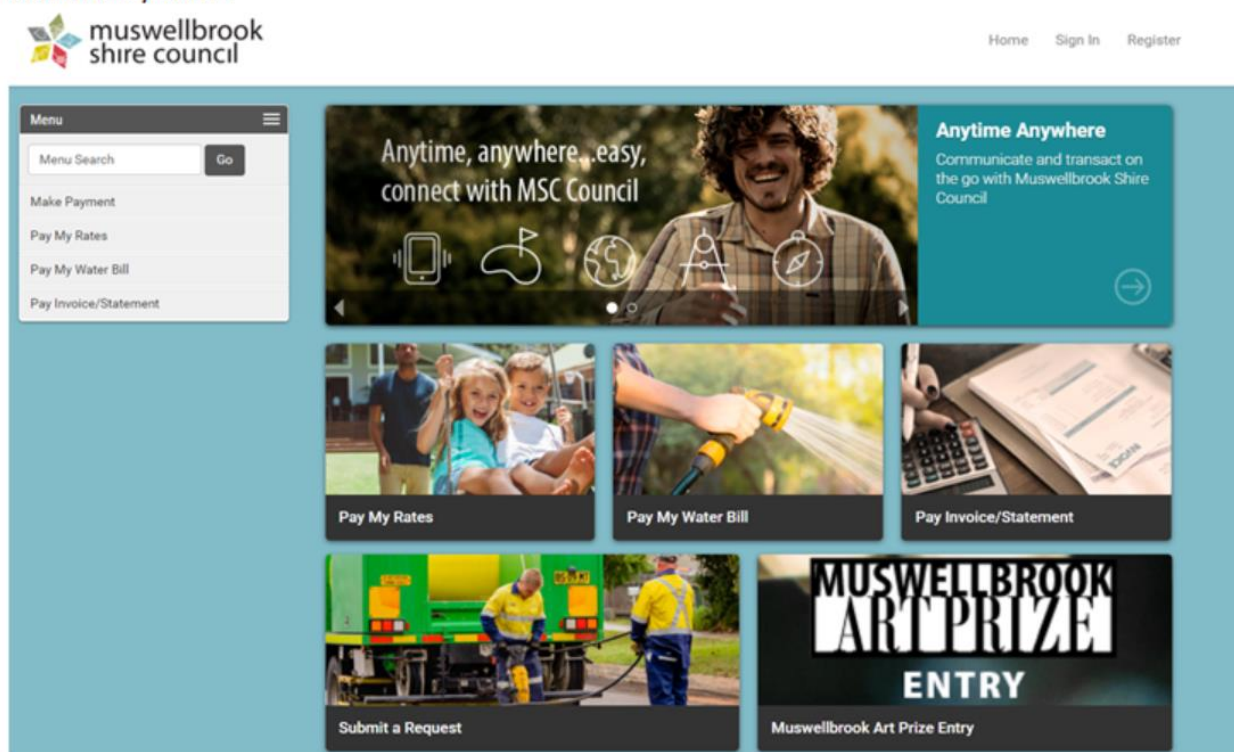
- **EMAIL SYSTEM UPGRADE**

- Updated to latest platform allowing for improved security and implementing best practices.
- Enabled room bookings for the calendar appointments, thus eliminating the double handling of bookings by the Customer Service Team and staff.

- **COMMUNITY PORTAL (AUTHORITY SYSTEM)** – this is Council's one stop shop for residents to:

- Pay rates, water bills and invoices
- Submit requests for service
- Liaise with Council
- Online payments are coming soon.

Community Portal



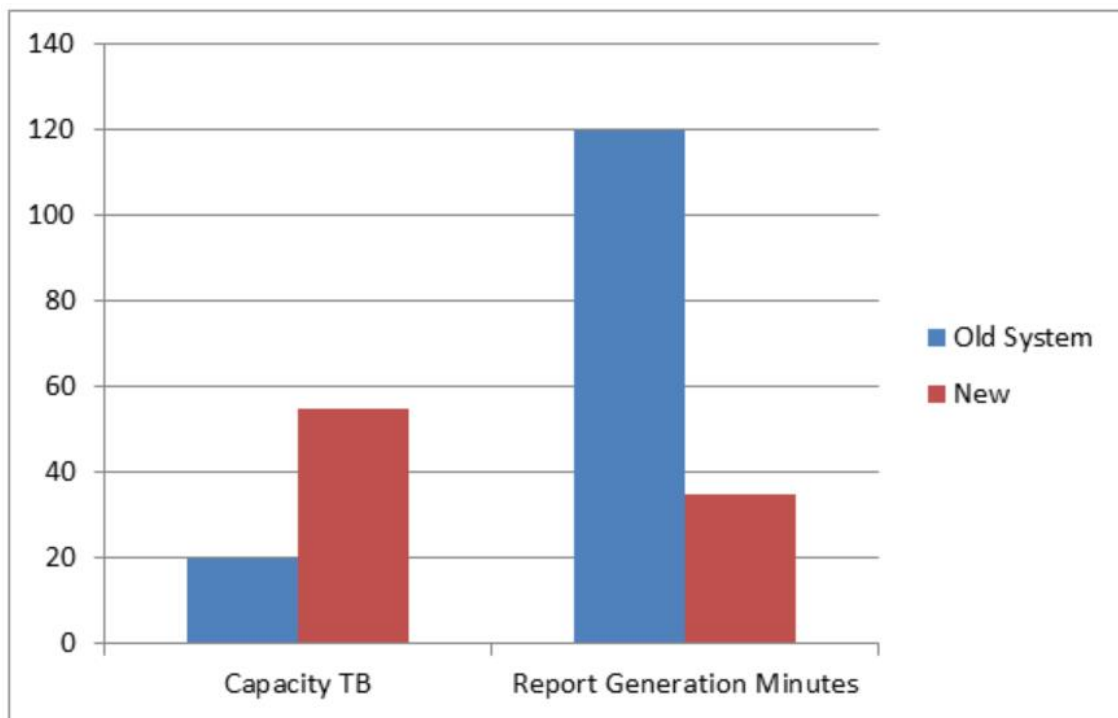
- **MAGIC INTEGRATION INTO THE AUTHORITY SYSTEM** - to date approximately 6,668 documents have been uploaded into the system

- On conservative estimate of 1 Minute per document it would have taken to manually upload a document, this leads to a time saving of roughly 111 hours since February 2019
  - Council now has a single source of the truth, rather than between 2 and 5 locations for storing files to be stored.
    - This has reduced duplicates and triplicates from the network, which in turn has lowered the backup usage requirements.
  - Ensures compliance with the Records Act.
- Council is the first site live with the system, and is being used as a reference point for other councils. Gympie in QLD are proceeding down this path thanks to Muswellbrook's assistance.

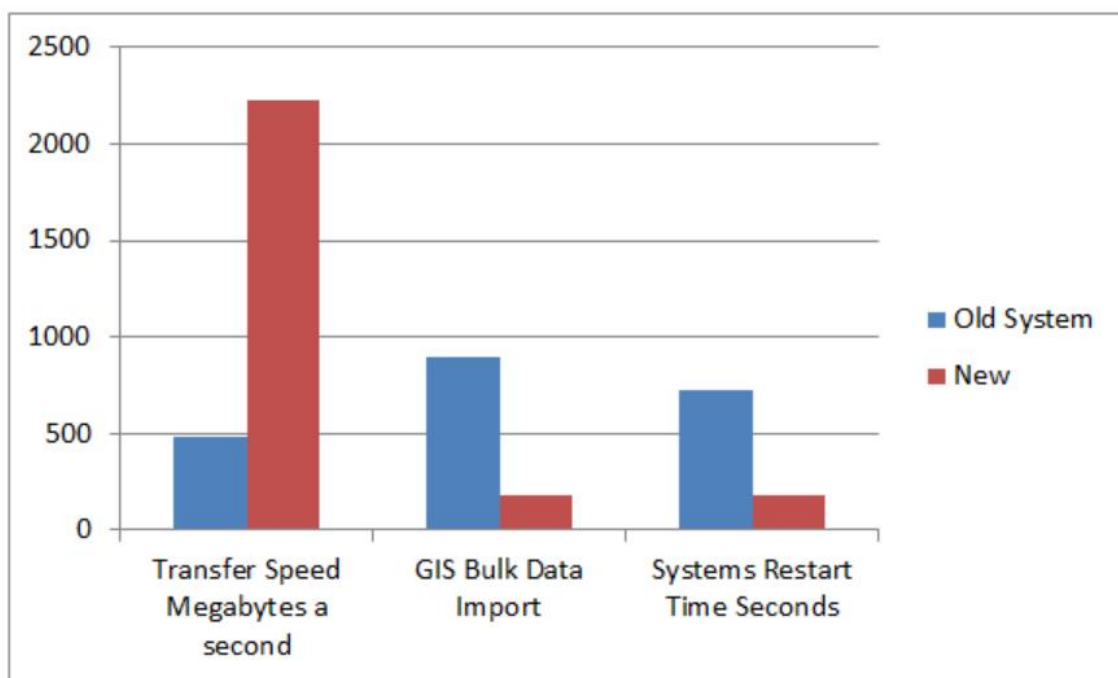
- **SERVER INFRASTRUCTURE UPGRADE** – this has led to an increase in system performance between 3.5 to 5 fold - from a previous industry metric of 24,000 IOPS to current 82,000 IOPS.



- Some of the biggest improvements are:-
  - Approximately 30 minutes of time saved per week for payroll generation.
  - Rating and water billing reports generation has reduced from over 2 hours to roughly 35 minutes.
  - Assets interface load time has reduced from between 15 to 30 seconds per page to less than 5 seconds per page.
  - Restart time frame on the Authority Server has reduced from over 12 minutes to less than 3 minutes.

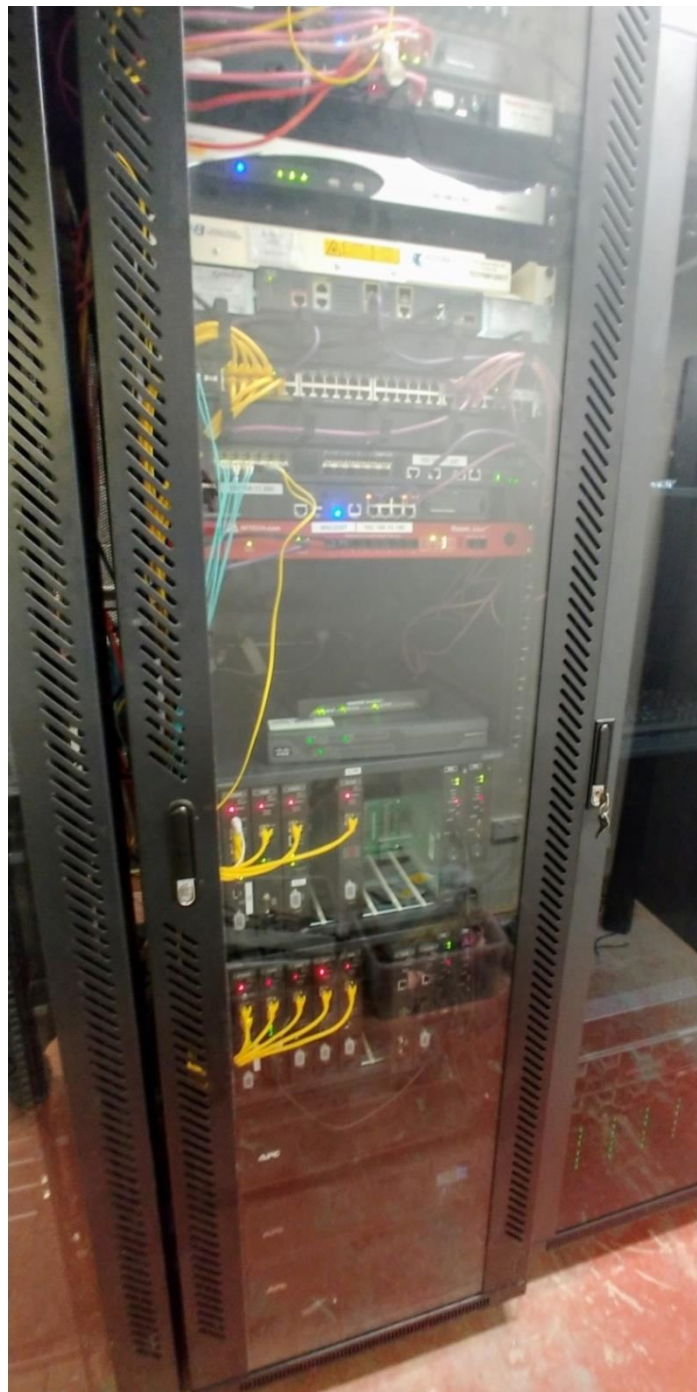


Note: TB = terabytes, which is 1,000,000 Megabytes





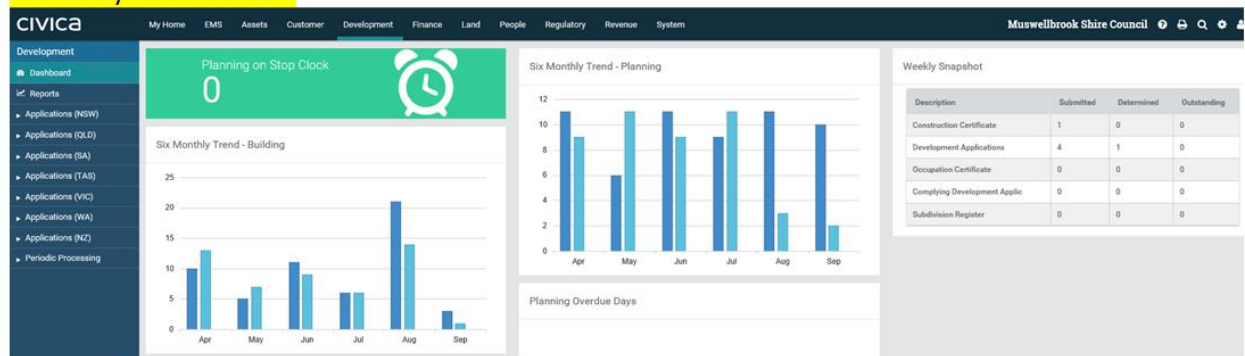
- **IT PRIMARY INFRASTRUCTURE MOVED TO THE LIBRARY** – during the weekend of the 14 September, Council's primary infrastructure was moved to the Library, in anticipation of the Administration building move. The following infrastructure was moved (picture below):
  - Servers and cluster
  - UPS
  - Phone Systems
  - Environment Monitor
  - Firewall
  - 2 Switches
  - Our Primary Internet connection



- **WORK PATTERNS AND ONLINE LEAVE (AUTHORITY SYSTEM)**– this has driven improvements to payroll and timesheets recording and led to:
  - Paper and printing savings due to the introduction of electronic workflows.
  - Reduction in manual filing by Payroll, when used in conjunction with Magiq integration.
- **AUTHORITY SYSTEM UPGRADED TO VERSION 7**
  - Features a more user-friendly interface.
  - Introduced more efficient methods to perform tasks.
  - Enabled Mobile Apps, which have been well received by the Works and Networks teams.

Here's a “Before” and “After” view of the user face of Authority:

#### Authority V7 – “AFTER”

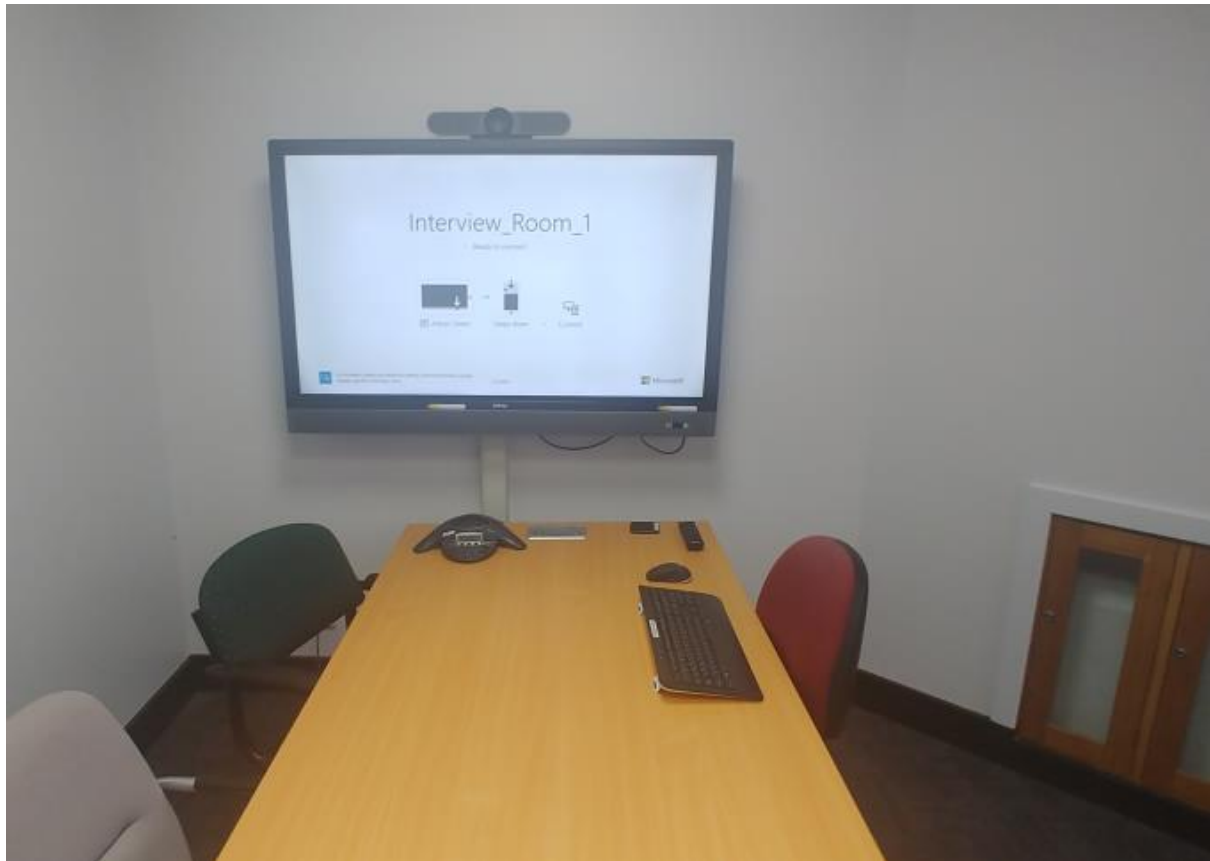


#### Authority V6.11 – “BEFORE”



- **WEB SECURITY SERVICE / PROXY** – improved traffic handling and security:
  - Improved reporting
  - Improved usability, less false positive errors and systems blocked.
- **MEETING ROOMS** – these have been upgraded with the following IT efficiency capabilities:
  - Touch screen interface,
  - Web conferencing
  - Telephone Conferencing
  - Wireless stream connects the tablet to the TV seamlessly.

Here's a view inside one of Council's two interview rooms:



- **ASSETS MODULE (AUTHORITY SYSTEM)**

- Simplified over 50 systems into one.
- This is a very visual and user-friendly system, which not only connects assets onto Google maps but also provides pictures of the assets, making them easier to locate.
- Retired the old Access databases which were not user-friendly as they required specific skill to operate them.
- Poise to drive better financial management, and maintenance requirements.

Asset enquiry, the image is being pulled from Magiq Documents

Muswellbrook Asset Register : All

**Selections**

- All Assets
- Bridges
- BRIDGE KAYUGA

**Asset**

Asset Template

Location

Financials

Maintenance

45031 - BRIDGE KAYUGA

12577 - Bridge Name

[Show Map](#)

[Financial Details](#)

[Asset Maintenance](#)

**Attributes - Bridge Attribute Set Maintenance**

Bridge Type	Bridge
Bridge Sub-Type	Timber Bridge
Bridge Name	BRIDGE KAYUGA
Road Name	Kaguya Rd
Preceding Road Segment	RLKAYUR005
Bridge Crosses	River
Bridge Crosses Name	Hunter River
Bridge Function	Vehicle
Height (m) - 1 dec pt	
Length (m) - 1 dec pt	161.0
Deck Material	Timber
Wearing Surface	
Deck Width (m) - 1 dec pt	5.9
Deck Thickness (mm) - 0 dec pt	
Deck Surface Area (m2) - 1 dec pt	
Trafficable Width (m) - 1 dec pt	5.9
Number of Lanes	1

**• OTHER IMPROVEMENTS**

- Removal of Server (installed 2008) – still ongoing
  - The 2008 Server is at its end of life in January 2020, so Council has been organically and proactively migrating its system away from 2008 Operating system to newer operating systems, thus improving and enhancing council IT security.
- Security System centralisation
  - Introduced self-service when generating new user pin numbers which has removed the need for call outs, thus saving money.
  - Enabled electronic door locks, which allows Council to see who has accessed the building and when.
    - Additionally if a key is lost, it is disabled on the system. This has delivered cost savings of not having to replace locks and recut keys, when a key is lost.
- Switch Upgrades,
  - Upgraded all switches to enable Power Over Ethernet. This has allowed power to be delivered via network cables, thus removing the need to have Power injectors and delivering cost savings (POE injector cost roughly \$30 each).
- Domain Upgrade
  - Allows IT to improve overall functions and domain management.
- Phone Bill audits
  - Land Line cost savings of around \$24,000 per annum.
  - Mobile Phone cost saving achieved have been over \$6,000 per annum.
- Internet Contract Improvements
  - Savings of around \$1,700 a month, while delivering 2.5 times the speed.

**CONCLUSION**

There have been significant improvements, efficiencies and system upgrades delivered as a result of the \$1.2m IT strategy funding received during 2017-18 and 2018-19.

## 12.2 MUSWELLBROOK LOCAL ART AWARDS PROPOSED CHANGES

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Fiona Plesman - General Manager
<b>Author:</b>	Carolyn O'Brien - Manager - Community Services
<b>Community Plan Issue:</b>	<i>Continue to improve the affordability, livability and amenity of the Shire's communities</i>
<b>Community Plan Goal:</b>	<i>Promote and facilitate increased participation in active and passive recreational activities.</i>
<b>Community Plan Strategy:</b>	<i>Continue the delivery of passive recreation and cultural activities in libraries, aquatic centres and the arts centre.</i>

### PURPOSE

At the Ordinary Council meeting in August, 2019, council resolved to revisit a report on proposed changes to the Muswellbrook Local Art Prize.

### OFFICER'S RECOMMENDATION

Council ENDORSE the:

1. Proposed change of name of the Muswellbrook Local Art Awards to the Viola Bromley Art Prize in 2020,
2. Rectify the budget shortfall of \$758 for the 2019 Muswellbrook Local Art Awards and;
3. Funds currently held in the operational budget for the Muswellbrook Local Art Awards are moved to the Capital budget to the value of \$7,000, to match a revenue contribution from sponsorships of the same value in the 2020/21 financial year.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

### BACKGROUND

Council currently has two annual art prizes, the Muswellbrook Art Prize (\$71K – held March/April through to May) and the Muswellbrook Local Art Prize (\$7K – held November/December each year). This represents a recent change around the Muswellbrook Art Prize moving from a biennial award to an annual award.

Following this change there has been some confusion amongst artists and visitors to the Muswellbrook Regional Arts Centre, between both prizes. The current \$7,000 total prize money is divided between numerous smaller prizes resulting in a relatively low value for individual prizes that has been static in nature for many years.

The Muswellbrook Shire Collection Policy states in item 6 that:

*The collection shall comprise of five (5) main categories: ...(e) Post War Upper Hunter Region artworks'.*

As no acquisition budget currently exists, achieving this objective is currently only possible via donation or through an event where a 'local artist' wins the Muswellbrook Art Prize.

This report proposes to rebrand and redesign the awards as the Viola Bromley Art Prize in 2020 following consultation with Max Watters as requested by Council. Max Watters is satisfied with the suggested change in name, and congratulates staff on the recognition of Bromley at a local level. This

prize will remain a local acquisitive art prize open to all artists resident of the Muswellbrook, Singleton and Upper Hunter Shires

## CONSULTATION

Acting Muswellbrook Regional Arts Centre Director

Max Watters

## CONSULTATION WITH COUNCILLOR SPOKESPERSON

Cr. Foy was consulted about the proposed changes to the Muswellbrook Local Art Awards during a meeting at the Muswellbrook Regional Arts Centre prior to the August report to Council.

## REPORT

According to the Muswellbrook Regional Arts Centre website, the Muswellbrook Local Art Awards *“represents an annual competition which offers local artists from Muswellbrook, Singleton and Upper Hunter Shire the opportunity to showcase the best of their work from a period of twelve months prior to the awards exhibition event”*.

A total award value of \$7,000 is shared over six disciplines and each year a different guest adjudicator is invited to judge the entries received. A \$1,000 People's Choice Prize is voted on by the public and awarded at the close of the exhibition.

The six prize categories in 2018/19 included;

- Viola Bromley Painting Prize – incorporating the Hunter Valley Printing Encouragement Prize
- Garry Philp Works on Paper – incorporating the Elks Enterprises Encouragement Prize
- Local 3D Prize – incorporating the Max Watters Encouragement Prize
- Local Photography Prize – incorporating the Hunter Valley Hydraulink Encouragement Prize
- Local Aboriginal Art Prize – incorporating the Berry & French Pharmacy Encouragement Prize
- Esther Bellis Youth Prize – incorporating the Framing Good Encouragement Prize
- Morgan and English – People's Choice Prize – Voted by visiting public during the exhibition
- 

Arts Centre workers are recommending that the name of the Muswellbrook Local Art Awards are simplified and renamed the Viola Bromley Prize to reduce the confusion between the Muswellbrook Art Prize and the Muswellbrook Local Art Awards.

### Viola Bromley

Viola Bromley was born in Sydney in 1915 and studied art under Desiderius Orban during the 1950's. Her work is widely represented including a number of works in the Collections held at Muswellbrook Regional Arts Centre. She was an executive member of the inaugural committee of the Regional Galleries Association of NSW and received an OAM for service to the visual arts.

After settling in the Upper Hunter, Bromley was instrumental in establishing the Muswellbrook Art Prize, which commenced in 1958 and in developing the Muswellbrook Municipal Art Gallery and gaining its Regional Gallery status in 1976.

Viola Bromley's work 'Rock Patterns' was one of two acquisitive prize winning works that saw the establishment of the Muswellbrook Shire Art Collection.

### Viola Bromley Prize

It is envisaged that the acquisitive Viola Bromley Prize will invite existing and new sponsorships to the following five streamlined prize sections;

- Painting Prize - \$1,500

- Works on Paper Prize - \$1,500
- Sculpture Prize - \$1,500 and;
- Photography Prize - \$1,500

It is intended that this prize will also include two non-acquisitive prizes; the Youth Prize (\$500) awarded to one Youth entry (18 years or younger) and the People's Choice Prize (\$500) which will be run along the same lines as the Muswellbrook Art Prize following the receipt of external sponsorships which Muswellbrook Shire Council will continue to financially support as well.

Individual external sponsorships will be attached to each prize section or lower value sponsors will be 'buddied-up' and consolidated to achieve the required values for each prize. Highly Commended and Commended awards may be allocated by the Adjudicator; however this citation will carry no financial or acquisitive reward.

There will be no specified theme or subject for any section of the Viola Bromley Art Prize and artists will be limited to three entries per section. An entry fee which is GST inclusive will be limited to three entries per section and paid upon entry as per Council's fees and charges schedule – 'Muswellbrook Local Art Awards' All works entered must be for sale in order for works to be acquired via the Prize to the Muswellbrook Shire Art Collection Policy.

During the delivery of the Viola Bromley Prize every effort will be made to exhibit all works entered in the Prize, however, Muswellbrook Shire Council will not be bound to exhibit any entry. On payment of the prize money, winning works of the acquisitive prizes will become the absolute property of Muswellbrook Shire Council and enter the Muswellbrook Shire Art Collection.

## **OPTIONS**

1. Council could choose not to change the name of the Muswellbrook Local Art Awards
2. Council could follow the recommendation to change the name of the Muswellbrook Local Art Awards to the Viola Bromley Prize or another relevant title which reflects the work of a significant local artist.
3. Council could choose not to hold a local Art Prize for local artists, although this action is not recommended. The Muswellbrook Local Art Award continues to provide opportunity to local emerging artists.

## **CONCLUSION**

There is considerable confusion related to the existing Muswellbrook Art Prize and the Muswellbrook Local Art Awards since both were made annual exhibitions. Changing the Muswellbrook Local Art Award to the Viola Bromley Prize, in 2020, provides deserved recognition of a local artist who encouraged local artists to exhibit their works in the first local prize in 1958. It was this initiative that also led to the establishment of a permanent gallery space following the need to home the extensive and relevant Muswellbrook Shire Collection and the Max Watters Collection in the early 2000's.

Staff strongly recommend the need for a continuing prize that recognises local artists, and that this prize is continued and rebranded as the Viola Bromley Art Prize.

## **SOCIAL IMPLICATIONS**

A local Art Prize/Award has been instrumental in creating opportunity for local artists to progress their skills and abilities in a broader creative industry, using this platform to demonstrate the capacity to produce works worthy of a Regional Collection.

Many of the earlier Local Art Prize/Award winners have progressed within the Creative Industry and are now recognised as prominent artists.

## **FINANCIAL IMPLICATIONS**

The funding for the Muswellbrook Local Art Awards currently sits within the operating budget of the Muswellbrook Regional Arts Centre. This year there is a shortfall of \$758.00 which represents the 2% reduction that was implemented during 2018/19 to all operating budgets across Council.

If Council endorses the rebranding of the prize and a shift to acquiring the winning pieces, then it would be preferable that the new prize funding was Capital in nature, as each art work would become a permanent asset of Council. This would affect the bottom line if it was introduced this year. Therefore as part of the September review it is recommended that the funding for the 2020 prize is moved from operational Muswellbrook Regional Arts Centre budget to the capital budget as a part of the 2020/21 financial year. This year the shortfall of \$758.00 could be found from the Viola Bromley Bequest with has sufficient funds to cover this amount.

Work has commenced on arranging ongoing sponsorships for this year under the existing arrangement and use of the operational budget. If Council endorse the change in 2020/21 of name and funding arrangements, then additional sponsorships will be sought to achieve the existing shortfall in funding that exists on an ongoing basis.

**POLICY IMPLICATIONS**

The Collection Policy is currently under review and this suggested change, if endorsed will be incorporated into the policy.

**STATUTORY IMPLICATIONS**

Nil

**LEGAL IMPLICATIONS**

The probity issues around the ownership of works under the Viola Bromley Prize will be managed through the entry terms and conditions, within Award Force (Prize/Award Management System) around the transfer of assets to the Muswellbrook Regional Gallery if the artwork is a Prize winner.

**OPERATIONAL PLAN IMPLICATIONS**

The operational plan calls for a minimum of five exhibitions each financial year.

**RISK MANAGEMENT IMPLICATIONS**

Not applicable at this time.



## 12.3 REPORT ON INVESTMENTS HELD AS AT 31 AUGUST 2019

Attachments:	A. Investment Portfolio and Cash as at 31 August 2019 B. Issuer Trading Limits as at 31 August 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 August 2019 be noted and the exceeded trading limits of two issuers 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 August 2019 are shown in the attachments.

### COMMENT:

As at 31 August 2019, there are two issuers 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 two issuers are noted in the table below:

Issuer name	Trading limit exceeded (\$)	Trading limit exceeded (%)	Type of security	Detail
P&N Bank Ltd	\$44k	2%	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.

Issuer name	Trading limit exceeded (\$)	Trading limit exceeded (%)	Type of security	Detail
AMP Bank Ltd	\$1,089k	18%	Term deposit	This trading limit breach will be resolved next month, on 21 October 2019 when \$3m will mature. As this is a high paying term deposit (2.7%), it is recommended that this deposit is not broken prematurely.

Council's weighted running yield is 2.20% 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
At Call Deposit										
Westpac Bus Prem At Call		7,760,216.39	1.00000000	7,760,216.39	100.000	0.000	<b>7,760,216.39</b>	13.04%	1.59%	
Westpac Muswellbrook Trading Acct At Call		100,000.00	1.00000000	100,000.00	100.000	0.000	<b>100,000.00</b>	0.17%	0.90%	
		<b>7,860,216.39</b>		<b>7,860,216.39</b>			<b>7,860,216.39</b>	13.21%		1.58%
Floating Rate Deposit										
ANZ 1.2 21 Jul 2022 2557DAY FRD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.254	<b>1,002,535.67</b>	1.68%	2.31%	
		<b>1,000,000.00</b>		<b>1,000,000.00</b>			<b>1,002,535.67</b>	1.68%		2.31%
Floating Rate Note										
AMP 1.08 10 Sep 2021 FRN	AU3FN0044657	2,000,000.00	1.00000000	2,000,000.00	99.810	0.543	<b>2,007,060.00</b>	3.37%	2.44%	
Auswide 1.05 12 Feb 2020 FRN	AU3FN0040747	1,500,000.00	1.00000000	1,500,000.00	100.107	0.105	<b>1,503,180.00</b>	2.53%	2.02%	
Auswide 1.1 06 Nov 2020 FRN	AU3FN0045621	1,000,000.00	1.00000000	1,000,000.00	100.184	0.143	<b>1,003,270.00</b>	1.69%	2.09%	
BOQ 1.05 12 Feb 2020 FRN	AU3FN0026381	1,000,000.00	1.00000000	1,000,000.00	100.244	0.105	<b>1,003,490.00</b>	1.69%	2.02%	
BOQ 1.17 26 Oct 2020 FRN	AU3FN0033023	1,000,000.00	1.00000000	1,000,000.00	100.692	0.218	<b>1,009,100.00</b>	1.70%	2.21%	
BOQ 1.02 16 Nov 2021 FRN	AU3FN0039418	1,000,000.00	1.00000000	1,000,000.00	100.625	0.082	<b>1,007,070.00</b>	1.69%	1.98%	
BOQ 1.05 03 Feb 2023 FRN	AU3FN0040549	500,000.00	1.00000000	500,000.00	100.628	0.140	<b>503,840.00</b>	0.85%	2.04%	
BOQ 1.03 18 Jul 2024 FRN	AU3FN0049094	1,000,000.00	1.00000000	1,000,000.00	100.198	0.259	<b>1,004,570.00</b>	1.69%	2.15%	
BENAU 1.1 21 Feb 2020 FRN	AU3FN0033486	1,500,000.00	1.00000000	1,500,000.00	100.320	0.057	<b>1,505,655.00</b>	2.53%	2.07%	
BENAU 1.1 18 Aug 2020 FRN	AU3FN0028361	3,000,000.00	1.00000000	3,000,000.00	100.580	0.068	<b>3,019,440.00</b>	5.07%	2.06%	
BENAU 1.05 25 Jan 2023 FRN	AU3FN0040523	500,000.00	1.00000000	500,000.00	100.731	0.213	<b>504,720.00</b>	0.85%	2.10%	
CredSuis 1.15 29 Apr 2020 FRN	AU3FN0027314	1,000,000.00	1.00000000	1,000,000.00	100.462	0.197	<b>1,006,590.00</b>	1.69%	2.17%	
CredSuis 1.95 09 Mar 2021 FRN	AU3FN0030458	1,000,000.00	1.00000000	1,000,000.00	102.194	0.736	<b>1,029,300.00</b>	1.73%	3.32%	
CUA 1.3 20 Mar 2020 FRN	AU3FN0034963	750,000.00	1.00000000	750,000.00	100.507	0.502	<b>757,567.50</b>	1.27%	2.55%	
CUA 1.25 06 Sep 2021 FRN	AU3FN0044269	1,500,000.00	1.00000000	1,500,000.00	100.917	0.619	<b>1,523,040.00</b>	2.56%	2.62%	
MACQ 1.1 03 Mar 2020 FRN	AU3FN0026605	750,000.00	1.00000000	750,000.00	100.357	0.610	<b>757,252.50</b>	1.27%	2.50%	
RACB 1.1 11 May 2020 FRN	AU3FN0042370	2,000,000.00	1.00000000	2,000,000.00	100.194	0.107	<b>2,006,020.00</b>	3.37%	2.06%	
ME Bank 1.25 06 Apr 2020 FRN	AU3FN0035333	500,000.00	1.00000000	500,000.00	100.381	0.352	<b>503,665.00</b>	0.85%	2.37%	
NPBS 1.35 07 Apr 2020 FRN	AU3FN0026969	1,000,000.00	1.00000000	1,000,000.00	100.495	0.367	<b>1,008,620.00</b>	1.70%	2.48%	
Qld Police 1.4 22 Mar 2021 FRN	AU3FN0041638	1,500,000.00	1.00000000	1,500,000.00	100.484	0.482	<b>1,514,490.00</b>	2.55%	2.59%	
Qld Police 1.5 14 Dec 2021 FRN	AU3FN0046389	750,000.00	1.00000000	750,000.00	100.930	0.599	<b>761,467.50</b>	1.28%	2.80%	
RABOBK 1.05 11 Feb 2020 FRN	AU3FN0026373	1,000,000.00	1.00000000	1,000,000.00	100.332	0.105	<b>1,004,370.00</b>	1.69%	2.02%	
RABOBK 1.5 04 Mar 2021 FRN	AU3FN0030409	1,000,000.00	1.00000000	1,000,000.00	101.559	0.697	<b>1,022,560.00</b>	1.72%	2.89%	
SunBank 1.25 20 Oct 2020 FRN	AU3FN0029195	4,000,000.00	1.00000000	4,000,000.00	100.927	0.259	<b>4,047,440.00</b>	6.80%	2.32%	
		<b>30,750,000.00</b>		<b>30,750,000.00</b>			<b>31,013,777.50</b>	52.12%		2.30%
Floating Rate TCD										
GB 1.5 29 Nov 2019 FloatTCD	AU3FN0033619	1,000,000.00	1.00000000	1,000,000.00	100.159	0.014	<b>1,001,730.00</b>	1.68%	2.47%	
		<b>1,000,000.00</b>		<b>1,000,000.00</b>			<b>1,001,730.00</b>	1.68%		2.47%
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 2.7 21 Oct 2019 180DAY TD		3,000,000.00	1.00000000	3,000,000.00	100.000	0.954	<b>3,028,627.41</b>	5.09%	2.70%	
AMP 2 26 Feb 2020 184DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	0.027	<b>2,000,547.94</b>	3.36%	2.00%	
BOQ 3.4 21 Jun 2021 1826DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.661	<b>1,006,613.70</b>	1.69%	3.40%	
MACQ 1.85 07 Nov 2019 90DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.112	<b>1,001,115.07</b>	1.68%	1.85%	
ME Bank 2.3 02 Sep 2019 91DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.561	<b>1,005,608.22</b>	1.69%	2.30%	
MYS 2.3 09 Sep 2019 90DAY TD		1,500,000.00	1.00000000	1,500,000.00	100.000	0.510	<b>1,507,656.17</b>	2.53%	2.30%	
MYS 2.45 04 Nov 2019 181DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.779	<b>1,007,786.30</b>	1.69%	2.45%	
NAB 2.45 21 Oct 2019 180DAY TD		4,000,000.00	1.00000000	4,000,000.00	100.000	0.866	<b>4,034,635.60</b>	6.78%	2.45%	
P&NB 3.83 05 Jun 2020 1827DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.913	<b>1,009,129.04</b>	1.70%	3.83%	
P&NB 3.53 21 Jun 2021 1826DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	0.687	<b>2,013,733.16</b>	3.38%	3.53%	
SunBank 2.22 02 Sep 2019 91DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.541	<b>1,005,413.15</b>	1.69%	2.22%	
		18,500,000.00		18,500,000.00			<b>18,620,865.76</b>	31.30%		2.62%
Fixed Interest Total		59,110,216.39		59,110,216.39			<b>59,499,125.32</b>	100.00%		2.20%

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Report Code: TBSBP100EXT-01.14  
Report Description: Portfolio Valuation As At Date  
Parameters:  
Term Deposit Interest Included  
Cash Excluded

## 1 Issuer Trading Limits

Issuer	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Trading Entity	Trading Limit	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		7,000,000.00	Book	10.00	% of 59,110,216.39	5,911,021.64	100.00	0.00	0	18.00	1,088,978
ANZ Banking Group Ltd		1,000,000.00	Book	30.00	% of 59,110,216.39	17,733,064.92	6.00	94.00	16,733,065	0.00	0
Auswide Bank Limited		2,500,000.00	Book	5.00	% of 59,110,216.39	2,955,510.82	85.00	15.00	455,511	0.00	0
Bank of Queensland Ltd		5,500,000.00	Book	10.00	% of 59,110,216.39	5,911,021.64	93.00	7.00	411,022	0.00	0
Bendigo & Adelaide Bank Ltd		5,000,000.00	Book	10.00	% of 59,110,216.39	5,911,021.64	85.00	15.00	911,022	0.00	0
Credit Suisse Sydney		2,000,000.00	Book	20.00	% of 59,110,216.39	11,822,043.28	17.00	83.00	9,822,043	0.00	0
Credit Union Australia Ltd		2,250,000.00	Book	5.00	% of 59,110,216.39	2,955,510.82	76.00	24.00	705,511	0.00	0
Greater Bank Ltd		1,000,000.00	Book	5.00	% of 59,110,216.39	2,955,510.82	34.00	66.00	1,955,511	0.00	0
Macquarie Bank		1,750,000.00	Book	20.00	% of 59,110,216.39	11,822,043.28	15.00	85.00	10,072,043	0.00	0
Members Banking Group Limited t/as RACQ Bank		2,000,000.00	Book	5.00	% of 59,110,216.39	2,955,510.82	68.00	32.00	955,511	0.00	0
Members Equity Bank Ltd		1,500,000.00	Book	5.00	% of 59,110,216.39	2,955,510.82	51.00	49.00	1,455,511	0.00	0
MyState Bank Ltd		2,500,000.00	Book	5.00	% of 59,110,216.39	2,955,510.82	85.00	15.00	455,511	0.00	0
National Australia Bank Ltd		4,000,000.00	Book	30.00	% of 59,110,216.39	17,733,064.92	23.00	77.00	13,733,065	0.00	0
Newcastle Permanent Building Society Ltd		1,000,000.00	Book	5.00	% of 59,110,216.39	2,955,510.82	34.00	66.00	1,955,511	0.00	0
P&N Bank Ltd		3,000,000.00	Book	5.00	% of 59,110,216.39	2,955,510.82	100.00	0.00	0	2.00	44,489
QPCU LTD t/a QBANK		2,250,000.00	Book	5.00	% of 59,110,216.39	2,955,510.82	76.00	24.00	705,511	0.00	0
Rabobank Nederland Australia Branch		2,000,000.00	Book	20.00	% of 59,110,216.39	11,822,043.28	17.00	83.00	9,822,043	0.00	0
Suncorp Bank		5,000,000.00	Book	20.00	% of 59,110,216.39	11,822,043.28	42.00	58.00	6,822,043	0.00	0
Westpac Banking Corporation Ltd		7,860,216.39	Book	30.00	% of 59,110,216.39	17,733,064.92	44.00	56.00	9,872,849	0.00	0
		59,110,216.39				144,820,030.16			86,843,283		1,133,467



## 2 Security Rating Group Trading Limits

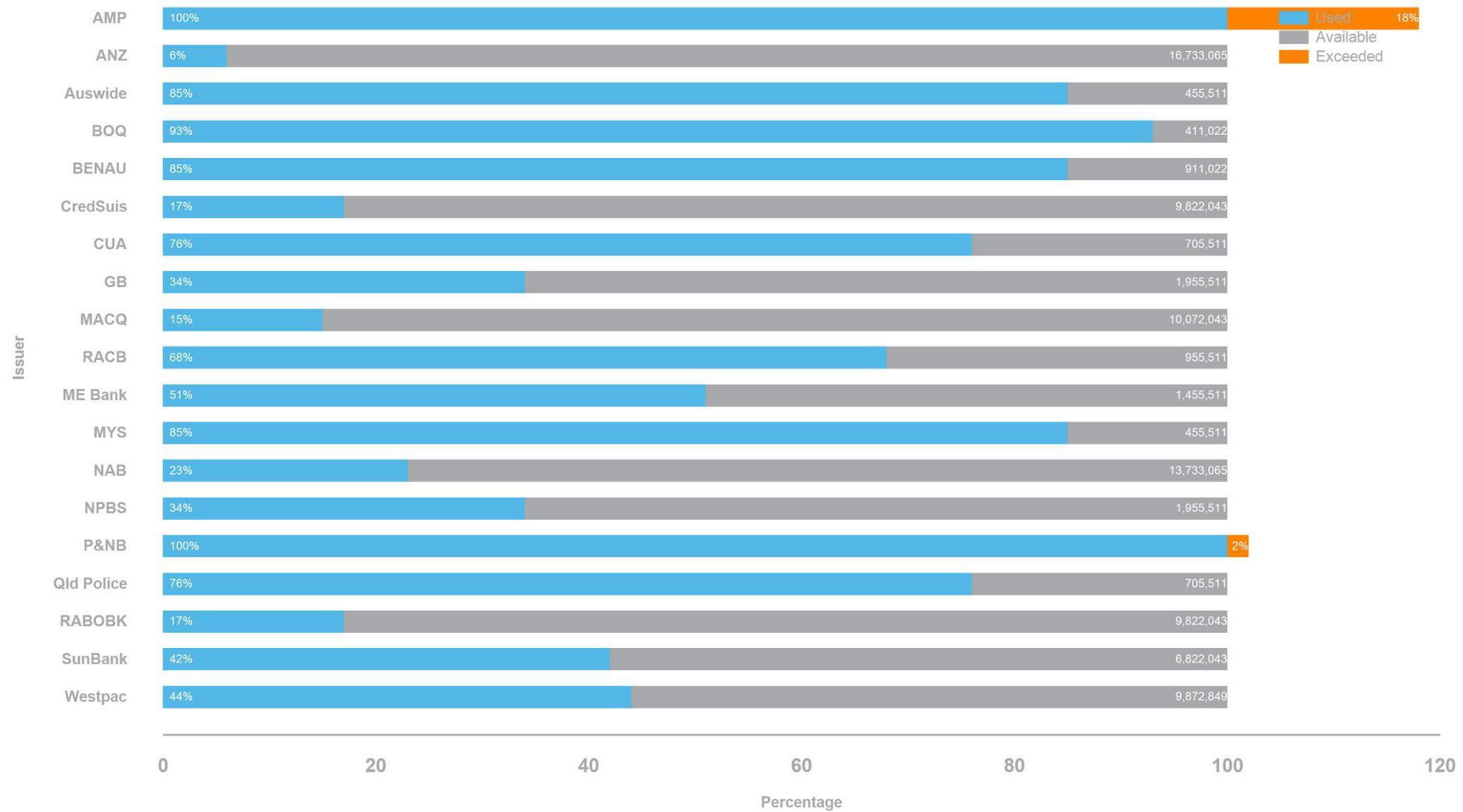
Security Rating Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AA+ to AA-	1,000,000.00	Book	100.00	% of 59,110,216.39	59,110,216.39	2.00	98.00	58,110,216	0.00	0
A+ to A-	10,000,000.00	Book	60.00	% of 59,110,216.39	35,466,129.83	28.00	72.00	25,466,130	0.00	0
A1+	11,860,216.39	Book	100.00	% of 59,110,216.39	59,110,216.39	20.00	80.00	47,250,000	0.00	0
A1	3,750,000.00	Book	80.00	% of 59,110,216.39	47,288,173.11	8.00	92.00	43,538,173	0.00	0
A2	22,750,000.00	Book	60.00	% of 59,110,216.39	35,466,129.83	64.00	36.00	12,716,130	0.00	0
BBB+ to BBB-	9,750,000.00	Book	30.00	% of 59,110,216.39	17,733,064.92	55.00	45.00	7,983,065	0.00	0
	59,110,216.39				254,173,930.48			195,063,714		0

### Notes

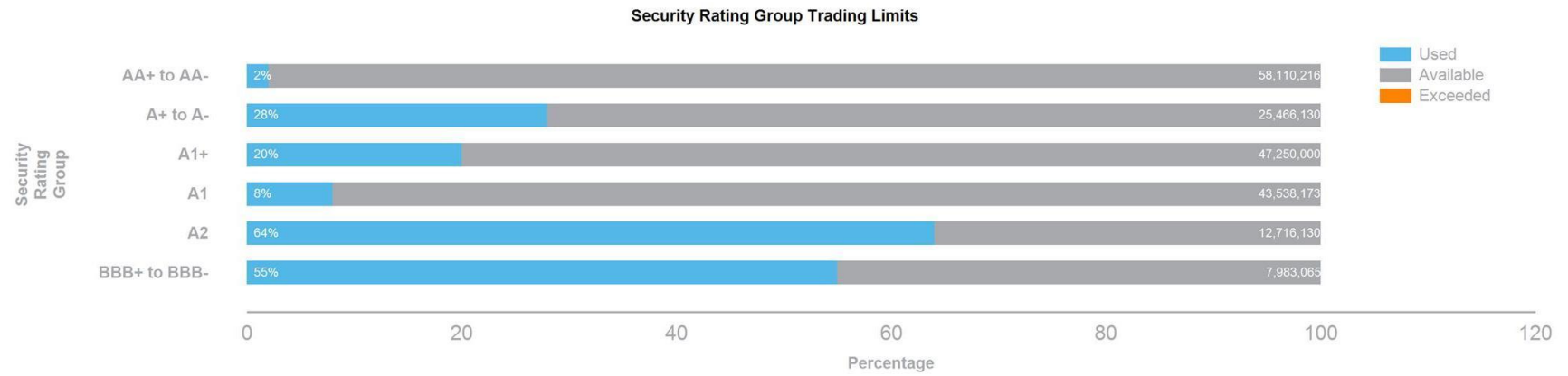
1. In instances where long securities have a term remaining which is less than 365 days, the issuer's short term rating is used instead of the security's (presumably long term) rating.

## 3 Term Group Trading Limits

Term Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	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	38,360,216.39	Book	0.00	AUD	0.00	0.00	0.00	0	100.00	38,360,216
1-3 Year	18,750,000.00	Book	0.00	AUD	0.00	0.00	0.00	0	100.00	18,750,000
3-5 Year	2,000,000.00	Book	0.00	AUD	0.00	0.00	0.00	0	100.00	2,000,000
	59,110,216.39				0.00			0		59,110,216

**Issuer Trading Limits**








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Report Code: TBSBP120EXT-01.08  
Report Description: Trading Limit Performance (Historical) As At Date  
Parameters:  
Balances are Settlement Date Based  
Traded Face Value  
Effects of Parent/Child Issuers Ignored  
Hide Zero Holdings

## 12.4 TOURISM, HERITAGE AND RECREATIONAL VEHICLE SUNSET COMMITTEE

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Fiona Plesman - General Manager
<b>Author:</b>	Aleksandar Mitreski - Policy Officer
<b>Community Plan Issue:</b>	<i>Diversify the economy, facilitate the development of intensive agricultur and other growth industries, make the Shire a more attractive place to invest and do business</i>
<b>Community Plan Goal:</b>	<i>Facilitate the diversification of the Shire's economy and support growth of existing industry and business enterprise.</i>
<b>Community Plan Strategy:</b>	<i>Apply strategic planning and development assessment planning advice to support Council's economic diversification goals.</i>

### PURPOSE

To consider the establishment of Tourism, Heritage and Recreational Vehicle Sunset Committee of Council.

### OFFICER'S RECOMMENDATION

1. Council establish a Tourism, Heritage and Recreational Vehicle Sunset Committee with the function of providing advice to Council on long term options for the visitor information on the town of Muswellbrook, to explore an option of providing a museum for European, Aboriginal and Industrial heritage, and to facilitate and develop recreational vehicle (RV) infrastructure and services in Muswellbrook.
2. For the purposes of such Committee:
  - (i) the Committee be constituted by:
    - a. The Council Spokesperson for Innovation and Industry (as Chair);
    - b. The General Manager (or representative);
    - c. A representative of the Wanaruah Aboriginal Land Council;
    - d. A representative of the volunteers at the Visitor Information Centre in Muswellbrook;
    - e. A representative of Muswellbrook Shire Local and Family History Society;
    - f. A representative from Muswellbrook Chamber of Commerce;
    - g. Such Staff officers as the General Manager may choose.
  - (ii) the Committee meet at such times and at such places as it may determine; and
  - (iii) the Committee may invite such persons to participate in its processes as it may determine most efficiently and effectively allows it to discharge its function.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

### BACKGROUND

To date Council does not have a long term strategy for its Visitor Information Centre or for recreational vehicle (RV) infrastructure in Muswellbrook. There is a need to develop appropriate strategies and involve the local community when developing those plans for the future.



**CONSULTATION**

General Manager

**CONSULTATION WITH COUNCILLOR SPOKESPERSON**

The Councillor Spokesperson for Innovation and Industry has asked the General Manager to consider establishing the committee as part of his consultation obligations as the Councillor Spokesperson.

**REPORT**

The Committee can engage and consult with the wider community in Muswellbrook on long term options for the visitor information on the town of Muswellbrook. The Committee will also explore an option of providing a museum for European, Aboriginal and Industrial heritage, which can be of great significance to the local community but also become an important part of developing Muswellbrook as a tourist destination. The Committee will also advise on developing RV infrastructure and services in Muswellbrook to improve the attractiveness of the town as a destination for 'grey nomads'.

**OPTIONS**

Councillors may determine to establish the Committee and its terms of reference as recommended, establish the Committee with different terms of reference and membership, or not establish such a Committee.

**CONCLUSION**

It is recommended that the Committee be established in the terms proposed.

**SOCIAL IMPLICATIONS**

The Committee will enhance the consultation processes for the community.

**FINANCIAL IMPLICATIONS**

No known financial implications.

**POLICY IMPLICATIONS**

There are no known policy implications.

**STATUTORY IMPLICATIONS**

The establishment of such a committee is consistent with the *Local Government Act 1993*.

**LEGAL IMPLICATIONS**

There are no known legal implications.

**OPERATIONAL PLAN IMPLICATIONS**

There are no known Operational Plan implications.

**RISK MANAGEMENT IMPLICATIONS**

There are no known Risk Management implications.

## 12.5 DIRECTOR'S REPORT - ENVIRONMENT AND COMMUNITY SERVICES

**Attachments:** Nil

**Responsible Officer:** Fiona Plesman - General Manager

**Author:** Kelly Lynch - Administration Officer  
 Jade Richardson - Co-Ordinator - Customer Service & Administration  
 Sharon Pope - Assistant Director - Environment & Community Services  
 Kim Manwarring - Co-ordinator - Community Partnerships  
 Michael Brady - Sustainability Officer  
 Tracy Ward - Sustainability Officer  
 Carolyn O'Brien - Manager - Community Services

**Community Plan Issue:** *A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders*

**Community Plan Goal:** *Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.*

**Community Plan Strategy:** *Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.*

### PURPOSE

To provide an update on activities in the Environment and Community Services Directorate of Council.

### OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

### REPORT

#### ENVIRONMENTAL SERVICES

##### 1. Statistical Information

**Note:** Statistics for Section 10.7 Planning Certificates, Development Applications, Construction Certificates and Complying Development Certificates are distributed separately to Councillors with whole of month data prior to the Council meeting. The statistics are also available on Council's website.

#### ***Schedule 1: Development Applications Approved (16 August to 16 September 2019)***

DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2019/60	Ancillary Development - Verandah	8 Malbec Street Muswellbrook	\$8,493
2019/55	New Dwelling	264 Bureen Road Martindale	\$452,915
1994/410/7	S4.55(1A) Modification - Extractive Industry	Dalswinton Road Dalswinton	-

***Schedule 2: Development Applications Currently Being Assessed***

DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2019/81	Dwelling Alterations and Additions	15 Clendinning Street Muswellbrook	13/09/2019	\$80,000
2019/80	Strata Subdivision One (1) Lot into Two (2) Lots	4 Dixon Circuit Muswellbrook	12/09/2019	\$6,000
2019/79	Rural Workers Dwelling - Caretakers Residence	3367 Golden Highway Jerrys Plains	12/09/2019	\$467,285
2019/78	Ancillary Development - Garage	4 Wollombi Road Muswellbrook	06/09/2019	\$8,542
2019/77	Three (3) Rural Workers Dwellings and Machinery Shed	420 Dalswinton Road Dalswinton	06/09/2019	\$380,000
2019/76	Ancillary Development - Storage Shed	33 Forbes Street Muswellbrook	06/09/2019	\$21,696
2019/75	Ancillary Development - Garage	9 Forbes Street Muswellbrook	04/09/2019	\$24,825
2019/74	Deck with Roof	6 Koombahla Street Muswellbrook	02/09/2019	\$19,965
2018/78/2	S4.55 (2) Modification - Food Outlet Building to be Decreased to 120m <sup>2</sup> and Vacant land on Eastern part of the Block to be used as a Carpark with Bitumen Seal and Appropriate Lighting.	147 Bridge Street Muswellbrook	02/09/2019	-
2019/73	Relocation of Existing Dwelling, New Dwelling, Ancillary Development (Garage, Swimming Pool, Driveway, Tennis Court, Pergolas) and associated Landscaping.	Bylong Valley Way Baerami	29/08/2019	\$800,000
2019/72	Subdivision of One (1) Lot into Two (2) Lots	43 Paxton Street Denman	21/08/2019	\$10,000
2019/71	Installation of Relocated Dwelling	25 Osborn Avenue Muswellbrook	20/08/2019	\$89,000
2019/70	Roof Cover between Two Existing Industrial Buildings	30 Glen Munro Road Muswellbrook	20/08/2019	\$16,354
2019/69	Ancillary Development - Carport	26 Queen Street Muswellbrook	16/08/2019	\$18,900
2019/68	Convert Part of Existing Garage into an Additional Bedroom	9 Manning Street Muswellbrook	14/08/2019	\$19,886
2019/67	Extension to existing Recreational Hall	420 Wybong P O Road Muswellbrook	12/08/2019	\$129,096
2019/66	Ancillary Development - Carport	7 Calgaroo Avenue Muswellbrook	08/08/2019	\$6,400

DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2019/65	Industrial Storage Shed	15 Strathmore Road Muswellbrook	06/08/2019	\$22,000
2019/64	Demolition of a Shed	21 Paxton Street Denman	06/08/2019	\$15,000
2019/63	Dwelling Additions	1 Foley Street Muswellbrook	02/08/2019	\$23,000
2019/62	New Single Storey Dwelling	96 Ironbark Road Muswellbrook	31/07/2019	\$652,541
2019/61	New Single Storey Dwelling	119 Ironbark Road Muswellbrook	30/07/2019	\$465,380
2019/59	Boundary Adjustment	4 Sheppard Avenue Muswellbrook	25/07/2019	\$10,000
2019/58	Ancillary Development - Stable Building	1472 Martindale Road Martindale	15/07/2019	\$100,000
2019/57	Demolition of Existing Shed and Replace with New Shed	36 Hunter Terrace Muswellbrook	15/07/2019	\$42,985
2019/54	Subdivision One (1) Lot into Three (3) Lots	52 Palace Street Denman	28/06/2019	\$10,000
2019/53	Subdivision of Two (2) Lots into Seventy Five (75) Lots	9027 New England Highway Muswellbrook	27/06/2019	\$4,875,600
2019/52	New Dwelling - Installation of a Manufactured Home	Giants Creek Road Sandy Hollow	27/06/2019	\$255,099
2019/51	Ancillary Development - Shed	27 Palace Street Denman	24/06/2019	\$17,035
2019/50	Industrial Development - Asphalt Plant	43-45 Enterprise Crescent Muswellbrook	21/06/2019	\$415,800
2019/47	School - Early Education Centre	111 Skellatar Stock Route Muswellbrook	18/06/2019	\$2,895,187
2019/44	New Recreational Building Comprising Two Squash Courts and Amenities and a Golf Pro Shop	Bell Street Muswellbrook	11/06/2019	\$633,815
2019/41	Subdivision - Nine (9) Lots into Six (6) Lots	Castlerock Road Muswellbrook	09/05/2019	\$10,000
2019/39	Boundary Adjustment	211 Kayuga Road Muswellbrook	01/05/2019	-
2019/37	Construction of Pipes and Pump Infrastructure to Return Seepage Water from Lake Liddell Dam Wall to Lake Liddell	New England Highway Muswellbrook	16/04/2019	\$250,000
2019/36	Installation of a 120m Tall Wind Monitoring Mast	Sandy Creek Road McCullys Gap	16/04/2019	\$150,000
2019/33	Dwelling Alterations and Additions - Outdoor Kitchen and Barbecue Area	28 Turner Street Denman	08/04/2019	\$25,000



DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2019/30	Demolition of Existing Dwelling and Sheds, Construction of Additional Motel Units, Extension of Restaurant and Consolidation of Titles	26 Maitland Street Muswellbrook	02/04/2019	\$1,700,000
2019/25	Dwelling Alterations and Additions (Living Extension, Verandah, Deck and Shed)	58 Palace Street Denman	11/03/2019	\$146,500
2019/16	Information and Education Facility (Museum)	Turner Street Denman	15/02/2019	\$265,000
2019/13	Subdivision One (1) Lot into One Hundred and Twenty Three (123) Lots and the carrying out of associated civil work including roads, drainage and tree removal	8911 New England Highway Muswellbrook	14/02/2019	\$5,142,236
2019/11	Alterations and Additions to Muswellbrook Aquatic and Leisure Centre	1 Wilkinson Avenue Muswellbrook	08/02/2019	\$4,990,670
2019/2	The construction of multi dwelling housing comprising a total of Sixteen (16) units and the carrying out of associated site works, including internal private roads, stormwater drainage, landscaping and tree removal.	19 John Howe Circuit Muswellbrook	14/01/2019	\$4,414,300
2018/117	Commercial Alterations and Additions (Expansion of Bottle Shop)	36 Sydney Street Muswellbrook	21/12/2018	\$500,000
2015/87/2	S4.55(1A) Modification - Subdivision of One (1) Lot into Nine (9) Lots Modification to carry out the Development in Two (2) Stages	Merriwa Road Sandy Hollow	17/12/2018	-
2018/54	Demolition of a Commercial Building and the Construction of a Two (2) Storey Building for Use as a Tertiary Education Establishment and Food and Drink Premises, Alterations and Additions to the 'Loxton House', Heritage Listed Item, and the Use of Level 1 of this Building as a Tertiary Education Establishment, Alterations and Additions to the Muswellbrook Public Library and Ancillary Works.	140 Bridge Street Muswellbrook	15/06/2018	\$3,556,300

DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2002/342/5	S96(2) Modification - Consolidate Two Consent Documents into One with Modified Conditions Where Applicable	8440 New England Highway Muswellbrook	28/02/2018	-
2017/58/2	S96 (1A) Modification - Modify Condition 8	Jerdan Street Denman	19/02/2018	-
2017/60	Change of Use - Building Materials Recycling Depot	7 Glen Munro Road Muswellbrook	23/06/2017	-
2000/212/6	S96(1a) Modification - Extension of timeframe of Operations & Extraction Area, Site Plan, Removal of Conditions	2449 Denman Road Muswellbrook	29/05/2017	-
2016/32	Placement of Fill	110 Merriwa Road Denman	12/04/2016	\$5,000

**20.1.12 Inspect onsite wastewater sewerage systems to ensure they are installed and maintained in compliance with regulatory requirements**

**On-site Wastewater Statistics - 13 Month Analysis (2019/2020)**

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Applications Received (new installation)	0	0	0	0	3	4	4	0	0	2	2	0	0
Applications Approved (new installation)	0	0	0	0	2	0	3	0	0	2	0	0	0
Inspections (new system)	0	0	0	0	1	0	0	0	0	0	0	0	0
Inspections (existing system)	0	1	0	0	0	0	0	0	0	16	47	2	3

**24.1.5 Registration and inspection of regulated premises (caravan parks, food outlets, skin penetration premises, hairdressers, mortuaries, air handling systems) in accordance with regulatory requirements to ensure public health and safety is protected**

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Applications Received (new businesses)	-	0	0	1	1	0	0	0	1	1	0	1	1
Inspections (new businesses)	-	1	0	2	1	0	0	0	0	1	0	1	0
Inspections (existing businesses)	-	0	7	9	6	10	9	4	7	6	30	0	0
Reinspections	-	0	0	1	0	1	1	1	0	0	1	2	0

**4.01.01.1 - Reduce the environmental impact of development on our community by carrying out regular inspection of building sites and monitoring waste.**

**Building Site Compliance Inspection Statistics – 13 Month Analysis (2019/2020)**

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Total Sites Inspected	4	3	7	7	1	5	5	5	4	6	7	7	6
Total non-compliant and educated	2	1	1	1	0	0	0	1	0	2	2	0	1
Total compliance after education	2	1	1	1	0	0	0	1	0	6	2	0	1
Total Penalty Notices Issued	0	0	0	0	0	0	0	0	0	0	0	0	0

**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**

**Illegal Dumping Statistics – 13 Month Analysis (2019/2020)**

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Total Investigations	11	3	6	8	11	5	5	5	9	4	7	7	4
Total Clean up by Council - insufficient evidence	6	3	2	7	9	4	4	3	8	1	7	3	4
Total Clean Up by individual	2	0	3	1	0	1	1	1	0	3	0	4	0
Total Penalty Notices Issued	2	0	0	0	0	0	0	0	0	0	0	0	0
Court Attendance Notice Issued	0	0	0	0	0	0	0	0	0	0	0	0	0
Still under investigation	0	0	0	0	0	0	0	0	0	0	0	0	0

**24.1.8 Ensure statutory requirements under the Private Swimming Pools Program (Swimming Pool Act 1992) are implemented.**

**Swimming Pool Compliance Statistics – 13 Month Analysis (2019/2020)**

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Applications for Compliance Certs.	5	1	1	2	1	1	5	4	4	2	2	2	3

Total compliance inspections (not inc. Final Insp. for Occ. Certs)	9	5	2	3	2	1	12	8	9	2	8	7	10
Initial Inspections	6	1	1	3	1	1	11	7	8	2	6	5	8
Re-inspections	3	4	1	0	1	0	1	1	1	0	2	2	2

Compliance Certs / Occ. Certs issued	4	7	3	3	4	0	10	4	6	6	3	4	5
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**Total Pools in Council's Swimming Pool Register = 915****Compliance as at 30 June 2017 = 63.7%****Compliance as at 30 June 2018 = 65.7%****Compliance as at 30 June 2019 = 43.0%****Current Compliance = 40%**

That is, 366 out of 915 pools have a valid Compliance Certificate or Occupation Certificate.  
N.b. Certificate is valid for 3 years.

**Percentage of pools inspected during Financial Year 2019/2020 = 5.9%**

That is, 54 out of 915 pools have had at least one inspection carried out during FY 2019/2020.

**COMMUNITY SERVICES**

Operational Plan Action	Performance Measure	Update
Support to the Upper Hunter Youth Services Committee in the relocation of their facility at a new location	Report to Council on the progress of the Upper Hunter Youth Services in providing a new location for their service during 19/20	A considerable amount of support has been provided progress a funding application under the Stronger Country Community Fund Program this is a partnership application with Muswellbrook Shire Council, Upper Hunter Youth Services and Police to build a purpose built Youth Centre.
Identify opportunities that provide affordable entertainment for young people in isolated communities	Seek funding through grants and partnerships which provides affordable entertainment for young people in isolated communities by 30 June 2020	No update on this action for August.
Deliver a Youth Week Event	Support Youth Week activities during 2019/20 in partnership with other organisations	The event will occur in 2020 and the preparation for the event has not yet commenced
Support the expansion of the Hunter Park Family Centre during their planning phase	Work with Upper Hunter Community Services on the expansion of the Hunter Park Family Centre and report on their progress to Council as required.	No update on this action for August.
Support the continued delivery of the Collaborative Impact Facilitators Project with respect to social housing tenants in partnership with other providers	Seek external funding to support the ongoing work of the Collaborative Impact Facilitators to reduce the turnover of tenancies in social housing and access to education opportunities	The Collaborative Impact Facilitator Project ceased as of the 30 June no alternate funding has become available. This action is now completed
Implement the actions as identified in the review of the Children's Services Strategic Plan to improve childcare. Early childhood education and preschool options across the Shire	Deliver the actions of the revised Children's Services Plan and report annually to Council on the progress of the plan during 2019/20	The review of the Children's Services Plan has not yet commenced.



Operational Plan Action	Performance Measure	Update
Deliver the ageing strategy in consultation with residents of Muswellbrook Shire	Incorporate Councils Ageing Strategy into policy development and the Integrated Planning and Reporting process	Finalisation of the draft Ageing The Ageing Strategy 2020-2022 has been completed and the Ageing Strategy will now be presented to MANEX and the Management Team prior to a report to Council for consideration.
Partner with other community groups and organisations to deliver and promote a directory of Seniors Festival events	Support the delivery and promotion of Seniors Festival Events through the development of a Festival Guide	Planning to occur in Q4 for Seniors Festival Events planned for Feb 2020
Facilitate and support the Aboriginal Culture and Heritage Working Group	Provide reports to Council on the activities of the Aboriginal Culture and Heritage working group during 2019/20	No working Group meetings have been convened or required in this quarter
Review the currency of the <a href="http://workingwithindigenoustralia.info/">workingwithindigenoustralia.info/</a> and make necessary changes to reflect changes in legislation and policy	<a href="http://workingwithindigenoustralia.info/">workingwithindigenoustralia.info/</a> reviewed and necessary changes made to achieve information currency	The review of the <a href="http://workingwithindigenoustralia.info/">workingwithindigenoustralia.info/</a> website has occurred.
Monitor the conservation of the Aboriginal Reconciliation Mural and Aboriginal Artefact Project to ensure conservation occurs and required	Report on monitoring and maintenance of the Simpson Park Mural as this occurs	The Widden Creek Aboriginal Artefact Project is complete. The inspection of the Mural is anticipated in 2020
Work with the Aboriginal Community to improve access to cultural and educational activities	Seek funding for the design and construction of a cultural keeping space in partnership with the Aboriginal Community during 2019/20  Explore the development of an Aboriginal development Action Plan in partnership with the Aboriginal Reconciliation Committee	A joint working group of Muswellbrook Aboriginal Reconciliation Committee and Singleton Aboriginal Advisory Committee has met for the third time to develop their Cultural Community Hub Discussion Paper prior to seeking consulting wider with the Aboriginal Community and will meet in October.

#### Other activities as per the Community Workers Project Family and Community Services Project:

- Support to the Local Drug Action Team in the finalisation of the Report into Community, Individual and families affected by misuse and Service Providers surveys, Local Drug Action Team met this month and developed their Action Plan which identifies strategies raising awareness of the misuse of alcohol and other drugs;
- Governance support to Drug & Alcohol health Service Inc, Upper Hunter Youth Services Management Committee and Management Team around human resources and service development issues;

- Upper Hunter Community Services Interagency meeting was convened and facilitated in partnership with Upper Hunter Shire Council;

## **SUSTAINABILITY**

### **Flying Foxes**

Recently the number of Flying Foxes in the area behind Muswellbrook Aquatic Centre has dramatically increased from about 700 to approximately 6000. This has seen an increase in complaints from the community regarding noise and faecal impact. We are now completing a grant application that will provide some measures to reduce their impact. As these animals are protected it is not possible to take action that will impact on this species.

### **Water Education**

The Sustainability Unit has developed educational materials to assist with the implementation of Level 1 water restrictions. The materials will be delivered to the community through community events and posted to residents not complying with restrictions.

### **Magpies**

The Sustainability Unit has been responding to concerns from the community regarding Magpie attacks. Permanent signs will be placed in areas where Magpies are a common concern.

### **Hydration Station**

Sustainability is investigating the use of a trailer as a mobile hydration station. This will be used at events to reduce water bottle use and as a way of engaging with the community.

### **Restoration Grant Success**

Council recently received a restoration and rehabilitation grant from the Environmental Trust. This work will continue works already completed along Muscle Creek. This project will run over two years and focus on weed control and tree planting between the Muswellbrook Golf Club and Muscle Creek. It should be noted that this initial work will require Council to increase resources in the future in order to maintain these areas. Council is required to supply an in kind contribution in terms of funding additional works along Muscle Creek.

### **Fish Habitat Stage 2**

Works will soon start on Fish Habitat Stage 2. This work will involve mulching and planting in the area where weed control took place in Stage 1. It also involves planting in nominated areas further downstream. Figure 1 below are before and after photos of a part of the site from Stage 1.

Before



After



*Figure 1 above: before and after photos of a part of the site from Stage 1.*

### **New Nature Trail**

The official opening of the new nature trail behind the Muswellbrook Aquatic Centre has been delayed to allow for the completion of a footpath in the area to allow people with disabilities to access the path.

### **Muswellbrook High School Field Trip**

The Sustainability Unit helped plan and run a Geography field trip for year 8 Muswellbrook High School. 180 students took part in the field trip focused on the environment and the work done by Council and Landcare on Muscle Creek. These field trips are a great way not only to promote the work Council does but also encourage students, teachers and their families how they can have a positive impact on their local environment.

### **Martindale Creek Catchment Landcare**

Martindale Creek Catchment Landcare (MCCL) received funds from Hunter LLS to match those contributed by Council as part of the Small Landcare Grants Program. This project, targeting Green Cestrum, was very successful and Landcare greatly appreciate Council's ongoing support. They have now started work on planning for Stage 3 of this project.

MCCL attended the NSW Weeds Conference and acknowledged Council in presentation. MSC has been a major supporter and contributor to our success and will be acknowledged as such in my presentation.

### **Mens Shed**

The Sustainability Unit continues to coordinate activities between Council and the Muswellbrook Men's Shed.

### **Landcare Meeting**

A meeting was held with the Chairman of Hunter Region Landcare Network (HRLN). The coordinator of network recently resigned and the funding arrangements have changed. A new MOU will need to be developed to help coordinate Landcare activities and ensure Muswellbrook gets value from the commitment it makes to this position.

### **Grants**

The Sustainability Unit has completed preparing applications for a Don't be a Tosser anti-litter grant. This project will be focused on Denman.

We have also prepared an Increasing Resilience to Climate Change grant that will focus on developing a catchment management plan for the Possum Gully catchment. Both applications will require some inkind contribution. This will mainly consist of staff costs.

### **Parks and Natural Areas Meeting**

The Sustainability Unit continues to work collaboratively with the Works Department in order to coordinate works on natural areas.

### **Denman Community Garden Working Bee**

Denman Community Garden held a working bee with members of the community. This day was a great example of different community working together for the good of our local environment. See photo below.

**Reuse Shop**

The Sustainability Unit has been assisting the Waste Department in promoting the revamped Reuse Shop at the Muswellbrook Waste Facility.

**Sustainability Hub**

Working with Muswellbrook Healthy and Well the Sustainability Unit ran another Picnic at the Hub was held with Muswellbrook High School.

The new Sustainability Hub will better allow Council to showcase practical ways the community can be water and energy efficient and reduce waste going to landfill. The community members and groups using the Sustainability Hub are very keen to be relocated to the new site on Sydney Street. It is very difficult to make long term commitments with the knowledge that the current location is temporary. There are also resources such as more permanent shade and an aquaponics kit that can't be set up until the move is made. After a meeting with user groups every person except one agreed that the location shown on the master plan site 10 at the back of the site is appropriate.

The Penguin Garden Club and Muscle Creek Landcare group continue to meet at the Sustainability Hub. The Garden Club gets an average of 10 people to each activity twice a month. The Landcare group averages 4 people in attendance each month.



## 13 REPORTS FROM COMMITTEES

### 13.1 REPORT OF THE DEVELOPMENT ASSESSMENT COMMITTEE MEETING HELD ON MONDAY, 26 AUGUST 2019

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Fiona Plesman - General Manager
<b>Author:</b>	Michelle Sandell-Hay - PA to the General Manager
<b>Community Plan Issue:</b>	<i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i>
<b>Community Plan Goal:</b>	<i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i>
<b>Community Plan Strategy:</b>	<i>Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.</i>

#### PURPOSE

To facilitate Council's adoption of the recommendations of the meeting of the Development Assessment Committee held on 26 August 2019.

#### OFFICER'S RECOMMENDATION

The Minutes of the Development Assessment Committee Meeting held on Monday 26 August 2019 be received and the recommendations contained therein ADOPTED.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

#### REPORT

The Development Assessment Committee met on Monday 26 August 2019.

The Minutes of the meeting are attached for the information of the Councillors.

#### DECISIONS REQUIRING A NEW BUDGET ALLOCATION

Item Ref	Description	\$	GL No.

**PRESENT:** Cr M. Rush (Chair), Cr R. Scholes and Cr S. Reynolds.

**IN ATTENDANCE:** Mr D. Finnigan ( Director – Community Infrastructure), Ms S. Pope (Assistant Director – Environment & Community Services), Mr H. McTaggart (Co-Ordinator Development), Mr G. Hemachandra (Project Engineer) and Miss M. Meadows ( PA to the Mayor).

## **1 APOLOGIES AND LEAVE OF ABSENCE**

RECOMMENDED on the motion of Crs Rush and Scholes that:

The apologies for inability to attend the meeting submitted by Cr B. Woodruff be ACCEPTED and the necessary Leave of Absence be GRANTED.

## **2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

RECOMMENDED on the motion of Crs Rush and Scholes that:

The Minutes of the Development Assessment Committee held on 12 August 2019, 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 PUBLIC PARTICIPATION**

1. **Mr Colin Jackson and Mr Mathew Egan** – in support of Item 6.1, DA 1994-410 - S4.55 (1A) Modification - Extractive Industry - Lot 72 DP1199484

## **5 BUSINESS ARISING**

Nil

## **6 BUSINESS**

### **6.1 DA 1994-410 - S4.55 (1A) MODIFICATION - EXTRACTIVE INDUSTRY - LOT 72 DP1199484 DALSWINTON ROAD, DALSWINTON**

RECOMMENDED on the motion of Crs Rush and Scholes that:

The Development Assessment Committee:

- A. Approve the s4.55(1A) Modification to Development Application No. 1994-410, for a three year extension of time to extractive industry at Lot 72 DP 1199484, Dalswinton Road, Dalswinton, subject the amended conditions in Appendix A to the report, except as further amended by addition of the following:

- 1A Unless otherwise agreed to by Council, the person acting with this consent shall prepare and submit, to Council's satisfaction, a site Rehabilitation Strategy to Muswellbrook Shire Council within three (3) months of the date of determination of this modification. The Rehabilitation Strategy must:

- (a) Be prepared by a suitably qualified and experienced person;

- (b) Build upon the site rehabilitation and land use outcomes expressed in the Environmental Impact Statement prepared by Resource Planning;
- (c) Identify the future land use or uses for the site and a reference site for each such use.
- (d) Describe the measures to be implemented to ensure that the land is rehabilitated to the standard required to support its future use and to the standard of the reference site or sites;
- (e) Include a staging plan for the progressive rehabilitation of the site;
- (f) Include a weed management strategy to control the spread of weeds within the site, and particularly in relation to rehabilitated areas; and
- (g) Management of stock on site.

Rehabilitation of the site is to be carried out in accordance with the approved Rehabilitation Strategy

In the event that the Rehabilitation Strategy is not submitted in accordance with condition 1A, the consent shall lapse.

- 10 The Applicant shall lodge a bond or bank guarantee with Council in assurance that all conditions are fully complied with including conditions relating to the rehabilitation of the site. The amount of the bond is to be \$50,000 plus an amount calculated as the cost of rehabilitating the site, from time to time, in accordance with this consent. If an amount cannot be agreed between the person acting with this consent and Council's General Manager, the bond shall be in the amount determined by a suitably qualified expert nominated by Council. The cost of the engagement of the suitably qualified expert is to be paid by the Applicant.
- 11 In the event that conditions of consent are not complied with, or the rehabilitation of the site is not completed to the satisfaction of the consent authority, the bond or bank guarantee is to be forfeited.
- XX Unless otherwise agreed to by Council, the export of soil or mixed soil from the site is prohibited.

- B. The form of numbering of the modified conditions being delegated to the General Manager;
- C. Condition 10 in Appendix A being deleted;
- D. Condition 23 in Appendix A being deleted; and
- E. Condition 4 in in Appendix A being amended to refer to this modification application.

## **6.2 OUTSTANDING DEVELOPMENT APPLICATIONS**

RECOMMENDED on the motion of Crs Reynolds and Scholes that:

The Committee note the undetermined Development Applications listed in Attachment A and the status of their assessment.

**7 DATE OF NEXT MEETING**

9 September 2019

**8 CLOSURE**

The meeting was declared closed at 4:41 pm.

.....

Cr M. Rush

**Chairperson**



**13.2 REPORT OF THE DEVELOPMENT ASSESSMENT COMMITTEE  
MEETING HELD ON WEDNESDAY, 11 SEPTEMBER 2019**

<b>Attachments:</b>	<b>Nil</b>
<b>Responsible Officer:</b>	<b>Fiona Plesman - General Manager</b>
<b>Author:</b>	<b>Michelle Sandell-Hay - PA to the General Manager</b>
<b>Community Plan Issue:</b>	<b><i>A Council that is well managed, efficient and properly resourced and that is responsive to its communities and stakeholders</i></b>
<b>Community Plan Goal:</b>	<b><i>Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.</i></b>
<b>Community Plan Strategy:</b>	<b><i>Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.</i></b>

**PURPOSE**

To facilitate Council's adoption of the recommendations of the meeting of the Development Assessment Committee held on 11 September 2019.

**OFFICER'S RECOMMENDATION**

The Minutes of the Development Assessment Committee Meeting held on Wednesday 11 September 2019 be received and the recommendations contained therein ADOPTED.

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

**REPORT**

The Development Assessment Committee met on Wednesday 11 September 2019.

The Minutes of the meeting are attached for the information of the Councillors.

**DECISIONS REQUIRING A NEW BUDGET ALLOCATION**

<b>Item Ref</b>	<b>Description</b>	<b>\$</b>	<b>GL No.</b>

**PRESENT:** Cr M. Rush (Chair), Cr R. Scholes and Cr M. Bowditch.

**IN ATTENDANCE:** Mr D. Finnigan (Acting General Manager), Ms S. Pope (Assistant Director – Environment & Community Services), Mr H. McTaggart (Co-Ordinator Development), Mr I. Dencker (Consultant), Mr G. Hemachandra (Project Engineer) and Mrs M. Sandell-Hay (PA to GM).

## **1 APOLOGIES AND LEAVE OF ABSENCE**

RECOMMENDED on the motion of Crs Bowditch and Scholes that:

The apologies for inability to attend the meeting submitted by Cr B. Woodruff be ACCEPTED and the necessary Leave of Absence be GRANTED.

## **2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

RECOMMENDED on the motion of Crs Scholes and Bowditch that:

The Minutes of the Development Assessment Committee held on 26 August 2019, 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 PUBLIC PARTICIPATION**

Mr D. Moore – In support of Item 6.2.

Mr P. Wild – In support of Item 6.4

## **5 BUSINESS ARISING**

Nil

## **6 BUSINESS**

RECOMMENDED on the motion of Crs Rush and Scholes that:

The order of proceedings be altered to allow Item 6.2 and 6.4 to be considered as the first items of business.

Mr Moore arrived at 4.40pm

### **6.2 DA 33/2019 DWELLING ALTERATIONS AND ADDITIONS - OUTDOOR KITCHEN AND BARBECUE AREA - 28 TURNER STREET, DENMAN**

Mr Moore provided the Committee with a brief overview of the renovations that had been undertaken on the site and discussions that had been held with neighbours.

RECOMMENDED on the motion of Crs Rush and Scholes that:

Development Application No. 33/2019, for dwelling alteration and additions for an outdoor kitchen and barbecue area, at Lot 1 and 2, DP 112315, 28 Turner Street Denman, be approved subject to the conditions in Attachment B to the report.

**MINUTES OF THE DEVELOPMENT ASSESSMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE COUNCILLORS ROOM, ADMINISTRATION CENTRE, MUSWELLBROOK ON WEDNESDAY 11 SEPTEMBER, 2019 COMMENCING AT 4.30PM.**

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In Favour: Crs M. Bowditch, M. Rush and R. Scholes.

Against: Nil.

Mr Wild entered the meeting at 4.53pm

**6.4 DA 342/2002 SECTION 4.55(2) MODIFICATION APPLICATION - WILDS GRAVEL QUARRY - 8440 NEW ENGLAND HIGHWAY, MUSWELLBROOK**

Mr Wild provided the Committee with a brief overview of the proposed works to be undertaken at the Quarry.

Discussion took place on this item and it was noted that Clauses 9, 22, 37 and 38 and the Bond Condition needed to be reviewed by staff and a condition regarding a Closure Plan also needs to be included.

RECOMMENDED on the motion of Crs Rush and Scholes that:

Determination of this matter be deferred to the next meeting of the Development Assessment Committee to provide time for the Committee and staff to review the proposed Conditions.

In Favour: Crs M. Bowditch, M. Rush and R. Scholes.

Against: Nil.

Mr Wild left the meeting at 4.59pm

**6.1 DA 51/2019 ANCILLARY DEVELOPMENT - SHED - 27 PALACE STREET, DENMAN**

RECOMMENDED on the motion of Crs Rush and Scholes that:

Determination of this matter be deferred to the next meeting of the Development Assessment Committee so that options for conditions can be prepared in accordance with the revised draft Rivers and Drainage Channel Policy.

In Favour: Crs M. Bowditch, M. Rush and R. Scholes.

Against: Nil.

**6.1a RIVERS AND DRAINAGE CHANNEL POLICY**

RECOMMENDED on the motion of Crs Rush and Scholes that:

A revised draft Rivers and Drainage Channels policy together with proposed amendments to the Development Control Plan (DCP) be provided to the next Development Assessment Committee Meeting.

**6.3 DA 25/2019 DWELLING ALTERATION AND ADDITIONS (LIVING EXTENSION, VERANDAH, DECK AND SHED) - 58 PALACE STREET, DENMAN**

RECOMMENDED on the motion of Crs Rush and Scholes that:

Determination of this matter be deferred to the next meeting of the Development Assessment Committee so that options for conditions can be prepared in accordance with the a revised draft Rivers and Drainage Channel Policy.

In Favour: Crs M. Bowditch, M. Rush and R. Scholes.

Against: Nil.

**6.5 OUTSTANDING DEVELOPMENT APPLICATIONS**

RECOMMENDED on the motion of Crs Rush and Bowditch that:

The Committee note the undetermined Development Applications listed in Attachment A and the status of their assessment.

**7 DATE OF NEXT MEETING**

23 September 2019

**8 CLOSURE**

The meeting was declared closed at 5.58pm.

.....  
Cr M. Rush  
**Chairperson**



**14 NOTICES OF MOTION / RESCISSION**

Nil

**15 QUESTIONS WITH NOTICE**

Nil

**16 COUNCILLORS REPORTS****17 QUESTIONS FOR NEXT MEETING****18 ADJOURNMENT INTO CLOSED COUNCIL**

In accordance with the Local Government Act 1993, and the Local Government (General) Regulation 2005, business of a kind referred to in Section 10A(2) of the Act should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

**19 CLOSED COUNCIL****RECOMMENDATION**

**Council adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with Section 10A(2) of the Local Government Act, 1993 as the items listed come within the following provisions:**

**19.1 EDDERTON ROAD REALIGNMENT SECTION 138 ROADS ACT, 1993 - APPROVAL FOR TIE IN WORKS**

Item 19.1 is classified CONFIDENTIAL under the provisions of Section 10A(2)(c) of the local government act 1993, as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business, and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**19.2 TENDER NO. 2019-2020-0386 - UPGRADE OF WYBONG ROAD, FROM CH20.6 - CH21.5 AND CH22.0 - CH23.7**

Item 19.2 is classified CONFIDENTIAL under the provisions of Section 10A(2)(d)(ii) of the local government act 1993, as it deals with information that would, if disclosed, confer a commercial advantage on a competitor of the council, and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**19.3 MUSWELLBROOK ANIMAL CARE FACILITY - REVISED CONCEPT DESIGN AND MASTER PLAN**

Item 19.3 is classified CONFIDENTIAL under the provisions of Section 10A(2)(c) of the local government act 1993, as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business, and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Moved:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

**20 RESUMPTION OF OPEN COUNCIL**

**21 CLOSURE**

**DATE OF NEXT MEETING: TUESDAY 29 OCTOBER 2019**