



**muswellbrook  
shire council**

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

**BUSINESS PAPER**  
**31 MARCH 2020**



**ORDINARY COUNCIL MEETING, 31 MARCH 2020**

MUSWELLBROOK SHIRE COUNCIL


P.O Box 122  
**MUSWELLBROOK**  
27 March, 2020

Councillors,

You are hereby requested to attend the Ordinary Council Meeting to be held in the CHAMBERS, Administration Centre, Muswellbrook on **31 March, 2020** commencing at 6.00pm.

Fiona Plesman  
**GENERAL MANAGER**

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19.1	TENDER 2019-2020-0409 - MEMORIAL PARK AMENITIES <i>Item 19.1 is classified CONFIDENTIAL under the provisions of Section10A(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.</i>	
19.2	TENDER 2019-2020-0409 - LANDSCAPING MEMORIAL PARK <i>Item 19.2 is classified CONFIDENTIAL under the provisions of Section10A(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.</i>	
19.3	TENDER 2019-2020-0412 - BYLONG VALLEY WAY CH7KM - ROAD AND DRAINAGE UPGRADE WORKS <i>Item 19.3 is classified CONFIDENTIAL under the provisions of Section10A(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.</i>	
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**MUSWELLBROOK SHIRE COUNCIL  
ORDINARY COUNCIL MEETING**

**AGENDA  
TUESDAY 31 MARCH 2020**

- 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 **25 February 2020**, 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****9 BUSINESS ARISING**

Nil

**10 ENVIRONMENTAL SERVICES**

Nil

## 11 COMMUNITY INFRASTRUCTURE

### 11.1 SANDY CREEK ROAD SUCCESSFUL FUNDING GRANT - NSW SAFER ROADS PROGRAM

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Derek Finnigan - Director - Community Infrastructure
<b>Author:</b>	Imelda Williams - Technical Officer - Traffic & Roads
<b>Community Plan Issue:</b>	<i>Our community's infrastructure is planned well, is safe and reliable and provides required levels of service</i>
<b>Community Plan Goal:</b>	<i>Facilitate investment in high quality community infrastructure necessary to a regional centre.</i>
<b>Community Plan Strategy:</b>	<i>Investigate and recommend appropriate management treatments for road safety and traffic management.</i>

#### PURPOSE

To advise Council of the successful Grant funding application for Sandy Creek Road (Curve improvements) from the 2020-21 NSW Safer Roads Program and request Council's approval to accept the grant.

#### OFFICER'S RECOMMENDATION

1. Council accepts the funding amount of \$419,520 from the NSW Safer Roads Program for Sandy Creek Road curve improvements to be completed in the 2020-21 financial year;
2. The amount of \$419,520 will be included in Council's 2020-21 Capital Budget.

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

#### BACKGROUND

The NSW Government Safer Roads Program delivers on key initiatives of the NSW Road Safety Plan 2021, the Saving Lives on Country Roads initiative, and Liveable and Safe Urban Communities initiative, targeting a 30% reduction in fatalities and serious injuries on the NSW road network by 2021 (based on 2008-10 levels). The Safer Roads Program is designed to improve roads and roadsides with a higher crash risk and incidence of high severity crash types in line with the internationally recognised Safe System approach.

This is achieved by consistently implementing low cost engineering treatments and countermeasures over lengths or areas with a high crash risk rather than locations with crash history. The program is split into several sub-programs, all targeting high severity crash types, locations and/or vulnerable road users.

#### CONSULTATION

Road Safety Officer, Manager Roads Drainage & Technical Services, Grants and Community Officer

#### CONSULTATION WITH COUNCILLOR SPOKESPERSON

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

**REPORT**

Council's Road Safety Officer analysed crash data on Sandy Creek Road, and applied for NSW Safer Roads funding. The application was successful in the 2020-21 funding round to the amount of \$419,520. The section of Sandy Creek Road outlined in the scope of proposed improvement works is from the intersection of the New England Highway to Dolahentys Road, a length of approximately 10km. The funding covers project development (investigation, survey, design, road safety audit) and incorporates treatments including line marking, shoulder seal widening, road rehabilitation, guard rail with motorcycle under run, additional warning signs, and upgrading of guideposts.

**OPTIONS**

## Option 1

Accept funding grant (\$419,520) and include in the 2020-21 Capital Works Program.

## Option 2

Refuse funding grant at this time.

**CONCLUSION**

It is recommended that the funding grant of \$419,520 be accepted.

**SOCIAL IMPLICATIONS**

Improved and safer roads are one of the four pillars in the safe systems approach to road safety. The improvements to Sandy Creek Road will mean a safer/positive outcome for all road users.

**FINANCIAL IMPLICATIONS**

This project is fully funded.

If endorsed the amount of \$419,520 would be included in the Council Capital Budget for the 2020 – 21.

There are no required contributions from Council.

Improvements undertaken would result in additional and improved Council road assets, as Sandy Creek Road is owned and maintained by Council.

**POLICY IMPLICATIONS**

Not applicable

**STATUTORY IMPLICATIONS**

Not applicable

**LEGAL IMPLICATIONS**

Not applicable

**OPERATIONAL PLAN IMPLICATIONS**

Council's acceptance of the funding meets the objective of 19.3.9 of the Operational Plan – Seek support for Council's infrastructure priorities via grant programs.

**RISK MANAGEMENT IMPLICATIONS**

Council is required to complete the project within the 2020-21 financial year. The project should be completed by April 2021. Signage acknowledging the funding source needs to be erected on the roadside. Any cost variations need to be approved by Transport for NSW.



**11.2 MACH ENERGY SECTION 138 ROADS ACT GEOTECHNICAL INVESTIGATION**

<b>Attachments:</b>	<b>A. MACH Energy Investigation Sites</b>
<b>Responsible Officer:</b>	<b>Derek Finnigan - Director - Community Infrastructure</b>
<b>Author:</b>	<b>Imelda Williams - Technical Officer - Traffic &amp; Roads</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>Facilitate investment in high quality community infrastructure necessary to a regional centre.</i></b>
<b>Community Plan Strategy:</b>	<b><i>Investigate and recommend appropriate management treatments for road safety and traffic management.</i></b>

**PURPOSE**

To recommend to Council the approval of the Section 138 Roads Act 1993 Application for survey and geotechnical investigations along Wybong Road, Overton Road and Logues Lane submitted by MACH Energy.

**OFFICER'S RECOMMENDATION**

**Council delegate to the General Manager authority to sign the subject Section 138 Roads Act 1993 approval specified in the report to carry out survey and geotechnical investigation of sections of Wybong Road, Overton Road and Logues Lane.**

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

**BACKGROUND**

MACH Energy has applied to Council, seeking permission to undertake survey work and geotechnical investigations, including borehole and test pits along Wybong Road, Overton Road and Logues Lane prior to the final design of the Mount Pleasant Stage 2 Rail Loop.

**CONSULTATION**

Roads Drainage & Technical Services, the Rail Loop concept plans has been presented to Council sat the 30 July 2019 meeting for information.

**CONSULTATION WITH COUNCILLOR SPOKESPERSON**

The Rail Loop concept plans have been presented to Council at the 30 July 2019 meeting for information.

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

**REPORT**

MACH Energy is seeking permission from Council, under a Section 138 Roads Act 1993 approval, to access Wybong Road, Overton Road and Logues Lane to undertake investigative works predominantly involving survey and geotechnical investigations including borehole and test pit drilling. This does not involve any disturbance to the road pavement as all boreholes are located in areas off the sealed road pavement. All boreholes and test pit locations will be reinstated and levelled to original shape and

reseeded to rehabilitate. The work is required to inform the final design requirements for the rail infrastructure within Council's road reserve associated with the Modification 4 Consent approvals for the Mount Pleasant Stage 2 Rail Loop.

**OPTIONS**

Council could either:

- Approve the delegation to the General Manager to issue the consent for the works under Section 138 Roads Act 1993;
- Refuse the delegation.

**CONCLUSION**

It is recommended that approval of the delegation be granted to the General Manager to issue the consent to allow for the investigative work to continue.

**SOCIAL IMPLICATIONS**

N/a

**FINANCIAL IMPLICATIONS**

The standard permit fee will apply.

**POLICY IMPLICATIONS**

Not applicable.

**STATUTORY IMPLICATIONS**

Council is the Roads Authority under the Roads Act 1993 and is acting within its powers.

**LEGAL IMPLICATIONS**

Council is the Roads Authority under the Roads Act 1993 and is acting within its powers.

**OPERATIONAL PLAN IMPLICATIONS**

Not applicable.

**RISK MANAGEMENT IMPLICATIONS**

The applicant will be required to provide evidence of insurances held to indemnify council should any incident be identified related to the approval. Traffic Guidance Scheme (TGS) plans will be conditioned to be implemented at the site of work.

Investigation Sites





**11.3 TRANSFER OF FUNDS FOR WATER MAIN RENEWALS**

<b>Attachments:</b>	<b>Nil</b>
<b>Responsible Officer:</b>	<b>Derek Finnigan - Director - Community Infrastructure</b>
<b>Author:</b>	<b>Graham Chevis - Asset Manager Water and Waste</b>
<b>Community Plan Issue:</b>	<b><i>A safe, secure and reliable water supply and sewerage services are provided to all residents that will ensure public health</i></b>
<b>Community Plan Goal:</b>	<b><i>Provide safe, secure, efficient and effective water, sewerage and waste services in compliance with regulatory requirements.</i></b>
<b>Community Plan Strategy:</b>	<b><i>Deliver the capital program substantially on time, on budget and in accordance with relevant design and construction standards.</i></b>

**PURPOSE**

This report seeks approval to increase the approved project budget to ensure completion of the works, including approved variations, and the transfer of funds between ledgers for the aforementioned purpose.

**OFFICER'S RECOMMENDATION**

**Council approves the increase in overall budget for the 2019-2020-0383 Muswellbrook Water Main Renewal Program, and the requested transfer of funds to support the completion of these works.**

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

**BACKGROUND**

At the 29 October 2019 Ordinary Council Meeting, the Muswellbrook Water Main Renewal Program (2019-2020-0383) was approved by council with the works awarded to HL Mullane and Son Pty Ltd. Council's resolution in relation to the report was:

*RESOLVED on the motion of Crs Rush and Woodruff that:*

*Council approves:*

- 1. The acceptance of the tender submitted by HL Mullane & Co Pty Ltd, in the amount of \$715,075 (excl. GST sums and Contingencies) for Contract 2019-2020-0383 Muswellbrook Water Main Renewal Program;*
- 2. The contingency provision allocation as detailed in the report.*
- 3. The budget from the water reserve be increased by \$70k to accommodate the Hill Street project in the program.*

The report recommended the approval of the construction of 4 water mains:

1. Upper Brook St:
2. Lower Brook St:
3. William Street;
4. and Scott St.

Council also approved the construction of the provisional item, Hill St. with an overall Project Budget of \$785,075 and a contingency of \$107,261.25.

**CONSULTATION**

Project Engineer Water and Waste

Asset Manager Water and Waste

Asset and Financial Accountant

Director Community Infrastructure

**CONSULTATION WITH COUNCILLOR SPOKESPERSON**

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

**REPORT**

As work has progressed on the water main renewals, the actual infrastructure and latent conditions in the ground has proven to be different to the existing drawings available to Council. Additionally, the contractor has raised some good suggestions for long term network operations and renewal of some valves that were not in the original scope, but that have been identified as not functioning when relied upon to isolate for completion of the work. Improvements to the designs have been made that, if actioned, will result in a better long term outcome for Council and the community. The additional funds will also allow a temporary stop device to be utilised in the King Street water main to allow connection work to be carried out during normal working hours, without shutting down King Street or affecting approximately 60 residences and Muswellbrook High School.

The value of the approved works, including the provisional item as tendered and reported, is \$839,075. The budget approved by Council is \$787,075 and the contingency approved by Council is \$107,261.25. This leaves a shortfall between the approved budget and approved value of works of \$54,000, resulting in the necessity to utilise some of the contingency for the shortfall. The original plan was to limit the variations to enable the work to be completed within the approved budget and remaining contingency. However, with the additional work identified, this will result in a compromised outcome and not the best long term solution for an asset with a service life of approximately 80 to 100 years. To deliver the best long term solution, as well as replace a number of valves that are currently not functioning, approval is sought to transfer the equivalent to the original shortfall of \$54,000, thus resulting in the original contingency being available to complete the works.

1. Approve transfer of funds as requested in the report; or
2. Not approve transfer of funds.

**CONCLUSION**

In order to expedite the renewal of water mains identified as requiring renewal, it is recommended that the requested \$54,000 transfer of funds as identified in the Financial Implications section of the report, be permitted to facilitate completion of the identified programme of works for 2019-20.

**SOCIAL IMPLICATIONS**

The timely renewal of water main assets, including replacement of water valves and associated assets improves the community's water security.

**FINANCIAL IMPLICATIONS**

Transfer \$54,000 from GL: 5310.4560.504 Water Treatment Plant Renewals to GL: 5320.4340.504 Water Main Renewals which is currently at 82% actual and committed, this money to be used as contingency for the abovementioned project..

It may be noted that there are sufficient funds within the GL: 5320.4340.504 Water Main Renewals to achieve the outcome as recommended, however we have expended significant funds recently from this

GL for “Hot Tap” Valve installations where a valve is installed in a main without shutting the water down along with other network improvements and minor renewals, it is intended to complete more of this work if the funds are available. The Hot Tap valve installations are not a cheap alternative to shutting down and replacing a valve and are therefore only used where a shutdown is considered very disruptive or cannot be achieved due to existing valve failure.

All this work results in reduced impact to the community when a failure occurs by ensuring that only the minimum number of residents are affected during an outage as well as being confident that the valves as shown on drawings are serviceable and easily located when required.

**POLICY IMPLICATIONS**

Nil known.

**STATUTORY IMPLICATIONS**

Nil known.

**LEGAL IMPLICATIONS**

Nil known.

**OPERATIONAL PLAN IMPLICATIONS**

The work in this project is in accordance with the provisions of the Operational plan strategy i.e. Action 20.1 Provide safe, secure, efficient and effective water, sewerage and waste services in compliance with regulatory requirements.

**RISK MANAGEMENT IMPLICATIONS**

Improved network resulting in reduced likelihood of failure and improved levels of service

**11.4 WATER AND WASTEWATER LEVELS OF SERVICE FOR THE SECOND QUARTER OF 2019 -2020**

<b>Attachments:</b>	<b>A. Quarterly Report - October to December 2019</b>
<b>Responsible Officer:</b>	<b>Derek Finnigan - Director - Community Infrastructure</b>
<b>Author:</b>	<b>Irene Chetty - Operations &amp; Processing Engineer</b>
<b>Community Plan Issue:</b>	<b><i>A safe, secure and reliable water supply and sewerage services are provided to all residents that will ensure public health</i></b>
<b>Community Plan Goal:</b>	<b><i>Provide safe, secure, efficient and effective water, sewerage and waste services in compliance with regulatory requirements.</i></b>
<b>Community Plan Strategy:</b>	<b><i>Ensure substantial achievement of Best Practice Water Supply and Sewerage Guidelines.</i></b>

**PURPOSE**

The report summarises the performance of water and wastewater services, including a summary on the quality of drinking water and recycled water supplied to Council's customers for the period 01 October 2019 to 31 December 2019.

**OFFICER'S RECOMMENDATION**

The information contained in the report be noted.

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

**BACKGROUND**

The levels of service performance indicators for water and wastewater services are discussed in this report for the second quarter of 2019-20, 01 October 2019 to 31 December 2019.

**CONSULTATION**

Data for this report is extracted from the water and wastewater treatment plants' performance monitoring database, service requests created for the networks team, NSW Health drinking water database, re-use analyses from NATA laboratories Sydney Analytical Laboratory & Sonic Food Laboratory, as well as contribution from the Water & Wastewater Operations team and Council's Rates Department.

**CONSULTATION WITH COUNCILLOR SPOKESPERSON**

A copy of this report will be distributed to the Mayor, Councillor Rush, the Deputy Mayor, Councillor Scholes and the Councillor Spokesperson for Infrastructure, Councillor Woodruff, for review.

**REPORT**

The information contained in the attached 'Quarterly Report October to December 2019' summarises the performance for each of the following report subject areas:

- levels of service for water services;
- levels of service for wastewater services;
- potable (drinking water) quality;
- re-use (or wastewater) quality; and



- water consumption graphs for Muswellbrook, Denman and Sandy Hollow as accumulated monthly consumptions, 5 year accumulated averages and accumulated monthly allocations.

Discussion items arising from the Quarterly Report October to December 2019

- The hot, dry weather and above average daily temperatures for the October to December period contributed to the increase in potable water consumption as determined in litres per assessment. Water carting was excessively high during this period; on average, bulk water carting escalated to 0.5 – 1.0 ML per week during the December month. Supply of drinking water to residents outside town averaged around 60 – 80 kL per week. Mandatory Level 1 water restrictions were in place for the October to December period for Muswellbrook and Denman; Sandy Hollow was imposed with Level 1 water restrictions in November. Sandy Hollow exceeded the 3,000 litres per assessment target during the October to December period;
- Drinking water quality consistently met the requirements of the Australian Drinking Water Guidelines (2011). There were only four dirty water complaints in Muswellbrook and generally required flushing of dead ends to clear the discoloured appearance of the supplied water. There were no dirty water complaints in Denman or Sandy Hollow. Potable water is sampled from the reticulation and sent weekly for analysis to a NATA accredited laboratory appointed by the NSW Department of Health, to ensure quality is within the Australian Drinking Water Guidelines Limits. This verification process is a mandatory requirement by NSW Department of Health;
- Sandy Hollow drinking water has high hardness. Hardness is an aesthetic quality which is an inherent characteristic of the raw water source.
- Drinking water service requests were predominantly related to work such as meter replacements, main breaks and service repairs. Response time to unplanned failures in the potable water reticulation was satisfactory;
- Re-use (wastewater) quality was well within target at Muswellbrook. The new Recycled Water Treatment Works is producing high quality re-use water that is within the Environmental Protection Licence requirements.
- Denman re-use microbiology (viz. E-coli, Total Coliforms & Enterococci) test results were within target. Denman re-use however, had high total suspended solids results. The re-use storage/maturation pond is affected by high temperatures that contributes to high algal growth and therefore increases the total suspended solids in the re-use supply. A business case is currently being prepared to upgrade the Denman sewer treatment plant to produce high quality re-use (wastewater).
- Odour complaints were mostly the result of blocked sewer services that resulted in overflows at sewer manholes. No odour complaints have been reported from the new treatment plant once the old treatment plant was taken offline (the old plant was taken offline in the first week of December). There were no odour complaints from the Denman sewer treatment plant. One odour complaint was reported in Denman and this was related to a blocked sewer with roots.
- Sewer pumping station four requires an upgrade to its odour control system, as the system is old and inefficient in extracting and treating odorous hydrogen sulphide emissions. The upgrade work is scheduled to commence from Monday, 30 March 2020. Temporary measures to reduce odorous emissions includes dosing soda ash daily into the wet wells of sewer pumping stations four and five. Dosing of soda ash into sewer pumping stations has proven to be more effective in controlling hydrogen sulphide emissions than hydrated lime.
- Response time from the networks staff in attending to unplanned interruptions in the sewer reticulation has been exceptional. The networks team attended to these failures and completed choke and repair works within the targeted hours of less than four hours.
- Re-use utilisation was around 99% at Muswellbrook and 80% at Denman Golf course.

**OPTIONS**

This report is submitted for the information of Council.

**CONCLUSION**

The levels of service for both water and wastewater have reasonably met Council's targets.

**SOCIAL IMPLICATIONS**

The report provides information in relation to Council's performance for the period October to December 2019, particularly in relation to the stipulated levels of service and statutory requirements such as the Australian Drinking Water Guidelines 2011, Environmental Protection Licences 1593 & 5059, and the requirements of the Protection of the Environment Operations Act 1997, Dept. of Industry Water Benchmarking, and contract licence agreements with Mt Arthur Coal and Muswellbrook and Denman Golf Courses.

**FINANCIAL IMPLICATIONS**

There are no financial implications. This report is submitted for information purposes to Council.

**POLICY IMPLICATIONS**

Not applicable

**STATUTORY IMPLICATIONS**

Specific statutory regulations, including the Local Government Act, apply.

**LEGAL IMPLICATIONS**

Council is required to make every effort to comply with the relevant Environmental Protection Licences, and also supplying safe drinking water to the community.

**OPERATIONAL PLAN IMPLICATIONS**

The submission of the report complies with item 20.1.2 of the Operational Plan: 'Ensure substantial achievement of Best Practice Water Supply and Sewerage Guidelines'

**RISK MANAGEMENT IMPLICATIONS**

The reporting of water and wastewater levels of service and performance indicators for the period October to December 2019 is used as a tool to manage the risk of non-compliance to the regulators.

## LEVEL OF SERVICE PERFORMANCE INDICATORS - WATER SERVICES

Period: 1 October - 31 December 2019

Indicator	Description	Report Period	Year to Date	Performance Target
Availability of Supply	Reported Events Outside Standard			
Muswellbrook & Denman	Minimum Pressure kPa (when conveying 0.15 L/s/tenement)			200 kPa
	Maximum Static Pressure			850 kPa
Water Restrictions (2007 Drought Management Plan)				
Muswellbrook	Voluntary to 30 August 2019	1	1	Restrictions result in no more than 20% reduction in consumption, are not required for more than 10% of the time and that the average frequency of restrictions is less than 5 in every 100 years (the level of service)
Denman	Mandatory from 1 September 2019	1	1	
Sandy Hollow	SH - commenced Level 1 restrictions 11/11/2019	1	1	
Peak Daily Demand (litres/assessment including commercial)				(= peak day consumption/assessment)
	02/11/2019 - Refilling #5 Reservoir on Common Road Muswellbrook following refurbishment - 11.11 ML			
Muswellbrook		2161.06		3000 litres/assessment
Denman		2235.83		3000 litres/assessment
Sandy Hollow		3442.62		3000 litres/assessment
Supply Interruptions				
Planned Interruptions to Supply (5 days notice to domestic, commercial & industrial customers)	Number of Interruptions	3.0	4.0	<1/1000 customers/year
	Average time to repair	5.2	5.3	Hours
	Average length of Interruptions	Not Available	Not Available	< 2 hours
	Maximum length of repair	7.0	16.0	< 4 hours
Average length of interruption is not supplied as current systems do not allow accurate recording -				
Unplanned Interruptions to Supply (due to main replacement - excluding service lines)	Number of Interruptions	2	3.0	Mbk - 50, Denman - 10, SH - 2 per year
	Average time to repair	7	7.6	Hours
	Average length of Interruptions	Not Available	Not Available	< 4 hours
	Number of Residences affected	Not Provided	Not Provided	1/connection/year
Water Quality - Reticulation				As per Australian Drinking Water Guidelines (2011)
		Averages		
Muswellbrook	Turbidity	0.14	0.30	5 NTU maximum
	pH	7.65	7.76	6.5 - 8.5
	Total Hardness	94.53	115.25	<200 mg/L
	E-Coli	100%	100%	100% Compliance
Denman	Free Available Chlorine	1.35	1.29	0.2 - 5.0mg/L
	Turbidity	0.12	0.13	5 NTU maximum
	pH	8.03	8.09	6.5 - 8.5
	Total Hardness	157.73	168.93	<200 mg/L
Sandy Hollow	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	0.91	0.95	0.2 - 5.0mg/L
	Turbidity	0.18	0.24	5 NTU maximum
	pH	7.81	7.80	6.5 - 8.5
	Total Hardness	482.07	502.61	<200 mg/L
	E-Coli	100%	100%	100% Compliance
	Free Available Chlorine	1.38	1.32	0.2 - 5.0mg/L
Service Requests				Leaks 80/year
Muswellbrook	Main Break	4	15	
	Fitting Repair	16	41	
	Service Repair	39	73	
	Service Replacement	2	4	
Meter replacements do not include those replaced during the bill read process				
Denman	Meter replacement	94	174	
	Main Break	3	4	
	Fitting Repair	7	11	
	Service Repair	9	14	
	Service Replacement	2	2	
	Meter replacement	14	20	
Sandy Hollow	Main Break	1	1	
	Fitting Repair	1	4	
	Service Repair	3	4	
	Service Replacement	0	0	
Meter replacements do not include those replaced during the bill read process				
	Meter replacement	3	5	
Total Service Requests		198	372	
Supply Failure Response Times (unplanned)				
Muswellbrook, Denman & Sandy Hollow				
Number where response time <1 hour		92.0	93.0	>95%
(expressed as percentage)		87.5	87.0	>95%
General Complaints (Management)				
Water Quality (Dirty water, taste & odour)				
Muswellbrook		4	16	<1/1000 customers per year
Denman		0	2	
Sandy Hollow		0	0	
Pressure (not related to a main break)				
Muswellbrook		5	13	<10
Denman		0	1	<2
Sandy Hollow		0	1	<2
Other				
Service Provided				
Time to provide an individual connection to water supply in serviced area (90% of time)				
New Services		2	4	Number
		50%	75%	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 October - 31 December 2019

Indicator	Description	Report Period	Year to Date	Performance Target		
Availability of Service						
Muswellbrook	Average Dry Weather Flow (ADWF)	2.20	2.25	3.6 MI per day		
	Peak Wet Weather Flow (PWWF)	3.08	3.16	18.7 MI per day		
	Rainfall	48.1	117.60	mm		
Denman	Average Dry Weather Flow (ADWF)	0.28	0.29	0.3 MI per day		
	Rainfall	29.00	73.50	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	1	1	Muswellbrook - 100/year		
	Foreign Objects in Sewer	2	3			
	Broken/Blocked Sewer Pipe	0	0			
	Blocked Junction	0	0			
	Blocked Boundary	2	3			
	TOTAL	5	7			
	Denman	Roots Blocking Sewer	1		1	Denman - 20/year
		Foreign Objects in Sewer	0		0	
Broken/Blocked Sewer Pipe		0	0			
Blocked Junction		0	0			
Blocked Boundary		0	0			
TOTAL		1	1			
Response Times (unplanned - to system failures)						
Muswellbrook & Denman	Occasions where response time < 1hr (%)	84.0%	87.5%	> 95%		
	Occasions where completion time < 4 hrs (%)	100.0%	100.0%	> 95%		
General Complaints (Non Urgent)						
Muswellbrook	Odour complaints(Sewer Treatment Works) for period	0	0	1 per year		
	Odour complaints (other) for period	7	2	1 per year		
Denman	Odour complaints(Sewer Treatment Works) for period	0	0	1 per year		
	Odour complaints (other) for period	1	0	1 per year		
Effluent Quality		Report Period				
		Min	Max			
Muswellbrook Wastewater	BOD	3.00	9.00	<20 mg/l		
Treatment Plant (Golf Course)	SS	6.00	23.00	<30 mg/l		
Muswellbrook Wastewater	BOD	<2	6	<20 mg/l		
Treatment Plant (HVEC)	SS	5	28	<30 mg/l		
Denman Wastewater	BOD	4	7	20 mg/l		
Treatment Plant (Golf Course)	SS	37	78	30 mg/l		
Muswellbrook Effluent Reuse (HVEC)	E-Coli	<10	<10	< 150/100mls (Contract)		
Muswellbrook Effluent Reuse (Golf Course)	E-Coli	<10	<10	< 150/100mls		
Denman Effluent Reuse (Golf Course)	E-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.

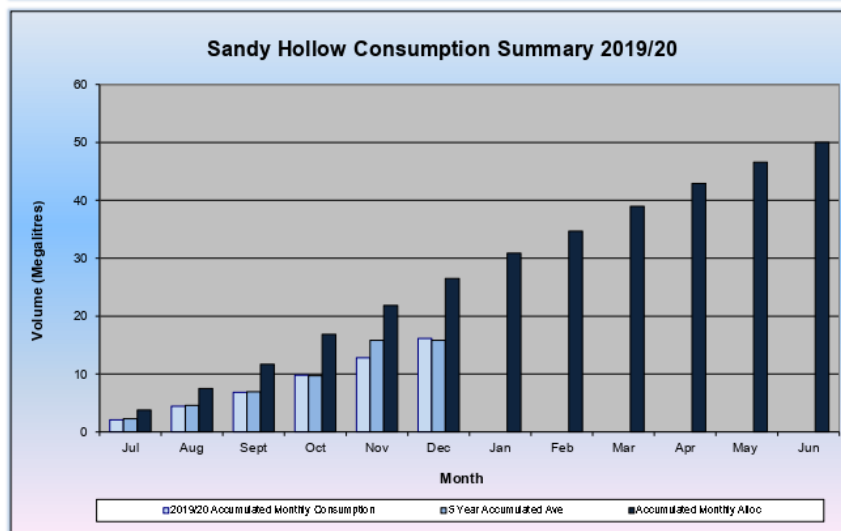
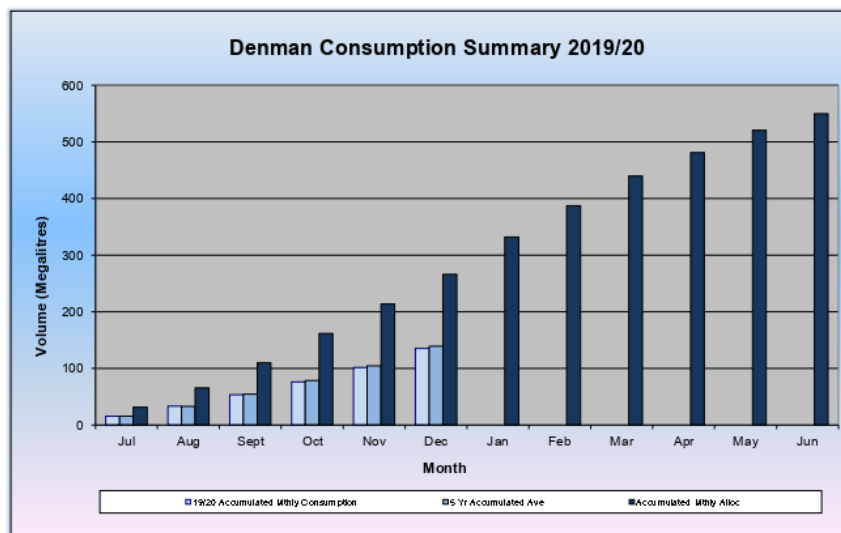
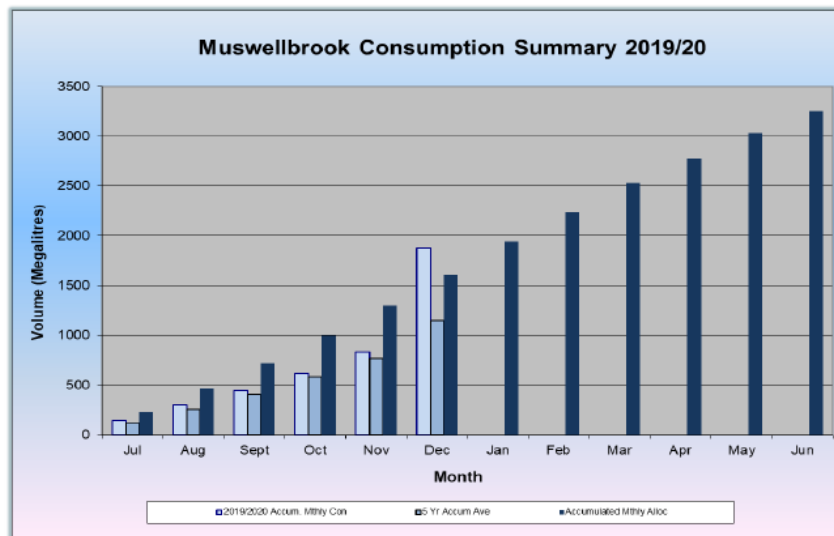
■ Report Period and Year to Date in some cases will be the same due to the commencement of new report year

## POTABLE WATER AND WASTEWATER STATISTICS

Period: 1 October to 31 December 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	634.81	577.09			ML
Annual Consumption to Period End	1077.14	986.89			ML
Maximum Daily Consumption	11.11		12.13		ML
Minimum Daily Consumption	3.09			2.43	ML
Average Daily Consumption	6.90	6.27			ML
Rainfall for Period	46.10	152.42			mm
Yearly Rainfall to Period End	115.60	241.58			mm
<b>Denman</b>					
Consumption for Period	81.83	84.62			ML
Annual Consumption to Period End	135.44	139.15			ML
Maximum Daily Consumption	1.46		2.89		ML
Minimum Daily Consumption	0.38			0.30	ML
Average Daily Consumption	0.89	0.92			ML
<b>Sandy Hollow</b>					
Consumption for Period	9.30	8.90			ML
Annual Consumption to Period End	16.14	15.83			ML
Maximum Daily Consumption	0.21		0.24		ML
Minimum Daily Consumption	0.029			0.029	ML
Average Daily Consumption	0.10	0.10			ML
<b>Muswellbrook</b>					
Raw Sewage (ML)	202.50	203.23	8.89	0.28	Inflows to Wastewater Treatment Plant (ML)
Potable Water to Sewer (%)	31.90	35.22			Potable water consumption to WWTP (%)
<b>Denman</b>					
Raw Sewage (ML)	26.06	28.96	1.22	0.14	Inflows to Wastewater Treatment Plant
Potable Water to Sewer (%)	31.84	34.23			Potable water consumption to WWTP (%)
<b>TREATED EFFLUENT</b>					
<b>Muswellbrook</b>					
Quantity Reused (ML)	200.90	203.23			ML
Percent Effluent Reused	99.21	100.00			Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML
<b>Denman</b>					
Quantity Reused (ML)	20.96	26.88			ML
Percent of Effluent Reused	80.43	92.80			Total WWTP inflow for period reused (%)
Effluent discharged to the environment	0.00				ML

**Please Note:** the percent of effluent reused at the 5 year average for Denman has been amended to a 3 year average. Prior to the 3 year time frame usage was based on supply from the maturation pond and not the re-use reservoir which is more appropriate. The 5 year average raw sewage inflow has also been amended to 3 years for comparison accuracy.



## 12 CORPORATE AND COMMUNITY SERVICES

### 12.1 HEALTHY TOWNS CHALLENGE GRANT FUNDED PROJECT

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Sharon Pope - Assistant Director - Environment & Community Services
<b>Author:</b>	Michael Brady - Sustainability Officer
<b>Community Plan Issue:</b>	<i>Support initiatives which reduce the community's impact on the environment</i>
<b>Community Plan Goal:</b>	<i>Carry out actions under the Sustainability Action Plan as it relates to air quality, waste reuse and minimisation, electricity minimisation, Council's Renewable Energy Target and food waste minimisation.</i>
<b>Community Plan Strategy:</b>	<i>Support business and engage with the community in regard to waste minimisation and re-use..</i>

#### PURPOSE

In conjunction with Muswellbrook Healthy and Well, Council has recently received a Healthy Towns Challenge grant of \$15 000 ex GST from the NSW Office of Preventive Health. The funding will allow a number of initiatives to occur in the Shire.

The purpose of this report is to seek approval from Council to accept the Grant and permit expenditure of the funds.

#### OFFICER'S RECOMMENDATION

**Council resolves to immediately release the funds, from the Healthy Towns grant, once it has been received by Council, for use by staff and the community as identified in the Grant application.**

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

#### BACKGROUND

Council staff recently applied for a Healthy Towns Challenge grant of \$15,000 ex GST from the NSW Office of Preventive Health. Staff have been advised that Council's application was successful.

#### CONSULTATION

The Healthy Towns Challenge will be supported by:

- the University of Newcastle Upper Hunter;
- Hunter New England Local Health District (HNELHD);
- Hunter Valley Community Health;
- Upper Hunter Community Services;
- local Medical Centres;
- Muswellbrook Chronicle;
- Muswellbrook PCYC;

- Muswellbrook Chamber of Commerce; and
- Warrior Disability Service.

## **CONSULTATION WITH COUNCILLOR SPOKESPERSON**

### **REPORT**

The Healthy Towns Challenge funding application indicated that the funds would be used to deliver the following facilities and programs:

- A portable water refill station for use at community events and activities.
- Community garden workshops to educate residents about growing their own food and cooking healthy meals. This will also include education on reducing food waste and composting and worm farming.
- Free community exercise activities and equipment.
- Implementation of Heartmoves program.
- Community led healthy cooking group.
- A community event encouraging physical activity.
- Establishment of a cooking and garden group for young people.

### **OPTIONS**

Council has the option of declining the grant offer. This is not the recommended option as the water filling station and programs will improve the Shire's environmental footprint and assist people in the community to lead healthy lifestyles.

### **CONCLUSION**

It is recommended that Council accept the grant of \$15,000 and authorise expenditure of the funds by staff.

### **SOCIAL IMPLICATIONS**

The Healthy Towns project will have a positive social benefit on the Muswellbrook community.

### **FINANCIAL IMPLICATIONS**

No additional financial commitment, Council will complete initiatives utilising existing staff resources.

### **POLICY IMPLICATIONS**

Not applicable.

### **STATUTORY IMPLICATIONS**

Not applicable.

### **LEGAL IMPLICATIONS**

Not applicable.

### **OPERATIONAL PLAN IMPLICATIONS**

In Council's Operational Plan 2019/2020 under Social Equity and Inclusion Key Strategies 02 Support the Health and Wellbeing of residents through a variety of programs and service deliveries that improve the liveability of Muswellbrook Shire.

Action 14.1.9 Source funding and grant opportunities for energy, waste, and water sustainability projects as applicable.



**RISK MANAGEMENT IMPLICATIONS**

Not applicable.

**12.2 SPONSORSHIP FOR HUNTERWISE OUTREACH PROGRAM FOR 2020**

<b>Attachments:</b>	<b>A. 2020-2022 HunterWise Business Plan</b>
<b>Responsible Officer:</b>	<b>Fiona Plesman - General Manager</b>
<b>Author:</b>	<b>Aleksandar Mitreski - Policy Analyst Economic Transition &amp; Innovation</b>
<b>Community Plan Issue:</b>	<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>
<b>Community Plan Goal:</b>	<b><i>Work with University of Newcastle on research and innovation in areas where the Upper Hunter has a competetive or comparative advantange.</i></b>
<b>Community Plan Strategy:</b>	<b><i>Bring key stakeholders together to initiate and progress projects and programs that have a high probability to deliver positive economic outcomes for the Shire.</i></b>

**PURPOSE**

To seek Council's approval for a sponsorship of the HunterWiSE Outreach program for 2020.

**OFFICER'S RECOMMENDATION**

**Council approves \$20,000 from the Job Creation Fund for a sponsorship of the HunterWiSE Outreach program for 2020.**

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

**BACKGROUND**

HunterWiSE creates opportunities for women in Science, Technology, Engineering and Mathematics (STEM) in the Hunter, to liaise, collaborate, and mentor each other. Established in 2017, HunterWiSE aims to make visible in regional communities the crucial contribution of women in STEM. The initiative also works to positively influence school ages girls' perceptions of, and participation in, STEM. HunterWiSE takes two interlinked approaches in order to meet these aims:

1. HunterWiSE Network – a network for women working In STEM industries
2. HunterWiSE Outreach – a targeted schools program focused on the development of applied technical skills. It follows specific recommendations for successful approaches to engage students in STEM education, including ten weeks of rigorous curriculum, instruction, and evaluation, and the integration of technology and engineering to promote scientific inquiry and the engineering design process. Teachers are also provided with support and professional development opportunities to enable them to guide students toward acquiring STEM literacy.

Between 2017 and 2019, the program has reached 200 girls in ten schools. Data provided by HunterWiSE points to a direct improvement in girls' attitudes regarding their reported willingness to engage in employment in technology, or as a scientist or engineer. Building on the success of the 2017 pilot phase at Muswellbrook High School, the HunterWiSE Outreach Program has expanded and is currently delivered to Year 8 girls in high schools across the Hunter Region.

Council has previously supported the HunterWiSe program, together industry sponsors, Hunter Water,

Glencore, as well as the Newcastle Institute for Energy and Resources (NIER).

As a sponsor, Council has been regularly acknowledged for its contribution and was involved in some major events as part of the program. For example, in 2019 Council staff participated in a referee panel for STEM competition between high schools in the Hunter. It is worth noting that a team of female students from Muswellbrook High School won that competition for their app design. Also, Council staff was a part of panel discussion themed Workplace Gender Equity Initiatives in Industry.

## **CONSULTATION**

General Manager

## **CONSULTATION WITH COUNCILLOR SPOKESPERSON**

Cr Martin Rush

## **REPORT**

Council has been invited to continue the support to the HunterWiSE program. In the 2020-2021 HunterWiSE Business plan, it is noted that continued delivery and expansion is dependent upon the program's ability to be able to provide schools with resources and continuing support. To ensure the continuation of the program the business plan provides a few options for sponsorship:

- Bronze Sponsorship (\$5,000)
  - Option 1: Event Sponsorship
  - Option 2: Event Strategic Projects Support
- Silver Sponsorship (\$20,000)
  - Option 1: School Sponsorship
  - Option 2: Alumni Club
- Gold Sponsorship (\$50,000)
- Platinum Sponsorship (\$85,000+)

All details and differences between the various tiers of sponsorships are outlined in the 2020-2022 HunterWiSE Business Plan attached in this report.

## **OPTIONS**

**Option 1:** Council approves \$20,000 from the Job Creation Fund for a sponsorship of the HunterWiSE Outreach program for 2020.

**Option 2:** Council may choose another sponsorship option as outlined in this report.

**Option 3:** Council may choose not to sponsor the HunterWiSE program.

## **CONCLUSION**

It is recommended that Council approves \$20,000 from the Job Creation Fund for a sponsorship of the HunterWiSE Outreach program for 2020. This recommendation to become a Silver sponsor matches the support Council has provided to HunterWiSE to date. Also, the sponsorship allows for the funds to be directed to Muswellbrook High School so the local community would benefit the most from Council's sponsorship.

Higher tiers allow for two or more schools to be sponsored (Gold and Platinum). Choosing one of the higher tiers would mean that Council will support schools beyond Muswellbrook Shire and are therefore not preferred. Also, the funds needed for Gold or Platinum tier levels are significant and Council can better use such large amount of money for its own STEM initiatives (e.g. the SISP program).

Not sponsoring the HunterWiSE program is not recommended. Without Council's sponsorship the

ongoing successful program at the local high school may be at risk of being discontinued.

**SOCIAL IMPLICATIONS**

From Council's engagement with the local high school it is evident that there is low female participation in STEM subjects and that students are unaware of the importance of STEM subjects for their future careers. Council's sponsorship of the HunterWiSE program will continue assisting in building a culture where STEM subjects are increasingly valued by the local community. This is part of the overall efforts of Council to improve STEM education in our Shire.

**FINANCIAL IMPLICATIONS**

The HunterWiSE 2020 Outreach program will be sponsored from the Job Creation Fund.

**CHIEF FINANCIAL OFFICER'S COMMENTS**

The March 2020 Budget for Job Creation is \$57,301 of which \$32,728 has been spent and/or committed as at 20 March 2020. There is \$20k available budget.

**POLICY IMPLICATIONS**

No policy implications are identified.

**STATUTORY IMPLICATIONS**

No statutory implications are identified.

**LEGAL IMPLICATIONS**

No legal implications are identified.

**OPERATIONAL PLAN IMPLICATIONS**

This report is in line with Goal 3 of Council's Delivery Program.

**RISK MANAGEMENT IMPLICATIONS**

No risks are identified.



# HUNTERwise

Hunter Women in STEM Network

## 2020-2022 BUSINESS PLAN

Berretta R., Blackmore K., Giacomini A., Johnson S., Prieto E., Todd J., & Wanless E.

And Forrer B. (Project Manager)

## ABOUT HUNTERWISE

HunterWiSE is creating new avenues for women in Science, Technology, Engineering and Mathematics (STEM) in the Hunter to liaise, collaborate, and mentor each other. Established as a pilot program in 2017 by a committed group of female academics from the University of Newcastle, HunterWiSE aims to make the crucial contribution of women in STEM to regional economies visible. The initiative also works to positively influence how school aged girls perceive STEM careers, thereby increasing participation in STEM education and career choices by young women in the Hunter.

HunterWiSE features three interlinked activities – a network for women working in STEM professions, a schools outreach program, and an alumni club;

1. **HunterWiSE Network** – a network for STEM women in the Hunter, currently has more than 200 members drawn from STEM industries and Academia; and
2. **HunterWiSE Outreach** – a targeted schools program for girls focused on the development of technical skills applied to science, engineering and entrepreneurship through technology. STEM Outreach also features mentoring support from HunterWiSE Network
3. **HunterWiSE Alumni** – a brand new 2020 initiative to support girls who have participated in the program in their path to STEM education and careers

The 2017 Pilot Project established the Network and delivered the Outreach Program to our first cohort girls at Muswellbrook High School, and was initially funded by the University of Newcastle in partnership with Muswellbrook Council, Glencore and Hunter Water. The project has since grown; supporting more network events and the expansion of the outreach program to high schools across the Hunter region, with invaluable contribution from a wide range of local industries.

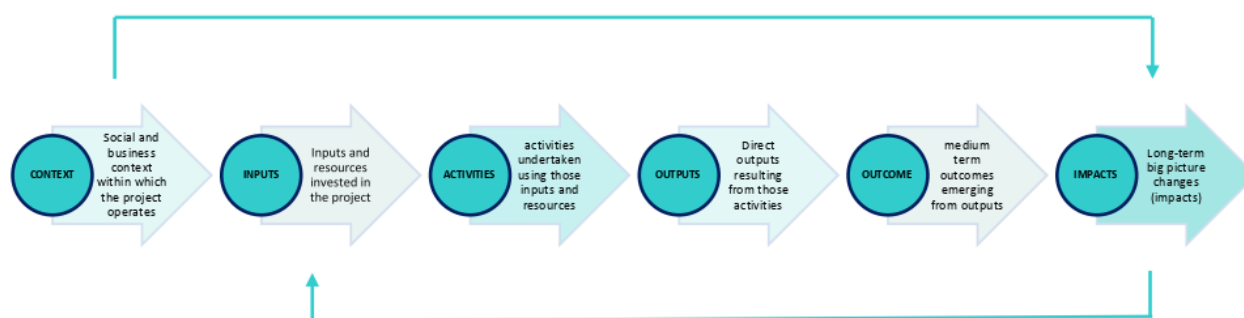
## HUNTERWISE NETWORK

Since 2017, over 200 women from organisations across the Hunter region have joined the HunterWiSE Network and participated in numerous events including forums, networking breakfasts, industry panels and events with renowned guest speakers. Women within the HunterWiSE Network have also played a vital role in mentoring activities and career talks for the HunterWiSE Outreach program.

The mentors who have supported the outreach activities of HunterWiSE are a crucial part of the network. They are all young females undertaking STEM degrees at the University, predominantly in the last year of their undergraduate degree or in the beginning stages of their doctoral studies.

Without the support and collaboration of these mentors and all the professional women in the HunterWiSE Network the delivery of the schools program would not have been possible.

### HunterWiSE Network Logic Framework

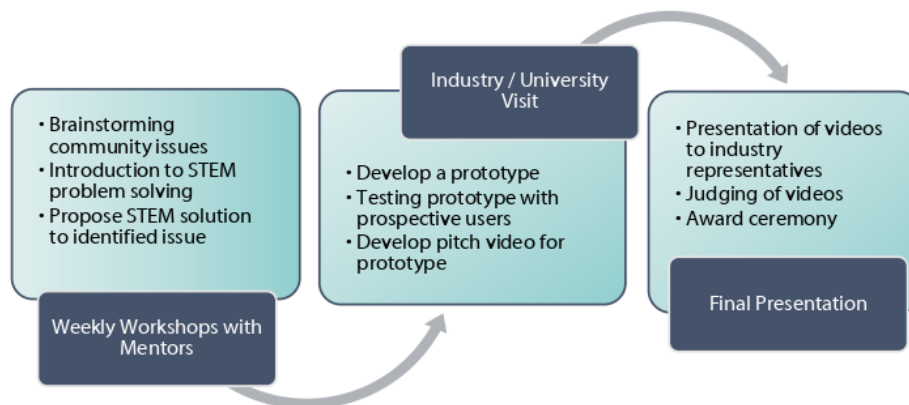


CONTEXT	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	IMPACTS
<ul style="list-style-type: none"> <li>Significant gender imbalance in STEM industry</li> </ul>	<ul style="list-style-type: none"> <li>University academic time inclusive of Intellectual input to industry network activities</li> <li>Access to University administrative support and infrastructure for networking activity</li> <li>Industry contribution to network activities, inclusive of participation, hosting and delivering</li> </ul>	<ul style="list-style-type: none"> <li>Coordinating and implementing the industry network program, e.g. high profile guest speakers, panel discussions, informal mentoring and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>A growing network for STEM women in the Hunter from STEM industries and Academia</li> <li>Program of networking events</li> </ul>	<ul style="list-style-type: none"> <li>Engagement between industry network member and HunterWiSE mentors and members</li> <li>Connecting HunterWiSE members with STEM opportunities</li> <li>Building a supportive network in the Hunter, e.g. sharing successful strategies and creating mentoring opportunities for career path in STEM</li> <li>Increase visibility of viable career pathways for women in the STEM community</li> </ul>	<ul style="list-style-type: none"> <li>Making STEM choice a rewarding career path for women</li> <li>Improve retention, profile and advancement of current women in STEM fields</li> <li>Expand entrepreneurial capacity through collaborations between women in industry, local government and academia</li> </ul>

## HUNTERWISE OUTREACH

HunterWiSE Outreach provides a 10-week intensive program to female high school students within the Hunter region. Using a problem-based approach, the program links young female students and their teachers with successful women in STEM to address problems in their local community. Through this, the program aims to increase the number of girls taking HSC STEM courses, and ultimately, participation in STEM careers. The project aims to be data-driven, using data from participants and school communities to measure outcomes and deliver continuous program improvement.

Building on the success of the 2017 pilot phase at Muswellbrook High School, the HunterWiSE Outreach Program has expanded and is currently delivered to Year 8 girls in high schools across the Hunter Region. As illustrated below, the program enables girls to apply technical skills to science, engineering and technology in a project addressing local community issues. Other components are a visit to the University of Newcastle campus or industry site, weekly workshops with mentors and a final presentation of their project solution to industry representatives.



*"I am inspired by what I see happening and humbled by the opportunities our girls have been given. It has already generated discussion about subject selection choices in their senior years and life beyond school."*

\*Elizabeth Bate, Principal Muswellbrook High School



### HunterWiSE Outreach Logic Framework

CONTEXT	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	IMPACTS
<ul style="list-style-type: none"> <li>Significant gender imbalance in STEM both in topic choices in high school and university degrees creating an inadequate number of females entering the STEM related careers.</li> </ul>	<ul style="list-style-type: none"> <li>University academic time inclusive of Intellectual input to program development, delivery and refinement</li> <li>Access to University administrative support and infrastructure</li> <li>industry contribution to program delivery, e.g. career workshops, school visits, fielding questions from student groups</li> <li>Access to industry infrastructure e.g. site visits</li> </ul>	<ul style="list-style-type: none"> <li>Coordinating and implementing the program delivery in schools</li> <li>Mentors training for program delivery</li> <li>Teacher training for program delivery</li> <li>Mentor activity in schools</li> <li>Coordinating student access to STEM professionals</li> <li>Communication of activities across media platforms</li> <li>Coordinating industry site visits, inclusive of risk assessment according to partner requirement</li> <li>Program refinement and research</li> <li>Organisation of end of the year presentation night for school and community including project evaluation</li> <li>Maintaining HunterWise alumni network</li> </ul>	<ul style="list-style-type: none"> <li>10-week intensive program delivered to high schools</li> <li>Creation of engagement activities and career talks for female students of the HunterWiSE Outreach program</li> <li>Creating opportunities for industry to engage with HunterWise students, e.g. involvement in site visits, project advise, project evaluation and presentation night</li> <li>Photo and video documentation of school outreach program</li> <li>Coverage of the program on social media posts</li> <li>HunterWiSE Alumni Network for students who have completed the outreach program</li> <li>Professional development of participating teachers in the HunterWiSE Teacher Training program</li> <li>Evidence based program</li> </ul>	<ul style="list-style-type: none"> <li>Increased awareness of STEM careers amongst Year 8 girls and teachers and increased confidence in their ability to pursue these careers</li> <li>Scaffolding the pipeline through access and engagement with graduates via HunterWiSE Alumni</li> <li>Continue visibility of viable career pathways for women in the STEM community</li> <li>Increase in STEM subject selection for HSC in high school girls</li> </ul>	<ul style="list-style-type: none"> <li>Increase female participation in STEM related university degrees</li> <li>Improve gender diversity within Australia's future STEM workforce</li> </ul>

## HUNTERWISE ALUMNI

We also provide opportunities to engage with the HunterWiSE team, industry and each other for all girls that have participated in our HunterWiSE Outreach program. The aim of the HunterWiSE Alumni club is to sustain the benefits of participation in the program over time, creating avenues to education and careers in STEM.

This new initiative was proposed by the girls themselves when they asked the question “Can we do HunterWiSE again next year?” We thought we had to honour their wishes and will prepare a host of activities for them to engage with our industry partners in a fun and social environment.

### HunterWiSE Alumni Logic Framework

CONTEXT	INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	IMPACTS
<ul style="list-style-type: none"> <li>Significant gender imbalance in STEM both in topic choices in high school and university degrees creating an inadequate number of females entering the STEM related careers.</li> <li>Evidence linking long term STEM engagement activities (including multiple touch points) with success</li> </ul>	<ul style="list-style-type: none"> <li>University academic time inclusive of Intellectual input to program development, delivery and refinement</li> <li>Access to University administrative support and infrastructure</li> <li>Industry contribution to Alumni Network, e.g. career workshops, school visits, fielding questions from student groups</li> <li>Access to University and industry infrastructure e.g. site visits</li> </ul>	<ul style="list-style-type: none"> <li>Organisation and coordination of Alumni Network</li> <li>Engagement of Alumni network, eg. Social media, Alumni events and activities</li> <li>Coordinating Alumni member access to STEM professionals</li> <li>Communication of Alumni Network activities across HunterWiSE media platforms</li> <li>Research on longitudinal impacts of HunterWiSE interventions and programs</li> </ul>	<ul style="list-style-type: none"> <li>Creation of engagement activities and career talks for female students in the HunterWiSE Alumni Network</li> <li>Creating opportunities for industry to engage with Alumni, e.g. involvement in events, social media content (eg. Webinars, live career chat sessions, etc.)</li> <li>Photo and video documentation of HunterWiSE Alumni events</li> <li>Coverage of the Alumni on social media posts</li> <li>Mechanism for participant recruitment for HunterWiSE research activities, including data collection for continued evaluation of the effectiveness of HunterWiSE program(s) and aid in program refinement</li> </ul>	<ul style="list-style-type: none"> <li>Increased awareness of STEM careers amongst girls, teachers, parents, and increased confidence in their ability to pursue these careers</li> <li>Scaffolding the pipeline through access and engagement with graduates via HunterWiSE Alumni</li> <li>Continued visibility of viable career pathways for women in the STEM community post participation in HunterWiSE programs</li> <li>Increase in STEM subject selection for HSC in high school girls</li> <li>Increase in STEM career choices amongst HunterWiSE program Alumni</li> </ul>	<ul style="list-style-type: none"> <li>Increase female participation in STEM related university degrees</li> <li>Improve gender diversity within Australia's future STEM workforce</li> </ul>

## RESEARCH AND EVALUATION

Our research continues to explore the impact of all our activities. Research and evaluation is ongoing and will continue to be an important element of the HunterWise approach. Outputs to date include:

- STEM Initiatives Matter: Results from a systematic review of secondary school interventions for girls
- Structural Barriers Impeding Individual Strengths: Narratives of the Career Paths of Female STEM Professionals in Australia
- Experiences of STEM Outreach: What shapes girls' identities?
- Improving Girls Perceptions of STEM: A High School Program Engaging Girls and Encouraging Careers

## HUNTERWISE IN 2020-2022

The HunterWiSE program addresses the issue of low female participant in STEM, and provides targeted interactive skills learning in line with NSW Jobs for the Future Strategies enduring priorities (NSW Govt, 2016). The program follows specific recommendations for successful approaches to engage students in STEM education (Kennedy & Odell, 2014). This includes rigorous curriculum, instruction, and evaluation, and the integration of technology and engineering to promote scientific inquiry and the engineering design process. Teachers are also provided with support and professional development opportunities to enable them to guide students toward acquiring STEM literacy.

The longevity and expansion of the HunterWiSE program is reliant on the receptiveness of schools and teachers to its ongoing delivery, and the subsequent uptake of the program by students. Continued delivery and expansion is dependent upon our ability to be able to provide schools with resources and continuing support. It is our vision to be able to expand this project to as many as 360 girls in the Hunter, particularly those that may not otherwise have access to the kind of support we can provide.

### HunterWiSE Indicative Yearly Budget

The table below provides an indicative breakdown of expenses to run the project for a one year period, delivering the outreach program to nine schools. This budget includes all components required for the operation of the project including: mentors, project officers, evaluator, catering for outreach and network events, travel expenses, and all incidentals.

Expenditure Item	Detail	Cost per year
Mentors	School visits and presentations, including travel time	\$40,205
Project Officer	Managing all components of the project	\$78,854
Project Evaluator	In charge of evaluation and improvement	\$38,155
Outreach Developer	Developing teacher training & outreach program	\$4,100
Alumni and Events Officer	Coordinating all network and alumni events	\$38,155
Catering	Catering school visits, presentation night, and all events	\$20,000
Bus Hire	University and site visits, and final presentation night	\$8,014
Consumables	Student booklets, specialist printing, marketing materials	\$4,000
Gift Cards	Student finalists	\$500
<b>Total per year</b>		<b>\$231,983</b>

## HUNTERWISE SPONSORSHIP OPTIONS

### Bronze Sponsorship

#### Cost

\$5,000

#### Option 1: Event Sponsorship

This option allows sponsors to provide support for one HunterWiSE networking event\*

Benefit	Location	Supplier	Details	Frequency
Logo placement - Collateral	HunterWiSE Annual Report	HunterWiSE, Sponsor	Sponsor logo to be placed in the Sponsors section of the HunterWiSE Annual Report, placement will be grouped by sponsorship category	Single placement in Annual Report the year of sponsorship
Logo placement - Banners	HunterWiSE Networking Event	Sponsor	Sponsor banner to be placed in a visible location at Sponsored Networking Event	One (1) Sponsored Networking Event
Collateral placement	HunterWiSE Networking Event	Sponsor	Reasonable Sponsor collateral may be present at Sponsored Networking Event	One (1) Sponsored Networking Event
Social media promotion	HunterWiSE Twitter, HunterWiSE Facebook	HunterWiSE	Sponsor to be mentioned and linked in the social media promotion of the Sponsored Networking Event	Two (2) posts per channel promoting the Sponsored Networking Event, one (1) post after the Sponsored Networking Event
Staff engagement at sponsored event	HunterWiSE Networking Event	Sponsor	Opportunity for sponsor staff to engage with/speak to HunterWiSE Network	One (1) Sponsored Networking Event

\* Subject to available events (maximum of 9 events per year). Where sponsorship exceeds the number of events, HunterWiSE may contact the sponsors for potential co-hosting and/or sponsors may elect to redirecting funds towards strategic HunterWiSE activities.

#### Sponsor Obligations

- Provision of any desired collateral for the event
- Provision of high-resolution logo

### Option 2: Event Strategic Projects Support

This option allows sponsors to provide support for HunterWiSE initiatives aimed at improving the program such as teacher professional development days, research assistants for evaluation, or career advice for mentors or members of our network.

Benefit	Location	Supplier	Details	Frequency
Logo placement - Collateral	HunterWiSE Annual Report	HunterWiSE, Sponsor	Sponsor logo to be placed in the Sponsors section of the HunterWiSE Annual Report, placement will be grouped by sponsorship category	Single placement in Annual Report the year of sponsorship
Logo placement – End of Year Event	HunterWiSE end of year event	HunterWiSE	Sponsor logo to be featured as a strategic sponsor in the presentation giving details on strategic project progress	Single placement in presentation at the single end of year event
Social media promotion	HunterWiSE Twitter, HunterWiSE Facebook	HunterWiSE	Sponsor to be mentioned and linked as a sponsor of our strategic initiatives on social media channels	Two (2) posts per channel over the sponsorship year

### Sponsor Obligations

- Provision of any desired collateral for events
- Provision of high-resolution logo

## Silver Sponsorship

### Cost

\$20,000

### Option 1: School Sponsorship

This option allows sponsors to provide support for the HunterWise Outreach Program at one school\*

Benefit	Location	Supplier	Details	Frequency
Logo placement - Collateral	HunterWise Annual Report	HunterWise, Sponsor	Sponsor logo to be placed in the Sponsors section of the HunterWise Annual Report, placement will be grouped by sponsorship category	Single placement in Annual Report the year of sponsorship
Logo placement - Banners	Sponsored School events	Sponsor	Sponsor banner to be placed in a visible location at Sponsored School Events	At two (2) events annually: Industry Forum and School Award Ceremony
Logo placement - Website	HunterWise section of UON Website	Sponsor	Sponsor logo to be placed in Sponsor section of HunterWise section of University website	Continuous for the Sponsorship Year
Social media promotion	HunterWise Twitter, HunterWise Facebook	HunterWise	Sponsor to be mentioned and linked by HunterWise's social media with reference to the Sponsor's sponsorship	Two (2) mentions per year at approximate six-monthly intervals
Direct engagement with students	Sponsored School	Sponsor	Sponsor staff member to speak at Sponsored School Event	One (1) event per year
Direct engagement with students	Industry site/offices	Sponsor	Opportunity for sponsor to host students of sponsored school for HunterWise Outreach Program site visit	One (1) site visit per year

\* Subject to available schools (maximum of 10 schools in 2020, more opportunities available in the future). Where sponsorship exceeds the number of schools, HunterWise may contact the sponsors for potential co-hosting and/or sponsors may elect to redirecting funds towards strategic HunterWise activities.

### Sponsor Obligations

- Provision of any desired collateral for the site visit
- Provision of high-resolution logo

## Option 2: Alumni Club

This option allows sponsors to provide support for the HunterWiSE Alumni Club.

Benefit	Location	Supplier	Details	Frequency
Logo placement - Collateral	HunterWiSE Annual Report	HunterWiSE, Sponsor	Sponsor logo to be placed in the Sponsors section of the HunterWiSE Annual Report, placement will be grouped by sponsorship category	Single placement in Annual Report the year of sponsorship
Logo placement - Banners	Sponsored Alumni events	Sponsor	Sponsor banner to be placed in a visible location at Sponsored Alumni Events	At two (2) events annually: Alumni event and School Presentation Night
Logo placement - Website	HunterWiSE section of UON Website	Sponsor	Sponsor logo to be placed in Sponsor section of HunterWiSE section of University website	Continuous for the Sponsorship Year
Social media promotion	HunterWiSE Twitter, HunterWiSE Facebook	HunterWiSE	Sponsor to be mentioned and linked by HunterWise's social media with reference to the Sponsor's sponsorship	Two (2) mentions per year at approximate six-monthly intervals
Direct engagement with students	Sponsored Alumni event	Sponsor	Participation of sponsor staff in HunterWiSE Alumni Network industry engagement activity or event including, but not limited to, guest talks, site visits, webinars, etc.	One (1) event per year

## Sponsor Obligations

- Provision of any desired collateral for alumni events
- Provision of high-resolution logo



## Gold Sponsorship

### Cost

\$50,000

### Details

Sponsor the HunterWiSE program at two schools, contribution to Strategic Projects and sponsorship of end of year event.

Benefit	Location	Supplier	Details	Frequency
Logo placement - Collateral	HunterWiSE Annual Report	HunterWiSE, Sponsor	Sponsor logo to be placed in the Sponsors section of the HunterWiSE Annual Report, placement will be grouped by sponsorship category	Single placement in Annual Report the year of sponsorship
Logo placement - Banners	Sponsored School events	Sponsor	Sponsor banner to be placed in a visible location at Sponsored School Events	At two (2) events annually: Industry Forum and School Award Ceremony
Logo placement - Website	HunterWiSE section of UON Website	Sponsor	Sponsor logo to be placed in Sponsor section of HunterWiSE section of University website	Continuous for the Sponsorship Year
Logo placement – End of year event	HunterWiSE end of year event	Sponsor	Sponsor logo to be on collateral for end of year event	Single end of year event
Social media promotion	HunterWiSE Twitter, HunterWiSE Facebook	HunterWiSE	Sponsor to be mentioned and linked by HunterWise's social media with reference to the Sponsor's sponsorship	Four (4) mentions per year at approximate three-monthly intervals
Direct engagement with students	Sponsored Schools	Sponsor	Sponsor staff member to speak at Sponsored School in at least one occasion during the period of outreach activities	At least one (1) occasion per year
Direct engagement with students	Industry site/offices	Sponsor	Opportunity for sponsor to host students of sponsored schools for HunterWiSE Outreach Program site visit	One (1) site visit per sponsored school per year

### Sponsor Obligations

- Provision of any desired collateral for the school visits and events
- Provision of high-resolution logo

## Platinum Sponsorship

### Cost

\$85k +

### Details

Details are subject to negotiation between sponsor and HunterWiSE but could include: multiple school sponsorship, direction of funds to specific projects such as the Alumni program, or funding personnel such as a post-doc position to enable ongoing research.

### Sponsor Obligations

- Provision of any desired collateral for any negotiated events
- Provision of high-resolution logo

## CONTACT

Enquiries can be directed to Bree Forrer, HunterWiSE Project Manager.

Email: [hunterwise@newcastle.edu.au](mailto:hunterwise@newcastle.edu.au), Tel: 02 4921 5085

## 12.3 INTERNAL AUDIT CHARTER

<b>Attachments:</b>	<b>A. Internal Audit Charter draft V2</b>
<b>Responsible Officer:</b>	<b>Fiona Plesman - General Manager</b>
<b>Author:</b>	<b>Melissa Cleary - Co-Ordinator - Integrated Planning</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 present for adoption the *Muswellbrook Shire Council Internal Audit Charter* which was endorsed by the Audit, Risk and Improvement Committee at the regular meeting held on 3 March 2020.

### OFFICER'S RECOMMENDATION

**Council adopts the *Muswellbrook Shire Council Internal Audit Charter*.**

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

### BACKGROUND

- 1.
2. In 2016, the NSW Government made it a requirement under the *Local Government Act 1993* that each council have an Audit, Risk and Improvement Committee (ARIC) and Internal Audit Function. This requirement will take effect from March 2021.

Muswellbrook Shire Council does not have an adopted Internal Audit Charter. The attached *Muswellbrook Shire Council Internal Audit Charter* has been adapted from the New South Wales Office of Local Government's (OLG) *Internal Audit Guidelines September 2010* (Guidelines under section 23A of the Local Government Act 1993, *Appendix 3 - Sample Internal Audit Charter*).

In September 2019 the OLG released and invited submissions on *A New Risk Management and Internal Audit Framework for local councils in NSW – Discussion Paper*.

Page 62 of the *Discussion Paper* indicates that a new "Model Internal Audit Charter will be drafted by the Office of Local Government in consultation with councils based on the final internal audit framework developed following consultation on this discussion paper".

The attached *Muswellbrook Shire Council Internal Audit Charter* will be reviewed in light of the new Model Internal Audit Charter upon its release by the OLG.

### CONSULTATION

Audit, Risk and Improvement Committee

Manager Integrated Planning, Risk and Governance

### CONSULTATION WITH COUNCILLOR SPOKESPERSON

Cr Scholes (as a member of the Audit, Risk and Improvement Committee)

**REPORT**

Council is required to adopt an internal audit charter to support its internal audit function by providing a comprehensive statement of the purpose, authority, responsibilities and reporting relationships of the internal audit function.

As recommended by the NSW OLG, the attached *Muswellbrook Shire Council Internal Audit Charter*:

- establishes internal audit's position within the organisational structure;
- defines reporting relationships of the internal auditor with the General Manager and the Audit, Risk and Improvement Committee;
- defines internal audit's relationship with Council's external auditor;
- includes provisions that authorise access to records, personnel, physical property, and attendance at relevant meetings; and
- defines the scope of internal audit activities, including any restrictions.

**OPTIONS**

Council may choose to:

1. Adopt the attached *Muswellbrook Shire Council Internal Audit Charter* as tabled;
2. Adopt the attached *Muswellbrook Shire Council Internal Audit Charter* with changes.

**CONCLUSION**

It is recommended that Council adopts the *Muswellbrook Shire Council Internal Audit Charter*.

**SOCIAL IMPLICATIONS**

None identified.

**FINANCIAL IMPLICATIONS**

None identified.

**POLICY IMPLICATIONS**

None identified.

**STATUTORY IMPLICATIONS**

- 3.
4. It is a requirement under the *Local Government Act 1993* that each council have an Audit, Risk and Improvement Committee (ARIC) and Internal Audit Function. This requirement will take effect from March 2021.

**LEGAL IMPLICATIONS**

None identified.

**OPERATIONAL PLAN IMPLICATIONS**

None identified.

**RISK MANAGEMENT IMPLICATIONS**

None identified.



# muswellbrook shire council

## Internal Audit Charter

### Authorisation Details:

Authorised by:	
Minute No:	XXX
Date:	XXX
Review timeframe:	XXX
Department:	Integrated Planning, Risk & Governance
Document Owner:	Manager Integrated Planning, Risk & Governance

### Review History:

Version No.	Date changed	Modified by	Amendments made

The mission of internal auditing is to provide an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Internal Audit at Muswellbrook Shire Council is managed by the Manager Integrated Planning, Risk & Governance, who is responsible for managing internal audit activities in accordance with this internal audit charter.

## **Introduction**

This Internal Audit Charter is a formal statement of purpose, authority and responsibility for an internal auditing function within Muswellbrook Shire Council.

- It establishes Internal Audit within Muswellbrook Shire Council and recognises the importance of such an independent and objective service to the organisation.
- It outlines the legal and operational framework under which Internal Audit will operate.
- It authorises the Manager Integrated Planning, Risk & Governance to promote and direct a broad range of internal audits across Muswellbrook Shire Council and, where permitted, external bodies.

Although there are no specific requirements under the *Local Government Act 1993* for internal audit in local Councils, *Internal Audit Guidelines – September 2010* recommend that Councils have an internal audit function.

## **1. Role and Authority**

The Manager Integrated Planning, Risk & Governance is authorised to direct a comprehensive program of internal audit work in the form of reviews, previews, consultancy advice, evaluations, appraisals, assessments and investigations of functions, processes, controls and governance frameworks in the context of the achievement of business objectives.

For this purpose, all members of Internal Audit are authorised to have full, free and unrestricted access to all functions, property, personnel, records, information, accounts, files, monies and other documentation, as necessary for the conduct of their work.

## **2. Objectivity, Independence and Organisational Status**

Objectivity requires an unbiased mental attitude. As such, all Internal Audit staff shall perform internal audit engagements in such a manner that they have an honest belief in their work product and that no significant quality compromises are made. Further, it requires Internal Audit staff not to subordinate their judgment on internal audit matters to that of others.

Internal Audit contractors are not permitted to undertake responsibilities, functions and duties outside of internal audit work. Internal Audit contractors shall report to the Manager Integrated Planning, Risk & Governance any situations where they feel their objectivity may be impaired. Similarly, the Manager Integrated Planning, Risk & Governance should report any such situations to the Audit, Risk and Improvement Committee.

Where the Manager Integrated Planning, Risk & Governance also has responsibility for other aspects of Council operations that may possibly be the subject of an audit by the internal audit function, to preserve the independence and objectivity of internal audit the following safeguards will be considered:

- documenting any conflicts of interest (perceived or actual);
- assigning the role usually performed by the Manager Integrated Planning, Risk & Governance during an audit assignment of any operational area which is also the responsibility of the Manager Integrated Planning, Risk & Governance, to another member of the executive who is independent of the internal audit function and retains the same level of seniority of the Manager Integrated Planning, Risk & Governance;
- ensuring that internal audit project briefs are reviewed by the Audit, Risk and Improvement Committee to ensure adequate coverage of the proposed audit, where the audit assignment concerns any operational area which is also the responsibility of the Manager Integrated Planning, Risk & Governance; and
- providing mechanisms for the internal audit service providers to raise any identified or perceived conflicts of interest with the Audit, Risk and Improvement Committee.

The work of Internal Audit does not relieve the staff of Muswellbrook Shire Council from their accountability to discharge their responsibilities. All Muswellbrook Shire Council staff are responsible for risk management and the operation and enhancement of internal control. This includes responsibility for implementing remedial action endorsed by management following an internal audit.

Internal Audit shall not be responsible for operational activities on a daily basis, or in the detailed development or implementation of new or changed systems, or for internal checking processes.

### **3. Scope of Work**

The scope of services provided by Internal Audit shall encompass:

- The examination and evaluation of the adequacy and effectiveness of systems of internal control, risk management, governance, and the status of ethical behaviour.
- Ascertaining conformity with the goals and objectives of Muswellbrook Shire Council.
- Assessment of the economic and efficient use of resources.
- The examination of compliance with policies, procedures, plans and legislation.
- Assessment of the reliability and integrity of information.
- Assessment of the safeguarding of assets.
- Any special investigations as directed by the Audit, Risk and Improvement Committee.
- All activities of Muswellbrook Shire Council, whether financial or non-financial, manual or computerised.

### **4. The scope of work may include**

- **Assurance services** – objective examination of evidence for the purpose of providing an independent assessment on risk management, control, or governance

processes for the organisation. Examples may include financial, performance, operational, compliance, system security, and due diligence engagements.

- **Consulting services** – advisory and related client service activities, the nature and scope of which are agreed with the client and which are intended to add value and improve an organisation's governance, risk management, and control processes without the internal auditor assuming management responsibility. Examples include counsel, advice, facilitation and training.

## **5. Internal Audit Methodology**

Internal Audit shall use the most appropriate methodology for each internal audit engagement, depending on the nature of the activity and the pre-determined parameters for the engagement. Generally, internal audits will include:

- Planning.
- Reviewing and assessing risks in the context of the audit objectives.
- Examination and evaluation of information.
- Communicating results.
- Following up on implementation of audit recommendations.

## **6. Operating Principles**

Internal Audit shall conform with:

- The Standards and Code of Ethics issued by the Institute of Internal Auditors.
- Where relevant, the Statement on Information Systems Auditing Standards issued by the Information Systems and Control Association.
- Relevant auditing standards issued by the Auditing and Assurance Standards Board.

## **7. The Internal Auditor shall:**

- Possess the knowledge, skills, and technical proficiency essential to the performance of internal audits.
- Be skilled in dealing with people and in communicating audit issues effectively.
- Exercise due professional care in performing internal audit engagements.

## **8. Internal Audit staff shall:**

- Conduct themselves in a professional manner.
- Conduct their activities in a manner consistent with the concepts expressed in the Standards and the Code of Ethics.

## **9. Reporting Arrangements**

At each Audit, Risk and Improvement Committee meeting the Manager Integrated Planning, Risk & Governance shall submit a report summarising all audit activities undertaken during the period, indicating:

- ✓ Internal audit engagements completed or in progress;



- ✓ Outcomes of each internal audit engagement undertaken;
- ✓ Remedial action taken or in progress;

On completion of each internal audit engagement, Internal Audit shall issue a report to its audit customers detailing the objective and scope of the audit, and resulting issues based on the outcome of the audit. Internal Audit shall seek from the responsible senior executive an agreed and endorsed action plan outlining remedial action to be taken, along with an implementation timetable and person responsible. Responsible officers shall have a maximum of ten working days to provide written management responses and action plans in response to issues and recommendations contained in internal audit reports.

The Manager Integrated Planning, Risk & Governance shall make available all internal audit reports to the Audit, Risk and Improvement Committee. However, the work of Internal Audit is solely for the benefit of Muswellbrook Shire Council and is not to be relied on or provided to any other person or organisation, except where this is formally authorised by the Audit, Risk and Improvement Committee or the Manager Integrated Planning, Risk & Governance.

In addition to the normal process of reporting on work undertaken by Internal Audit, the Manager Integrated Planning, Risk & Governance shall draw to the attention of the Audit, Risk and Improvement Committee all matters that, in the Manager Integrated Planning, Risk & Governance's opinion, warrant reporting in this manner.

## **10. Planning Requirements**

Internal Audit uses a risk-based 3 year rolling program of internal audits from which an annual Internal Audit Plan will be developed for each 12 month period. This approach is designed to be flexible, dynamic and timelier in order to meet the changing needs and priorities of Muswellbrook Shire Council.

The Manager Integrated Planning, Risk & Governance shall prepare an annual Internal Audit Plan for review and approval by the Audit, Risk and Improvement Committee, showing the proposed areas for audit. The annual Internal Audit Plan shall be based on an assessment of the goals, objectives and business risks of Muswellbrook Shire Council, and shall also take into consideration any special requirements of the Audit, Risk and Improvement Committee and senior executives.

The Manager Integrated Planning, Risk & Governance has discretionary authority to adjust the Internal Audit Plan as a result of receiving special requests from management to conduct reviews that are not on the plan, with these to be approved at the next meeting of the Audit, Risk and Improvement Committee.

## **11. Quality Assurance & Improvement Program**

The Manager Integrated Planning, Risk & Governance shall oversee the development and implementation of a quality assurance and improvement program for Internal Audit, to provide assurance that internal audit work conforms to the Standards and is focused on continuous improvement.

## **12. Co-ordination with External Audit**

The Manager Integrated Planning, Risk & Governance shall periodically consult with the external auditor, to discuss matters of mutual interest, to co-ordinate audit activity, and to reduce duplication of audit effort.

## **13. Review of the Internal Audit Charter**

The Manager Integrated Planning, Risk & Governance shall periodically review the Internal Audit Charter to ensure it remains up-to-date and reflects the current scope of internal audit work.

#### **14. Evaluation of Internal Audit**

The Manager Integrated Planning, Risk & Governance shall develop performance measures (key performance indicators) for consideration and endorsement by the Audit, Risk and Improvement Committee, as a means for the performance of Internal Audit to be periodically evaluated.

Internal Audit shall also be subject to an independent quality review at least every five years. Such review shall be in line with the Standards of Professional Practice in Internal Audit and be commissioned by and report to the Audit, Risk and Improvement Committee.

#### **15. Conflict of Interests**

Internal auditors are not to provide audit services for work for which they may previously have been responsible. Whilst the Standards provide guidance on this point and allow this to occur after 12 months, each instance should be carefully assessed.

When engaging internal audit contractors, the Manager Integrated Planning, Risk & Governance shall take steps to identify, evaluate the significance, and manage any perceived or actual conflicts of interest that may impinge upon internal audit work.

Instances of perceived or actual conflicts of interest by the Manager Integrated Planning, Risk & Governance or Internal Audit staff and contractors are to be immediately reported to the Audit, Risk and Improvement Committee by the Manager Integrated Planning, Risk & Governance.

Any changes to this Internal Audit Charter will be approved by the Audit, Risk and Improvement Committee.

**12.4 REPORT ON INVESTMENTS HELD AS AT 29 FEBRUARY 2020**

<b>Attachments:</b>	<b>A. Investment Portfolio and Cash as at 29 February 2020</b> <b>B. Issuer Trading Limits as at 29 February 2020</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>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>Work towards the achievement of a sustainable Operating Budget result in the General Fund.</i></b>

**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 29 February 2020 be noted.

**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 29 February 2020 are shown in the attachments.

**COMMENT:**

As at 29 February 2020, there are no individual or group portfolio trading limits that have been exceeded.

Council's weighted running yield is 1.92% 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
<b>At Call Deposit</b>										
ME Bank At Call		5,300,000.00	1.00000000	5,300,000.00	100.000	0.000	5,300,000.00	9.23%	1.35%	
Westpac Bus Prem At Call		1,109,936.17	1.00000000	1,109,936.17	100.000	0.000	1,109,936.17	1.93%	1.59%	
Westpac Muswellbrook Trading Acct At Call		100,000.00	1.00000000	100,000.00	100.000	0.000	100,000.00	0.17%	0.90%	
		6,509,936.17		6,509,936.17			6,509,936.17	11.34%		1.38%
<b>Floating Rate Deposit</b>										
ANZ 1.2 21 Jul 2022 2557DAY FRD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.219	1,002,190.41	1.75%	2.05%	
		1,000,000.00		1,000,000.00			1,002,190.41	1.75%		2.05%
<b>Floating Rate Note</b>										
AMP 1.08 10 Sep 2021 FRN	AU3FN0044657	2,000,000.00	1.00000000	2,000,000.00	99.898	0.437	2,006,700.00	3.50%	1.96%	
Auswide 1.1 06 Nov 2020 FRN	AU3FN0045621	1,000,000.00	1.00000000	1,000,000.00	100.148	0.127	1,002,750.00	1.75%	2.02%	
BOQ 1.17 26 Oct 2020 FRN	AU3FN0033023	1,000,000.00	1.00000000	1,000,000.00	100.445	0.180	1,006,250.00	1.75%	2.05%	
BOQ 1.02 16 Nov 2021 FRN	AU3FN0039418	1,000,000.00	1.00000000	1,000,000.00	100.564	0.063	1,006,270.00	1.75%	1.92%	
BOQ 1.05 03 Feb 2023 FRN	AU3FN0040549	500,000.00	1.00000000	500,000.00	100.554	0.136	503,450.00	0.88%	1.91%	
BOQ 1.03 18 Jul 2024 FRN	AU3FN0049094	1,000,000.00	1.00000000	1,000,000.00	100.260	0.206	1,004,660.00	1.75%	1.88%	
BENAU 1.1 18 Aug 2020 FRN	AU3FN0028361	3,000,000.00	1.00000000	3,000,000.00	100.326	0.060	3,011,580.00	5.25%	1.99%	
BENAU 1.05 25 Jan 2023 FRN	AU3FN0040523	500,000.00	1.00000000	500,000.00	100.695	0.170	504,325.00	0.88%	1.93%	
CredSuis 1.15 29 Apr 2020 FRN	AU3FN0027314	1,000,000.00	1.00000000	1,000,000.00	100.126	0.172	1,002,980.00	1.75%	2.03%	
CredSuis 1.95 09 Mar 2021 FRN	AU3FN0030458	1,000,000.00	1.00000000	1,000,000.00	101.565	0.638	1,022,030.00	1.78%	2.84%	
CUA 1.3 20 Mar 2020 FRN	AU3FN0034963	750,000.00	1.00000000	750,000.00	100.057	0.431	753,660.00	1.31%	2.21%	
CUA 1.25 06 Sep 2021 FRN	AU3FN0044269	1,500,000.00	1.00000000	1,500,000.00	100.766	0.499	1,518,975.00	2.65%	2.13%	
CUA 1.12 24 Oct 2024 FRN	AU3FN0051033	1,500,000.00	1.00000000	1,500,000.00	100.280	0.198	1,507,170.00	2.63%	2.01%	
MACQ 1.1 03 Mar 2020 FRN	AU3FN0026605	750,000.00	1.00000000	750,000.00	100.007	0.479	753,645.00	1.31%	1.99%	
RACB 1.1 11 May 2020 FRN	AU3FN0042370	2,000,000.00	1.00000000	2,000,000.00	100.094	0.099	2,003,860.00	3.49%	2.01%	
RACB 0.93 24 Feb 2023 FRN	AU3FN0053146	1,000,000.00	1.00000000	1,000,000.00	100.015	0.025	1,000,400.00	1.74%	1.83%	
ME Bank 1.25 06 Apr 2020 FRN	AU3FN0035333	500,000.00	1.00000000	500,000.00	100.083	0.320	502,015.00	0.87%	2.16%	
NPBS 1.35 07 Apr 2020 FRN	AU3FN0026969	1,000,000.00	1.00000000	1,000,000.00	100.109	0.329	1,004,380.00	1.75%	2.26%	
NPBS 1.4 06 Feb 2023 FRN	AU3FN0040606	500,000.00	1.00000000	500,000.00	101.106	0.146	506,260.00	0.88%	2.28%	
NPBS 1.12 04 Feb 2025 FRN	AU3FN0052627	3,500,000.00	1.00000000	3,500,000.00	100.150	0.135	3,509,975.00	6.11%	1.97%	
Qld Police 1.4 22 Mar 2021 FRN	AU3FN0041638	1,500,000.00	1.00000000	1,500,000.00	100.808	0.433	1,515,615.00	2.64%	2.32%	
Qld Police 1.5 14 Dec 2021 FRN	AU3FN0046389	750,000.00	1.00000000	750,000.00	101.190	0.492	762,615.00	1.33%	2.40%	
Qld Police 1.15 06 Dec 2022 FRN	AU3FN0052072	2,000,000.00	1.00000000	2,000,000.00	100.002	0.476	2,009,560.00	3.50%	2.04%	
RABOBK 1.5 04 Mar 2021 FRN	AU3FN0030409	1,000,000.00	1.00000000	1,000,000.00	101.097	0.572	1,016,690.00	1.77%	2.40%	
SunBank 1.25 20 Oct 2020 FRN	AU3FN0029195	4,000,000.00	1.00000000	4,000,000.00	100.548	0.230	4,031,120.00	7.02%	2.06%	
		34,250,000.00		34,250,000.00			34,466,935.00	60.03%		2.08%
<b>Term Deposit</b>										

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 1.75 20 Apr 2020 182DAY TD		1,300,000.00	1.00000000	1,300,000.00	100.000	0.628	1,308,165.07	2.28%	1.75%	
Auswide 1.62 14 May 2020 92DAY TD		1,500,000.00	1.00000000	1,500,000.00	100.000	0.075	1,501,131.78	2.61%	1.62%	
BOQ 3.4 21 Jun 2021 182DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	2.357	1,023,567.12	1.78%	3.40%	
MACQ 1.6 02 Mar 2020 90DAY TD		3,500,000.00	1.00000000	3,500,000.00	100.000	0.386	3,513,501.36	6.12%	1.60%	
MACQ 1.6 05 May 2020 92DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.114	1,001,139.73	1.74%	1.60%	
MACQ 1.6 21 May 2020 90DAY TD		1,500,000.00	1.00000000	1,500,000.00	100.000	0.035	1,500,526.02	2.61%	1.60%	
MYS 1.77 03 Apr 2020 122DAY TD		2,500,000.00	1.00000000	2,500,000.00	100.000	0.427	2,510,668.50	4.37%	1.77%	
P&NB 3.83 05 Jun 2020 1827DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	2.823	1,028,226.58	1.79%	3.83%	
P&NB 3.53 21 Jun 2021 1826DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	2.447	2,048,936.44	3.57%	3.53%	
		15,300,000.00		15,300,000.00			15,435,862.59	26.88%		2.16%
Fixed Interest Total		57,059,936.17		57,059,936.17			57,414,924.17	100.00%		1.92%

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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		3,300,000.00	Book	10.00	% of 60,559,936.17	6,055,993.62	55.00	45.00	2,755,994	0.00	0
ANZ Banking Group Ltd		1,000,000.00	Book	30.00	% of 60,559,936.17	18,167,980.85	6.00	94.00	17,167,981	0.00	0
Auswide Bank Limited		4,500,000.00	Book	10.00	% of 60,559,936.17	6,055,993.62	74.00	26.00	1,555,994	0.00	0
Bank of Queensland Ltd		4,500,000.00	Book	10.00	% of 60,559,936.17	6,055,993.62	74.00	26.00	1,555,994	0.00	0
Bendigo & Adelaide Bank Ltd		3,500,000.00	Book	10.00	% of 60,559,936.17	6,055,993.62	58.00	42.00	2,555,994	0.00	0
Credit Suisse Sydney		2,000,000.00	Book	20.00	% of 60,559,936.17	12,111,987.23	16.00	84.00	10,111,987	0.00	0
Credit Union Australia Ltd		3,750,000.00	Book	10.00	% of 60,559,936.17	6,055,993.62	62.00	38.00	2,305,994	0.00	0
Macquarie Bank		6,750,000.00	Book	20.00	% of 60,559,936.17	12,111,987.23	56.00	44.00	5,361,987	0.00	0
Members Banking Group Limited t/as RACQ Bank		3,000,000.00	Book	10.00	% of 60,559,936.17	6,055,993.62	50.00	50.00	3,055,994	0.00	0
Members Equity Bank Ltd		3,300,000.00	Book	10.00	% of 60,559,936.17	6,055,993.62	55.00	45.00	2,755,994	0.00	0
MyState Bank Ltd		4,500,000.00	Book	10.00	% of 60,559,936.17	6,055,993.62	74.00	26.00	1,555,994	0.00	0
National Australia Bank Ltd		2,000,000.00	Book	30.00	% of 60,559,936.17	18,167,980.85	11.00	89.00	16,167,981	0.00	0
Newcastle Permanent Building Society Ltd		5,000,000.00	Book	10.00	% of 60,559,936.17	6,055,993.62	83.00	17.00	1,055,994	0.00	0
P&N Bank Ltd		3,000,000.00	Book	10.00	% of 60,559,936.17	6,055,993.62	50.00	50.00	3,055,994	0.00	0
QPCU LTD t/a QBANK		4,250,000.00	Book	10.00	% of 60,559,936.17	6,055,993.62	70.00	30.00	1,805,994	0.00	0
Rabobank Nederland Australia Branch		1,000,000.00	Book	20.00	% of 60,559,936.17	12,111,987.23	8.00	92.00	11,111,987	0.00	0
Suncorp Bank		4,000,000.00	Book	20.00	% of 60,559,936.17	12,111,987.23	33.00	67.00	8,111,987	0.00	0
Westpac Banking Corporation Ltd		1,209,936.17	Book	30.00	% of 60,559,936.17	18,167,980.85	7.00	93.00	16,958,045	0.00	0
		60,559,936.17				169,567,821.28			109,007,889		0

## 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-	3,000,000.00	Book	100.00	% of 60,559,936.17	60,559,936.17	5.00	95.00	57,559,936	0.00	0
A+ to A-	6,000,000.00	Book	70.00	% of 60,559,936.17	42,391,955.32	14.00	86.00	36,391,955	0.00	0
A1+	1,209,936.17	Book	100.00	% of 60,559,936.17	60,559,936.17	2.00	98.00	59,350,000	0.00	0
A1	10,750,000.00	Book	70.00	% of 60,559,936.17	42,391,955.32	25.00	75.00	31,641,955	0.00	0
A2	18,550,000.00	Book	60.00	% of 60,559,936.17	36,335,961.70	51.00	49.00	17,785,962	0.00	0
BBB+ to BBB-	21,050,000.00	Book	60.00	% of 60,559,936.17	36,335,961.70	58.00	42.00	15,285,962	0.00	0
	60,559,936.17				278,575,706.38			218,015,770		0

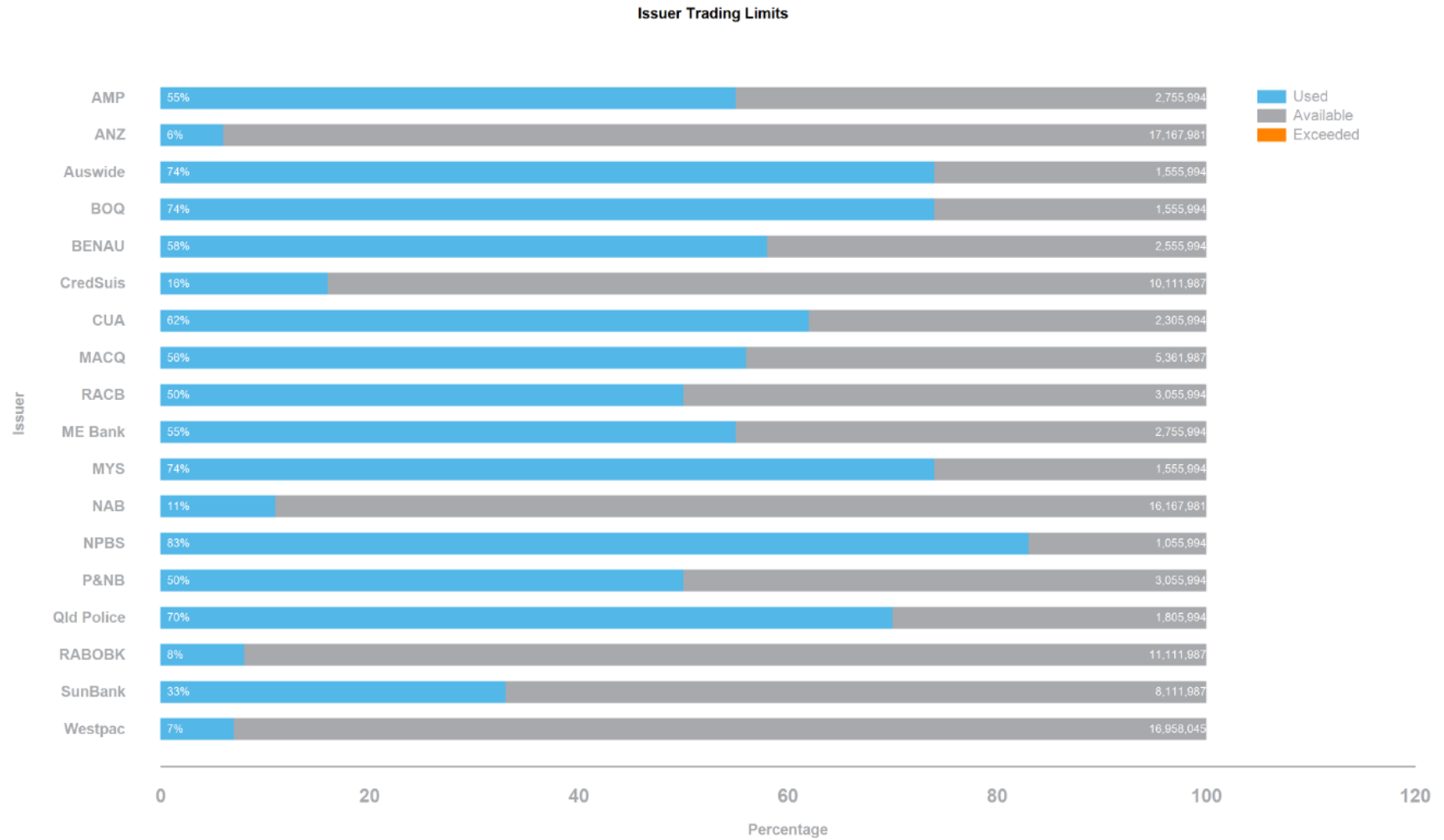
### Notes

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.

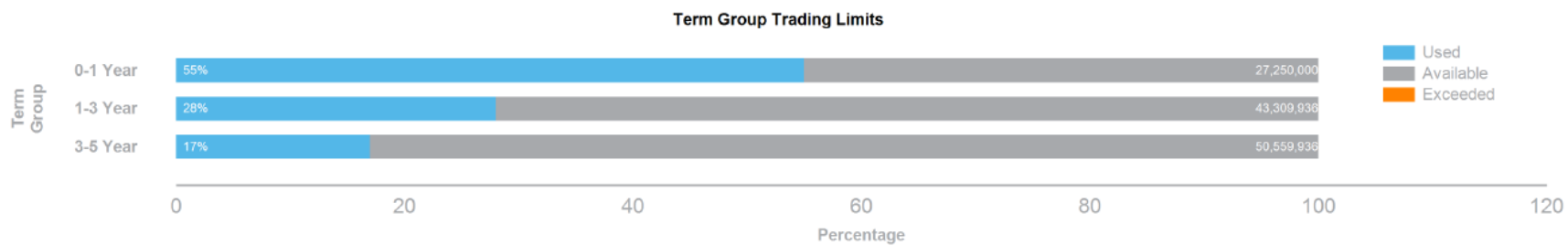
## 3 Term Group Trading Limits

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	33,309,936.17	Book	100.00	% of 60,559,936.17	60,559,936.17	55.00	45.00	27,250,000	0.00	0
1-3 Year	17,250,000.00	Book	100.00	% of 60,559,936.17	60,559,936.17	28.00	72.00	43,309,936	0.00	0
3-5 Year	10,000,000.00	Book	100.00	% of 60,559,936.17	60,559,936.17	17.00	83.00	50,559,936	0.00	0
	60,559,936.17				181,679,808.51			121,119,872		0









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Report Code: TBSBP125EXT-00.05  
Report Description: Trading Limit Performance As At Date  
Parameters:  
As At/Scenario Date: 29 February 2020  
Balance Date: 19 March 2020 (but 29 Feb 2020 used instead)  
Trading Entity: Muswellbrook Shire Council  
Trading Book: Muswellbrook Shire Council  
Report Mode: BalAndScenario  
Using Face Value  
Trading Entity and Book Limits  
Effects of Parent/Child Issuers Ignored  
Hide Zero Holdings

**12.5 FEBRUARY 2020 MONTHLY FINANCIAL REPORT**

<b>Attachments:</b>	<b>A. February 2020 Monthly Financial Report</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>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>Work toward the achievement of the targets established in the Fit for the Future ratios.</i></b>

**PURPOSE**

To provide Council with a high-level overview of the monthly financial performance of Council's General, Water, Sewer and Future Funds and to identify and explain any major variances against the Council approved budget (December 2019 Budget Review) at an organisational level for the month ending 29 February 2020.

**OFFICER'S RECOMMENDATION**

The Financial Report for the month ending 29 February 2020 be noted.

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

**REPORT**

Please refer to the attachment for the monthly financial performance details for Council's Funds.

Muswellbrook Shire Council  
General Fund  
For the Month Ending 29 February 2020

Account Group	Annual Adopted Budget	December Budget Review	YTD % Spend vs Budget - 67% target	YTD Actuals	February Monthly Actuals	Monthly Variance fav/ (unfav)	Variance comments
Grand Total	(2,521,381)	(2,243,276)	479%	(10,739,672)	182,724	(198%)	
less SRV budgeted profit	(1,234,681)	(1,234,681)		(1,556,007)	20,823		
SRV adjusted Grand Total	(1,286,700)	(1,008,595)		(9,183,665)	161,901		

Revenue

Rates and Charges	(20,458,503)	(20,458,503)	108%	(22,191,784)	2,725	(100%)	All of the rating income for the year has been raised.
User Charges and Fees	(7,208,811)	(7,235,489)	57%	(4,144,278)	(788,344)	31%	\$673k YTD budget deficit due to \$250k YTD deficit for individual work orders; \$342k YTD deficit for DECCW Levy; \$212k YTD deficit in mixed waste fees and \$62k YTD deficit across Aquatic Centre gym and kiosk - offset by the following extra income collected for onsite sewer (\$25k YTD), Muswellbrook Pool entry fees and yearly passes (\$24k YTD), debt collection recovery fees (\$18k YTD).
Interest and Investments Revenues	(738,569)	(761,569)	68%	(517,114)	(73,965)	17%	
Other Revenues	(2,708,830)	(2,615,539)	53%	(1,388,100)	(288,342)	32%	\$353k YTD budget deficit due to \$411k plant cost under-recovery for the YTD.
Operating Grants and Contributions	(5,627,882)	(5,737,430)	56%	(3,213,176)	(867,188)	81%	\$607k YTD budget deficit mostly due to the timing in receiving the Financial Assistance Grant (\$925k YTD deficit) - offset by the receipt of bushfire operational grants and block grants.
Internal Revenue	(4,663,721)	(6,041,812)	38%	(2,303,312)	(287,914)	(43%)	
<b>Total Revenue</b>	<b>(41,406,316)</b>	<b>(42,850,342)</b>	<b>79%</b>	<b>(33,757,764)</b>	<b>(2,303,028)</b>	<b>(36%)</b>	

Expenses

Wages and Salaries	11,687,374	11,730,877	60%	6,998,253	852,639	13%	There are YTD wages overruns in some individual areas, eg. Waste Management Facility; Economic Development; Property and Building Services.
Materials and Contracts	12,442,797	12,963,887	45%	5,784,438	582,359	46%	
Other Costs	3,425,626	4,426,432	71%	3,122,850	154,580	58%	\$176k YTD budget overrun due to legal fees (\$393k YTD overrun), offset by \$82k YTD savings on education and clean ups from Domestic Waste, \$78k YTD timing difference in making the RFS contributions and \$38k YTD lower than expected Denman pool operations costs.
Borrowing Costs	509,227	509,227	23%	117,619	21,477	49%	
Overheads	1,953,399	1,953,399	52%	1,022,258	127,783	22%	
Depreciation	8,866,513	9,023,245	66%	5,972,674	746,914	1%	
<b>Total Expenses</b>	<b>38,884,935</b>	<b>40,607,066</b>	<b>57%</b>	<b>23,018,092</b>	<b>2,485,752</b>	<b>27%</b>	

\* Report Contains Filters

Muswellbrook Shire Council  
Water Fund  
For the Month Ending 29 February 2020

Account Group	Annual Adopted Budget	December Budget Review	YTD % Spend vs Budget - 67% target	YTD Actuals	February Monthly Actuals	Monthly Variance fav/ (unfav)	Variance comments
Grand Total	(71,594)	(129,285)	-896%	(1,158,657)	(1,029,861)	(9459%)	

Revenue

Rates and Charges	(1,595,684)	(1,595,684)	100%	(1,599,779)	0	(100%)
User Charges and Fees	(4,068,286)	(4,255,837)	70%	(2,980,386)	(1,521,984)	329%
Interest and Investments Revenues	(424,552)	(254,552)	69%	(174,943)	(24,835)	17%
Operating Grants and Contributions	(35,893)	(35,137)	100%	(35,137)	0	(100%)
<b>Total Revenue</b>	<b>(6,124,415)</b>	<b>(6,141,210)</b>	<b>78%</b>	<b>(4,790,245)</b>	<b>(1,546,819)</b>	<b>202%</b>

Expenses

Wages and Salaries	1,017,793	1,017,793	66%	671,351	78,655	7%
Materials and Contracts	1,472,661	1,477,546	50%	745,917	163,054	(32%)
Other Costs	331,081	342,991	69%	237,361	34,864	(22%)
Borrowing Costs	106,482	106,482	51%	53,876	0	100%
Overheads	1,286,476	1,286,476	58%	750,984	93,873	12%
Depreciation	1,838,328	1,780,637	66%	1,172,099	146,512	1%
<b>Total Expenses</b>	<b>6,052,821</b>	<b>6,011,925</b>	<b>60%</b>	<b>3,631,588</b>	<b>516,958</b>	<b>(3%)</b>

\$9k YTD budget overrun due to water pumping electricity expenses.



Muswellbrook Shire Council  
Sewer Fund  
For the Month Ending 29 February 2020

Account Group	Annual Adopted Budget	December Budget Review	YTD % Spend vs Budget - 67% target	YTD Actuals	February Monthly Actuals	Monthly Variance fav/ (unfav)	Variance comments
Grand Total	300,000	(87,740)	-1900%	(1,667,179)	75,146	1128%	

Revenue

Rates and Charges	(4,521,580)	(4,521,580)	97%	(4,374,230)	(270,036)	(28%)
User Charges and Fees	(459,200)	(459,200)	46%	(213,319)	(47,450)	24%
Interest and Investments Revenues	(62,500)	(62,500)	73%	(45,551)	(5,578)	7%
Operating Grants and Contributions	(35,000)	(35,211)	100%	(35,211)	0	(100%)
<b>Total Revenue</b>	<b>(5,078,280)</b>	<b>(5,078,491)</b>	<b>92%</b>	<b>(4,668,311)</b>	<b>(323,064)</b>	<b>(24%)</b>

\$92k YTD budget deficit due to lower than expected sewer effluent reuse revenue, rental agistment fees and sundry income.

Expenses

Wages and Salaries	852,547	852,547	63%	534,590	65,415	8%
Materials and Contracts	799,500	809,495	40%	327,343	77,167	(14%)
Other Costs	324,969	315,185	41%	129,187	8,373	68%
Borrowing Costs	766,469	766,469	66%	506,601	59,329	7%
Overheads	839,594	839,594	67%	559,728	69,966	0%
Depreciation	1,795,201	1,407,461	67%	943,683	117,960	(1%)
<b>Total Expenses</b>	<b>5,378,280</b>	<b>4,990,751</b>	<b>60%</b>	<b>3,001,132</b>	<b>398,210</b>	<b>4%</b>



Muswellbrook Shire Council  
Future Fund  
For the Month Ending 29 February 2020

Account Group	Annual Adopted Budget	December Budget Review	YTD % Spend vs Budget - 67% target	YTD Actuals	February Monthly Actuals	Monthly Variance fav/ (unfav)	Variance comments
Grand Total	(1,433,840)	(1,852,176)	71%	(1,320,309)	9,744	-106%	

Revenue

User Charges and Fees	(6,469,775)	(6,688,890)	69%	(4,589,511)	(501,877)	-10%	
Total Revenue	(6,469,775)	(6,688,890)	69%	(4,589,511)	(501,877)	-10%	

Expenses

Wages and Salaries	226,748	226,748	65%	147,547	14,701	22%	
Materials and Contracts	1,577,449	1,729,401	62%	1,064,703	112,792	22%	
Other Costs	738,947	768,299	77%	592,951	24,270	62%	\$81k over YTD budget due to the annual payment of rates and insurances.
Borrowing Costs	1,415,591	1,205,066	73%	885,387	287,844	(187%)	\$83k over YTD budget due to the timing of loan repayments.
Overheads	250,000	288,000	58%	166,664	20,833	13%	
Depreciation	827,200	619,200	67%	411,950	51,181	1%	
Total Expenses	5,035,935	4,836,714	68%	3,269,202	511,621	(27%)	

## 12.6 PLANNING, ENVIRONMENT AND REGULATORY SERVICES

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Sharon Pope - Assistant Director - Environment & Community Services
<b>Author:</b>	Kelly Lynch - Administration Officer Chloe Wuiske - Administration Officer Jade Richardson - Co-Ordinator - Customer Service & Administration Sharon Pope - Assistant Director - Environment & Community Services Michael Brady - Sustainability Officer Tracy Ward - Sustainability Officer
<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 provide an update on activities in the Planning, Environment and Regulatory Services sections.

### OFFICER'S RECOMMENDATION

The information contained in this report be noted.

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

### REPORT

#### PLANNING & 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 (13 February to 12 March 2020)***

DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2020/17	Covered Deck	22 Roger Street Muswellbrook	\$15,176
2020/2	Residential Shed	31 Weemala Place Muswellbrook	\$10,500
2019/109	Change of use from Tattoo Shop to Thai Massage Spa, Internal Fitout and Shop Front Signage	26 Bridge Street Muswellbrook	\$50,000

DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2019/107	Ancillary Development - Shed and Rainwater Tank	35 Cabernet Street Muswellbrook	\$15,600
2019/105	Demolition of Existing Shed and Replace with New Storage Shed	2 Wilson Street Muswellbrook	\$27,300
2019/69	Ancillary Development - Carport	26 Queen Street Muswellbrook	\$18,900
2019/41	Subdivision - Nine (9) Lots into Six (6) Lots	Castlerock Road Muswellbrook	\$10,000
2015/25/3	S4.55 (2) Modification of the design and layout of an approved child care centre	38 Woollybutt Way Muswellbrook	-

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

DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2020/26	Shed - Residential	5 Honeyeater Close Denman	11/03/2020	\$48,000
2019/77/2	S4.55(1A) Modification - Three (3) Rural Workers Dwellings And Machinery Shed	420 Dalswinton Road Dalswinton	05/03/2020	-
2020/25	Racetrack Observation Building	16 Sheppard Avenue Muswellbrook	28/02/2020	\$20,000
2020/24	Steel Storage Shed	53 Bimbadeen Drive Muswellbrook	26/02/2020	\$32,200
2020/23	Installation Of Two (2) Rainwater Tanks	8 Ironbark Road Muswellbrook	21/02/2020	\$2,000
2020/22	Industrial Hard Stand Area	38-40 Enterprise Crescent Muswellbrook	19/02/2020	\$73,500
2020/21	Rural Workers Dwelling	828 Bylong Valley Way Baerami	17/02/2020	\$273,717
2020/20	Residential Shed	28 Silver Eye Road Muswellbrook	17/02/2020	\$25,000
2020/19	Dwelling Additions	11 Grevillea Street Muswellbrook	13/02/2020	\$49,977
2020/18	Steel Shelter	241 Merriwa Road Denman	12/02/2020	\$13,900
2020/16	New Dwelling	21 Finnegan Crescent Muswellbrook	07/02/2020	\$385,335
2020/15	Residential Shed	104 Osborn Avenue Muswellbrook	06/02/2020	\$19,500
2020/14	New Dwelling	7 Honeyeater Close Denman	06/02/2020	\$560,395
2020/13	Residential Shed	7 Honeyeater Close Denman	04/02/2020	\$35,000
2020/12	Residential Shed	Honey Lane Sandy Hollow	04/02/2020	\$35,194
2020/11	Residential Shed	29 Palace Street Denman	03/02/2020	\$12,350
2020/10	Single Residential Garage	1 Gyarran Street Muswellbrook	03/02/2020	\$9,000
2020/9	Single Residential Garage	52 Palace Street Denman	31/01/2020	\$27,548

DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
2020/8	New Dwelling	Honey Lane Sandy Hollow	30/01/2020	\$320,029
2020/7	Additions And Alterations To Existing Hotel	184 Bridge Street Muswellbrook	24/01/2020	\$110,000
2020/6	Carport	26 George Street Muswellbrook	24/01/2020	\$1,900
2020/5	Change Of Use From A Restaurant To A Community Facility	29 Sydney Street Muswellbrook	20/01/2020	-
2020/4	Old Denman Courthouse Change Of Use To Bed And Breakfast, Carpark And Addition Of Accessible Bathroom.	32 Palace Street Denman	16/01/2020	\$46,585
2020/3	Demolition And Replacement Of Rural Workers Dwelling	Widden Valley Road Denman	10/01/2020	\$313,233
2020/1	Residential Garage And Carport	18 Grimes Close Denman	06/01/2020	\$25,000
2019/104	Change Of Use To Warehouse And Distribution Premises With A New Office And Storage/Shade Structure	Thomas Mitchell Drive Muswellbrook	27/11/2019	\$75,000
2019/102	Electricity Generating Works (Solar Farm)	1333 Merriwa Road Denman	19/11/2019	\$6,114,757
2019/100	Ancillary Development - Carport And Shed	17 Ruth White Avenue Muswellbrook	14/11/2019	\$22,619
2019/99	Secondary Dwelling Appurtenant To Principle Dwelling	159 Martindale Road Denman	08/11/2019	\$210,000
2019/93	Change Of Use To Retail Outlet, Alterations To Front Of Building And Signage	19 Bridge Street Muswellbrook	24/10/2019	\$20,000
2019/91	Demolition Of Existing Identification Sign And Erection Of New Identification Sign	310 Richmond Grove Road Sandy Hollow	08/10/2019	\$12,000
2019/90	Subdivision Of One (1) Lot Into Twenty (20) Lots	9 Yarrowa Road Denman	30/09/2019	\$2,828,700
2019/89	Storage Shed	Turner Street Denman	26/09/2019	\$37,220
2019/87	Replacement Dwelling	Bureen Road Denman	20/09/2019	\$200,000
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
2019/37	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
2019/16	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)	8911 New England Highway Muswellbrook	14/02/2019	\$5,142,236

DA No.	DESCRIPTION	PROPERTY	RECEIVED	VALUE (\$)
	Lots And The Carrying Out Of Associated Civil Work Including Roads, Drainage And Tree Removal			
2019/2	The Construction Of Multi Dwelling Housing Comprising A Total Of Sixte En (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
2018/54	Demolition Of A Commercial Building And The Construction Of A Three (3) 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
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)**

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Applications Received (new installation)	4	0	0	2	2	0	0	1	2	0	0	0	2
Applications Approved (new installation)	3	0	0	2	0	0	0	0	1	3	1	0	3
Inspections (new system)	0	0	0	0	0	0	0	1	1	1	0	0	3
Inspections (existing system)	0	0	0	16	47	2	3	0	11	1	0	1	0

**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**

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

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

*\*New data temporarily unavailable due to staff resourcing*

**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)**

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

*\*New data temporarily unavailable due to staff resourcing*

**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)**

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Applications for Compliance Certs.	5	4	4	2	2	2	3	6	3	3	3	2	4

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

Compliance Certs / Occ. Certs issued	10	4	6	6	3	4	5	4	6	8	7	3	0
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**Total Pools in Council's Swimming Pool Register = 920**

**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 = 32.6%**

That is, 300 out of 920 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 = 4.2%**

That is, 39 out of 920 pools have had at least one inspection carried out during FY 2019/2020.

## **SUSTAINABILITY**

### **Sustainability Update March 2020**

#### **Clean Up Australia Day**

More than 750 community members donned gloves and supported Clean Up Australia Day.

Council hosted events in Muswellbrook and Denman and supported Business and School Clean Up days and other organisations, including JR Richards who donated the skip bins. An event was also held in Hunter Park.

School Clean Up Day involved over 600 students from Muswellbrook High School, Muswellbrook Girl Guides, St James'

Muswellbrook, St Joseph's Denman, Denman Public School and Brookside Christian School.

Business Clean Up Day saw 32 people from AGL Macquarie, Warrior Disability Services and Denman Children's Centre clean up around Denman and Community Clean Up Day involved 30





people in Muswellbrook and 27 in Denman, including scout groups from both towns. Two large skip bins of waste were removed from the local environment.

<https://www.muswellbrookchronicle.com.au/story/6658373/muswellbrook-making-australia-cleaner/?cs=983&fbclid=IwAR2aycxNsA9W6pE-s3et8xXF2H-bfsPkCTWQZO5fQuixizjepid3DzAGtP4>

[https://www.muswellbrookchronicle.com.au/story/6649991/groups-businesses-lend-a-hand-photos/?cs=1487&fbclid=IwAR1G4gaDsYEAFL0\\_RdeslPXviktF4dt9tgxMR9Tva105jvCMtix6w1pd6rM](https://www.muswellbrookchronicle.com.au/story/6649991/groups-businesses-lend-a-hand-photos/?cs=1487&fbclid=IwAR1G4gaDsYEAFL0_RdeslPXviktF4dt9tgxMR9Tva105jvCMtix6w1pd6rM)

### **Habitat Action Project**

The Habitat Action Project on a 1.8 ha site along Muscle Creek near the Muswellbrook Golf Course continues. Weed control works have now started in preparation for 3000 plants which will be installed in late March and early April. This project will be completed by 30 April 2020.

### **Don't be a Tosser Denman**

Work on the Denman - Don't be a Tosser anti littering campaign continues. Products have been purchased for our project partners Denman Public School, St Joseph's Denman, Denman Children Centre, Denman Lions Club and Denman Junior Rugby League. Road signs and bin enclosures will soon be installed.



### **Connect Muswellbrook – Environment; Community; Culture**

This event has been postponed due to Coronavirus. We hope to be able to hold this event later in the year.

### **Landcare Grants**

Council has opened a second round of Landcare grants targeting Landcare and community groups, schools and pre-schools in the area. Organisations can apply for funding of up to \$4000 each and applications close 23 March.

The aim of the Landcare grants is to assist with funding a wide range of Landcare initiatives. Round two will oversee projects such as tree planting, weed control and regeneration of natural areas.

However, council also hopes the opportunity will attract community and educational groups wanting to fund "Junior Landcare" education activities and events.



[https://www.muswellbrookchronicle.com.au/story/6661368/boost-for-community-and-school-groups/?cs=983&fbclid=IwAR0c\\_2kD7B7AoDmxqucMKlug77IOEnt2A17Bg-OZhJNAq9Iyy1P094X9Wql](https://www.muswellbrookchronicle.com.au/story/6661368/boost-for-community-and-school-groups/?cs=983&fbclid=IwAR0c_2kD7B7AoDmxqucMKlug77IOEnt2A17Bg-OZhJNAq9Iyy1P094X9Wql)

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

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

### **Healthy Towns Challenge**

Council is supporting Muswellbrook Healthy and Well in running the Healthy Towns Challenge. This is a grant funded program aimed at encouraging a more healthy community. As part of this grant Council will get funding for a portable water refill station to be used at events and sustainable garden workshops.

<https://www.muswellbrookchronicle.com.au/story/6631160/muswellbrook-and-denmans-healthy-town-challenge/?cs=983&fbclid=IwAR04DFmfAdGVwNfPfRvo3ldis4MszsxZAWiTPk3bD8nNPjofnH8UiHLZqkk>

### **Water Wise Education**

Sustainability staff ran a series of educational activities with about 180 kids at the Muswellbrook Preschool. These activities were used to educate kids, parents and teachers about how to be water wise.

### **Regional Waste Strategy**

Council staff attended the HJO Regional Waste Strategy meeting. This meeting discussed the latest developments around topics such as the circular economy, waste to energy and green cafes.

### **Sustainability Hub**

Community users of the Sustainability Hub met with Council staff to confirm details for the relocated Hub. Community members are keen to move to a more permanent location.

Warrior Disability Services continue to run the composting and worm farm systems at the Sustainability Hub. This is one way we help to encourage community members to reduce their own food waste.



The Penguin Garden Club and Muscle Creek Landcare group continue to meet at the Sustainability Hub. The Garden Club gets an average of 8 people to each activity twice a month. The Landcare group averages 4 people in attendance each month.

### **Reuse Shop**

The Sustainability Unit continues to promote the Reuse Shop at the Muswellbrook Waste Facility.

### **Museum in a Box**

Educational groups continue to use the mini museums on loan from the Australian Museum.

**Special Waste Collections**

Sustainability staff continue to help the collection of special waste such as soft plastics, batteries, ink cartridges, mobile phones and coffee grounds.

**Abandoned Trolleys**

The Sustainability Unit ensures abandoned shopping trolleys are reported and collected.

## 12.7 COMMUNITY SERVICES

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Fiona Plesman - General Manager
<b>Author:</b>	Kim Manwarring - Co-ordinator - Community Partnerships Carolyn O'Brien - Manager - Community Services
<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 provide an update on activities in the Community Services section.

### OFFICER'S RECOMMENDATION

The information contained in this report be noted.

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

### REPORT

#### 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	Upper Hunter Youth Services Inc was successful in securing \$550k through the Stronger Country Communities Fund this month.  An internal meeting will be held to progress the concept plans to the next stage in the process, this group will then meet with Upper Hunter Youth Services.
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	As above and below.
Deliver a Youth Week Event	Support Youth Week activities during 2019/20 in partnership with other organisations	Council's application for funds to Depart of Communities and Justice has been successful.  Upper Hunter Youth Service our lead agency is planning 4 events to celebrate youth week, dates and particulars to be provided.

Operational Plan Action	Performance Measure	Update
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.	Upper Hunter Community Services indicate that they are progressing matters with relevant parties.
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 come available.  <i>This action is now complete.</i>
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.
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	<i>This action is now complete.</i>
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	<i>This action is now complete.</i>
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://workingwithindigenoustralians.info/">workingwithindigenoustralians.info/</a> and make necessary changes to reflect changes in legislation and policy	<a href="http://workingwithindigenoustralians.info/">workingwithindigenoustralians.info/</a> reviewed and necessary changes made to achieve information currency	Recommendations from the <a href="http://workingwithindigenoustralians.info/">workingwithindigenoustralians.info/</a> Reference Group review will now be implemented.
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	<i>The Widden Creek Aboriginal Artefact Project is now complete.</i>  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	The Cultural Community Hub Working Group has resolved to support Wanaruah Local Aboriginal Land Council and the development of their administration and cultural space infrastructure.  The Request for Quotation – Treaty Document will close on the 20 March. An assessment of the applications will be carried out in

Operational Plan Action	Performance Measure	Update
		due course.

**Other activities as per the Community Builders Department of Communities and Justice Project and other project activities:**

- Governance support to Upper Hunter Youth Services Management Committee and Management Team around human resources and service development issues;
- Convening of the Early Years Development Network,
- A meeting was held with Department of Communities and Justice Project to finalise the Community Worker Project - Program Level Agreement, the tenure of this contract will be for 5 years;
- Attendance at the Seniors Forum to provide information regarding ageing services in our community;
- Support has been provided to 2 Rivers to work toward finalising the Aboriginal Oral History Project, interviews have been finalised with participants and the film producer, the inclusion of a significant local family story in the hardcopy book has been extended to April;
- A progress report has been provided this month to the Aboriginal Development Community Fund, MACH Energy (the funding provider).

## 13 REPORTS FROM COMMITTEES

### 13.1 REPORT OF THE DEVELOPMENT ASSESSMENT COMMITTEE MEETING HELD ON MONDAY, 24 FEBRUARY 2020

<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 24 February 2020.

#### OFFICER'S RECOMMENDATION

The Minutes of the Development Assessment Committee Meeting held on Monday 24 February 2020 be received and the recommendations contained therein ADOPTED.

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

#### REPORT

The Development Assessment Committee met on Monday 24 February 2020.

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

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

**IN ATTENDANCE:** Ms F. Plesman ( General Manager), Mr D. Finnigan ( Director – Community Infrastructure), Mr H. McTaggart (Co-Ordinator Development) Mr P. Chambers (Chief Engineer and Miss M. Meadows ( PA to the Mayor).

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

Nil

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

RECOMMENDED on the motion of Crs Woodruff and Bowditch that:

The Minutes of the Development Assessment Committee held on 10 February 2020, 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**

Nil

## **5 BUSINESS ARISING**

### **4.1 DA 37/2019 - CONSTRUCTION OF PIPES AND PUMP INFRASTRUCTURE TO RETURN SEEPAGE WATER FROM LAKE LIDDELL DAM WALL TO LAKE LIDDELL**

Councillor Scholes advised the meeting that Development Application 37/2019 - Construction of Pipes And Pump Infrastructure to Return Seepage Water from Lake Liddell Dam Wall to Lake Liddell is awaiting a further response from AGL ahead of being re-reported to the Development Assessment Committee.

## **6 BUSINESS**

### **6.1 DA 25/2015 S4.55(2) MODIFICATION CHILD CARE CENTRE**

RECOMMENDED on the motion of Crs Woodruff and Bowditch that:

The Development Assessment Committee approve the Section 4.55(2) modification of DA 25/2015, 38 Woollybutt Way Muswellbrook, Lot 2 DP 1090457, subject to the recommended conditions of consent set out in Attachment B.

### **6.2 DA41/2019 NINE (9) LOT INTO SIX (6) RURAL SUBDIVISION**

RECOMMENDED on the motion of Crs Woodruff and Bowditch that:

Development Application No. 41/2019 proposing a subdivision of nine lots into six (6) lots at Lot 1 & 2 DP 136249, Lot 4 DP 21335, Lot 61, 62 & 63 DP 750926 Lot 1 & 2 DP 1102585 & Lot 5 DP 750926 Castlerock Road, Muswellbrook be approved subject the conditions in Attachment B to the report.

### **6.3 OUTSTANDING DEVELOPMENT APPLICATIONS**

RECOMMENDED on the motion of Crs Scholes and Woodruff that:

The Development Application DA12/2020 be reported to an Ordinary Council Meeting for determination.

At 04:20 pm Mr H. McTaggart left the Council Chambers.

Cr Scholes asked the Committee if the Heritage Advisor had been engaged to advise Council of the Heritage impact of DA 109/2019 - Change of Use - Tattoo Shop to Massage Premises- 1/26 Bridge Street, Muswellbrook. Cr Scholes asked the Committee that the original recommendation of DA 109/2019 – Change of Use - Tattoo Shop to Massage Premises- 1/26 Bridge Street, Muswellbrook be reported to Council at the next Ordinary Council Meeting, Tuesday 25 February 2020.

Ms Plesman advised the Committee that the report advises Council of the Heritage considerations.

At 04:35 pm Mr H. McTaggart returned to Council Chambers.

RECOMMENDED on the motion of Crs Woodruff 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**

9 March 2020

## **8 CLOSURE**

The meeting was declared closed at 4:40 pm.

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Cr R. Scholes

**Chairperson**



**13.2 REPORT OF THE DEVELOPMENT ASSESSMENT COMMITTEE  
MEETING HELD ON MONDAY, 9 MARCH 2020**

<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 9 March 2020.

**OFFICER'S RECOMMENDATION**

The Minutes of the Development Assessment Committee Meeting held on Monday 9 March 2020 be received and the recommendations contained therein **ADOPTED**.

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

**REPORT**

The Development Assessment Committee met on Monday 9 March 2020.

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

**PRESENT:** Cr R. Scholes (Chair) and Cr B. Woodruff.

**IN ATTENDANCE:** Ms F. Plesman (General Manager), Ms S. Pope (Assistant Director – Environment & Community Services), Mr H. McTaggart (Co-Ordinator Development) , Mr P. Brown (Chief Engineer) and Miss M. Meadows (PA to the Mayor).

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

RECOMMENDED on the motion of Crs Scholes and Woodruff that:

The apologies for inability to attend the meeting submitted by Cr Rush 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 Woodruff that:

The Minutes of the Development Assessment Committee held on 24 February 2020, 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**

**Mrs Cameron** – Item 6.1 –DA 100/2019 Ancillary Development – Carport and Shed - - 17 Ruth White Avenue, Muswellbrook

## **5 BUSINESS ARISING**

Nil

## **6 BUSINESS**

### **6.1 DA 2019/100 - ANCILLARY DEVELOPMENT - CARPORT AND SHED - 17 RUTH WHITE AVENUE, MUSWELLBROOK**

Mrs Cameron advised the meeting that the application was lodged in November and raised concerned about the delay.

Mrs Cameron advised the meeting that she believed the steel clad shed would be the best option for the site. Mrs Cameron also advised the meeting that the option of a brick shed is out of the budget allocated for the shed. Mrs Cameron advised the meeting that the shed is not visible from the street.

Mrs Cameron will discuss with Randbuild possible alternatives to colorbond.

RECOMMENDED on the motion of Crs Woodruff and Scholes that:

The Development Assessment Committee grant development consent to DA 2019/100, involving the construction of a carport and shed at 17 Ruth White Avenue, Lot 17 DP 229323, subject to the recommended conditions of consent contained in Attachment B and the following amendments to

conditions 2 and 6:

**(2) Restriction on the use of sheet metal wall cladding**

The use of sheet metal wall cladding for the construction of the shed is not approved *for the North Western and South Western Elevations*. Prior to the issue of a Construction Certificate, a revised plan is to be provided which complies with the requirements of condition (6) of this consent and details a satisfactory alternate design for the construction of the shed walls.

**(6) Submission of Plans for Shed Wall Design**

Prior to the issue of a Construction Certificate, documentary evidence is to be provided to the Certifying Authority demonstrating compliance with the following:

Revised plans are to be submitted to and approved by Council in relation to the shed. These revised plans must detail:

- The use of an acceptable alternative cladding for the external *North Western and South Western Elevation walls*. The alternative cladding shall be timber weatherboard, a high quality plastic composite material that looks like weatherboard or an alternate material acceptable to Council. Sheet metal wall cladding will not be permitted on these elevations.
- The inclusion of a window in the shed wall elevation that addresses Ruth White Avenue.

The revised elements of the design included in these plans are to be reflected in the plans endorsed as part of any Construction Certificate and the development carried out in accordance with the revised design requirements.

## **6.2 OUTSTANDING DEVELOPMENT APPLICATIONS**

RECOMMENDED on the motion of Crs Scholes and Woodruff that:

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

## **7 DATE OF NEXT MEETING**

23 March 2020

## **8 CLOSURE**

The meeting was declared closed at 4:42 pm.

.....  
Cr R. Scholes

**Chairperson**

**13.3 REPORT OF THE LOCAL TRAFFIC COMMITTEE MEETING HELD ON TUESDAY, 10 MARCH 2020**

<b>Attachments:</b>	<b>Nil</b>
<b>Responsible Officer:</b>	<b>Derek Finnigan - Director - Community Infrastructure</b>
<b>Author:</b>	<b>Imelda Williams - Technical Officer - Traffic &amp; Roads</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>Facilitate investment in high quality community infrastructure necessary to a regional centre.</i></b>
<b>Community Plan Strategy:</b>	<b><i>Investigate and recommend appropriate management treatments for road safety and traffic management.</i></b>

**PURPOSE**

To facilitate Council's adoption of the recommendations of the meeting of the Local Traffic Committee held on 10 March 2020.

**OFFICER'S RECOMMENDATION**

The Minutes of the Local Traffic Committee Meeting held on Tuesday 10 March 2020 be received and the recommendations contained therein **ADOPTED** except for the following Items:

**5.1 Road Closure to Conduct Soap Box Derby; and**

**5.3 Road Closures to Conduct Anzac Day March and Ceremony**

**As both of these events have been cancelled for 2020 due to the COVID-19 Pandemic.**

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

**REPORT**

The Local Traffic Committee met on Tuesday 10 March 2020.

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

**MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE COUNCILLORS ROOM, ADMINISTRATION CENTRE, MUSWELLBROOK ON TUESDAY 10 MARCH, 2020 COMMENCING AT 2:00PM.**

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**PRESENT:** Cr S. Reynolds (Chair), Mr M. Kelly, (Representing Mr Michael Johnsen), Ms K. Scholes (Manager – Roads, Drainage & Technical Services).

**IN ATTENDANCE:** Mrs I. Williams (MSC), Ms A. Balding (MSC), Mr A. Mettam (MSC Ranger).

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

Ms W. Wallace (Transport for NSW), Snr. Constable C. Dengate (NSW Police)  
(Electronic voting provided)

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

RECOMMENDED that:

The Minutes of the Local Traffic Committee held on 10 December 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 BUSINESS ARISING**

The committee recognised the service provided by Mr G.de Boer for his long standing membership of over 20 years with the Local Traffic Committee. Council will prepare a letter of recognition and thanks for Mr de Boer's attendance and valuable contribution to the Committee over the years.

## **5 BUSINESS**

### **5.1 ROAD CLOSURE TO CONDUCT THE 2020 SOAP BOX DERBY**

RECOMMENDED that:

The committee deferred the matter until the April meeting and requested further information be provided for consideration of the committee.

VOTE: Unanimous Support

### **5.2 DA 2018-078 147 - SERVICE STATION AND RESTAURANT - 153 BRIDGE STREET, MUSWELLBROOK**

RECOMMENDED that:

The committee deferred the matter until the April meeting and requested further information be provided for consideration of the committee.

VOTE: Unanimous Support

### **5.3 ROAD CLOSURES TO CONDUCT ANZAC DAY MARCH AND CEREMONY**

RECOMMENDED that:

Council use its delegated authority to approve the following road closures on Saturday 25 April, 2020:

#### Muswellbrook

1. The New England Highway between Sydney and Hill Streets from approximately 9:45am to 11.45am subject to Transport for NSW approval;
2. Market Street between Carl & Bridge Streets from 9:00am to 11:45am and
3. William Street between Market & Sowerby Streets from 9:00am to 11.45am
4. Parking along Bridge Street from Market to Hill Street be prevented to allow greater access for spectators.

#### Denman

4. Palace Street from the Crinoline to Ogilvie Streets (11:30am to 12:00pm)
5. Ogilvie Street from Palace to Paxton Streets (11:30am to 12:00pm)
6. Paxton Street from Ogilvie to Crinoline Streets (11:30 a.m. to 1:00pm)
7. Isobel Street (12:00pm to 1:00pm)
8. Parking along Ogilvie Street between Palace and Paxton Street be prevented to allow greater access for spectators.

subject to Traffic Control personnel having the appropriate RMS approved qualifications, the provision of the RSL public liability insurance cover for a minimum of \$20,000,000 for the event and the National Heavy Vehicle Regulator to be advised of the road closures. The NSW Police are to be advised of the event and provisions for any counter terrorism threat to be followed if required.

VOTE: Unanimous Support

### **5.4 PARKING RESTRICTIONS RUTHERFORD ROAD**

RECOMMENDED that:

Council use its delegated authority to approve the extension of the "No Stopping" zone in Rutherford Road from the entrance to the Showground to the pedestrian refuge blister opposite Acacia Drive and as shown on the plan attached.

VOTE: Unanimous Support

Proposed Parking Restriction Rutherford Road



## 6 DATE OF NEXT MEETING

7 April 2020

## 7 CLOSURE

The meeting was declared closed at 3.11pm.

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Cr S. Reynolds

**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**

**That 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 TENDER 2019-2020-0409 - MEMORIAL PARK AMENITIES**

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 2019-2020-0409 - LANDSCAPING MEMORIAL PARK**

Item 19.2 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.

**19.3 TENDER 2019-2020-0412 - BYLONG VALLEY WAY CH7KM - ROAD AND DRAINAGE UPGRADE WORKS**

Item 19.3 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.



**19.4 COMMUNITY INFRASTRUCTURE RECRUITMENT**

Item 19.4 is classified CONFIDENTIAL under the provisions of Section10A(2)(a) of the local government act 1993, as it deals with personnel matters concerning particular individuals (other than councillors), 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 28 APRIL 2020**