



**muswellbrook  
shire council**

**Muswellbrook Shire Council**

# **CORPORATE POLICY & PLANNING COMMITTEE MEETING**

**BUSINESS PAPER  
30 AUGUST 2017**



**CORPORATE POLICY & PLANNING COMMITTEE MEETING, 30 AUGUST 2017**

MUSWELLBROOK SHIRE COUNCIL

P.O Box 122  
MUSWELLBROOK  
25 August, 2017

Councillors,

You are hereby requested to attend the Corporate Policy & Planning Committee Meeting to be held in the COUNCILLORS ROOM, Administration Centre, Muswellbrook on **30 August, 2017** commencing at at the conclusion of the Infrastructure Committee.

Steve McDonald  
**GENERAL MANAGER**

# Order of Business

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

# **AGENDA**

**WEDNESDAY 30 AUGUST 2017**

**1 APOLOGIES AND LEAVE OF ABSENCE**

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

**2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**RECOMMENDATION**

That the Minutes of the Corporate Policy & Planning Committee held on **26 July 2017**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

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

**RECORD OF PROCEEDINGS OF THE CORPORATE POLICY & PLANNING COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE COUNCILLORS ROOM, ADMINISTRATION CENTRE, MUSWELLBROOK ON WEDNESDAY 26 JULY, 2017 COMMENCING AT 4.51PM.**

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**PRESENT:** Cr M. Rush, Cr J.F. Eades, Cr J. Foy, Cr M. Green.

**IN ATTENDANCE:** Mr S.J. McDonald (General Manager), Mr N.W. Pope (Director, Community Infrastructure), Ms F. Plesman (Acting Director, Planning, Community & Corporate Services), Mr P. Redan (Executive Manager, Water and Waste), Mr R. Franklin (Chief Financial Officer), Mr E. Ediriwickrama (Manager Roads & Drainage), Mrs C. O'Brien (Manager, Community Services), Mr N. Alexander (Sustainability Officer – Land Care), Mrs M. Sandell-Hay (PA to General Manager) and 1 media representative.

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

RECOMMENDED on the motion of Crs Eades and Foy that:

The apologies for inability to attend the meeting submitted by Cr. G. McNeill, Cr. S. Bailey, Cr. S. Ward, Cr. S. Reynolds, Cr J. Ledlin, Cr R. Scholes and Cr B.N. Woodruff be ACCEPTED and the necessary Leave of Absence be GRANTED.

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

RECOMMENDED on the motion of Crs Eades and Foy that:

The Minutes of the Corporate Policy & Planning Committee held on 28 June 2017, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

## **3 DISCLOSURE OF ANY PECUNIARY AND NON-PECUNIARY INTEREST**

Nil

## **4 BUSINESS ARISING**

Nil

## **5 BUSINESS**

### **5.1 LOCAL GOVERNMENT PERFORMANCE AUDITS**

RECOMMENDED on the motion of Crs Rush and Eades that:

The Committee notes the report.

## **6 ADJOURNMENT INTO CLOSED COMMITTEE**

RECOMMENDED on the motion of Crs Green and Foy that:

The Committee 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:

#### **7.1 DENMAN GOLF COURSE LEASE**

Item 7.1 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 the Committee considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

### **7 CLOSED COMMITTEE**

#### **7.1 DENMAN GOLF COURSE LEASE**

RECOMMENDED on the motion of Cllrs Rush and Eades that:

Council:

1. Agree to the terms of the draft Lease outlined in the report for the Denman Golf Course.
2. Approve the reconciliation process of costs outlined in the report.
3. The Denman Golf Club provide annual financial statements each year to Council for the term of the Lease.
4. That a limit for the use of potable water on the golf course be set and included in the Lease.
5. The additional funding required for 2017/18 and 2018/19 be sourced as identified under financial implications.

### **8 RESUMPTION OF OPEN COMMITTEE**

RECOMMENDED on the motion of Cllrs Green and Foy that:

The meeting return to Open Committee.

### **9 DATE OF NEXT MEETING**

30 August 2017

### **10 CLOSURE**

The meeting was declared closed at 4.55 pm.

.....  
Mr S. McDonald  
**General Manager**

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

### **3 DISCLOSURE OF ANY PECUNIARY AND NON-PECUNIARY INTEREST**

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

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

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

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

- Significant
- Less than significant

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

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

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

### **4 BUSINESS ARISING**

## 5 BUSINESS

### 5.1 UPPER HUNTER LIBRARY NETWORK MEMBERSHIP POLICY

<b>Attachments:</b>	<b>A. Upper Hunter Library Network Membership Policy</b>
<b>Responsible Officer:</b>	<b>Fiona Plesman - Director - Planning, Community &amp; Corporate Services</b>
<b>Author:</b>	<b>Carolyn O'Brien - Manager, Community Services</b>
<b>Community Plan Issue:</b>	<b><i>Social Equity and Inclusion</i></b>
<b>Community Plan Goal:</b>	<b><i>Promote and facilitate increased participation in active and passive recreational activities.</i></b>
<b>Community Plan Strategy:</b>	<b><i>Continue the delivery of passive recreation and cultural activities in libraries, aquatic centres and the arts centre.</i></b>

#### PURPOSE

The attached policy has been developed by the Upper Hunter Library Network to describe membership eligibility and membership expectations.

#### OFFICER'S RECOMMENDATION

**Council adopt the Upper Hunter Library Network Membership policy which will be included for member information on the Upper Hunter Library Network website.**

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

#### REPORT

The Upper Hunter Library Network collaboration between Upper Hunter Shire and Muswellbrook Shire recently met to discuss the need for a membership policy that would;

- Outline the requirements for people wanting to become a member of the Upper Hunter Library Network,
- Outline the responsibilities and conditions of library membership.

This policy has been written to;

- Clearly categorise memberships,
- Provide advice on the appropriate identification documentation required to become a member,
- The responsibilities of library members,
- Suspension of membership,
- Membership card replacement,
- The complaints process.

Where possible the policy has been written to provide flexibility once membership details have been added to the library management system. For example, a membership card **or** proof of identification is required each time a library member wishes to borrow library materials. This will make it easier for borrowers to loan items from branches across the Upper Hunter Library Network.



**CONSULTATION**

Coordinator Upper Hunter Library Services  
Coordinator Upper Hunter Regional Library and  
Advisors regarding eSmart Libraries

**CONSULTATION WITH COUNCILLOR SPOKESPERSON**

Cr. Janelle Eades.

**OPTIONS**

This document has already been endorsed by the Upper Hunter Library Network and therefore has now been provided to Muswellbrook Shire Council for information and endorsement. The document will be reviewed every four years.

**SOCIAL IMPLICATIONS**

Where possible, library staff generally accept that library membership should be a simple process and therefore makes libraries a safe place of social inclusion, information sharing and learning.

**FINANCIAL IMPLICATIONS**

This policy will have a continuing implication on the fees and charges of each Shire Council for the production and replacement of new cards. Staff hope that overtime membership will be delivered via a phone application which is compatible with the electronic library management system. Work has commenced in determining a more suitable platform.

**POLICY IMPLICATIONS**

The policy implication are described in the attached document.

**STATUTORY IMPLICATIONS**

NSW Library Act 1939.

**LEGAL IMPLICATIONS**

Fines associated with overdue items, as described in each council's fees and charges, are recorded against each membership number. These overdue fines are sought from the members until the fee balance returns to nil.



## Library Membership Policy

Policy No. POLICY NO.

Assembled by Technical  
Services Librarian

Adopted By Council

Minute No.

## **Library Membership Policy**

### **POLICY NO.**

#### **PURPOSE**

The purpose of this policy is to outline the requirements for obtaining membership of the Upper Hunter Library Network and also outline the responsibilities of library membership.

#### **Rationale**

The Upper Hunter Library Network receives new and renewed memberships every week across its seven locations. People applying for a new library membership to borrow physical resources from our libraries are required to provide adequate identification in order to do so. Library members are also required to agree to follow the library's policies and procedures which are outlined in our policy register and available at each location and online.

#### **POLICY OBJECTIVES**

The objectives of this policy are:

- Outline the requirements for people wanting to become a member of the Upper Hunter Library Network
- Outline the responsibilities and conditions of library membership

#### **SCOPE**

This policy applies to all members of the public who are currently or wish to become a member of the Upper Hunter Library Network. Upper Hunter Library Network refers to all branches of the Upper Hunter Shire Library and Upper Hunter Regional Library including Aberdeen, Cassilis, Denman, Merriwa, Murrurundi, Muswellbrook and Scone.

#### **POLICY STATEMENT**

##### **MEMBERSHIP**

Membership to the library is free, in accordance with the requirements of the Library Act 1939.

The library offers several different categories of membership and requires formal identification to join the library, as detailed below.

##### **CATEGORIES OF MEMBERSHIP**

Library membership is available in the following categories:

- Dependant Minor (Junior and Young Adult) – Persons under the age of 18 years may become members (including infants) provided they have permission of a parent or legal guardian. The parent or guardian should accompany the child to the library and produce current identification when signing up the Junior member. The parent or legal guardian must agree to responsibility for any return of items and payments of late/replacement fees.
- Independent Minor –Independent young adults over the age of 16 years who are living out of home may join the library by showing identification with proof of ID.

Independent young adult members must agree to the responsibility for the return of items and the payment of late/replacement fees.

- Adult (Adult and Senior 65+) – Permanent residents and ratepayers of Muswellbrook Shire and Upper Hunter Shire can join free of charge. Residents of neighbouring shires may join free of charge upon application.
- Reciprocal borrowers – Visitors and non-residents who are current members of their local public library within Australia may join as a reciprocal borrower. This type of membership is free, however a current membership card from their home library is required and staff are required to contact the home library to check that the membership is still valid.
- Institutional – Local organisations, schools and Australian library services may join the library at the approval of library management.
- Electronic Membership – residents and non-residents of the Muswellbrook and Upper Hunter Shires are eligible to become digital members. Digital members are limited to accessing digital library materials only, and must show acceptable ID to become a full member.

#### **ACCEPTED FORMS OF IDENTIFICATION**

Current Identification showing the current address must be produced prior to becoming a member. Accepted forms of documentation are listed below:

- Drivers licence
- Health care concession card
- Lease agreement
- Council rates notice
- Utility account notice
- Student card
- Bank statement with address included

Alternate forms of ID may be accepted provided that it includes current address details and is supplied by an official third party.

#### **RESPONSIBILITIES OF MEMBERSHIP**

Applicants for general library membership receive a physical library card and the library member, or guarantor for member, assumes full responsibility for all use made of their card. By signing the membership card, the card holder agrees to comply with all library policies and procedures; to pay all fees; to be responsible for any loss or damage to materials; to provide immediate notice of any change of address and contact details; and to provide immediate notice if the card is stolen, lost or damaged.

A membership card or proof of identification is required each time a library member wishes to borrow library materials. A membership card or proof of identification is also required for members to use audio-visual equipment and public computers in line with eSmart recommendations. In the occurrence a membership card is forgotten, accepted forms of identification may be used to loan items from the library.

#### **SUSPENSION OF MEMBERSHIP**

Membership can be suspended due to a breach of acceptable behaviours as detailed in the *Upper Hunter Library Network Overdue Returns Procedure* and *Cyber Safety Guidelines*. Suspension of library membership is only at the discretion of the Library Coordinator or higher management.

**MEMBERSHIP CARD REPLACEMENT**

A replacement fee is charged for a lost or stolen membership card. No fee is charged to replace a worn out or obsolete borrower's cards. Fees for card replacement may be waived only by the Library Coordinator or higher management.

**COMPLAINTS**

Any complaints are to be firstly directed to the Library Coordinator. If the customer remains unsatisfied, they may write to the General Manager of their respective council.

**LEGISLATION**

New South Wales Library Act 1939

**Author**

The Technical Services Librarian, with guidance from Coordinator UHSL, Coordinator UHRL and advisors eSmart Libraries.

**Date** June 2017

**REVIEW HISTORY:**

	<i>Current</i>	<i>Previous</i>	<i>Prior</i>	<i>Prior</i>
<i>Minute No:</i>				
<i>Meeting Date:</i>	07/2017			
<i>Review Date:</i>				
<i>Rescind Date:</i>				

## 5.2 CLOSURE OF MUSWELLBROOK SHIRE COUNCIL OFFICES OVER CHRISTMAS/NEW YEAR PERIOD

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Fiona Plesman - Director - Planning, Community & Corporate Services
<b>Author:</b>	Michelle Sandell-Hay - PA to the General Manager
<b>Community Plan Issue:</b>	<i>Progressive leadership</i>
<b>Community Plan Goal:</b>	<i>That Muswellbrook Shire is well led and managed</i>
<b>Community Plan Strategy:</b>	<i>Human Services that meet organisational needs</i>

### PURPOSE

To report on the proposed closure of the Muswellbrook Shire Council offices between Christmas and New Year 2017/18.

### OFFICER'S RECOMMENDATION

Council **APPROVE** the closure of Muswellbrook Shire Council on the following dates:

- \* 9.00am – 5.00pm Friday 15 December, 2017; and
- \* from close of business Friday 22 December 2017 to 7:00am Tuesday 2 January 2018.

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

### REPORT

It has been a practice in the past that some of the Muswellbrook Shire Council offices close during the Christmas and New Year period.

The offices to be closed for part or all of the period between Friday 22 December 2017 and Tuesday 2 January 2018 include the Muswellbrook Administration Centre, Muswellbrook and Denman Libraries, Muswellbrook Visitor Information Centre and the Muswellbrook Regional Arts Centre.

The total period of closure would be three (3) working days plus three (3) public holidays, with the recommended dates and times of closure being from close of business Friday 22 December 2017 to 7:00am Tuesday 2 January 2018.

The public holidays included in the closure are:

Christmas Day	Monday 25 December 2017
Boxing Day	Tuesday 26 December 2017
New Year's Day	Monday 1 January 2018

The proposed closure between Christmas and New Year has been selected as the quietest business time of the year with only minimal enquires and the provision of very limited service to the public across all areas of Council services.

Staff will be required to take leave during this period, which would reduce Council's leave liability.

Council also holds a Staff Appreciation function each year. It is proposed to hold this function on Friday 15 December, 2017

**CONSULTATION**

Manex.

**CONCLUSION**

The closure of the Muswellbrook Shire Council offices during the Christmas/New Year period is submitted for Council's approval.

**5.3 STAFF HEALTH AND WELLBEING POLICY**

<b>Attachments:</b>	<b>A. Staff Health and Wellbeing Policy - S25/41</b>
<b>Responsible Officer:</b>	<b>Fiona Plesman - Director - Planning, Community &amp; Corporate Services</b>
<b>Author:</b>	<b>Michelle Sandell-Hay - PA to the General Manager</b>
<b>Community Plan Issue:</b>	<b><i>A sustainability Council that is best practice employer providing a safe, happy and productive workplace</i></b>
<b>Community Plan Goal:</b>	<b><i>Continue to prioritise safety and risk management initiatives, employee welfare initiatives, and upgrades to Council's works depot and waste management facility.</i></b>
<b>Community Plan Strategy:</b>	<b><i>Implement a new WHS System and associated policies and procedures throughout Council.</i></b>

**PURPOSE**

For Council to consider a Staff Health and Wellbeing Policy – S25/41.

**OFFICER'S RECOMMENDATION**

**Council ADOPT the Staff Health and Wellbeing Policy – S25/41 as identified in the report.**

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

**BACKGROUND**

Council's Staff Consultative Committee requested that a Wellbeing Policy for staff be developed. In consultation with the consultative committee a draft policy was developed in late 2016.

The draft Wellbeing Policy went to the Managers meeting in July with a request for feedback. A number of managers provided feedback.

The draft policy was endorsed by Manex on 21 August, 2017.

The Local Government State Aware 2014 (clause 24) recognises that workplace health and wellbeing programs lead to positive outcomes for both employees and councils and encourage councils to develop H&W programs.

Muswellbrook Shire Councils Wellbeing Policy aims to address fatigue, overwork and encourage staff to take regular leave.

**CONSULTATION**

Managers

Manex

Staff Consultative Committee

**REPORT**

The Local Government State Aware 2014 (clause 24) recognises that workplace health and wellbeing programs lead to positive outcomes for both employees and councils and encourage councils to develop H&W programs.



Muswellbrook Shire Councils Wellbeing Policy aims to address fatigue, overwork and encourage staff to take regular leave.

A copy of the draft Health and Wellbeing Policy is attached as Appendix A.

**OPTIONS**

Not applicable.

**CONCLUSION**

The Health and Wellbeing Policy S2541 be adopted by Council.

**SOCIAL IMPLICATIONS**

Muswellbrook Shire Councils Health and Wellbeing Policy aims to address fatigue, overwork and encourage staff to take regular leave.

**FINANCIAL IMPLICATIONS**

The financial implications are currently being reviewed but in areas where overtime is worked greater than 10 hours per week additional resources will be required, in particular the Water, Sewer and Waste Utility that are open 7 days per week and on-call.

**POLICY IMPLICATIONS**

Health & Wellbeing Policy S25/41

**STATUTORY IMPLICATIONS**

Not applicable

**LEGAL IMPLICATIONS**

Not applicable

**OPERATIONAL PLAN IMPLICATIONS**

*Not applicable.*

**RISK MANAGEMENT IMPLICATIONS**

Not applicable.



# muswellbrook shire council

## S25/41 Policy

### Health & Wellbeing

#### Authorisation Details:

Authorised by:	
Minute No:	
Date:	
Review timeframe:	August 2018
Department:	Human Resources
Document Owner:	Director - Planning Community & Corporate Services

#### Details History:

Version No.	Date changed	Modified by	Amendments made

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**Purpose of the workplace health and wellbeing policy**

Council aims to be a healthy and safe work place that assists staff improve and maintain their health and wellbeing. The purpose of this policy is to encourage employees to achieve and maintain a good condition of physical and mental health through a range of initiatives and programs that support physical and mental health. Council recognises that fatigue, poor physical and mental health results in high stress levels, reduced productivity and high staff turnover. Implementing a workplace health and wellbeing program will help prevent and address these issues. All Council staff are expected to take responsibility for their health, safety and wellbeing – this policy aims to assist not replace an individual's responsibility for their own health and wellbeing.

**Definition of Wellbeing**

For the purpose of this policy the term wellbeing means: *A generally happy and healthy condition that relates to the physical and mental health of council staff.*

**Policy statement**

Muswellbrook Shire Council is committed to creating a workplace culture that supports and encourages staff to have healthy balanced lifestyles. To achieve this goal Council will implement workplace practices that address overwork and fatigue and provide staff with opportunities to participate in wellbeing activities that maintain and improve health and wellbeing.

**Policy implementation**

Muswellbrook Shire Council's Wellbeing Policy will be implemented by applying the following employment conditions and workplace programs:

- Limiting accrual of paid overtime, time-in-lieu and flexi-time to a maximum of 10 hours a week
- Ensure staff take annual leave regularly and that leave balances do not exceed 8 weeks
- Provide access to 2 days paid sick leave per calendar year (debited from accumulated sick leave balances) for health and wellbeing activities as identified by staff that will improve overall health and wellbeing such as (but not limited to):
  - Cultural activities (Ramadan etc)
  - Activities that support good mental health
  - Sporting activities
  - Meditation and yoga retreats
- Staff discounts for membership of Council's Aquatic Centre and Gym
- Raise awareness within the workplace of the issues that impact on health

and wellbeing, by:

- Displaying information for example on healthy eating, including posters and brochures, throughout the workplace
- Promoting and encouraging participation in workplace health and wellbeing initiatives, by:
  - Running smoking cessation courses for workers wishing to quit smoking
  - Organising walking and activity events, to increase workers daily activity levels
- Ensuring the physical and built environment supports workers to be healthy and active, by providing:
  - bike racks
  - standing desks
- Create a workplace culture that supports and encourages people to be healthy, by:
  - Providing education and training sessions on Mental Health First Aid
  - Arranging work-related social functions; activities may include movie screenings, team games or a family fun day at a local park
  - Organising a soup and salad group, where workers are rostered to bring salads in summer and soups in winter to share with their colleagues
- Educate management and workers about the importance of leading a healthy and active lifestyle in order to prevent chronic disease, by:
  - Organising for a health and other professionals to provide education sessions on the health effects of drinking alcohol; preventing heart disease, managing stress, diet, and balancing work and family life.

#### **Scope and responsibilities**

Muswellbrook Shire Council staff are encouraged to:

- Participate in and make suggestions on how to improve on and expand health and wellbeing opportunities
- Encourage other staff and work mates to participate in health and wellbeing initiatives
- Support fellow workers in their awareness of this policy
- Support and contribute to Councils aim of providing a healthy and supportive environment for workers

Managers have a responsibility to:

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- Ensure that all workers are made aware of this policy and to actively promote a workplace culture that understands the benefits and importance of positive health and wellbeing
- Review and manage work programs to ensure that all staff take leave
- Plan and manage rosters to ensure that staff do not work more than 10 hours overtime in a work week
- Actively support and contribute to the implementation of this policy
- Ensure that staff have an opportunity to participate in health and wellbeing initiatives and leave
- Manage the implementation of this policy and ensure it is reviewed and updated on an ongoing basis
- Maintain confidentiality in the management of any health related employee matters to ensure compliance with safety, privacy, discrimination, harassment and Bully legislative requirements.

#### **Policy implementation**

Muswellbrook Shire Council will ensure that:

- Training is provided for Managers and Supervisors in implementation of this policy
- Procedures and guidelines to support implementation will be provided
- All workers receive a copy of this policy during the induction process
- This policy is easily accessible to all members of the organisation
- Workers are informed when a particular activity aligns with this policy
- Workers have the power to actively contribute to and provide feedback on this policy
- Workers are notified of all changes to this policy
- Successes are celebrated within the workplace

#### **Monitoring and review**

This policy will be reviewed 12 months from implementation and then once a year the Health and Safety Committee is responsible for reviewing this policy.

The review process will involve:

- Assessing progress and seeing if objectives have been met
- Providing workers with the opportunity to give feedback
- Considering all feedback and suggestions and making changes as required
- Communicating the reviewed policy to workers



**5.4 2016/2017 OPERATIONAL PLAN - 30 JUNE 2017 QUARTERLY REVIEW**

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Fiona Plesman - Director - Planning, Community & Corporate Services
<b>Author:</b>	Melissa Cleary - Acting Co-Ordinator - Integrated Planning
<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**

The adopted Operational Plan has been reviewed over the months of 1 April 2017 to 30 June 2017.

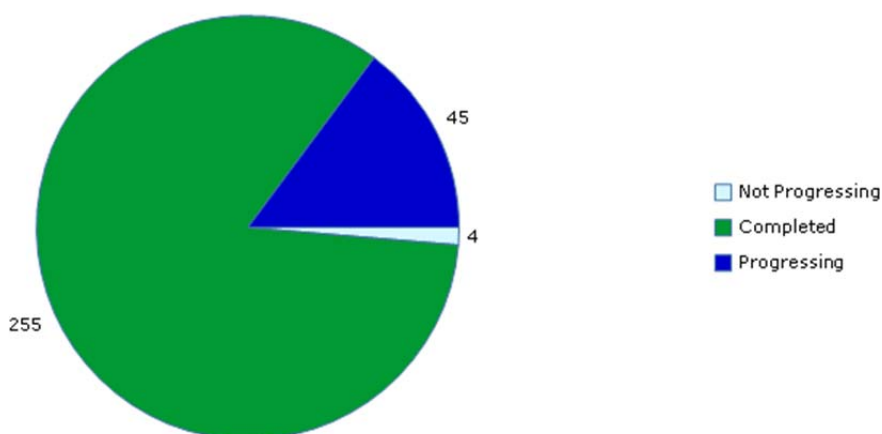
**OFFICER'S RECOMMENDATION**

That the 2016/17 Operational Plan Review dated 30 June 2017 be noted.

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

**BACKGROUND**

The *Local Government Act 1993* requires Council to review its Operational Plan. The Operational Plan review for the period ending 30 June 2017 is attached separately.



Overall

Of the 304 Activities:

- 84% have been completed on or ahead of schedule
- 15% are progressing
- 1% of actions are not progressing.

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

ACTION	STATUS
Deliver the capital program substantially on time, on budget and in accordance with relevant design and construction standards (Infrastructure - 4.05.02.1).	A priority program of improvements of drainage devices could not be developed as a number of drainage designs are still in progress
Advocate for a Denman Village bypass (Infrastructure - 4.11.2.1).	The opportunity to progress advocacy and funding for a Denman Village bypass was limited during the 2016/17 period. Consultation was held with RMS
a) Investigate opportunities for public art through the Arts and Cultural Advisory Committee (Arts and Culture - 10.04.01.1).	The Arts and Culture Advisory Committee is in the process of being reconstituted
b) Artist Festival supported (Arts and Culture - 10.05.01.2).	The Autumn Arts Festival was not held.

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

ACTION	STATUS
Implement, monitor and review Councils Business Continuity Plan. (Governance, Corporate Services and Community Engagement 1.01.06.2)	Council has a draft Business Continuity Plan due for completion in November 2017.
Review the plans and policies in each principal activity area by the review date. (Governance, Corporate Services and Community Engagement 1.02.01.1)	Council is in the process of implementing an new Policy Register system that is integrated with the Delivery Program and Operational Plan, this will be implemented in the first half of 2018
Maintain and review advisory committees. (Governance, Corporate Services and Community Engagement 1.06.01.1)	Council is in the process of reviewing advisory committees, this is expected to be completed within the next reporting period.
Implement the Asset Management Improvement Strategy. (Governance, Corporate Services and Community Engagement 1.07.01.3)	Information has been provided for inclusion in IP&R documents and Financial Plans.

ACTION	STATUS
Investigate feasibility of future purchase and implementation of an appropriate Asset Management System (or systems) for the three major asset areas of the organisation. (Governance, Corporate Services and Community Engagement 1.07.03.1)	Budget adopted and funds available Financial year 17/18
Review and revise remuneration and benefits strategies to attract and retain skill specific employees. (Governance, Corporate Services and Community Engagement 1.09.01.1)	Market review conducted reported to SSC & Manex. Decision and budget implication to go to councilors for decision
a) Identify external leadership programs suitable to improve the career development of Women in Local Government and set up internal networking. (Governance, Corporate Services and Community Engagement 1.09.02.1)	Women in leadership work force plan has an Internal program being worked on for implementation 2017/2018
b) Increase our commitment to employing youth through tertiary and vocational programs, such as apprenticeships, traineeships and graduates, to meet projected workforce demands. (Governance, Corporate Services and Community Engagement 1.09.02.2)	Further commitment to the introduction of active traineeship programs will be explored as part of the new Workforce Plan
a) Adopt and Implement the Aboriginal Employment Strategy. (Governance, Corporate Services and Community Engagement 1.09.03.1)	Indigenous Employment Strategy will be incorporated within the new Workforce Plan.
b) Assist the ageing/retiring workforce to a program of phased retirement with reduced working hours. (Governance, Corporate Services and Community Engagement 1.09.03.2)	Strategy to identify and assist the ageing/retiring workforce will be addressed in the Workforce Plan
Review Council's industrial instruments to ensure that staff professional and technical skills are being appropriately valued. (Governance, Corporate Services and Community Engagement 1.09.04.1)	Council has begun implementation of a new training and development system included as part of job feedback and reporting. The new system will be fully implemented in the first half of 2018
a) Continue implementation of Council's Work Health Safety Management System in accordance with the Action Plan. (Governance, Corporate Services and Community Engagement 1.10.01.1)	Council will have completed roll out of a new WHS system by September 2017.
Investigate upgrade works for stormwater drainage across the Shire. (Infrastructure 4.05.03.1)	Investigation of the identified work for the upgrade of stormwater drainage devices are about 80% complete



ACTION	STATUS
Seek support for the prioritisation of the Muswellbrook bypass. (Infrastructure 4.11.01.1)	Council sort support for and advocated for the Muswellbrook bypass through the local Member of Parliament Michael Johnsen and the Roads and Maritime Services Manager Anna Zycki.
Seek support for the prioritisation of the upgrade of railway level crossings from the Mining industry and Australian Rail Track Corporation (ARTC). (Infrastructure 4.11.04.1)	Council continues to meet with the ARTC to advocate for the upgrade of railway level crossings.
Seek support from the mining industry and Australian Rail Track Corporation (ARTC). (Infrastructure 4.11.5.1)	Council is working with the ARTC to deliver construction of a rail noise abatement wall in Muswellbrook and sort opportunities for a rail bypass for Muswellbrook and Denman during the 2016/17 reporting period.
Seek support for an Upper Hunter regional transport strategy. (Infrastructure 4.11.6.1)	Throughout the 2016/17 period Council advocated for improvement to the Golden Highway.
b) Seek support for improvements to the Golden Highway that support safety and heavy vehicle use. (Infrastructure 4.11.6.2)	Council has liaised with Government to advocate for the need to improve the safety on the Golden Highway particularly in regard to heavy vehicle use.
a) Review the on-site sewage management strategy. (Regulatory 5.07.01.1)	Review of strategy to commence once appropriate resourcing is confirmed.
a) Develop a social impact policy that integrates with the DCP. (Community Services 6.03.01.1)	Social Impact Assessment has been considered during the review of the Muswellbrook Development Control Plan (DCP).
b) Collaborate with Community Services to engage with youth, children, older adults Culturally and Linguistically Diverse (CALD) communities. (Community Services 6.05.03.2)	The project to develop a Culturally and Linguistically Diverse (CALD) strategy has stalled with changes in staffing and the late delivery of census data relevant to this community. Other options that achieve the delivery of a CALD strategy are being investigated.
Implement a strategy to ensure culturally diverse residents are supported. (Community Services 6.08.03.1)	A draft Culturally and Linguistically Diverse Strategy has been developed for internal use.

ACTION	STATUS
c) Improve the policies, protocols and processes of development assessment systems. (Planning 7.01.01.3)	This is an ongoing process of continual improvement in procedures and service delivery of the development assessment process.
<p>Complete:</p> <ul style="list-style-type: none"> <li>a. A comprehensive review/restructure of Muswellbrook DCP</li> <li>b. A Muswellbrook town centre structure plan</li> <li>c. A Denman town centre structure plan</li> <li>d. A detailed development concept plan for Future Fund held properties between the Conservatorium and the Higher Education campus</li> <li>e. A review of the Muswellbrook Local Environmental Plan 2009 for: <ul style="list-style-type: none"> <li>(i) Denman</li> <li>(ii) unlocking economic development in the Shire</li> </ul> </li> <li>f. A review of the Muswellbrook Development Control Plan for renewable energy 'best practice' initiatives. (Planning 7.02.01.1)</li> </ul>	(a). Consultants have been appointed and the process which is expected to be complete in December 2017. (b). Endorsed by Council February 2017. (c). Endorsed by Council November 2016. (d). A draft plan has been completed. (e). LEP Review draft Discussion Paper is on exhibition from June to September 2017. (f). A review expected to be complete in December 2017.
a) Consult across upper Hunter LGA's to develop an inclusive Strategy and associated Action Plans to address threatened and endangered ecology. (Sustainability and Heritage 8.01.01.1)	The Muswellbrook urban riparian Landcare master plan has which actions this tasks is progressing. Meeting have been held with various stakeholders such as hunter councils and local land services, and neighbouring councils to facilitate biodiversity strategy within the region.
e) Conduct community engagement and education program that support implementation of the EM strategy and plan. (Sustainability and Heritage 8.01.01.5)	Awaiting the final draft of the Muswellbrook Urban Riparian Landcare Master Plan from GHD.
a) Implement Council's Water Demand Management Strategy. (Sustainability and Heritage 8.03.01.1)	Yet to be completed as part of the Sustainability Action Plan.
b) Implement level 3 energy audit program. (Sustainability and Heritage 8.04.01.2)	The level 3 energy audit has not been completed.
c) Implement energy data management program. (Sustainability and Heritage 8.04.01.3)	Energy data management is included as an action in the Sustainability Action Plan and will follow completion of the level 3 energy audit.

ACTION	STATUS
a) Establish an impacts register to identify current and possible pollution threats. (Sustainability and Heritage 8.05.01.1)	Monitoring current and possible pollution threats is included as part of the State of the Environment reporting process. Data is recorded annually for this purpose to ensure accurate reporting at the end of the 4 year delivery program.
b) Conduct a community engagement program. (Sustainability and Heritage 8.05.01.2)	The development of a clean air policy requires action as part of a dedicated community engagement program.
c) Develop and implement a Main Street Heritage Awning Poles Refurbishment and Re-installation Program. (Sustainability and Heritage 8.07.01.3)	Program guidelines under development.
Report water and sewer system health guideline and licence parameters. (Utilities 9.02.02.1)	Council regularly completes routine water and sewer system health reports according to the NSW guideline and license parameters.
a) Finalise Liquid Trade Waste agreements with 85% of applicable businesses in Muswellbrook and Denman. (Utilities 9.02.04.1)	Council is working to improve light industrial business connection to the existing sewer infrastructure and improve the level of agreement for liquid trade waste services in Muswellbrook.
b) Monitor higher risk zones within the sewer system to ensure compliance of businesses with Liquid Trade Waste policy. (Utilities 9.02.04.2)	Council is continuing to explore opportunities to improve compliance with the Liquid Trade Waste policy.
c) Undertake inspections and approvals on liquid trade waste premises and agreements. (Utilities 9.02.04.3)	Council is slowly progressing approvals and liquid trade waste agreements.
b) Review business plan and develop business plan. (Utilities 9.05.01.2)	Valuation of Waste Facilities completed, Asset Management Plan near completed. Muswellbrook Waste Facility Masterplan and Closure Plan on verge of completion and will form important inputs into Waste Business Plan.
a) Monitor the current contractor's Key Performance Indicators (KPIs) and regulatory requirements. (Utilities 9.06.01.1)	Contractor's performance has met requirements for first three quarters of FY16/17.

ACTION	STATUS
Implement and monitor effectiveness of various adopted and funded actions. (Utilities 9.07.01.1)	FOGO Scoping study completed and reported to Closed Council Ordinary Meeting on 13 June 2017 (Doc ID 743301). FOGO Feasibility study completed and reported to Closed Council Ordinary Meeting on 8 August 2017 (Doc ID 757647).
Implement actions identified and funded in the Shire Waste Strategy. (Utilities 9.07.02.1)	Waste Strategy not adopted by Council. Action around FOGO collection and processing proceeding with Scoping and Feasibility studies completed.
Develop designs (including staging options) for site infrastructure. (Utilities 9.07.04.1)	Site Masterplan undergoing final edit of costings and timeline. Closure Plan also undergoing final edits.
c) Roll out a trial subsidised at source composting and/or vermicomposting systems supplemented by community education and marketing campaigns and materials. (Utilities 9.07.06.3)	To be undertaken by Sustainability Officer Waste as part of a community education program now underway.
c) Facilitate the preservation and display of Aboriginal relics where appropriate. (Aboriginal Reconciliation 13.01.04.3)	The display cabinet for Aboriginal Relics has been purchased following consultation with the Community and will soon be installed in the foyer of the Administration Centre. Work with the community to 'label' the display continues.
Design and seek funding to equip the Local Emergency Operations Centre at Industrial Close, Muswellbrook. (Emergency Services 14.01.04.1)	Work on the Local Emergency Operations Centre in Industrial Close will commence following the expiry of the Lease with the Muswellbrook Men's Shed.
d) Determine the most appropriate legal framework for the long-term management of the levees. (Emergency Services 14.01.06.4)	Matter to be raised again with OEH in regard to the Floodplain Risk Management Plan.

**6 DATE OF NEXT MEETING**

27 September 2017

**7 CLOSURE**