



### 9.4.2. Payment of Expenses and Provision of Facilities to Councillors Policy

<b>Attachments:</b>	1. DRAFT MS C 02 E - Payment of Expenses and Provision of Facilities to Councillors Policy [9.4.2.1 - 18 pages]
<b>Responsible Officer:</b>	Derek Finnigan - Acting General Manager
<b>Author:</b>	Michelle Sandell-Hay, Josh Hogan – EA to the Office of the Mayor & General Manager
<b>Community Plan Issue:</b>	6 - Community Leadership
<b>Community Plan Goal:</b>	22.1 - Enhanced collaboration with Council's community and stakeholders to ensure Council and its elected arm is best placed to make decisions in the best interest of the community.
<b>Community Plan Strategy:</b>	22.1.1 - Implement and maintain a diverse range of communication channels between Council and community stakeholders..

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#### PURPOSE

The purpose of this report is for Council to consider the adoption of the *Councillors Expenses and Facilities Policy*.

#### OFFICER'S RECOMMENDATION

The *Councillors Expenses and Facilities Policy* be ADOPTED.

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

#### BACKGROUND

Section 252 of the *Local Government Act, 1993* (Act) requires that Council adopts, within the first 12 months of each term of a council, a policy concerning the payment of expenses incurred or to be incurred by, and provision of facilities to, the mayor, the deputy mayor, and other councillors in relation to the discharging of their functions of civic office.

The policy may provide for fees payable to councillors to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor. A council must not pay any expenses incurred or to be incurred by or provide any facilities otherwise than in accordance with the adopted policy.

A policy adopted under section 252 must comply with the provisions of the Act, the regulations and any relevant guidelines issued under section 23A of the Act.

The Council may from time to time amend this policy.

#### CONSULTATION



Councillors

Finance Review and Advisory Committee

General Manager

Chief Financial Officer

Finance Manager

Manager Governance

Public exhibition - 29 June, 2022 to 26 July, 2022

## REPORT

A review has been undertaken of Council's current *Payment of Expenses and Provision of Facilities to Councillors Policy*, previously adopted by Council at its meeting held 11 September 2018, as it was due for review and the revised *Payment of Expenses and Provision of Facilities to Councillors Policy* is shown at **Appendix 1** for Councillor's reference.

The revised Policy has been updated to align with the 2022-23 Budget and to include relevant legislation.

In accordance with Section 252 of the Act and this Policy, Council will pay expenses incurred or to be incurred, and provide facilities for, the Mayor, the Deputy Mayor and Councillors to enable the discharge of their functions of Civic Office.

The *Payment of Expenses and Provision of Facilities to Councillors Policy* establishes a framework for effective governance, compliance with legislation, and effective use of Council's resources.

The Local Government Act 1993 (NSW) requires Council to provide notice of intention to adopt the *Payment of Expenses and Provision of Facilities to Councillors Policy*. Notice may be provided by placing the Policy on public exhibition on Council's website for a period of 28 days to allow for potential community comment.

The Policy was placed on public exhibition for 28 days from 29 June, 2022 to 26 July, 2022. No submissions were received during the exhibition period.

## OPTIONS

Council may:

1. Resolve to adopt the revised Policy;
2. Request that further amendments be applied to the Policy, necessitating an additional period of public exhibition;
3. Resolve to not adopt the revised Policy and retain the existing policy.

## CONCLUSION

It is recommended that the revised *Payment of Expenses and Provision of Facilities to Councillors Policy* be adopted.

## SOCIAL IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Nil



## **POLICY IMPLICATIONS**

Policies are due for ratification by Council.

## **STATUTORY IMPLICATIONS**

### ***Local Government Act 1993 (NSW)***

#### **252 Payment of expenses and provision of facilities**

- (1) Within the first 12 months of each term of a council, the council must adopt a policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the mayor, the deputy mayor (if there is one) and the other councillors in relation to discharging the functions of civic office.
- (2) The policy may provide for fees payable under this Division to be reduced by an amount representing the private benefit to the mayor or a councillor of a facility provided by the council to the mayor or councillor.
- (3) A council must not pay any expenses incurred or to be incurred by, or provide any facilities to, the mayor, the deputy mayor (if there is one) or a councillor otherwise than in accordance with a policy under this section.
- (4) A council may from time to time amend a policy under this section.
- (5) A policy under this section must comply with the provisions of this Act, the regulations and any relevant guidelines issued under section 23A.

#### **253 Requirements before policy concerning expenses and facilities can be adopted or amended**

- (1) A council must give public notice of its intention to adopt or amend a policy for the payment of expenses or provision of facilities allowing at least 28 days for the making of public submissions.
- (2) Before adopting or amending the policy, the council must consider any submissions made within the time allowed for submissions and make any appropriate changes to the draft policy or amendment.
- (3) Despite subsections (1) and (2), a council need not give public notice of a proposed amendment to its policy for the payment of expenses or provision of facilities if the council is of the opinion that the proposed amendment is not substantial.
- (4) (Repealed)
- (5) A council must comply with this section when proposing to adopt a policy in accordance with section 252(1) even if the council proposes to adopt a policy that is the same as its existing policy.

#### **254 Decision to be made in open meeting**

The council or a council committee all the members of which are councillors must not close to the public that part of its meeting at which a policy for the payment of expenses or provision of facilities is adopted or amended, or at which any proposal concerning those matters is discussed or considered.

## **LEGAL IMPLICATIONS**

Nil



### **OPERATIONAL PLAN IMPLICATIONS**

This report links to the Operational Plan as follows:

*“Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves”.*

*“Enhanced collaboration with Council’s community and stakeholders to ensure Council and its elected arm is best placed to make decisions in the best interest of the community”.*

### **RISK MANAGEMENT IMPLICATIONS**

Proposed policies mitigate potential risks to the implementation of Council’s Delivery Program and Operational Plan which may occur if the policies are not adopted.

### **WASTE MANAGEMENT IMPLICATIONS**

Nil

### **COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Proposed policies mitigate potential risks to the implementation of Council’s Delivery Program and Operational Plan which may occur if the policies are not adopted.



## **Payment of Expenses and Provision of Facilities to Councillors Policy**

**MSC02E**

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## Policy summary

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	\$10,000 total	Per year
Interstate, overseas and long distance intrastate travel expenses	\$ as above	Per year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually  \$9,789 total	Per meal/night
Professional development	\$17,052 total	Per year
Conferences and seminars	\$4,000 total for all councillors	Per year
ICT expenses (inc telephone usage)	\$1,623 total for all councillors	Per year
Carer expenses	\$6,000 total for all councillors	Per year
Access to facilities in a Councillor common room [where applicable Clause 9.1]	Provided to all councillors	Not relevant
Council vehicle and fuel card [where applicable Clause 10] - Mayor	\$12,508	Per year.
Reserved parking space at Council offices	Not provided	Not relevant
Furnished office [where applicable Clause 10]	Provided to the mayor	Not relevant
Number of exclusive staff supporting Mayor and Councillors [where applicable Clause 10]	Provided to the mayor	Not relevant

Additional costs incurred by a councillor in excess of these limits are considered a personal expense that is the responsibility of the councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

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## Part A – Introduction

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### 1. Introduction

- 1.1. The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Muswellbrook Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

### 2. Policy objectives

- 2.1. To comply with the provisions of Section 252 of the Local Government Act 1993 (the Act), the Local Government (General) Regulation 2021 (the regulations) and the Guidelines released by the Office of Local Government (October 2009) concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor, the Deputy Mayor and Councillors in relation to discharging the functions of Civic Office.

Note: This policy excludes annual fees paid to the Mayor and Councillors under sections 248-251 inclusive of the Act

### 3. Principles

- 3.1. Council commits to the following principles:
  - Proper conduct:** councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
  - Reasonable expenses:** providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor
  - Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as acCouncillor
  - Equity:** there must be equitable access to expenses and facilities for all councillors
  - Appropriate use of resources:** providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations
  - Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to councillors.



## 4. Private or political benefit

- 4.1. In carrying out their civic duties Councillors should not obtain any private benefit from the provisions or facilities provided to them. Any such loyalty programs while on Council business should be avoided. It is however, acknowledged that incidental use of Council resources derives a minor personal benefit. This minor benefit is not subject to compensatory payment back to Council.

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## Part B – Expenses

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## 5. General expenses

- 5.1. Council in accordance with Section 252 of the Act and Clause 403 of the Regulations will not provide an allowance for general expenses to any Councillors under any circumstance.

## 6. Specific expenses

### **General travel arrangements and expenses**

- 6.1. All travel by councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.
- 6.2. In the case accommodation is to be provided to Councillor(s) the cost of the accommodation should be reasonable.

### **Interstate, overseas and long distance intrastate travel expenses**

- 6.3. The General Manager has authority to approve interstate travel.
- 6.4. Where Councillors or staff propose to travel interstate:
  - a) Applications must be approved by the General Manager prior to the travel being arranged.
- 6.5. Where the cost of the travel is expected to exceed \$1,500 per person, then the application for travel is to outline:
  - a) Who is to take part in the travel;
  - b) The objectives to be achieved, including any staff professional development, organisational or community benefits;
  - c) Details of costs;
  - d) Any contribution proposed by the applicant.

### **Travel expenses not paid by Council**

- 6.6. Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

### **Accommodation and meals**

- 6.7. [Rural and regional councils may wish to include the following clause:] In circumstances where it would introduce undue risk for a councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the general manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the councillor lives more than 50 kilometres from the meeting location.

- 6.8. Council will reimburse costs for accommodation and meals while councillors are undertaking prior approved travel or professional development outside [insert relevant region e.g. metropolitan Sydney/the Hunter/the Murray].
- 6.9. The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 6.10. The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the general manager, being mindful of Clause 6.19.
- 6.11. Councillors will not be reimbursed for alcoholic beverages.

#### **Refreshments for council related meetings**

- 6.12. Appropriate refreshments will be available for council meetings, council committee meetings, councillor briefings, approved meetings and engagements, and official council functions as approved by the general manager.
- 6.13. As an indicative guide for the standard of refreshments to be provided at council related meetings, the general manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

#### **Professional development**

- 6.14. Council encourages Councillors to attend Councillor Development (training) courses and programs in line with the Office of Local Governments Professional Development Guide for Councillors. Expenses will be paid under the same conditions in clause 2.1 above.
- 6.15. Councillors who attend professional development courses are required to make an application to the General Manager. Applications are to be submitted on the prescribed form (a copy of the form is attached to this policy). Attendance at these functions is subject to annual budget limits and must be jointly approved by the General Manager and Mayor.

#### **Conferences and seminars**

- 6.16. Council will be responsible for the expenses of the Councillors attending conferences, seminars, meetings and official engagements and functions, where the Councillor has been duly authorised by the General Manager, or is deputising for the Mayor.
- 6.17. Council will meet the direct costs associated with the conference, seminar, and the like. These costs may include registration fees, travel costs, accommodation, official lunches and dinners, and associated tours where they are relevant to the business and interest of Council.
- 6.18. Council will also be responsible for meals not included in the conference fee for attendance by Councillors at these functions. A maximum of seventy five (\$75) dollars per Councillor, per day will be reimbursed for expenses claimed under this provision.
- 6.19. Upon their return Councillors, or a member of staff accompanying the Councillor/s, should provide a written report to Council on the aspects of the conference relevant to Council business and/or the local community.

#### **Information Technologies and Resources**

- 6.20. Council may provide resources in accordance with Council Policy – IT Policy for Councillors and Acceptable Use Policy. The use of such equipment, if provided, is to be in accordance with these policies.
- 6.21. The resources include iPads, scanners and printers, email, facsimiles, internet, intranet, mobile telephones, pagers, telephones, two way radios and digital cameras.

- 6.22. Council will also provide on request and at Council's expense a multi-function fax/copier/telephone and internet connection. Such resources shall remain the property of the Council.

### **Special requirement and carer expenses**

- 6.23. Council will reimburse a Councillor's reasonable carer expenses up to an amount of \$6,000 per year, to cover the engagement of a babysitter or carer where required to allow the Councillor to attend to official obligations and/or professional development. Reimbursement does not apply where the care is provided by a parent or by a spouse of a parent of the child.
- 6.24. In the event, carer expenses exceed the annual limit, reimbursement will be provided subject to the submission of a formal claim for reimbursement to the Mayor and the General Manager who will decide upon the request.
- 6.25. Councillors claiming the carer expense should not be subject to criticism for doing so.

## **7. Insurances**

- 7.1. Council will provide all Councillors with personal accident cover, Councillors' and Officers' Liability Insurance and other appropriate insurance cover required in the discharge of their official duties.

## **8. Legal assistance**

- 8.1. Council may reimburse reasonable legal expenses in the following circumstances:
- a) A Councillor defending an action arising from the performance in good faith of a function under the Act (section 731); or
  - b) A Councillor defending an action in defamation provided the statements complained of were in good faith in the course of exercising a function under the Act; or
  - c) A Councillor for proceedings before the Local Government Pecuniary Interest and Disciplinary Tribunal or an investigative body provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the Tribunal or investigative body makes a finding not substantially unfavourable to the Councillor.
- 8.2. Expenses are not covered in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. Council will not meet the costs of a Councillor seeking advice in respect of the Councillor taking possible defamation action, or in seeking a non-litigious remedy for possible defamation. Council will not meet the costs of legal proceedings initiated by a Councillor under any circumstances.
- 8.3. Prior to incurring any legal expenses, Councillors must seek in writing, where possible to do so, approval through Council resolution to claim reasonable legal costs.

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## **Part C – Facilities**

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### **9. General facilities for all councillors**

#### **Facilities**

- 9.1. Council will provide facilities to support the Mayor and the Councillors to undertake their functions of Civic Office.
- 9.2. Use of Council resources is subject to provisions of the Code of Conduct and Council's Policies.

- 9.3. Council facilities, equipment and services are not to be used to produce election material or for any other political purpose.

### **Stationery**

- 9.4. Council will provide, upon request, the following stationery to Councillors to be used only on Council business:
- a) Writing Pads
  - b) Envelopes
  - c) Paper
  - d) Business Cards
  - e) Writing Pens
  - f) Diary
  - g) Postage for associated mailing of official correspondence.

### **Administrative support**

- 9.5. Council will provide an administrative service to all Councillors to facilitate the discharge of functions of Civic Office.

## **10. Additional facilities for the mayor**

- 10.1. The Mayor may be provided with a fully maintained motor vehicle to discharge the function of Civic Office and the performance of Council business. The vehicle will be of an appropriate standard as agreed by the Mayor and the General Manager. The mayor must keep a log book setting out the date, distance and purpose of all travel. This must include any travel for private benefit. The log book must be submitted to council on a monthly basis.
- 10.2. The vehicle shall always remain the property of the Council.
- 10.3. The Mayor will be entitled to use the motor vehicle for purposes other than the discharge of functions of the Civic Office and the performance of Council business. Fees payable to the Mayor will not be reduced for any private benefit gained from the private use of the vehicle.
- 10.4. The Mayor is entitled to authorise any licensed driver to drive the Mayoral vehicle.
- 10.5. Communication facilities will be included with the vehicle for use on Council business and will remain the property of the Council. The Council will pay associated costs/rentals.
- 10.6. Council shall reimburse the Mayor for any incurred fuel, oil, parking fees, or similar vehicle costs.
- 10.7. The vehicle will be fitted with a dedicated electronic toll tag for tollways throughout Australia. Council will be responsible for the associated costs and any accumulated fares accrued by utilising the electronic toll tag.
- 10.8. Council will provide a furnished office suite, "Mayor's Room" located in the Administration Centre, available to the Mayor.
- 10.9. The Mayor will be provided with information technology resources to be used at the Administration Centre, or any location, which the Mayor may decide, with all costs being paid by Council. The Mayor will be given access to all Council data necessary for the discharge of Mayoral duties and be subject to access and usage protocols observed by all users of Council's computer system.

- 10.10. Council will provide the Mayor with appropriate communication facilities (E.g. mobile phone, Blackberry or similar) with a monthly usage limit not exceeding seventy five dollars (\$75). Amounts exceeding this limit should be advised to the General Manager.
- 10.11. The use of such equipment, if provided, is to be in accordance with the guidelines set out in Council Policy – IT Policy for Councillors and Acceptable Use Policy.

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## Part D – Processes

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### 11. Approval, payment and reimbursement arrangements

- 11.1. Expenses should only be incurred by councillors in accordance with the provisions of this policy.
- 11.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- local travel relating to the conduct of official business
  - carer costs
  - [where councils have a total expenses cap for ICT devices and services, insert the following point:]  
ICT expenditure.
- 11.4. Final approval for payments made under this policy will be granted by the general manager or their delegate.

#### Direct payment

- 11.5. Council may approve and directly pay expenses. Requests for direct payment must be submitted to the manager [insert relevant council division] for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

#### Reimbursement

- 11.6. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the manager [insert relevant council division].

#### Advance payment

- 11.7. Council may pay a cash advance for councillors attending approved conferences, seminars or professional development.
- 11.8. The maximum value of a cash advance is \$[insert] per day of the conference, seminar or professional development to a maximum of \$[insert].
- 11.9. Requests for advance payment must be submitted to the manager [insert relevant council division] for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 11.10. Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to council:
- a full reconciliation of all expenses including appropriate receipts and/or tax invoices
  - reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

### **Notification**

- 11.11. If a claim is approved, council will make payment directly or reimburse the councillor through accounts payable.
- 11.12. If a claim is refused, council will inform the councillor in writing that the claim has been refused and the reason for the refusal.

### **Reimbursement to council**

- 11.13. If council has incurred an expense on behalf of a councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
  - council will invoice the councillor for the expense
  - the councillor will reimburse council for that expense within 14 days of the invoice date.
- 11.14. If the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the general manager. The general manager may elect to deduct the amount from the councillor's allowance.

### **Timeframe for reimbursement**

- 11.15. Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

## **12. Disputes**

- 12.1. A Councillor shall notify the Mayor in writing of any dispute or grievance in relation to the payment of an expense or facilities claim provided to Council. A meeting shall be held between the Councillor, Mayor and the General Manager to discuss the grievance or dispute. A remedy should be reached within two weeks of the notification. If the matter remains unresolved, independent dispute resolution advice may be sought.
- 12.2. In any situation where a request, dispute or payment involves the Mayor, the Deputy Mayor will be required to authorise the process.

## **13. Return or retention of facilities**

- 13.1. At the time a Councillor ceases to hold the office of Councillor, all property of the Council in the Councillor's possession must be returned to the General Manager.
- 13.2. Council may provide Councillors with the opportunity to purchase Council equipment previously allocated to them at the cessation of their duties. If Council makes available such an option, the item for sale should be purchased at an agreed fair market price or written down value. The prices for all equipment purchased by councillors under Clause 13.2 will be recorded in Council's annual report.

## **14. Publication**

- 14.1. This policy will be published on council's website.

## **15. Reporting**

- 15.1. Council is required to include in its Annual Report:
  - a) Total amount of money expended during the year on Mayoral Fees and Councillor Fees;

- b) Council's policy on the provision of facilities for, and the payment of expenses to Councillors;
  - c) Total amount of money expended during the year on providing those facilities and paying those expenses.
  - d) Such other information the Local Government (General) Regulations 2021 may require;
  - e) Reporting requirements regarding Councillor Expenses and facilities as included in the NSW OLG Reporting Guidelines pursuant TO section 406 of the Act.
- 15.2. In addition Councils are required to report on the total cost of all expenses and facilities, and the total cost of each of the following types of expenses and facilities:
- a) Dedicated office equipment
  - b) Telephone calls
  - c) Attendance at conferences and seminars
  - d) Councillor training
  - e) Interstate visits
  - f) Overseas visits
  - g) Spouse/partner expenses
  - h) Carer expenses.
- 15.3. In addition to the statutory reporting requirements, Council will report other costs where these are significant. For example, Council will report the cost of the provision of facilities and equipment where such provision is above what would normally be required for the day-to-day running of the Council.

## Auditing

- 15.4. The operation of this policy, including claims made under the policy, will be included in council's audit program and an audit undertaken at least every two years.

## 16. Breaches

- 16.1. Suspected breaches of this policy are to be reported to the general manager.
- 16.2. Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

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## PART E – Appendices

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### Appendix I: Related legislation, guidance and policies

**Relevant legislation and guidance:**

Local Government Act 1993, Sections 23A, 252-254A, 382 and 428

Local Government (General) Regulation 2005, Clauses 217 and 403

Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009

Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities

Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

**Related Council policies:**

Code of Conduct



## Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor
appropriate refreshments	Means food and beverages, excluding alcohol, provided by council to support councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the mayor
General Manager	Means the general manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	Means functions that the mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes: <ul style="list-style-type: none"> <li>meetings of council and committees of the whole</li> <li>meetings of committees facilitated by council</li> <li>civic receptions hosted or sponsored by council</li> <li>meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council</li> </ul>
professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor
Regulation	Means the <i>Local Government (General) Regulation 2005</i> (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

## MUSWELLBROOK SHIRE COUNCIL - COUNCILLOR EXPENSES CLAIM

PERSONAL DETAILS	
Date:	
Name:	

DETAILS OF EXPENSES CLAIMED	
Type of Expenses e.g. Professional development, child care, travel etc.	
Course (if applicable):	
Provider:	
Cost:	
Location:	
Accommodation details (if applicable):	
Cost of Accommodation (if applicable):	
Meals	
Other expenses	
General Ledger No.	

I hereby certify that the expenses claimed are in relation to a council approved activity and were incurred by me discharging the functions of civic office.

I have attached all receipts and/or diary statement to verify expenses.

\_\_\_\_\_  
Councillor signature

\_\_\_\_\_  
Date

OUTCOME OF EXPENSES CLAIMED	
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	
<b>Date of payment:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	

<b>Conference and Seminar Expenses</b>	1060.0010.500
<b>Mobile Telephones</b>	1060.0270.565
<b>Meal (sustenance) expenses</b>	1060.0450.557
<b>Spouse/partner/accompanying person expenses</b>	1060.0450.581
<b>Care and other related expenses</b>	1060.0450.582
<b>Councillor Development</b>	1060.0451.500
<b>Travelling expenses</b>	1060.0820.003

**TOTAL**

# MUSWELLBROOK SHIRE COUNCIL

## COUNCILLOR DEVELOPMENT PROGRAM

COUNCILLORS PROFESSIONAL DEVELOPMENT COSTS WILL BE COVERED WHERE THEY RELATE TO THEIR OBLIGATIONS AS AN ELECTED REPRESENTATIVE OF LOCAL GOVERNMENT AS OUTLINED IN THE NSW OFFICE OF LOCAL GOVERNMENT COUNCILLOR HANDBOOK AND COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT GUIDE FOR COUNCILS.

PERSONAL DETAILS	
Date:	
Name:	
Councillor Signature:	

COURSE DETAILS & ASSOCIATED COSTS	
Course Name:	
Provider:	
Cost:	
Location:	
Other details about the course:	
Accommodation details (if applicable):	
Cost of Accommodation (if applicable):	
General Ledger No	
Any additional time required to attend the course or travel to the course:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the proposed additional time required: _____ _____

DESIRED SKILLS TO BE ACQUIRED THROUGH THIS TRAINING	
• NOTE THE <i>GUIDE FOR PROFESSIONAL DEVELOPMENT</i> FOR COUNCILLORS	

OUTCOME OF TRAINING REQUEST	
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	
<b>Date of meeting:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## Authorisation Details

<b>Authorised by:</b>	Council
<b>Minute No:</b>	xxx
<b>Date:</b>	xxx
<b>Review timeframe:</b>	xxx
<b>Department:</b>	Governance
<b>Document Owner:</b>	Policy Officer

## Details History

Version No.	Date changed	Policy type	Modified by	Amendments made
xxxx	09/06/2022		Kimberley Cotter	<p>Relevant provisions from current policy merged with the suggested Payment of Expenses and Provision of Facilities to Councillors template provided by OLG.</p> <p>Provisions in the current policy that are not also in the OLG template were omitted.</p> <p>Figures updated in accordance with 2022-23 budget.</p>

**9.4.3. Authorisation Under Section 226 of the Local Government Act**

<b>Attachments:</b>	Nil
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**Responsible Officer:** Fiona Plesman - General Manager

**Author:** Michelle Sandell-Hay – EA to the Office of the Mayor & General Manager

**Community Plan Issue:** 6 - *Community Leadership*

**Community Plan Goal:** Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.

**Community Plan Strategy:** 6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.

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**PURPOSE**

Section 226 (d) of the *Local Government Act* 1993 provides for the Mayor to exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council. Since the last Ordinary Council Meeting, the Mayor has exercised his delegation on one occasion.

**OFFICER'S RECOMMENDATION**

Council notes the information provided in the report.

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

**BACKGROUND**

Section 226 (d) of the *Local Government Act* 1993 provides for the Mayor to exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council. Since the 26 July 2022 Ordinary Council Meeting, the Mayor has exercised his delegation on 1 occasion.

**CONSULTATION**

General Manager.

**REPORT**

The following delegation was exercised:

1. 4 August, 2022 to authorise the change of venue for the Ordinary Council meeting scheduled for 23 August, 2022 to the University of Newcastle – Upper Hunter Campus due to the Community Hall at Sandy Hollow not being available on this date and arrangements be made to hold the September Council Meeting at the Community Hall in Sandy Hollow.

**OPTIONS**



Not applicable.

### **CONCLUSION**

It is recommended that Council notes the information provided in the report.

### **SOCIAL IMPLICATIONS**

Not applicable

### **FINANCIAL IMPLICATIONS**

Not applicable

### **POLICY IMPLICATIONS**

Not applicable

### **STATUTORY IMPLICATIONS**

Section 226 (d) of the *Local Government Act* 1993 provides for the Mayor to exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council.

### **LEGAL IMPLICATIONS**

Not applicable.

### **OPERATIONAL PLAN IMPLICATIONS**

Not applicable

### **RISK MANAGEMENT IMPLICATIONS**

Not applicable

### **WASTE MANAGEMENT IMPLICATIONS**

Not applicable

### **COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Not applicable



**9.4.4. Report on Investments Held as at 31 July 2022**

<b>Attachments:</b>	1. Portfolio Valuation Report - 31 July 2022 [9.4.4.1 - 5 pages] 2. Trading Limit Report - 31 July 2022 [9.4.4.2 - 8 pages]
<b>Responsible Officer:</b>	David Walsh - Director - Corporate Services & Chief Financial Officer
<b>Author:</b>	Mandy Fitzgerald – Senior Financial Accountant
<b>Community Plan Issue:</b>	6 - Community Leadership
<b>Community Plan Goal:</b>	24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.
<b>Community Plan Strategy:</b>	6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.

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**PURPOSE**

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

**OFFICER'S RECOMMENDATION**

Council notes the Council's Investments as at 31 July 2022.

**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.

Funds invested under Section 625 of the Local Government Act, as at 31 July 2022 are shown in the attachments.

**COMMENT:**

As at 31 July 2022, Council's weighted running yield is 2.18% for the month.

The July Trading Limits Report shows a minor deviation above the Group Trading Limit. This relates to AMP and BoQ/ME Bank group. The investments were originally made within Council trading limits. The limits are based on percentages of the whole portfolio, and as the total portfolio size decreased due to a subsequent outflow of operating cash, the relative percentage of the holdings with these institutions increased. We expect that this issue will resolve itself as additional operating cash inflows are received in the coming weeks.



The Responsible Accounting Officer certifies that 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>										
Westpac Bus Prem At Call		5,182,310.10	1.00000000	5,182,310.10	100.000	0.000	<b>5,182,310.10</b>	8.52%	0.34%	
Westpac Muswellbrook Trading Acct At Call		100,000.00	1.00000000	100,000.00	100.000	0.000	<b>100,000.00</b>	0.16%	0.34%	
		5,282,310.10		5,282,310.10			<b>5,282,310.10</b>	8.68%		0.34%
<b>Fixed Rate Bond</b>										
BENAU 1.7 06 Sep 2024 Fixed	AU3CB0266377	2,500,000.00	1.00000000	2,500,000.00	95.716	0.679	<b>2,409,875.00</b>	3.96%	1.68%	
NTTC 1.1 15 Dec 2025 - Issued 31 August 2021 - Muswellbrook Council Fixed		2,000,000.00	1.00000000	2,000,000.00	100.000	0.139	<b>2,002,780.00</b>	3.29%	1.10%	
NTTC 1.1 15 Dec 2025 - Issued 6 September 2021 - Muswellbrook Council Fixed		1,500,000.00	1.00000000	1,500,000.00	100.000	0.139	<b>1,502,085.00</b>	2.47%	1.10%	
SunBank 1.85 30 Jul 2024 Fixed	AU3CB0265403	2,000,000.00	1.00000000	2,000,000.00	96.073	0.005	<b>1,921,560.00</b>	3.16%	1.80%	
		8,000,000.00		8,000,000.00			<b>7,836,300.00</b>	12.88%		1.46%
<b>Floating Rate Note</b>										
Auswide 0.75 07 Nov 2022 FRN	AU3FN0057345	1,000,000.00	1.00000000	1,000,000.00	100.034	0.385	<b>1,004,190.00</b>	1.65%	1.69%	
Auswide 1.05 17 Mar 2023 FRN	AU3FN0053567	2,000,000.00	1.00000000	2,000,000.00	100.248	0.343	<b>2,011,820.00</b>	3.31%	2.85%	
Auswide 0.6 22 Mar 2024 FRN	AU3FN0059317	1,500,000.00	1.00000000	1,500,000.00	99.577	0.254	<b>1,497,465.00</b>	2.46%	2.38%	
BOQ 1.05 03 Feb 2023 FRN	AU3FN0040549	500,000.00	1.00000000	500,000.00	100.185	0.426	<b>503,055.00</b>	0.83%	1.75%	
BOQ 1.03 18 Jul 2024 FRN	AU3FN0049094	1,000,000.00	1.00000000	1,000,000.00	100.141	0.114	<b>1,002,550.00</b>	1.65%	3.20%	
BOQ 1.1 30 Oct 2024 FRN	AU3FN0051272	500,000.00	1.00000000	500,000.00	100.060	0.018	<b>500,390.00</b>	0.82%	3.22%	
BENAU 1.05 25 Jan 2023 FRN	AU3FN0040523	500,000.00	1.00000000	500,000.00	100.239	0.054	<b>501,465.00</b>	0.82%	3.26%	
MACQ 0.48 09 Dec 2025 FRN	AU3FN0057709	3,000,000.00	1.00000000	3,000,000.00	97.941	0.280	<b>2,946,630.00</b>	4.84%	1.97%	
RACB 0.93 24 Feb 2023 FRN	AU3FN0053146	1,000,000.00	1.00000000	1,000,000.00	100.098	0.373	<b>1,004,710.00</b>	1.65%	2.00%	
MYS 0.65 16 Jun 2025 FRN	AU3FN0061024	3,000,000.00	1.00000000	3,000,000.00	99.111	0.295	<b>2,982,180.00</b>	4.90%	2.39%	
NAB 0.93 26 Sep 2023 FRN	AU3FN0044996	2,000,000.00	1.00000000	2,000,000.00	100.435	0.251	<b>2,013,720.00</b>	3.31%	2.71%	
NPBS 1.4 06 Feb 2023 FRN	AU3FN0040606	500,000.00	1.00000000	500,000.00	100.307	0.547	<b>504,270.00</b>	0.83%	2.29%	
NPBS 1.12 04 Feb 2025 FRN	AU3FN0052627	4,500,000.00	1.00000000	4,500,000.00	99.709	0.479	<b>4,508,460.00</b>	7.41%	1.99%	
Qld Police 1.15 06 Dec 2022 FRN	AU3FN0052072	2,000,000.00	1.00000000	2,000,000.00	100.112	0.360	<b>2,009,440.00</b>	3.30%	2.39%	
Qld Police 0.75 22 Mar 2024 FRN	AU3FN0059416	1,500,000.00	1.00000000	1,500,000.00	99.403	0.270	<b>1,495,095.00</b>	2.46%	2.53%	
UBS Aust 1.05 21 Nov 2022 FRN	AU3FN0054151	1,000,000.00	1.00000000	1,000,000.00	100.149	0.398	<b>1,005,470.00</b>	1.65%	2.10%	
UBS Aust 0.87 30 Jul 2025 FRN	AU3FN0055307	1,650,000.00	1.00000000	1,650,000.00	99.647	0.016	<b>1,644,439.50</b>	2.70%	2.94%	
		27,150,000.00		27,150,000.00			<b>27,135,349.50</b>	44.60%		2.35%
<b>Term Deposit</b>										
AMP 1 30 Nov 2022 365DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.666	<b>1,006,657.53</b>	1.65%	1.00%	
AMP 4.2 15 Jun 2023 365DAY TD		4,000,000.00	1.00000000	4,000,000.00	100.000	0.529	<b>4,021,172.60</b>	6.61%	4.20%	
AMP 4.45 21 Jul 2023 365DAY TD		1,250,000.00	1.00000000	1,250,000.00	100.000	0.122	<b>1,251,523.98</b>	2.06%	4.45%	
AUBANK 4.2 01 Aug 2023 386DAY TD		5,000,000.00	1.00000000	5,000,000.00	100.000	0.230	<b>5,011,506.85</b>	8.24%	4.20%	
BOQ 4 21 Jul 2023 365DAY TD		1,250,000.00	1.00000000	1,250,000.00	100.000	0.110	<b>1,251,369.86</b>	2.06%	4.00%	
JUDO 0.95 10 Oct 2022 272DAY TD		5,000,000.00	1.00000000	5,000,000.00	100.000	0.523	<b>5,026,157.55</b>	8.26%	0.95%	

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
ME Bank 0.5 18 Oct 2022 484DAY TD		3,000,000.00	1.00000000	3,000,000.00	100.000	0.555	<b>3,016,643.85</b>	4.96%	0.50%	
		20,500,000.00		20,500,000.00			<b>20,585,032.22</b>	33.84%		2.71%
Fixed Interest Total		60,932,310.10		60,932,310.10			<b>60,838,991.82</b>	100.00%		2.18%

## Section 2: FI Portfolio Valuation With Associated Latest Deal Information

Fixed Interest Security	ISIN	Latest FI Deal Settlement Date	WAL / Maturity Date Interim	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Latest FI Deal Code	Notes of Latest FI Deal
<b>At Call Deposit</b>												
Westpac Bus Prem At Call		29 Jul 2022	31 Dec 2020	5,182,310.10	1.00000000	5,182,310.10	100.000	0.000	<b>5,182,310.10</b>	8.52%	LC150978	
Westpac Muswellbrook Trading Acct At Call		31 Oct 2018	31 Dec 2020	100,000.00	1.00000000	100,000.00	100.000	0.000	<b>100,000.00</b>	0.16%	LC64506	
				<b>5,282,310.10</b>		<b>5,282,310.10</b>			<b>5,282,310.10</b>	<b>8.68%</b>		
<b>Fixed Rate Bond</b>												
BENAU 1.7 06 Sep 2024 Fixed	AU3CB0266377	9 Jun 2020	6 Sep 2024	2,500,000.00	1.00000000	2,500,000.00	95.716	0.679	<b>2,409,875.00</b>	3.96%	LC88979	
NTTC 1.1 15 Dec 2025 - Issued 31 August 2021 - Muswellbrook Council Fixed		31 Aug 2021	15 Dec 2025	2,000,000.00	1.00000000	2,000,000.00	100.000	0.139	<b>2,002,780.00</b>	3.29%	LC111825	
NTTC 1.1 15 Dec 2025 - Issued 6 September 2021 - Muswellbrook Council Fixed		6 Sep 2021	15 Dec 2025	1,500,000.00	1.00000000	1,500,000.00	100.000	0.139	<b>1,502,085.00</b>	2.47%	LC112238	
SunBank 1.85 30 Jul 2024 Fixed	AU3CB0265403	29 Sep 2021	30 Jul 2024	2,000,000.00	1.00000000	2,000,000.00	96.073	0.005	<b>1,921,560.00</b>	3.16%	LC112956	
				<b>8,000,000.00</b>		<b>8,000,000.00</b>			<b>7,836,300.00</b>	<b>12.88%</b>		
<b>Floating Rate Note</b>												
Auswide 0.75 07 Nov 2022 FRN	AU3FN0057345	6 Nov 2020	7 Nov 2022	1,000,000.00	1.00000000	1,000,000.00	100.034	0.385	<b>1,004,190.00</b>	1.65%	LC96479	
Auswide 1.05 17 Mar 2023 FRN	AU3FN0053567	17 Mar 2020	17 Mar 2023	2,000,000.00	1.00000000	2,000,000.00	100.248	0.343	<b>2,011,820.00</b>	3.31%	LC84611	
Auswide 0.6 22 Mar 2024 FRN	AU3FN0059317	22 Mar 2021	22 Mar 2024	1,500,000.00	1.00000000	1,500,000.00	99.577	0.254	<b>1,497,465.00</b>	2.46%	LC103798	
BOQ 1.05 03 Feb 2023 FRN	AU3FN0040549	5 Feb 2018	3 Feb 2023	500,000.00	1.00000000	500,000.00	100.185	0.426	<b>503,055.00</b>	0.83%	LX55025	
BOQ 1.03 18 Jul 2024 FRN	AU3FN0049094	18 Jul 2019	18 Jul 2024	1,000,000.00	1.00000000	1,000,000.00	100.141	0.114	<b>1,002,550.00</b>	1.65%	LC74377	
BOQ 1.1 30 Oct 2024 FRN	AU3FN0051272	2 Jun 2020	30 Oct 2024	500,000.00	1.00000000	500,000.00	100.060	0.018	<b>500,390.00</b>	0.82%	LX88585	
BENAU 1.05 25 Jan 2023 FRN	AU3FN0040523	25 Jan 2018	25 Jan 2023	500,000.00	1.00000000	500,000.00	100.239	0.054	<b>501,465.00</b>	0.82%	LX54945	
MACQ 0.48 09 Dec 2025 FRN	AU3FN0057709	8 Mar 2021	9 Dec 2025	3,000,000.00	1.00000000	3,000,000.00	97.941	0.280	<b>2,946,630.00</b>	4.84%	LC103387	
RACB 0.93 24 Feb 2023 FRN	AU3FN0053146	24 Feb 2020	24 Feb 2023	1,000,000.00	1.00000000	1,000,000.00	100.098	0.373	<b>1,004,710.00</b>	1.65%	LX83602	
MYS 0.65 16 Jun 2025 FRN	AU3FN0061024	16 Jun 2021	16 Jun 2025	3,000,000.00	1.00000000	3,000,000.00	99.111	0.295	<b>2,982,180.00</b>	4.90%	LC107737	
NAB 0.93 26 Sep 2023 FRN	AU3FN0044996	18 Mar 2020	26 Sep 2023	2,000,000.00	1.00000000	2,000,000.00	100.435	0.251	<b>2,013,720.00</b>	3.31%	LX84919	
NPBS 1.4 06 Feb 2023 FRN	AU3FN0040606	21 Nov 2019	6 Feb 2023	500,000.00	1.00000000	500,000.00	100.307	0.547	<b>504,270.00</b>	0.83%	LC79854	
NPBS 1.12 04 Feb 2025 FRN	AU3FN0052627	14 Apr 2020	4 Feb 2025	4,500,000.00	1.00000000	4,500,000.00	99.709	0.479	<b>4,508,460.00</b>	7.41%	LC85944	
Qld Police 1.15 06 Dec 2022 FRN	AU3FN0052072	6 Dec 2019	6 Dec 2022	2,000,000.00	1.00000000	2,000,000.00	100.112	0.360	<b>2,009,440.00</b>	3.30%	LC80115	
Qld Police 0.75 22 Mar 2024 FRN	AU3FN0059416	22 Mar 2021	22 Mar 2024	1,500,000.00	1.00000000	1,500,000.00	99.403	0.270	<b>1,495,095.00</b>	2.46%	LC103942	
UBS Aust 1.05 21 Nov 2022 FRN	AU3FN0054151	21 May 2020	21 Nov 2022	1,000,000.00	1.00000000	1,000,000.00	100.149	0.398	<b>1,005,470.00</b>	1.65%	LC87861	
UBS Aust 0.87 30 Jul 2025 FRN	AU3FN0055307	10 Mar 2021	30 Jul 2025	1,650,000.00	1.00000000	1,650,000.00	99.647	0.016	<b>1,644,439.50</b>	2.70%	LC103504	
				<b>27,150,000.00</b>		<b>27,150,000.00</b>			<b>27,135,349.50</b>	<b>44.60%</b>		
<b>Term Deposit</b>												
AMP 1 30 Nov 2022 365DAY TD		30 Nov 2021	30 Nov 2022	1,000,000.00	1.00000000	1,000,000.00	100.000	0.666	<b>1,006,657.53</b>	1.65%	LC115777	
AMP 4.2 15 Jun 2023 365DAY TD		15 Jun 2022	15 Jun 2023	4,000,000.00	1.00000000	4,000,000.00	100.000	0.529	<b>4,021,172.60</b>	6.61%	LC145780	
AMP 4.45 21 Jul 2023 365DAY TD		21 Jul 2022	21 Jul 2023	1,250,000.00	1.00000000	1,250,000.00	100.000	0.122	<b>1,251,523.98</b>	2.06%	LC147777	
AUBANK 4.2 01 Aug 2023 386DAY TD		11 Jul 2022	1 Aug 2023	5,000,000.00	1.00000000	5,000,000.00	100.000	0.230	<b>5,011,506.85</b>	8.24%	LC147411	

Fixed Interest Security	ISIN	Latest FI Deal Settlement Date	WAL / Maturity Date Interim	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Latest FI Deal Code	Notes of Latest FI Deal
BOQ 4 21 Jul 2023 365DAY TD		21 Jul 2022	21 Jul 2023	1,250,000.00	1.00000000	1,250,000.00	100.000	0.110	<b>1,251,369.86</b>	2.06%	LX147775	
JUDO 0.95 10 Oct 2022 272DAY TD		11 Jan 2022	10 Oct 2022	5,000,000.00	1.00000000	5,000,000.00	100.000	0.523	<b>5,026,157.55</b>	8.26%	LX116947	
ME Bank 0.5 18 Oct 2022 484DAY TD		21 Jun 2021	18 Oct 2022	3,000,000.00	1.00000000	3,000,000.00	100.000	0.555	<b>3,016,643.85</b>	4.96%	LX108326	
				20,500,000.00		20,500,000.00			<b>20,585,032.22</b>	33.84%		
Fixed Interest Total				60,932,310.10		60,932,310.10			<b>60,838,991.82</b>	100.00%		

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BRISBANE OFFICE: LEVEL 15 CENTRAL PLAZA 1, 345 QUEEN STREET, BRISBANE QLD, 4000 T 61 7 3123 5370

Report Code: TBSBP100EXT-01.17  
Report Description: Portfolio Valuation As At Date  
Parameters:  
Term Deposit Interest Included  
Cash Excluded  
Settlement Date-Based Balances

## 1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or 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	BBB+ to BBB-		6,250,000.00	Book	10.00	% of 60,932,310.10	6,093,231.01	100.00	0.00	0	3.00	156,769
ANZ Banking Group Ltd	AA+ to AA-		0.00	Book	30.00	% of 60,932,310.10	18,279,693.03	0.00	100.00	18,279,693	0.00	0
Australian Unity Bank	BBB+ to BBB-		5,000,000.00	Book	10.00	% of 60,932,310.10	6,093,231.01	82.00	18.00	1,093,231	0.00	0
Auswide Bank Limited	BBB+ to BBB-		4,500,000.00	Book	10.00	% of 60,932,310.10	6,093,231.01	74.00	26.00	1,593,231	0.00	0
Bank of Melbourne	AA+ to AA-	Westpac Banking Corporation Ltd	5,282,310.10	Book	30.00	% of 60,932,310.10	18,279,693.03	29.00	71.00	12,997,383	0.00	0
Bank of Queensland Ltd	A+ to A-		6,250,000.00	Book	10.00	% of 60,932,310.10	6,093,231.01	100.00	0.00	0	3.00	156,769
BankSA	AA+ to AA-	Westpac Banking Corporation Ltd	5,282,310.10	Book	30.00	% of 60,932,310.10	18,279,693.03	29.00	71.00	12,997,383	0.00	0
BankVic	BBB+ to BBB-		0.00	Book	10.00	% of 60,932,310.10	6,093,231.01	0.00	100.00	6,093,231	0.00	0
BankWest Ltd	AA+ to AA-	Commonwealth Bank of Australia Ltd	0.00	Book	30.00	% of 60,932,310.10	18,279,693.03	0.00	100.00	18,279,693	0.00	0
Bendigo & Adelaide Bank Ltd	A+ to A-		3,000,000.00	Book	10.00	% of 60,932,310.10	6,093,231.01	49.00	51.00	3,093,231	0.00	0
Commonwealth Bank of Australia Ltd	AA+ to AA-		0.00	Book	30.00	% of 60,932,310.10	18,279,693.03	0.00	100.00	18,279,693	0.00	0
Credit Suisse Sydney	BBB+ to BBB-		0.00	Book	20.00	% of 60,932,310.10	12,186,462.02	0.00	100.00	12,186,462	0.00	0
Credit Union Australia Ltd t/as Great Southern Bank	BBB+ to BBB-		0.00	Book	10.00	% of 60,932,310.10	6,093,231.01	0.00	100.00	6,093,231	0.00	0
Greater Bank Ltd	BBB+ to BBB-		0.00	Book	10.00	% of 60,932,310.10	6,093,231.01	0.00	100.00	6,093,231	0.00	0
Heritage Bank Ltd	BBB+ to BBB-		0.00	Book	10.00	% of 60,932,310.10	6,093,231.01	0.00	100.00	6,093,231	0.00	0
ING Bank Australia Limited	A+ to A-		0.00	Book	10.00	% of 60,932,310.10	6,093,231.01	0.00	100.00	6,093,231	0.00	0
Investec Bank Australia Limited	A+ to A-		0.00	Book	10.00	% of 60,932,310.10	6,093,231.01	0.00	100.00	6,093,231	0.00	0
Judo Bank	BBB+ to BBB-		5,000,000.00	Book	10.00	% of 60,932,310.10	6,093,231.01	82.00	18.00	1,093,231	0.00	0
Macquarie Bank	A+ to A-		3,000,000.00	Book	20.00	% of 60,932,310.10	12,186,462.02	25.00	75.00	9,186,462	0.00	0
Members Banking Group Limited t/as RACQ Bank	BBB+ to BBB-		1,000,000.00	Book	10.00	% of 60,932,310.10	6,093,231.01	16.00	84.00	5,093,231	0.00	0
Members Equity Bank Ltd	A+ to A-	Bank of Queensland Ltd	6,250,000.00	Book	10.00	% of 60,932,310.10	6,093,231.01	100.00	0.00	0	3.00	156,769
MyState Bank Ltd	BBB+ to BBB-		3,000,000.00	Book	10.00	% of 60,932,310.10	6,093,231.01	49.00	51.00	3,093,231	0.00	0
National Australia Bank Ltd	AA+ to AA-		2,000,000.00	Book	30.00	% of 60,932,310.10	18,279,693.03	11.00	89.00	16,279,693	0.00	0
Newcastle Permanent Building Society Ltd	BBB+ to BBB-		5,000,000.00	Book	10.00	% of 60,932,310.10	6,093,231.01	82.00	18.00	1,093,231	0.00	0
Northern Territory Treasury Corporation	AA+ to AA-		3,500,000.00	Book	30.00	% of 60,932,310.10	18,279,693.03	19.00	81.00	14,779,693	0.00	0
NSW Treasury Corporation	AA+ to AA-		0.00	Book	100.00	% of 60,932,310.10	60,932,310.10	0.00	100.00	60,932,310	0.00	0
P&N Bank Ltd	BBB+ to BBB-		0.00	Book	10.00	% of 60,932,310.10	6,093,231.01	0.00	100.00	6,093,231	0.00	0
QPCU LTD t/a QBANK	BBB+ to BBB-		3,500,000.00	Book	10.00	% of 60,932,310.10	6,093,231.01	57.00	43.00	2,593,231	0.00	0
Rabobank Australia Ltd	A+ to A-		0.00	Book	20.00	% of 60,932,310.10	12,186,462.02	0.00	100.00	12,186,462	0.00	0
Rabobank Nederland Australia Branch	A+ to A-		0.00	Book	20.00	% of 60,932,310.10	12,186,462.02	0.00	100.00	12,186,462	0.00	0



## 1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or 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 (\$)
Royal Bank of Scotland	A+ to A-		0.00	Book	5.00	% of 60,932,310.10	3,046,615.51	0.00	100.00	3,046,616	0.00	0
Rural Bank Ltd	A+ to A-	Bendigo & Adelaide Bank Ltd	3,000,000.00	Book	10.00	% of 60,932,310.10	6,093,231.01	49.00	51.00	3,093,231	0.00	0
St George Bank Limited	AA+ to AA-	Westpac Banking Corporation Ltd	5,282,310.10	Book	30.00	% of 60,932,310.10	18,279,693.03	29.00	71.00	12,997,383	0.00	0
Suncorp-Metway Ltd	A+ to A-		2,000,000.00	Book	20.00	% of 60,932,310.10	12,186,462.02	16.00	84.00	10,186,462	0.00	0
UBS Australia Ltd	AA+ to AA-		2,650,000.00	Book	20.00	% of 60,932,310.10	12,186,462.02	22.00	78.00	9,536,462	0.00	0
Westpac Banking Corporation Ltd	AA+ to AA-		5,282,310.10	Book	30.00	% of 60,932,310.10	18,279,693.03	29.00	71.00	12,997,383	0.00	0
			86,029,240.40				417,386,324.19			331,827,391		470,307
			(Excluding Parent Group Duplicates)									
			60,932,310.10									

## 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 (\$)
AAA	0.00	Book	100.00	% of 60,932,310.10	60,932,310.10	0.00	100.00	60,932,310	0.00	0
AA+ to AA-	7,500,000.00	Book	100.00	% of 60,932,310.10	60,932,310.10	12.00	88.00	53,432,310	0.00	0
A+ to A-	8,650,000.00	Book	70.00	% of 60,932,310.10	42,652,617.07	20.00	80.00	34,002,617	0.00	0
A1+	5,282,310.10	Book	100.00	% of 60,932,310.10	60,932,310.10	9.00	91.00	55,650,000	0.00	0
A1	1,000,000.00	Book	100.00	% of 60,932,310.10	60,932,310.10	2.00	98.00	59,932,310	0.00	0
A2	16,000,000.00	Book	70.00	% of 60,932,310.10	42,652,617.07	38.00	62.00	26,652,617	0.00	0
A3	7,000,000.00	Book	60.00	% of 60,932,310.10	36,559,386.06	19.00	81.00	29,559,386	0.00	0
BBB+ to BBB-	15,500,000.00	Book	60.00	% of 60,932,310.10	36,559,386.06	42.00	58.00	21,059,386	0.00	0
	60,932,310.10				402,153,246.66			341,220,936		0

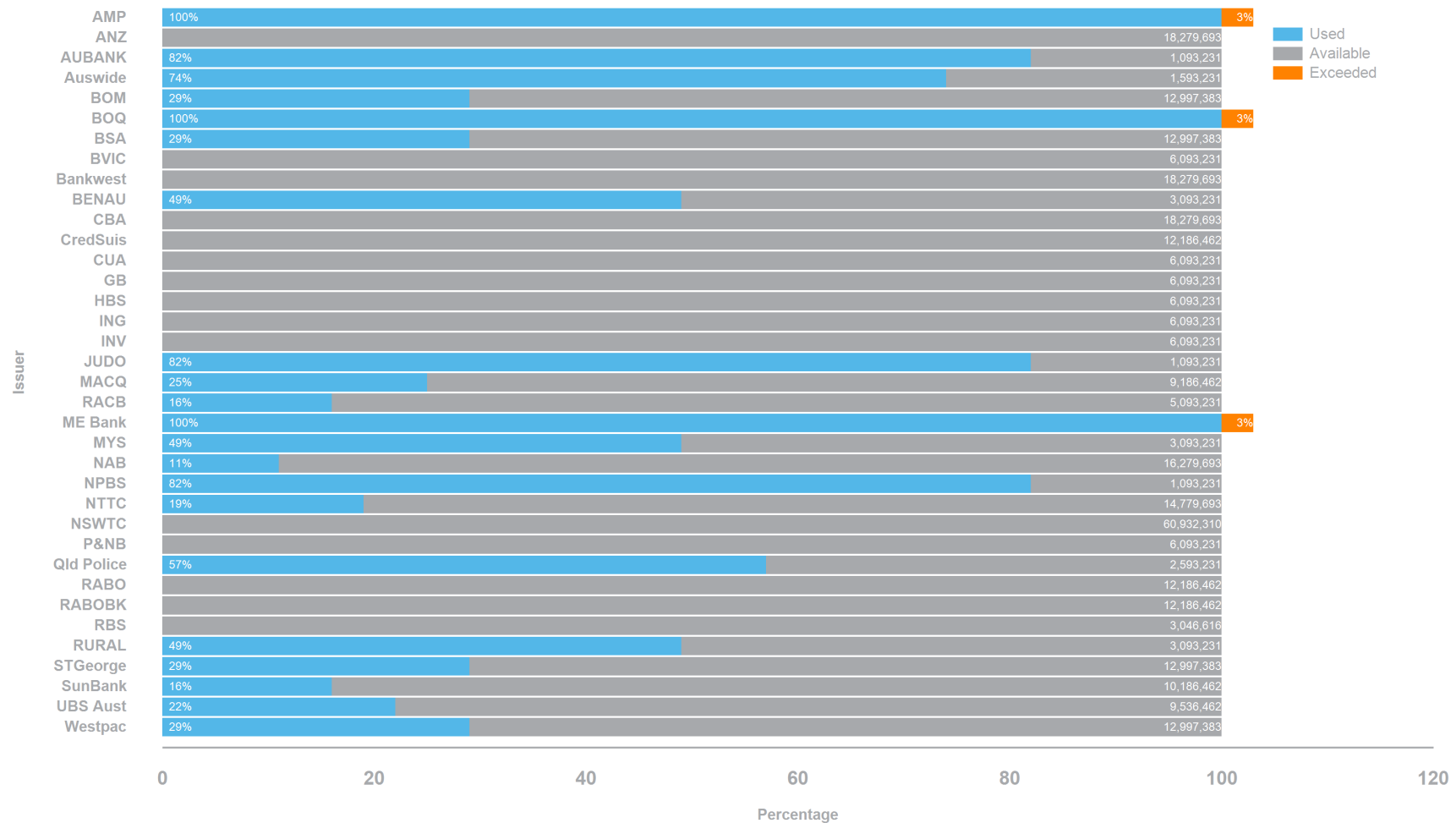
### Notes

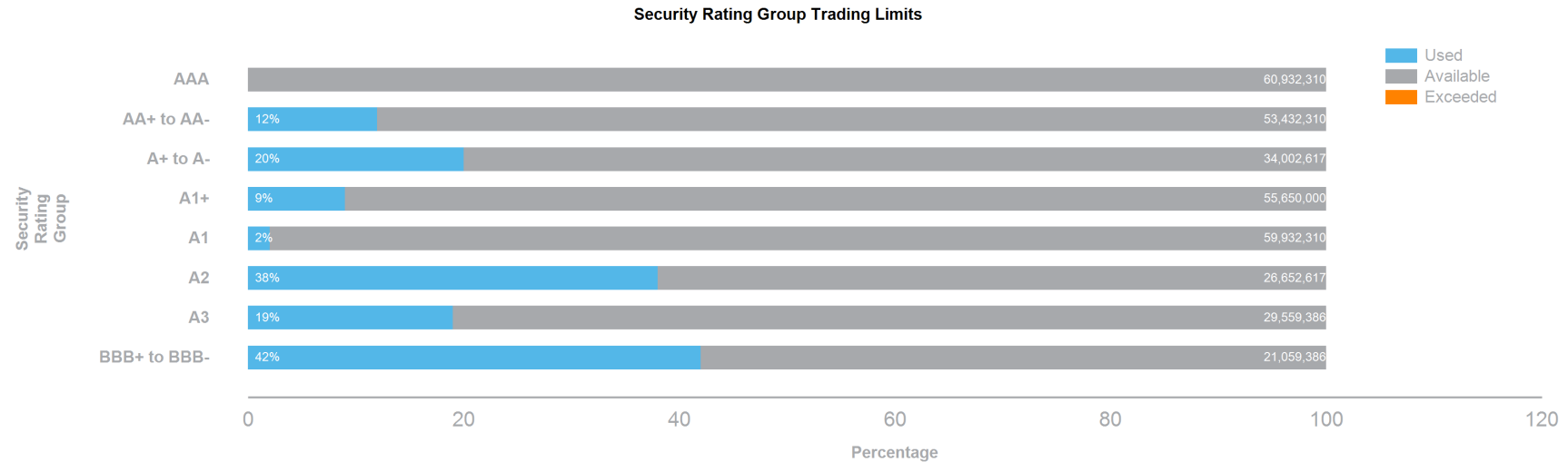
1. In instances where long securities have a term remaining which is less than 365 days, the issuer's short term rating is used instead of the security's (presumably long term) rating.

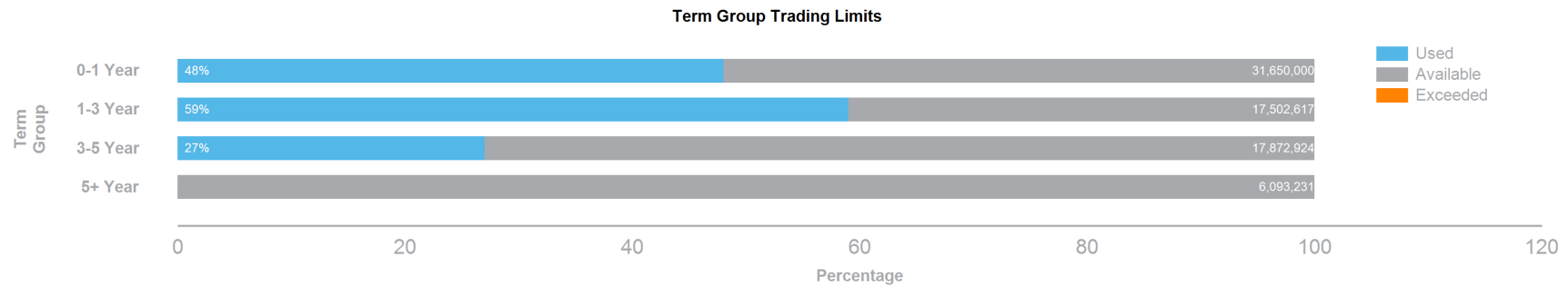
### 3 Term Group Trading Limits

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	29,282,310.10	Book	100.00	% of 60,932,310.10	60,932,310.10	48.00	52.00	31,650,000	0.00	0
1-3 Year	25,150,000.00	Book	70.00	% of 60,932,310.10	42,652,617.07	59.00	41.00	17,502,617	0.00	0
3-5 Year	6,500,000.00	Book	40.00	% of 60,932,310.10	24,372,924.04	27.00	73.00	17,872,924	0.00	0
5+ Year	0.00	Book	10.00	% of 60,932,310.10	6,093,231.01	0.00	100.00	6,093,231	0.00	0
	60,932,310.10				134,051,082.22			73,118,772		0

Issuer Trading Limits







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Report Code: TBSBP125EXT-00.16  
Report Description: Trading Limit Performance As At Date  
Parameters:  
As At/Scenario Date: 31 July 2022  
Balance Date: 4 August 2022 (but 31 Jul 2022 used instead)  
Trading Entity: Muswellbrook Shire Council  
Trading Book: Muswellbrook Shire Council  
Report Mode: BalOnly  
Using Face Value  
Trading Entity and Book Limits  
Effects of Parent/Child Issuers Not Ignored

**9.4.5. Monthly Financial Reports - July 2022**

<b>Attachments:</b>	1. Monthly Report - July 2022 [9.4.5.1 - 9 pages]
<b>Responsible Officer:</b>	David Walsh - Director - Corporate Services & Chief Financial Officer
<b>Author:</b>	Mandy Fitzgerald – Senior Financial Accountant
<b>Community Plan Issue:</b>	6 - <i>Community Leadership</i>
<b>Community Plan Goal:</b>	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.

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**PURPOSE**

To provide Council with an overview of the monthly financial performance of Council's General, Water, Sewer and Future Funds and to identify and explain any material variances against Council's approved budget at an organisational level for the month ending 31 July 2022.

**OFFICER'S RECOMMENDATION**

Council notes the Financial Reports for the month ending 31 July 2022.

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

**REPORT**

Please refer to the attachment for the July 2022 details of:

- Monthly & YTD operating performance by Fund
- Project Spend
- Details of Current Loans
- Outstanding Debtors.



Muswellbrook Shire Council

Financial Report - July 2022



Council Consolidated												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Budget	June Review Budget	YTD % vs FY Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	\$29,245,514	\$2,566,304	\$26,679,210	1040%	\$29,245,514	\$2,566,304	\$26,679,210	1040%	\$30,795,649	\$30,795,649	95%	Most of the Rates Revenue is levied and recognised at the start of the year. As a result, a favourable year-to-date result will show for much of the year. * Rates & Charges are at 95% of the FY Budget
User Charges and Fees	\$1,299,449	\$1,709,436	(\$409,987)	-24%	\$1,299,449	\$1,709,436	(\$409,987)	-24%	\$20,513,229	\$20,513,229	6%	
Interest and Investments Revenues	\$38,305	\$42,533	(\$4,228)	-10%	\$38,305	\$42,533	(\$4,228)	-10%	\$510,393	\$510,393	8%	
Other Revenues	\$39,104	\$213,864	(\$174,760)	-82%	\$39,104	\$213,864	(\$174,760)	-82%	\$2,566,369	\$2,475,369	2%	* Overall revenue is at 48% of the FY budget
Operating Grants and Contributions	\$203,654	\$607,749	(\$404,095)	-66%	\$203,654	\$607,749	(\$404,095)	-66%	\$7,292,987	\$7,292,987	3%	See individual funds for commentary specific to that fund
Internal Revenue	\$374,047	\$343,687	\$30,360	9%	\$374,047	\$343,687	\$30,360	9%	\$4,124,249	\$3,970,241	9%	
Total Revenue	\$31,200,073	\$5,483,573	\$25,716,500	469%	\$31,200,073	\$5,483,573	\$25,716,500	469%	\$65,802,874	\$65,557,866	48%	
Expenses												
Wages and Salaries	\$1,323,893	\$1,399,321	\$75,428	5%	\$1,323,893	\$1,399,321	\$75,428	5%	\$16,791,856	\$16,614,988	8%	Overall costs are slightly below from a YTD perspective - at 8% against FY budget.
Materials and Contracts	\$1,041,241	\$1,609,922	\$568,681	35%	\$1,041,241	\$1,609,922	\$568,681	35%	\$19,319,068	\$19,278,468	5%	
Other Costs	\$1,049,319	\$449,602	(\$599,717)	-133%	\$1,049,319	\$449,602	(\$599,717)	-133%	\$5,395,222	\$5,367,682	19%	
Borrowing Costs	\$39,282	\$185,607	\$146,325	79%	\$39,282	\$185,607	\$146,325	79%	\$2,227,285	\$2,227,285	2%	See individual funds for commentary specific to that fund
Overheads	\$279,703	\$379,510	\$99,807	26%	\$279,703	\$379,510	\$99,807	26%	\$4,554,118	\$4,554,118	6%	
Depreciation	\$1,190,675	\$1,266,708	\$76,033	6%	\$1,190,675	\$1,266,708	\$76,033	6%	\$15,200,499	\$15,200,499	8%	
Total Expenses	\$4,924,113	\$5,290,671	\$366,558	7%	\$4,924,113	\$5,290,671	\$366,558	7%	\$63,488,048	\$63,243,040	8%	
Result	\$26,275,960	\$192,902	\$26,083,058		\$26,275,960	\$192,902	\$26,083,058		\$2,314,826	\$2,314,826		

Muswellbrook Shire Council

Financial Report - July 2022



General Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	June Review Budget	YTD % vs FY Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	\$22,687,422	\$1,964,382	\$20,723,040	1055%	\$22,687,422	\$1,964,382	\$20,723,040	1055%	\$23,572,585	\$23,572,585	96%	Revenue commentary will focus on material exceptions and concerns * Most of the Rates Revenue is levied and recognised at the start of the year. As a result, a favourable year-to-date result will show for much of the year.
User Charges and Fees	\$335,387	\$693,038	(\$357,651)	-52%	\$335,387	\$693,038	(\$357,651)	-52%	\$8,316,453	\$8,316,453	4%	
Interest and Investments Revenues	\$34,407	\$28,352	\$6,055	21%	\$34,407	\$28,352	\$6,055	21%	\$340,223	\$340,223	10%	
Other Revenues	\$39,104	\$213,864	(\$174,760)	-82%	\$39,104	\$213,864	(\$174,760)	-82%	\$2,566,369	\$2,475,369	2%	
Operating Grants and Contributions	\$203,654	\$601,572	(\$397,918)	-66%	\$203,654	\$601,572	(\$397,918)	-66%	\$7,218,868	\$7,218,868	3%	
Internal Revenue	\$254,047	\$312,449	(\$58,402)	-19%	\$254,047	\$312,449	(\$58,402)	-19%	\$3,749,386	\$3,595,378	7%	
Total Revenue	\$23,554,021	\$3,813,657	\$19,740,364	518%	\$23,554,021	\$3,813,657	\$19,740,364	518%	\$45,763,883	\$45,518,875	52%	
Expenses												
Wages and Salaries	\$1,140,649	\$1,196,667	\$56,018	5%	\$1,140,649	\$1,196,667	\$56,018	5%	\$14,360,006	\$14,183,138	8%	Overall costs are slightly under budget from a YTD perspective.  * Other Costs show an unfavourable variance against YTD budget due to the recognition of full-year insurance premium costs at the start of the year.
Materials and Contracts	\$885,685	\$1,224,712	\$339,027	28%	\$885,685	\$1,224,712	\$339,027	28%	\$14,696,540	\$14,655,940	6%	
Other Costs	\$655,234	\$303,270	(\$351,964)	-116%	\$655,234	\$303,270	(\$351,964)	-116%	\$3,639,235	\$3,611,695	18%	
Borrowing Costs	\$1,985	\$40,666	\$38,681	95%	\$1,985	\$40,666	\$38,681	95%	\$487,990	\$487,990	0%	
Overheads	\$134,250	\$192,732	\$58,482	30%	\$134,250	\$192,732	\$58,482	30%	\$2,312,783	\$2,312,783	6%	
Depreciation	\$790,168	\$855,611	\$65,443	8%	\$790,168	\$855,611	\$65,443	8%	\$10,267,330	\$10,267,330	8%	
Total Expenses	\$3,607,971	\$3,813,657	\$205,686	5%	\$3,607,971	\$3,813,657	\$205,686	5%	\$45,763,884	\$45,518,876	8%	
Result	\$19,946,050	(\$0)	\$19,946,050		\$19,946,050	(\$0)	\$19,946,050		(\$0)	(\$0)		

Muswellbrook Shire Council  
Financial Report - July 2022



Water Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	June Review Budget	YTD % vs FY Budget	Variance Commentary (By material exception)
Revenue	Monthly				YTD				Full Year			
Rates and Charges	\$1,892,443	\$157,663	\$1,734,780	1100%	\$1,892,443	\$157,663	\$1,734,780	1100%	\$1,891,956	\$1,891,956	100%	* Rates Revenue is levied and recognised at the start of the year. As a result, a favourable year-to-date result will show for much of the year. * User Charges and Fees show an unfavourable variance against YTD Budget due to the levying and recognition of this revenue in line with the billing periods throughout the year.
User Charges and Fees	(\$74,951)	\$368,246	(\$443,197)	-120%	(\$74,951)	\$368,246	(\$443,197)	-120%	\$4,418,950	\$4,418,950	-2%	
Interest and Investments Revenues	\$2,298	\$9,919	(\$7,621)	-77%	\$2,298	\$9,919	(\$7,621)	-77%	\$119,033	\$119,033	2%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$0	\$3,127	(\$3,127)	-100%	\$0	\$3,127	(\$3,127)	-100%	\$37,526	\$37,526	0%	
Internal Revenue	\$0	\$20,939	(\$20,939)	-100%	\$0	\$20,939	(\$20,939)	-100%	\$251,263	\$251,263	0%	
Total Revenue	\$1,819,790	\$559,894	\$1,259,896	225%	\$1,819,790	\$559,894	\$1,259,896	225%	\$6,718,728	\$6,718,728	27%	
Expenses												
Wages and Salaries	\$87,371	\$110,366	\$22,995	21%	\$87,371	\$110,366	\$22,995	21%	\$1,324,386	\$1,324,386	7%	Overall costs are below YTD projections. * All cost categories are below expected levels for YTD.
Materials and Contracts	\$40,608	\$161,839	\$121,231	75%	\$40,608	\$161,839	\$121,231	75%	\$1,942,071	\$1,942,071	2%	
Other Costs	\$28,358	\$30,512	\$2,154	7%	\$28,358	\$30,512	\$2,154	7%	\$366,147	\$366,147	8%	
Borrowing Costs	\$0	\$7,122	\$7,122	100%	\$0	\$7,122	\$7,122	100%	\$85,467	\$85,467	0%	
Overheads	\$86,445	\$86,446	\$1	0%	\$86,445	\$86,446	\$1	0%	\$1,037,348	\$1,037,348	8%	
Depreciation	\$157,891	\$163,609	\$5,718	3%	\$157,891	\$163,609	\$5,718	3%	\$1,963,310	\$1,963,310	8%	
Total Expenses	\$400,673	\$559,894	\$159,221	28%	\$400,673	\$559,894	\$159,221	28%	\$6,718,728	\$6,718,728	6%	
Result	\$1,419,117	(\$0)	\$1,419,117		\$1,419,117	(\$0)	\$1,419,117		(\$0)	(\$0)		

Muswellbrook Shire Council  
Financial Report - July 2022



Sewer Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	June Review Budget	YTD % vs FY Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	\$4,665,649	\$444,259	\$4,221,390	950%	\$4,665,649	\$444,259	\$4,221,390	950%	\$5,331,108	\$5,331,108	88%	* Rates Revenue is levied and recognised at the start of the year. As a result, a favourable year-to-date result will show for much of the year. * User Charges and Fees show an unfavourable variance against YTD Budget due to the levying and recognition of this revenue in line with the billing periods throughout the year.
User Charges and Fees	\$385	\$48,065	(\$47,680)	-99%	\$385	\$48,065	(\$47,680)	-99%	\$576,776	\$576,776	0%	
Interest and Investments Revenues	\$1,600	\$4,261	(\$2,661)	-62%	\$1,600	\$4,261	(\$2,661)	-62%	\$51,136	\$51,136	3%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$0	\$3,049	(\$3,049)	-100%	\$0	\$3,049	(\$3,049)	-100%	\$36,593	\$36,593	0%	
Internal Revenue	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Total Revenue	\$4,667,634	\$499,634	\$4,168,000	834%	\$4,667,634	\$499,634	\$4,168,000	834%	\$5,995,613	\$5,995,613	78%	
Expenses												
Wages and Salaries	\$74,127	\$72,138	(\$1,989)	-3%	\$74,127	\$72,138	(\$1,989)	-3%	\$865,658	\$865,658	9%	Overall costs are below YTD projections. * Other Costs show an unfavourable variance against YTD budget due to the recognition of full-year insurance premium costs at the start of the year.
Materials and Contracts	\$21,815	\$90,153	\$68,338	76%	\$21,815	\$90,153	\$68,338	76%	\$1,081,830	\$1,081,830	2%	
Other Costs	\$94,193	\$37,612	(\$56,581)	-150%	\$94,193	\$37,612	(\$56,581)	-150%	\$451,344	\$451,344	21%	
Borrowing Costs	\$22,727	\$58,395	\$35,668	61%	\$22,727	\$58,395	\$35,668	61%	\$700,742	\$700,742	3%	
Overheads	\$59,008	\$59,008	\$0	0%	\$59,008	\$59,008	\$0	0%	\$708,099	\$708,099	8%	
Depreciation	\$177,456	\$182,328	\$4,872	3%	\$177,456	\$182,328	\$4,872	3%	\$2,187,940	\$2,187,940	8%	
Total Expenses	\$449,326	\$499,634	\$50,308	10%	\$449,326	\$499,634	\$50,308	10%	\$5,995,613	\$5,995,613	7%	
Result	\$4,218,308	(\$0)	\$4,218,308		\$4,218,308	(\$0)	\$4,218,308		(\$0)	(\$0)		

Muswellbrook Shire Council  
Financial Report - July 2022



Future Fund												
Account Group	Monthly Actuals	Monthly Budget	Monthly Var	Mth Var %	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs FY Budget	Full-Year Budget	June Review Budget	YTD % vs FY Budget	Variance Commentary (By material exception)
	Monthly				YTD				Full Year			
Revenue												
Rates and Charges	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	* Overall income sits at 16%.
User Charges and Fees	\$1,038,628	\$600,087	\$438,541	73%	\$1,038,628	\$600,087	\$438,541	73%	\$7,201,050	\$7,201,050	14%	
Interest and Investments Revenues	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%	
Internal Revenue	\$120,000	\$10,300	\$109,700	1065%	\$120,000	\$10,300	\$109,700	1065%	\$123,600	\$123,600	97%	
Total Revenue	\$1,158,628	\$610,387	\$548,241	90%	\$1,158,628	\$610,387	\$548,241	90%	\$7,324,650	\$7,324,650	16%	
Expenses												
Wages and Salaries	\$21,746	\$20,151	(\$1,595)	-8%	\$21,746	\$20,151	(\$1,595)	-8%	\$241,807	\$241,807	9%	Overall costs are slightly above YTD projections - with costs at 9% against FY budget. * Other Costs show an unfavourable variance against YTD budget due to the recognition of full year insurance premium costs at the start of the year.
Materials and Contracts	\$93,133	\$133,219	\$40,086	30%	\$93,133	\$133,219	\$40,086	30%	\$1,598,627	\$1,598,627	6%	
Other Costs	\$271,534	\$78,208	(\$193,326)	-247%	\$271,534	\$78,208	(\$193,326)	-247%	\$938,496	\$938,496	29%	
Borrowing Costs	\$14,570	\$79,424	\$64,854	82%	\$14,570	\$79,424	\$64,854	82%	\$953,086	\$953,086	2%	
Overheads	\$0	\$41,324	\$41,324	100%	\$0	\$41,324	\$41,324	100%	\$495,889	\$495,889	0%	
Depreciation	\$65,160	\$65,160	(\$0)	0%	\$65,160	\$65,160	(\$0)	0%	\$781,919	\$781,919	8%	
Total Expenses	\$466,143	\$417,485	(\$48,658)	-12%	\$466,143	\$417,485	(\$48,658)	-12%	\$5,009,823	\$5,009,823	9%	
Result	\$692,485	\$192,902	\$499,583		\$692,485	\$192,902	\$499,583		\$2,314,827	\$2,314,827		

# Muswellbrook Shire Council

Financial Report - July 2022  
Capital Costs (Incl. Loan Repayments & excl. Revenue)



	YTD Actuals	Carry Overs	Total Budget	YTD % Spend	Over Budget
<b>General &amp; Future Fund Projects</b>					
111 Brook Street Mbk Purchase	-	-	-	0%	
Adventure Playground - Wollombi Road	-	480,000	480,000	0%	
Aquatic Centres program	16,507	-	110,000	15%	
Art Acquisitions	-	-	70,000	0%	
Bakery Set Up	-	-	-	0%	
Bridge St Footpath	-	-	64,304	0%	
Bridges Renewal program	1,828	42,281	42,281	4%	
Buildings New and Replacement	(645)	1,009,696	1,562,566	0%	
Bushfire Assets	-	591,239	591,239	0%	
Capital Works Contingency	-	-	100,000	0%	
Carpark Renewal program	-	93,143	93,143	0%	
CBD Stage 7 (Town Centre)	42	1,000,345	1,630,345	0%	
Civic Precinct (Town Square)	90,000	2,762,782	3,404,981	3%	
Contribution to Future Fund (Objections)	-	-	880,000	0%	
Corporate Services General program	-	-	-	0%	
COVID 19	-	-	121,711	0%	
CPTIGS - Bus Shelter	-	48,400	278,400	0%	
Denman Childrens Centre - Expansion	-	521,402	521,402	0%	
Denman Heritage Village	-	876,394	1,809,525	0%	
Denman Netball Courts	-	206,286	311,451	0%	
Developer Coordinated Works program	-	-	-	0%	
Donald Horne Building	-	-	150,000	0%	
Drainage	-	300,000	615,188	0%	
Drainage Devices program	-	-	150,000	0%	
Drainage Channel - Lorne Street	-	711,573	711,573	0%	
Emulsion Tank	-	-	-	0%	
Flood Warning Systems	-	-	50,000	0%	
Footpath and Cycleway Renewal program	-	-	150,000	0%	
Future Fund Contribution	-	-	1,120,000	0%	
General Design Program	-	25,707	25,707	0%	
General Projects - Loans	-	-	149,999	0%	
Heavy Patching program	-	-	500,000	0%	
Hunter 2050 Foundation	-	-	-	0%	
Hunter Beach	-	3,128,232	3,128,232	0%	
Information Technology Strategy	-	-	200,000	0%	
Investigation and Design - Aquatic Centre	362	151,553	151,553	0%	
Ironbark Road Footpath	-	-	-	0%	
Karoola Park Citizens Walk Pathway	-	30,000	30,000	0%	
Kerb and Gutter Replacement program	-	-	150,000	0%	
Kirk and Peberdy Bridges	-	-	80,322	0%	
Large Plant Items	-	1,170,000	1,680,000	0%	
Leachate Dam	-	482,980	482,980	0%	
LED Fire Danger Warning Signs (BSBR)	-	152,304	152,304	0%	
Library Books General Capital Purchases	-	25,225	83,725	0%	
Library Subsidy Projects	-	65,649	65,649	0%	
LISF - Roads Infrastructure Backlog	-	-	371,478	0%	
Local Priority Grant	-	51,240	62,240	0%	
Major Landcare Projects	6,292	46,286	171,286	4%	
Mangoola Road Upgrade	-	-	-	0%	
Marketplace	13,750	-	3,768,747	0%	
Marketplace Air Conditioning	-	-	-	0%	
Mbk and Dnm Indoor Sports Centre Upgrades	-	261,462	261,462	0%	
MSC Depot	1,200	-	200,000	1%	
Muscle Creek Nature Trail and Revegetation	-	140,238	140,238	0%	
Natural Disaster Event - Widden Creek Bank	-	223,569	223,569	0%	
New Footpath and Cycleway program	-	-	250,000	0%	
Oakleigh Bridge Replacement (BSBR)	-	543,988	543,988	0%	
Olympic Park Project	26,072	2,909,650	3,409,650	1%	
Performance and Convention Centre	-	5,581,007	6,208,018	0%	
Public Art Sculpture	-	-	-	0%	
Companion Animal Impounding Facility	9,177	1,206,134	1,206,134	1%	
Purchase of Vehicles	-	92,558	342,558	0%	
Recreation Capital Works	-	274,879	769,879	0%	
Regional Road Renewal program	-	-	307,000	0%	
Renewable Energy Target Works	-	-	250,000	0%	
Renewal of Existing Assets/New Acquisitions	118,055	-	657,999	18%	
Replace Failed Fence	-	-	-	0%	
Resources for Regions - Mine Affected Roads	-	-	-	0%	

# Muswellbrook Shire Council

Financial Report - July 2022  
Capital Costs (Incl. Loan Repayments & excl. Revenue)



	YTD Actuals	Carry Overs	Total Budget	YTD % Spend	Over Budget
Resources for Regions - Round 5	139,913	2,613,654	2,613,654	5%	
Resources for Regions - Round 6	-	521,282	521,282	0%	
Resources for Regions Road Program	-	-	-	0%	
Road Design Program	-	-	-	0%	
Road Resealing program	-	92,655	892,655	0%	
Roads Capital Contingency	-	-	100,000	0%	
Roads to Recovery Program	-	-	577,898	0%	
Road Safety Program-School Zone	9,879	213,498	213,498	5%	
Rosebrook Bridge	-	1,543,391	1,543,391	0%	
Rosemount Road Culvert	-	-	-	0%	
Rural Road Pavement and Rehabilitation	-	-	-	0%	
Rural Road Regravelling Program	-	-	329,628	0%	
Rural Road Renewal program	-	-	-	0%	
Safety Audit Ridgeland Road	-	-	-	0%	
Safety Device Renewal program	-	73,120	193,120	0%	
Sandy Creek Road Curve Improvement	-	167,484	167,484	0%	
Sandy Hollow Village Centre	-	-	-	0%	
Shire Relief Fund Contribution	-	-	-	0%	
Sport and Recreation Small Capital Grants	-	-	25,000	0%	
Throsby ACT	43,333	-	520,000	8%	
Town Education Centre 2	3,366	1,109,746	1,109,746	0%	
Transport Vehicles	-	52,258	152,258	0%	
Urban Road Renewal Program	-	-	372,000	0%	
Upgrade of Loxton House	-	-	275,000	0%	
Waste Management Facility	-	-	-	0%	
Widden Valley Road Pavement Rehab	-	-	-	0%	
Wilkinson Bridge	9,056	-	109,398	8%	
Yarrawa Road (Fixing Local Roads)	-	1,222,343	1,222,343	0%	
<b>Total General Fund</b>	<b>488,187</b>	<b>32,815,633</b>	<b>51,981,181</b>	<b>1%</b>	
<b>Water Fund</b>					
Asbestos, Earthworks, Security	-	-	155,000	0%	
Depot - Investigation and Design	-	-	-	0%	
Laboratory Equipment	7,602	-	-	0%	(7,602)
Mains Renewal and Replacement	-	448,278	748,278	0%	
Office Upgrade	-	-	-	0%	
Operations Contingency Project	-	-	117,686	0%	
Replacement of Water Meters program	5,584	-	65,000	9%	
Sandy Hollow Augmentation	-	-	25,427	0%	
South Muswellbrook Reservoir	-	-	350,197	0%	
System Plant Asset Renewals	7,606	191,376	891,376	1%	
Upgrade Fluoride Dosing System WTP	-	346,461	346,461	0%	
Vehicle Replacement	-	-	-	0%	
Vehicle-Equipment Replacement	-	78,684	78,684	0%	
Water Fund Environmental Grants	-	-	-	0%	
Water Stop Valve Replacement	-	35,627	285,627	0%	
<b>Total Water Fund</b>	<b>20,792</b>	<b>1,100,426</b>	<b>3,063,736</b>	<b>1%</b>	
<b>Sewer Fund</b>					
Access & Security Improvements RWTW	6,181	100,466	155,466	4%	
Asset Management Planning	-	-	-	0%	
Denman Treatment Plant Upgrade	-	-	-	0%	
Mains Renewal and Replacement	-	-	589,431	0%	
Muswellbrook Recycle Water Treatment Project	-	-	-	0%	
Operations Contingency Project	-	-	150,000	0%	
Sewer Plant and Equipment	-	-	-	0%	
Solar Array	-	-	1,800,000	0%	
System Plant Asset Renewals	-	-	650,000	0%	
Transportation System Improvement	-	81,939	81,939	0%	
Loan - Sewer RWTW	21,520	-	651,553	3%	
Skellatar Main	-	-	91,957	0%	
<b>Total Sewer Fund</b>	<b>27,701</b>	<b>182,405</b>	<b>4,170,346</b>	<b>1%</b>	
<b>Consolidated Total</b>	<b>536,680</b>	<b>34,098,464</b>	<b>59,215,263</b>	<b>1%</b>	

## Details of Current Council Loans



Balance at 30/06/2021	Payment Type	2019/20 Repayments	2020/21 Repayments	2021/22 Repayments	2022/23 Repayments	2023/24 Repayments	2024/25 Repayments	2025/26 Repayments	2026/27 Repayments	2027/28 Repayments	2028/29 Repayments	2029/30 Repayments	2030/31 Repayments
<b>Water Fund</b>													
<b>\$1,007,297</b>	Principal	\$310,206	\$330,160	\$351,400	\$375,624	\$280,273	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Interest	\$87,745	\$67,791	\$46,551	\$23,815	\$4,977	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total</b>	<b>\$397,951</b>	<b>\$397,951</b>	<b>\$397,951</b>	<b>\$399,439</b>	<b>\$285,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Sewer Fund</b>													
<b>\$15,619,999</b>	Principal	\$642,256	\$677,873	\$710,385	\$743,509	\$778,430	\$816,997	\$856,300	\$780,502	\$815,416	\$850,535	\$886,347	\$922,883
	Interest	\$761,835	\$726,218	\$693,706	\$660,582	\$625,661	\$587,094	\$549,281	\$509,827	\$474,913	\$439,794	\$403,982	\$367,446
	<b>Total</b>	<b>\$1,404,091</b>	<b>\$1,404,091</b>	<b>\$1,404,091</b>	<b>\$1,404,091</b>	<b>\$1,404,091</b>	<b>\$1,404,091</b>	<b>\$1,405,581</b>	<b>\$1,290,329</b>	<b>\$1,290,329</b>	<b>\$1,290,329</b>	<b>\$1,290,329</b>	<b>\$1,290,329</b>
<b>General Fund</b>													
<b>\$7,033,329</b>	Principal	\$592,931	\$614,941	\$715,625	\$747,212	\$589,049	\$398,903	\$411,895	\$425,955	\$440,494	\$455,537	\$471,112	\$400,583
	Interest	\$226,943	\$245,540	\$233,183	\$201,596	\$160,992	\$145,179	\$147,540	\$133,362	\$118,758	\$103,536	\$87,667	\$59,397
	<b>Total</b>	<b>\$819,874</b>	<b>\$860,481</b>	<b>\$948,808</b>	<b>\$948,808</b>	<b>\$750,041</b>	<b>\$544,083</b>	<b>\$559,435</b>	<b>\$559,318</b>	<b>\$559,252</b>	<b>\$559,073</b>	<b>\$558,780</b>	<b>\$459,980</b>
<b>Future Fund</b>													
<b>\$45,600,163</b>	Principal	\$4,822,070	\$5,116,650	\$5,447,178	\$4,270,338	\$3,546,155	\$3,608,444	\$3,699,073	\$3,788,145	\$2,781,513	\$2,095,246	\$1,306,313	\$1,010,380
	Interest	\$1,196,886	\$964,183	\$839,494	\$994,087	\$999,404	\$955,814	\$892,420	\$798,502	\$442,438	\$380,663	\$336,230	\$270,629
	<b>Total</b>	<b>\$6,018,956</b>	<b>\$6,080,833</b>	<b>\$6,286,672</b>	<b>\$5,264,425</b>	<b>\$4,545,559</b>	<b>\$4,564,258</b>	<b>\$4,591,493</b>	<b>\$4,586,647</b>	<b>\$3,223,952</b>	<b>\$2,475,910</b>	<b>\$1,642,544</b>	<b>\$1,281,009</b>
<b>\$69,260,789</b>		<b>\$8,640,872</b>	<b>\$8,743,355</b>	<b>\$9,037,522</b>	<b>\$8,777,205</b>	<b>\$7,797,882</b>	<b>\$7,375,373</b>	<b>\$7,247,453</b>	<b>\$5,097,223</b>	<b>\$5,073,533</b>	<b>\$4,325,312</b>	<b>\$3,491,652</b>	<b>\$3,031,318</b>

Purpose	Original Amount	Interest Rate	Balance at 30/06/2022	2022/23 Principal Repayments	2022/23 Interest Repayments	2022/23 Total Payments	Year of Final Payment	Notes (If any)
Water - South Muswellbrook Reservoir	\$1,100,000	6.03%	\$91,947	\$91,948	\$1,109	\$93,057	2022/23	
Water - Sandy Hollow Augmentation	\$300,000	6.09%	\$25,427	\$25,427	\$325	\$25,752	2022/23	
Water - South Muswellbrook Reservoir	\$3,200,000	6.61%	\$538,522	\$258,250	\$22,382	\$280,632	2023/24	
Sewer - Mains and Pump Stations	\$1,300,000	6.50%	\$406,758	\$91,957	\$21,805	\$113,762	2025/26	
General - Widden Bridge	\$1,750,000	6.00%	\$1,159,354	\$80,322	\$65,744	\$146,066	2034/35	
General - Smiths Bridge	\$1,573,967	4.28%	\$1,180,412	\$64,304	\$48,194	\$112,498	2024/25	
General - Roads Infrastructure Backlog	\$3,000,000	5.90%	\$573,423	\$371,478	\$33,832	\$405,310	2023/24	LIFS interest rate subsidy applies
General - Olympic Park Bridge	\$1,785,000	1.45%	\$1,641,582	\$109,398	\$23,093	\$132,491	2025/26	
Future Fund	\$3,300,000	1.60%	\$2,970,000	\$165,000	\$46,310	\$211,310	2024/25	
Future Fund - Seven Hills, Campbell's Corn	\$7,980,502	4.35%	\$7,980,502	\$672,758	\$339,944	\$1,012,702	2026/27	
Future Fund - Muswellbrook Marketplace	\$13,276,500	1.20%	\$12,200,896	\$625,546	\$143,216	\$768,762	2023/24	
Future Fund - Muswellbrook Marketplace	\$5,000,000	3.43%	\$739,277	\$739,277	\$12,582	\$751,859	2022/23	
Future Fund - Muswellbrook Marketplace	\$12,500,000	2.34%	\$9,285,643	\$1,338,923	\$209,160	\$1,548,083	2024/25	
Future Fund - Donald Home building	\$2,500,000	4.80%	\$2,500,000	\$208,834	\$117,534	\$326,368	2026/27	
Sewer - Sewer Treatment Plant	\$7,000,000	4.49%	\$6,074,062	\$263,628	\$267,344	\$530,972	2038/39	
Sewer - Sewer Treatment Plant	\$10,000,000	4.50%	\$8,428,794	\$387,924	\$371,432	\$759,356	2037/38	
Covid 19	\$2,000,000	1.77%	\$1,762,933	\$121,711	\$30,732	\$152,443	2022/23	
Throsby ACT	\$7,800,000	1.86%	\$6,976,667	\$520,000	\$125,341	\$645,341	2025/26	
<b>TOTAL</b>	<b>\$85,365,969</b>		<b>\$64,536,199</b>	<b>\$6,136,685</b>	<b>\$1,880,079</b>	<b>\$8,016,764</b>		





## Debtor Balances as at July 2022

Account	120 days	90 days	60 days	30 days	Current	Balance
Waste Depot Charges	<b>-\$58,004</b>	\$86,172	\$132,464	<b>-\$176</b>	\$0	\$160,455
Inspection Fees	\$12,975	\$5,148	\$3,476	<b>-\$468</b>	\$0	\$21,131
Sam Adams College Rent	\$0	\$0	\$0	\$165	\$0	\$165
Council Properties - Future Fund *	\$227,077	\$37,276	\$65,588	\$260,697	\$188	\$590,825
Council Properties - Marketplace *	\$438,986	\$26,109	\$49,603	\$70,293	\$0	\$584,991
Council Properties - Education Fund	<b>-\$8,520</b>	\$3,259	\$19,957	\$19,641	\$0	\$34,337
Recreation	\$809	<b>-\$327</b>	\$2,179	\$1,926	\$0	\$4,587
Sundries	\$10,490	\$31,607	\$1,666,850	\$903,023	\$2,225	\$2,614,195
Water Tanker Sales	\$7,652	\$504	\$34,874	\$14	\$0	\$43,044
Trade Waste Charges	\$684	\$0	\$0	\$0	\$0	\$684
Muswellbrook Sewer	\$33,407	\$0	\$58,107	\$0	\$0	\$91,514
GST Tax Debtor	\$0	\$0	\$4,036	\$0	\$0	\$4,036
<b>TOTAL</b>	<b>\$665,557</b>	<b>\$189,747</b>	<b>\$2,037,132</b>	<b>\$1,255,115</b>	<b>\$2,413</b>	<b>\$4,149,964</b>

\* Includes deferrals.



#### 9.4.6. Report on Council Grant Funding and Community Engagement

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	David Walsh - Director - Corporate Services & Chief Financial Officer
<b>Author:</b>	Ivan Skaines – Grants and Community Engagement Officer
<b>Community Plan Issue:</b>	6 - <i>Community Leadership</i>
<b>Community Plan Goal:</b>	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.
<b>Community Plan Strategy:</b>	6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.

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#### PURPOSE

To advise Council of recent grant applications submitted, grant funding recently announced or to be announced shortly, and of upcoming grant opportunities. In addition, to provide updates on Council's other grants and community engagement activities.

#### OFFICER'S RECOMMENDATION

1. Council notes the information contained in the report; and
2. Endorses staff to investigate the various sites for possible installation of Electric Vehicle Chargers and to finalise a grant application for funding to purchase, install and purchase appropriate software to facilitate progress of the project.

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

#### BACKGROUND

For some time, Muswellbrook Shire Council has been successful in obtaining grants which have been decided via competitive applications and, in addition, Council has continued to receive grant allocations from both State and Federal government sources for which Council is required to nominate proposed projects for funding.

Council also runs several grant programs and has established a grant finding portal via Council's website.



## CONSULTATION

Grant applications are aligned to projects identified by Council's Delivery Program and prepared in consultation with the Mayor, Council's senior managers and key staff in relevant sections. Councillors are regularly updated about grant applications.

## REPORT

### Grant applications recently submitted:

- Sandy Hollow Progress Association and Muswellbrook Shire Council are partnering on the delivery of an event during **Small Business Month, November 2022** and the Progress Association has submitted an application for \$5,000. "Two Minute Postcards" is a workshop which will allow participants to learn to make their own smartphone short videos for their business or organisation using iPhone or Android devices.
- Muswellbrook Shire Council has applied for funding of \$4,995 to stage several events during the **Seniors Festival in February 2023**. Muswellbrook and Denman Libraries are planning two sessions focused on mindfulness: chair yoga at Muswellbrook, and community drumming at Denman. An activity is planned to be conducted at the Muswellbrook Regional Arts Centre, tentatively titled Seniors Festival Arts Social. The Muswellbrook Aquatic Centre will stage "try and see" activities for the new facilities during the period. In addition to staging our own events and activities, Council will also liaise with a variety of community organisations in Muswellbrook Shire and further afield (for example, Upper Hunter Shire) to compile a list of activities, dates and locations that will occur during the Seniors Festival. Council will then collate this information into a colour brochure (DL size) to ensure that the older members of the Muswellbrook Shire community are informed, from one source document, of the details of all local activities across Muswellbrook Shire and further afield.

### Upcoming grant and funding opportunities:

- **Fixing Local Roads** will provide support to Councils to repair, maintain or seal priority or important Local Roads. Local Roads are Council-controlled roads which provide for local circulation and access. There is a maximum funding limit of \$3 million of State contribution per Council per application (for an individual road project). There is a maximum funding limit of \$1 million of State contribution for applications containing more than one individual road project, such as a single application to seal multiple roads in order to achieve procurement efficiencies. There is no limit to how many applications each Council can submit. However, Councils are advised to prioritise and put forward their most strategically important projects. Council can apply for up to 100 per cent of the value of the project, but co- contributions from Council are strongly encouraged and will be considered relevant to Council's funding position. A general rule of thumb is a minimum co-contribution of 25 per cent. Applications close 9 September 2022. Council staff suggest that works in Merton Street, Denman are a high priority and appropriate for this funding opportunity. The project is estimated to cost \$1.5 million, although a significant proportion of that cost (estimated at \$600,000) will be taken up with drainage works which are covered under the funds allocated to drainage in Denman from the Special Rate Variation. Council has also received Federal funding under the Roads to Recovery program which could be used as a co-contribution to the project.
- Closing 23 September – Round 1 applications for the **NSW Government Electric Vehicle (EV) Destination Charging Grants** to regional NSW are open. A total of \$20 million of grant funding is available, which is intended to be awarded under multiple funding rounds between 2022 and 2024. With \$7 million available in round one, the grants will help co-fund the purchase and installation (up to 75% of the cost, with a maximum subsidy of \$1,000 per installation) of select EV chargers and the NSW Government will contribute 50% of the cost of a 2-year software subscription for each



charger installed. The EV chargers must be located between 2 off-street parking spaces, be 7 kW AC or 22 kW 3-phase AC, located near an electrical distribution board with spare circuit breaker spaces on the switchboard, accessible to the public and supportive of the growth of the NSW visitor economy (accommodation, attractions, food and drink, information services). Council will also need to agree to operate and maintain the equipment for the life of the chargers. In order to minimise the cost of installation Council staff recommend that the chargers are located near existing or planned three phase power supply. **Staff are proposing two sites for chargers in this round, namely the car park at Denman (southern side of Ogilvie Street, between Paxton and Palace Streets) and either the carpark at Muswellbrook Marketplace or the carpark at Market House adjacent to Simpson Park.**

- The NSW Government's **Stronger Country Communities Fund Round 5** aims to boost the wellbeing of communities in regional areas by providing new or upgraded social and sporting infrastructure, or community programs that have strong local support. Round 5 will see a further \$160 million in funding for community projects that increase the wellbeing of regional NSW communities, including up to \$50 million for projects delivered by community organisations. The fund re-opened 5 August, and funding available for projects in the Muswellbrook Shire Local Government Area (LGA) is \$1,480,387. Of this, \$1,017,766 is available to Council as the applicant, with the balance of the allocation open only to eligible community organisations. Council is encouraged to partner with community groups as the lead applicant where the project involves Council-owned infrastructure. Applications close 23 September 2022.
- The next round of **Habitat Action Grants** is open and will close on 23 September 2022. \$850,000 is available this year to undertake on-ground fish habitat projects up to \$40,000.
- The NSW Government has committed \$150 million to **Round 2 of the Regional Tourism Activation Fund** which will accelerate the development of high impact tourism infrastructure projects that will increase visitation, expenditure and extend length of stay for visitors to regional NSW. The Fund will focus on developing new and enhanced visitor experiences that have the potential to increase the international appeal of destinations in regional NSW and lead to increased visitation from interstate and international tourists. The Fund will support projects that utilise universal design principles and are accessible and inclusive for everyone. Applications close 27 September 2022.
- **Resources for Regions funding for Round 9** opened on 12 August. Projects must be for infrastructure or community programs that support the ongoing prosperity of mining communities by providing economic opportunities, improved amenity, and positive social outcomes. Applicants are strongly encouraged to make a financial co-contribution to their projects, however this is not a mandatory eligibility requirement. It is likely that applications will close at the end of September.

#### **Grant funding recently announced:**

- Round 2 of the **Fixing Country Bridges Program**, a \$500 million NSW Government program which enables Councils to replace hundreds of timber bridges in poor condition and better connect regional and rural communities. Council has received funding of \$244,906 for the replacement of the existing wooden culvert over Rainbow Creek on Sandy Creek Road with a new concrete culvert.
- Six councils including Muswellbrook Shire Council have been awarded a share in more than \$400,000 through the inaugural round of the NSW Government's **Social Cohesion Grants**, which support projects aimed at rebuilding, reconnecting and strengthening communities. Muswellbrook Shire Council has received funding of \$59,500 to support the delivery of a Wanaruah Language Course, commencing in October 2022. Letters of



support for the project were received from Wanaruah Local Aboriginal Land Council, Hunter Valley Aboriginal Corporation and Arts Upper Hunter.

- Muswellbrook Shire Council submitted a grant for funding of \$5,518 under the **Spring Holiday Break** initiative, and Council has been successful in receiving this funding. Muswellbrook Library will be conducting a Teen Virtual Reality Tournament where Council will hire Virtual Reality (VR) units for the duration of the program (three days) and run a VR tournament with prizes awarded to the champion of each game. The grant funding is being used to hire the VR sets, promotions and prizes.

#### **Grant funding to be announced shortly:**

- Council applied for \$1 million for **Stage 1 of the Muswellbrook Town Centre** under Round 6 of the Federal Building Better Regions program - Infrastructure Projects.

#### **Unsuccessful applications:**

- Our application was unsuccessful for funding of \$38,005 for the Muscle Creek Habitat Enhancement Project under the **Fish Habitat Action Grant** program.

#### **Muswellbrook Shire Council Grants Portal**

The report for data from January 2022 to July 2022 for Council's grant finding portal at <https://musCouncilbrook.grantguru.com.au/> is listed in the table below:

Indicator	Jul	Jun	May	Apr	Mar	Feb	Jan
Total unique portal visitors <sup>[1]</sup>	38	63	63	33	96	64	36
Number of page views <sup>[2]</sup>	242	248	190	133	374	159	162
Total cumulative registrations to the portal (via the sign-up form) <sup>[3]</sup>	71	63	56	52	52	43	39
Grant alerts sent per month to registered users	542	490	463	373	485	370	229

<sup>[1]</sup> A visitor is someone who has viewed your portal, but may or may not be registered - the same person is not double counted.

<sup>[2]</sup> Page views are the total number of a visitor's 'clicks' within your portal, and includes viewing grant information. Repeated views of a single page are counted.

<sup>[3]</sup> Registrations are people that have registered to your portal via the signup form and are still active.

Community interaction with the grant finding portal is generally positive. The number of registered users is continuing to increase.

#### **Community grants**

The Muswellbrook Shire Council Community Grants Round 2 2022 will open shortly.

#### **CONCLUSION**

Council notes upcoming grant and funding opportunities, grant funding recently announced, grant funding to be announced shortly, data on Council's Grant Portal, and the opening of Round 2 2022 of Council's community grants program.



## **SOCIAL IMPLICATIONS**

The projects supported by Council's Community Grants address priority issues in the community and are well-supported.

## **FINANCIAL IMPLICATIONS**

The funding received under these grant programs will offset expenditure that would otherwise be needed to be made by Council. There are co-contributions required as specified in the descriptions above.

Council has also approved the incorporation of the Rural Halls Funding into the development of a Community Grants Program

### **Ongoing Operational and Maintenance Costs Implications Associated with Capital Project**

#### **1. Financial Implications – Capital**

Nil

#### **2. Financial Implications – Operational**

Nil

## **POLICY IMPLICATIONS**

The Community Grants have been allocated according to Council's Financial Assistance and Sponsorship Policy (MSC05E).

## **STATUTORY IMPLICATIONS**

Council's grant applications align with the goals contained in the Muswellbrook Shire Community Strategic Plan and with a range of Federal and State strategy documents.

## **LEGAL IMPLICATIONS**

Where grant applications are successful, Muswellbrook Shire Council will be required to enter into a grant agreement with the funding body.

## **OPERATIONAL PLAN IMPLICATIONS**

The projects funded by these grants are in line with Council's Operational Plan.

## **RISK MANAGEMENT IMPLICATIONS**

Council is required to identify risks and associated risk management strategies for each project in preparing the grant application.

## **WASTE MANAGEMENT IMPLICATIONS**

Nil

## **COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

All the grant funding successes contained in this report are no longer under embargo.



## 9.5. Community and Economy

### 9.5.1. Community Services

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Fiona Plesman - General Manager
<b>Author:</b>	Kim Manwarring – Manager Community Services
<b>Community Plan Issue:</b>	6 - Community Leadership
<b>Community Plan Goal:</b>	24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.
<b>Community Plan Strategy:</b>	24.1.2 - Appropriate matters are reported to Council in a timely manner in accordance with the Financial Control and Reporting Policy.

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#### 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

##### MUSWELLBROOK SHIRE LIBRARIES – MUSWELLBROOK AND DENMAN

The Library had a number of flood related closures which did impact some scheduled events however a good turnout for those events which were able to proceed including school holiday programs.

- **Increasing and maintaining library memberships**

Muswellbrook and Denman libraries registered **49 new members** during July.

- **Providing opportunities that increase community literacy, both physical and digital**

Online Engagement:

The Muswellbrook Shire Libraries launched their Instagram account during July with new content regularly posted to promote services and collections.

Over the past month the library has had 4,957 post views on Facebook. Throughout the month the library promoted our current new and recommended items, upcoming events and exhibits.

Collections:

During July the library added **264 new items** to the physical collections Over the month the library loaned **5,826 physical items** and there have been **207 eAudio loans, 186**



**eBook Loans and 70 Digital magazine loans.**Home Library:

The Muswellbrook Shire Libraries has now extended its home library service to include a monthly service delivery from Denman branch and deliveries personally selected books, DVDs and Audio books to homebound customers. During the month of July this service delivered to **22 households** and delivered **308 items**.

- **Creating spaces and programs that meet the needs of members and library visitors**

Children's Programs

During July Library programs focused on NAIDOC Week and STEM with story time and school holiday programs focusing on these topics run for Infant, Preschool and Primary aged children. The Muswellbrook Library also hosted school visits during Library and Information week which were attended by 16 Preschool aged children.

Children's Storytime and Rhyme time: These sessions were attended by **55 attendees** across both branches. These sessions incorporate song, movement and literacy building stories.

During School Holidays the library hosted LEGO themed STEM challenges with attendees challenged to create LEGO bridges to support increasing weights. These sessions were hosted at both branches with a total of 41 attendees. **PICTURED**



The Library Celebrated NAIDOC week by hosting themed storytime sessions featuring picture books written and illustrated by First Nations Australian Authors and Illustrators. These sessions were attended by 10 children.

The Library launched it's new after school LEGO Club during July with 7 eager attendees arriving to participate.

Adults Programs:

The **Adult Craft Group** meets fortnightly at the Muswellbrook Branch and was attended by 10 attendees during June. This social groups shares crafts projects and provides important adult social connections to members of the Muswellbrook Community.

The **Bookclub** group met at Muswellbrook with 4 attendees. The scheduled Denman Bookclub was postponed due to flooding in surrounding areas. These groups meet monthly. The Library also promotes a new online bookclub 'Ben's Bookclub' with simultaneous use books available through our Libby App.

The **Writers Group** was attended by 9 attendees.

One on one **Tech Help** sessions were conducted for **8 members**. These sessions run for around an hour each and members are able to receive one on one assistance from a





member of library staff on topics such as learning how to use their own portable devices like mobile phones and tablets. All Library staff regularly provide technical assistance to community members outside of these sessions.

### COMMUNITY PARTNERSHIPS & ENGAGEMENT

Funding has been secured through **NSW Premier & Cabinet** to delivery an **Aboriginal Language Program** for Community Members, this project will be delivered in partnership with the **Muswellbrook Library** and **Wanaruah Local Aboriginal Land Council**.

Support and assistance have been provided to the **Great Cattle Dog Muster** Organising Committee, this event is planned for the **9 September**, Muswellbrook Shire Council is a major sponsor and will have a information stand at the event promoting Muswellbrook Shire Council with locally badged merchandise and brochures.

A **Citizenship Ceremony** is being planned for **14<sup>th</sup> September**, particulars to be confirmed.

The **Blue Heeler Film Festival** partnership with the **University of Newcastle** is well underway, entries for films is open, the theme this year is '**Working Dogs**'. Our Film Patron this year is Writer Producer **Ms Jenny Hicks** and the finalist award night will be held at the Denman Memorial Hall on the **22 October** followed by a free community screening at Simpson Park on Sunday evening.

### Visitors Information Centre – Denman

The Visitors Information Centre is currently seeking additional volunteers to assist in the operation of the Centre.

May 2022	
Visitors from:	Number of visitors
NSW Other	248
Muswellbrook LGA	8
Queensland	10
South Australia	4
Victoria	11
Northern Territory	0
Tasmania	1
Western Australia	2
International	0
<b>Total Visitors</b>	<b>284</b>

### AQUATIC & FITNESS CENTRE – MUSWELLBROOK & DENMAN

#### Memberships:

A steady number of patrons are utilising the Muswellbrook Fitness Gym, the Aqua Aerobics Group continue to meet on land using the Gym equipment to keep fit. A total of 4 Aqua Fitness/Circuit classes were run this month at the Fitness Centre, with a total of 10 people attending classes per session throughout June.



A total of 415 member visits in the month of June.

Staff update:

New casual lifeguards started this month before the opening and are currently being trained for routine operations of the Centre. New casual swim instructors to join the team in the following month.

Chemical Handling Training has been carried out and Staff training for new plant room operations and new booking system is ongoing.



## **10. Minutes of Committee Meetings**

Nil

## **11. Notices of Motion**

Nil

## **12. Councillors Reports**

## **13. Written Questions**

Nil

## **14. Questions for Next Meeting**

## **15. 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.

## **16. Closed Council**

### **RECOMMENDATION**

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

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



**16.1. Tender 2020-2021-0404 - Hunter Beach Amenities**

*This report is CONFIDENTIAL under the provisions of Section 10A(2)(c) of the Local Government Act 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.*

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

**16.2. Tender 2021-2022-0537 - Operate Cafe at Muswellbrook Regional Art Centre**

*This report is CONFIDENTIAL under the provisions of Section 10A(2)(c) of the Local Government Act 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.*

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

**16.3. Tender T052223HUN - Provision of Water Meter Reading**

*This report is CONFIDENTIAL under the provisions of Section 10A(2)(c) of the Local Government Act 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.*

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

**16.4. Town Centre - Stage 1**

*This report is CONFIDENTIAL under the provisions of Section 10A(2)(c) of the Local Government Act 1993, as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.*

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

**16.5. Request for Assistance**

*This report is CONFIDENTIAL under the provisions of Section 10A(2)(b) of the Local Government Act 1993, as it relates to the personal hardship of any resident or ratepayer.*

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



**16.6. Confidential Questions With Notice**

*This report is CONFIDENTIAL under the provisions of Section 10A(2)(a) of the Local Government Act 1993, as it relates to personnel matters concerning particular individuals (other than councillors).*

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

**17. Resumption of Open Council**

**18. Closure**

**Date of Next Meeting:** 27 September, 2022