



### 10.2.3. s.138 Roads Act 1993 MACH Energy Geotechnical Investigation Works Kayuga, Dorset and Castlerock Roads

<b>Attachments:</b>	1. MACH Energy Geotechnical Investigation Attachment A [10.2.3.1 - 6 pages] 2. MACH Energy Geotechnical Investigations s 138 Permit Draft Special Conditions [10.2.3.2 - 3 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Imelda Williams (Traffic & Roads Status Officer)
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	5.1.3 - Facilitate investment in high quality community infrastructure necessary to a Regional Centre.  Not applicable

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#### PURPOSE

To request Council to delegate to the General Manager authority to approve the s.138 Road Act 1993 Permit submitted by MACH Energy as outlined in the report.

#### OFFICER'S RECOMMENDATION

Council:

1. Delegates to the General Manager authority to sign the s.138 Roads Act 1993 Permit approval generally in accordance with the Draft Special Conditions as attached to the report; and
2. As outlined in the Draft Special Conditions, all insurances and Traffic Guidance Schemes are to be submitted and accepted by Council.

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

#### BACKGROUND

##### Mt Pleasant Approval Conditions

Schedule 3, Condition 38(b) of the Mount Pleasant Development Consent DA 92/97 describes the obligations of MACH Energy relating to the upgrade of Dorset Road and closure of Castlerock Road:

**Condition 38(b)** of the consent provides that the Applicant at its own cost must:

**construct the Mount Pleasant Northern Link Road to Dorset Road, prior to the closure of Castlerock Road to the satisfaction of Council.**

Prior to any proposed construction of the Mount Pleasant Northern Link Road to the satisfaction of Council, various geotechnical, survey, and design works are required at the outset as part of the preliminary investigations for design. The current S138 application seeks approval to commence/complete these investigation works within the existing road corridor as described within the application and in accordance with clause 38 of DA92/97.



Similar conditions are contained in the recently approved Mount Pleasant Optimisation Project consent SSD-10418 dated 6 September 2022. MACH Energy has not yet commenced development under this new consent and mining is currently proceeding under DA 92/97.

Any future, proposed closure of Castlerock Road and design and construction of the Northern Link Road would be subject to a further report to Council should the developer proceed with the later modification consent. These matters are not explored in this report. This report is only seeking approval to issue a s.138 permit for the preliminary geotechnical investigations of the existing Castlerock and Dorset Roads pavements to inform the design of the tie in points to these roads, and will provide information that will determine the ultimate design of the proposed Northern Link Road.

## **CONSULTATION**

Roads Drainage & Technical Services

MACH Energy Project Team

## **REPORT**

The proposed future realignment of Castlerock Road (Northern Link Road) requires preliminary geotechnical investigations to assess the condition of the current road surface and subsurface conditions to assist with the future design for the pavement tie in areas and road alignment for the proposed Northern Link Road.

Work associated with these geotechnical investigations will be focused on sections of Dorset and Castlerock Roads. The following scope of works is proposed:

- Undertake a fieldwork program to obtain subsurface data to inform the pavement design, which is to include pavement coring, sample collection, and laboratory testing;
- Geotechnical investigation of the pavement at the proposed tie-in areas of the Northern Link Road. The draft geotechnical investigation locations for each site are shown on the attachment to this report;
- Investigation will comprise pavement coring to 2m obtaining tube samples of the pavement and sub-grade, or excavation up to 3m on the road shoulder for bulk sampling; and
- Holes will be backfilled and excavated spoil and compacted in lifts. Where investigations are through the road pavement, they will be sealed with basecourse gravel from within 200mm (more if required) of the existing road surface and sealed with cold mix.

## **OPTIONS**

Council may decide to:

1. approve the delegation to the General Manager to issue a consent for the works under Section 138 Roads Act 1993 generally in accordance with the conditions recommended by staff and outlined in the “Special Conditions” attached to the report;
2. request modification to the conditions; or
3. refuse the delegation.

## **CONCLUSION**

It is recommended that Council approves the delegation to the General Manager to issue consent for the works under Section 138 Roads Act 1993 generally in accordance with the conditions recommended by staff and outlined in the “Draft Special Conditions” attached to the report.



## **SOCIAL IMPLICATIONS**

All works will be completed under traffic control. There may be some minor inconvenience to the travelling public.

## **FINANCIAL IMPLICATIONS**

All work will be undertaken at the cost of the applicant.

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

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

Nil

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

Nil

## **POLICY IMPLICATIONS**

Nil Known

## **STATUTORY IMPLICATIONS**

As the Roads Authority for Council Public Roads, Council is acting within its powers under the Roads Act 1993.

## **LEGAL IMPLICATIONS**

As the Roads Authority for Dorset, Kayuga and Castlerock Roads, Council is acting within its powers under the Roads Act 1993.

## **OPERATIONAL PLAN IMPLICATIONS**

Submission of the report complies with item 19.3.4 of the Operational Plan “Investigate and recommend appropriate management treatments for road safety and traffic management”.

## **RISK MANAGEMENT IMPLICATIONS**

Works are required to comply with the appropriate Standards, particularly Austroads and Transport for NSW guidelines “Traffic Control at Work Sites” traffic management guidelines.

## **WASTE MANAGEMENT IMPLICATIONS**

Nil.

## **COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Nil.

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**Attachment A**  
**Northern Link Road SI Site Plans**







0 25 50 100 150  
 Full Size 1:2500; Half Reduction 1:5000  
 SCALE (m)

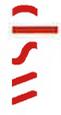
**LEGEND**

- Proposed test pit location
- Proposed borehole location
- ACCESS POINT

Mount Pleasant Northern Link Road  
**Proposed Geotechnical Investigation**  
 Revision: A  
 Date: 04.07.23  
 Figure No. 07

Plot Date: 02/07/23 - 09:22 Cat File: \\server\pawson\ARZ\Project\ARZ\Project\ARZ\Map\PS\31384\_Plan\_Pictant\_PNA\_MP\BNDG\app\figures\31384-C04-IG-100x405\_Geotech07.dwg





Client: MACH Energy  
 Project: Mount Pleasant Northern Link Road  
 Location: Muswellbrook, NSW



**LEGEND**

- TP01 Proposed test pit location
- BH01 Proposed borehole location
- ACCESS POINT Proposed access point

Mount Pleasant Northern Link Road  
**Proposed Geotechnical Investigation**  
 Revision: A  
 Date: 04.07.23  
 Figure No. 09

Plot Date: 04/07/23 - 15:22 C:\P\A\Corporation\A\NSW\Projects\A\NSW\GIS\A\PS\DT184\_Mount\_Pleasant\_Road\_WPB\GIS\Drawings\PS\DT184-CV-Fig-400-005\_Geotech.dwg

### Schedule of Details

1. The Works	The works within the Road Reserve of Dorset, Castlerock and Kayuga Roads as detailed in the Attachment A to the application from MACH Energy													
2. The Site	Dorset, Castlerock and Kayuga Road.													
3. Estimated Cost of the Works	N/a	]												
4. Estimated Council Costs	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Plan Approval, Report, Meetings Deed Prep.</td> <td style="width: 20%; text-align: right;">\$660.00</td> <td style="width: 20%; text-align: right;">(+GST)</td> </tr> <tr> <td>Construction Observation and Traffic Control Plans</td> <td style="text-align: right;">\$1,112.16</td> <td style="text-align: right;">(+GST)</td> </tr> <tr> <td>Final Acceptance (WAE review etc)</td> <td style="text-align: right;">\$N/a</td> <td style="text-align: right;">(+GST)</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$1,772.16</b></td> <td style="text-align: right;"><b>(+GST)</b></td> </tr> </table>	Plan Approval, Report, Meetings Deed Prep.	\$660.00	(+GST)	Construction Observation and Traffic Control Plans	\$1,112.16	(+GST)	Final Acceptance (WAE review etc)	\$N/a	(+GST)	<b>Total</b>	<b>\$1,772.16</b>	<b>(+GST)</b>	[Clause 6.1(f)]
Plan Approval, Report, Meetings Deed Prep.	\$660.00	(+GST)												
Construction Observation and Traffic Control Plans	\$1,112.16	(+GST)												
Final Acceptance (WAE review etc)	\$N/a	(+GST)												
<b>Total</b>	<b>\$1,772.16</b>	<b>(+GST)</b>												
5. Defects Liability Period	12 Months	[Clause 8.4]												
6. Consent Holder's Representative	<p>Name.....Peter Neville .....</p> <p>Position..... Project Manager .....</p> <p>Mobile Phone.....0488 497 399.....</p> <p>Office Phone.....</p> <p>Email peter.neville@machenergy.com.au</p>	[Clause 14. 3]												
7. Council's Representative	<p>Name.....Kellie Scholes.....</p> <p>Position.....Manager Roads Drainage &amp; Technical</p> <p>Services..... Mobile Phone..... 0407 252 142.....</p> <p>..... Office Phone.....02 6549 3756.....</p> <p>Email ..... <a href="mailto:Kellie.scholes@muswellbrook.nsw.gov.au">Kellie.scholes@muswellbrook.nsw.gov.au</a>.....</p> <p>Facsimile.....02 93005774.....</p>	[Clause 14.3]												

### Special Conditions

1. This permit is not valid until all fees listed in the Schedule of Details and any bond amounts (if applicable) are paid.
2. The Consent Holder is to advise Council's Technical Officer, Roads & Drainage on 0418 110 010 or Council on 65493700 one week (7 Days) prior to commencing work to confirm inspections prior to commencement.
3. The existing and any new accesses are to be located, designed, constructed and maintained to meet the minimum requirements of Muswellbrook Shire Council's Rural Property Access Drawing 0041/1 Revisions A dated 16/7/2012 and are to be sealed to the property boundary unless otherwise agreed by Council.
4. Any constructed temporary accesses are to be removed and decommissioned upon completion of construction, boundary fence reinstated and all areas of disturbances within the road reserve to be reestablished to AUS-SPEC standard including top soiling, grass seeding, reshaping of table drains and scour protection where required to the satisfaction of Council.
5. All Traffic Guidance Schemes (TGS) are to be developed as per TfNSW "Traffic Control at Worksites Conditions" and are to be accepted by Council prior to use. Any changes to the TGS will require submission to Council prior to the implementation of the changes.
6. All disturbed areas are to be backfilled with excavated material and compacted in lifts. Where investigations are through the road pavement, they must be sealed with basecourse gravel from within 200mm (more if required) of the existing road surface and sealed with cold mix to the satisfaction of Council.
7. This approval does not constitute approval of any environmental impacts and the Consent Holder is responsible for any such impacts and any approvals that may be required in relation to the Works.
8. Standard hours of operation are:
  - 7:30am to 5:00pm Monday to Friday
  - 7:30am to 1:00pm Saturdays; and
  - No work to occur on Sundays or Public Holidays
 unless otherwise agreed with Council. See also condition relating to School bus times
9. The occupation of the road should be undertaken in a safe manner, with adequate dust control.
10. Plant Equipment/ construction traffic is not to operate on Dorset, Castlerock or Kayuga Roads during the school bus times. School bus times are to be confirmed by the applicant in consultation with the relevant bus companies.

11. The Consent Holder shall check for other services and is responsible for any damage to services and Council Infrastructure. Dial before you dig 1100.
12. The Consent Holder must ensure that mud and dust from the Works is not carried on to the Road. (It is suggested that a device (from the Soil management book) may be required to remove such materials prior to entering the roads. Note: If required a shake down device should be placed off the existing road so that the public do not need to travel on it.).
13. All due care and diligence must be exercised whilst undertaking the proposed works on Council road reserve. Also due care should be taken to protect Council and other utility authorities' assets/properties within the area of operation.
14. If any damages are caused to Council's assets or any other assets, The consent holder will be responsible for all the costs incurred to rectify them. It is in MACH Energy's interest to ensure that they have adequate Public Liability Insurance to cover the works.
15. This consent may be revoked if these conditions are not complied with.



#### 10.2.4. **Renewal of Routine Maintenance Council Contract (RMCC) # 20.0000303559**

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Joseph Thurairatnam (Works Engineer), Sanjay KC (Acting Community Infrastructure Engineer)
<b>Community Plan Issue:</b>	5 - <i>Community Infrastructure</i>
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	5.1.4 - Maintain and continually improve community infrastructure across the Shire.  5.1.3.1 - Prioritize Capital works program to demonstrate continual improvement in community infrastructure. 5.1.3.2 - Conduct regular asset condition assessment inspections.

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#### **PURPOSE**

To provide Council with an overview of the proposed new Routine Maintenance Council Contract (RMCC) with Transport for New South Wales (TfNSW) and confirm Council's acceptance of the contract.

#### **OFFICER'S RECOMMENDATION**

Council:

1. Accepts the offer of a new Routine Maintenance Council Contract; and
2. Authorises the General Manager to execute all relevant contract documentation.

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

#### **BACKGROUND**

The Routine Maintenance Council Contract (RMCC) manages the maintenance of State roads and State roads infrastructure assets. Under this contract, Council is responsible for the maintenance of a 47 km section of the Golden Highway from Bowman's Bridge, Arrowfield, to Greg Stairs Road intersection, and 21 km of Denman Road from the New England Highway intersection to the Golden highway intersection.

Council's Works teams have a history of performing to a superior standard under this contract. During 2022-23, Council carried out approximately \$4.5m worth of works.

The Routine Maintenance Council Contract (RMCC) provides Council's direct involvement in the management of the local State Roads network providing engagement of internal Council works teams and local contractors.

Further meeting the requirements of RMCC facilitates a continuous improvement process for Council's operations. TfNSW specifications are used not only on State Roads but also on



Council's local roads network, thereby ensuring that works are carried out to a best practice standard.

The services carried out under this contract include:

- Routine Maintenance;
- Ordered Works; and
- Incident Management.

## CONSULTATION

Manager Works

Director Property & Place.

## REPORT

Transport for New South Wales (TfNSW) advised Council on 19 December 2022 of its intention to terminate the current contract on 30 June 2023 and enter into a new contract on 1 July 2023. In March 2023, draft contract documents were provided to Hunter councils and on 18 April 2023, Council staff attended an information and feedback session organised by TfNSW specifically for Hunter Councils.

During this session, TfNSW and councils engaged in detailed discussion regarding the forthcoming changes to the current contract.

The proposed new contract should not impact on the Routine Maintenance activities and Ordered Works items, however, may have a minor impact on Incident Management and reporting requirements.

Natural Disaster Essential Public Asset restoration (NDEPAR) is included as part of Incident Management, however are costed and paid under Ordered Works. The table presented below illustrates the differences between the current and proposed contractual requirements.

Clause No. (Current contract)	Item description	Clause No. (Proposed contract)	Proposed changes
N/A	No exclusivity	1.3	No exclusivity clause added.
3.1	General Responsibilities	3.1	NDEPAR Guidelines referred to for relevant services.
4.1	Contract term - initial term	4.1	From: 1 July 2023 to 30 June 2026 (3 years)
4.2	Automatic renewal of contract	4.2	Renewals for periods of one (1) year.
N/A	Contract documents	4.4	Contract documents listed.
7	Reporting	Clause amended to	Clause amended to enable TfNSW to simplify reporting



<b>Clause No. (Current contract)</b>	<b>Item description</b>	<b>Clause No. (Proposed contract)</b>	<b>Proposed changes</b>
		enable TfNSW to simplify reporting requirements of the Service Provider.	requirements of the Service Provider.
N/A	Defect Management System	7.5	Clause added to enable TfNSW to access defect and accomplishment data for reporting.
10.2 and 10.3	Work Requests and Work Proposals	10.2 and 10.3	Ordered Work Contingency term added to manage relevant contingencies to replace Margin in current contract.
10.7	Work Order Terms	10.7	NDEPAR Guidelines referred to for relevant Services.
12.6	Work health and Safety Management	12.6	Clause updated with relevant legislative requirements.
N/A	Security of Critical Infrastructure	12.12	Clause added to comply with Security of Critical Infrastructure Act 2018
N/A	Long Service Levy	12.14	Clause added to comply with the relevant Act.
14.2	Routine Services Fee: Payment	14.2	Amended to comply with Security of Payment Act (SOPA) requirements
N/A	Ordered Work Contingency	14.6	Clause added to manage Ordered Work Contingency appropriately.
N/A	Encumbrances	15.8	Clause added.
19.2	Meetings of Leadership Team	19.2	Regular meeting requirement deleted.



<b>Clause No. (Current contract)</b>	<b>Item description</b>	<b>Clause No. (Proposed contract)</b>	<b>Proposed changes</b>
28	Suspension of Work	28	Clauses amended to include provision for the Service Provider to suspend work with prior written approval of TfNSW.
35	Roads Act	35	Clauses updated appropriately.
N/A	Service Provider's status	35.2	Clauses added to clarify the Service Providers' status under the contract and to include Classified Roads.
N/A	General	N/A	Duplications in Work Order Terms deleted and Definitions & interpretation updated.

### **OPTIONS**

Council may choose to enter or not enter a new Routine Maintenance Council Contract (RMCC) proposed by Transport for New South Wales (TfNSW).

### **CONCLUSION**

It is recommended that Council accepts the new contract and authorises the General manager to execute all relevant contract documentation.

### **SOCIAL IMPLICATIONS**

Council's Community Plan prescribes that 'Our Community's infrastructure is planned well, is safe and reliable and provides required level of service'.

### **FINANCIAL IMPLICATIONS**

The operational budget allocated for 2023-24 for Routine Maintenance Activities is \$693,355.00.

### **POLICY IMPLICATIONS**

Nil known.

### **STATUTORY IMPLICATIONS**

Nil known.

### **LEGAL IMPLICATIONS**

Nil known.

### **OPERATIONAL PLAN IMPLICATIONS**

Aligns with the goal to 'Maintain and continually improve community infrastructure across the



Shire'

**RISK MANAGEMENT IMPLICATIONS**

Not proceeding with the new contract includes the risk of losing out on work opportunities and benefits derived from continuous improvements in quality, safety, and environmental management system and performance.

**WASTE MANAGEMENT IMPLICATIONS**

Nil known.

**COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Nil known.



### 10.2.5. Local Emergency Management Officer

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Derek Finnigan (General Manager)
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<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>	6.3.1 - Continue to prioritise safety and risk management initiatives and upgrades to Council Facilities.  6.3.1.2 - Carry out an emergency management scenario drill to test the effectiveness of Council's Emergency Operations Centre.

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#### PURPOSE

To request Council's consideration of appointing Council's Manager Works, Mr Peter Ball, to the position of Local Emergency Management Officer.

#### OFFICER'S RECOMMENDATION

Council APPROVES:

1. The appointment of Mr Peter Ball to the position of Local Emergency Management Officer for Muswellbrook Shire Council; and
2. The continuation of Mr Matthew Lysaught in the position of Deputy Local Emergency Management Officer.

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

#### BACKGROUND

The General Manager currently acts as Council's Local Emergency Management Officer. It is considered that, to be optimally effective, the position of Local Emergency Management Officer should be held by a Council Officer with an appropriate level of organisational seniority, knowledge and experience, and with the delegated authority to activate required resources with immediate effect should a response to an emergency event be required.

Traditionally, the role is held by the Manager Works. It is recommended that Council resolves to appoint the current Manager Works, Mr Peter Ball, to the role of Local Emergency Management Officer for Muswellbrook Shire Council.

#### CONSULTATION

Manager Works

Director Property & Place

Regional Emergency Management Officer for the Hunter



## REPORT

In accordance with the State Emergency Plan, Council appoints a Local Emergency Management Officer (LEMO) to act as the organisation's coordinator for preparing for, and responding to, emergency events.

The position of LEMO undertakes the critically important roles of:

- Council's liaison officer for disaster planning with other emergency services such as Police, State Emergency Services, the Rural Fire Service, and Fire & Rescue;
- coordinates the review of procedures for responding to emergencies;
- maintains an effective communication network with all emergency response agencies; and
- ensures that resources are available to respond to emergencies, including management of Council's Emergency Operations Centre (EOC).

From a legislative perspective, the *State Emergency and Rescue Management Act 1989 No 165* provides:

32 *Councils to provide executive support for Local Emergency Management Committee and Operations Controller*

- (1) *a council is to provide executive support facilities for the Local Emergency Management Committee and the Local Emergency Operations Controller in its area.*

The LEMO provides the executive support required under the Act.

It is considered that the Manager Works, Mr Peter Ball, is the most effective position holder to effectively perform the tasks required of the LEMO.

## OPTIONS

Council may resolve to appoint or not appoint Mr Peter Ball to the position of Local Emergency Management Officer for Muswellbrook Shire Council.

## CONCLUSION

It is considered that the Manager Works, Mr Peter Ball, has the required organisational seniority, knowledge, and experience, to successfully perform the important role of Local Emergency Management Officer for Muswellbrook Shire Council.

## SOCIAL IMPLICATIONS

Nil known.

## FINANCIAL IMPLICATIONS

The work carried out by the Local Emergency Management Officer is carried out within the relevant, existing Operational Budgets.

## POLICY IMPLICATIONS

Nil.

## STATUTORY IMPLICATIONS

*State Emergency and Rescue Management Act 1989 No 165.*



### **LEGAL IMPLICATIONS**

Nil known.

### **OPERATIONAL PLAN IMPLICATIONS**

The Local Emergency Management Officer manages the emergency management aspects of Council's Delivery Plan and Operational Plan.

### **RISK MANAGEMENT IMPLICATIONS**

The appointment of a Local Emergency Management Officer assists to ensure the appropriate management of emergency preparation and response for Muswellbrook Shire.

### **WASTE MANAGEMENT IMPLICATIONS**

Nil.

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

Advice of the appointment of a Local Emergency Management Officer for Muswellbrook Shire Council will be provided to NSW Police and other emergency management agencies.



## 10.3. Property and Place

### 10.3.1. 93A Hill Street - Development Review

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Mardi Eriksson (Co-Ordinator - Commercial Property)
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	5.1.1 - Review, develop and maintain liveable town and village precincts.  5.1.4.1 - Capital works programmes prioritised to demonstrate continual improvement in community infrastructure.

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#### PURPOSE

To report for Council's consideration refurbishment challenges due to site constraints at 93A Hill Street, Muswellbrook, and to request consideration for demolition as an alternative.

#### OFFICER'S RECOMMENDATION

Council ENDORSES withdrawing DA 2022-30 and proceeding with a demolition development application.

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

#### BACKGROUND

93A Hill Street, Muswellbrook, is located adjacent to the Muswellbrook Marketplace entrance from Hill Street. The existing building is not a Heritage item, however, the property is located within the Muswellbrook Heritage Conservation Area.

Earlier in its history, the property was used as a residential dwelling, and more recently as an administration building for Hope City Church. The property failed to sell on three occasions between 2011 and 2013, the buyers withdrawing due to boundary concerns and location.

The site was identified as a potential location for Tresillian Family Day Care Centre, an important support service for new parents, and a Development Application DA 2022-30 was lodged.

To accommodate Tresillian, the building required refurbishment works, including internal changes to suit the client's requirements and a new open deck at the rear of the existing building. The sloping block and site constraints contribute to challenges in achieving accessibility standards and regulatory compliance.

Due to the site challenges, delays, and the desire to accommodate Tresillian for the community, Council staff created an alternate location within Muswellbrook Marketplace which has proven to be very successful.



## CONSULTATION

Manager Roads Drainage and Technical Services

Project Planner

Coordinator - Commercial Property

Director Property and Place

## REPORT

The success of Tresillian within the Marketplace and the site limitations at 93A Hill Street, Muswellbrook, necessitated a further review and a wholistic consideration of alternate options for 93A Hill Street.

Providing safe and easily accessible pedestrian access to the Muswellbrook Marketplace is a goal of Council in the renewal of the Marketplace.

Stage 1 of the public carpark upgrade is nearing completion, providing a much-needed improvement to the CBD and Marketplace. A draft future stage proposes upgrade and improvements from the Hill Street entry connecting to the public carpark adjacent to the Marketplace, including improvements to the car park, and pedestrian access from Hill Street.

To enable and assist these future opportunities, it is proposed to withdraw DA 2022-30 and lodge a Development Application to demolish the existing 93A Hill Street building. This concept has been previously discussed at a Future Fund workshop conducted with Councillors on 6 February 2023, and more recently at the Future Fund Committee meeting held 13 July 2023.

Pending further design, available budget, and Council's endorsement, it is proposed that the cleared site would be turned into a low maintenance green space to activate and improve the area, providing future opportunity for access improvements to the Marketplace and a future commercial opportunity.

## OPTIONS

1. Pursue regulatory compliance options to enable refurbishment/development of the existing building for future leasing opportunities.
2. Withdraw DA 2022-30 and proceed with Development Application for demolition.

## CONCLUSION

It is recommended Council lodges a Development Application for the demolition of 93A Hill Street to be maintained as a green space allowing for future car park and access improvements, and future commercial opportunities.

## SOCIAL IMPLICATIONS

Suggested demolition to improve public car parking and access.

## FINANCIAL IMPLICATIONS

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

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

The capital cost of demolition would be considered as part of the Future Fund's 2023-24 priorities.



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

Sufficient budget is available in Council's 2023-24 Operational Budget for the Development Application.

**POLICY IMPLICATIONS**

Nil known.

**STATUTORY IMPLICATIONS**

Nil known.

**LEGAL IMPLICATIONS**

Nil known.

**OPERATIONAL PLAN IMPLICATIONS**

The demolition of the building at 93A Hill Street will inform Council's work in improving access to Council owned buildings and public space.

**RISK MANAGEMENT IMPLICATIONS**

Hazardous materials have previously been removed from the building.

**WASTE MANAGEMENT IMPLICATIONS**

To be considered as part of the demolition project.

**COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Nil known.



### 10.3.2. Wanaruah Land Council, NAIDOC Week Celebrations - Fee Waiver Request

<b>Attachments:</b>	1. Wanaruah Land Council - Letter to Council [10.3.2.1 - 1 page]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Nikki Wicks – Acting Works Coordinator Civil
<b>Community Plan Issue:</b>	5 - Community Infrastructure
<b>Community Plan Goal:</b>	Effective and efficient infrastructure that is appropriate to the needs of our community.
<b>Community Plan Strategy:</b>	<i>Not Applicable</i>

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#### PURPOSE

To consider a fee waiver request from Wanaruah Local Aboriginal Land Council for the use of Victoria Park Sports Fields and the Stan Thies Centre for NAIDOC Week Celebrations on Sunday, 30 July 2023.

#### OFFICER'S RECOMMENDATION

Council waives the associated hire fees for the sports fields and community building in support of this free community event.

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

#### BACKGROUND

Council has received the attached request from Wanaruah Land Council to waive the hire fees associated with the planned NAIDOC Week Celebrations on Sunday, 30 July 2023.

#### CONSULTATION

Director Property & Place

General Manager

#### REPORT

Associated fees for the use of Victoria Park Sports Fields and the Stan Thies Centre for this event includes:

1. Sports fields casual hire fees - \$344.50 including GST;
2. Canteen hire fees - \$138.00 including GST;
3. Hall hire fees - \$171.00 including GST;
4. Hire bond - \$500.00 excluding GST and refundable upon inspection; and
5. Key deposit bond - \$75.00 excluding GST and refundable upon return of key.

Total fees: \$653.50 including GST (not including refundable bonds).

Under Council's fees & charges 2023/24 it is noted that a fee exemption is provided at the discretion of the General Manager for local registered charities and non-for-profit groups. Where a fee exemption is approved, it is requested that the charity or non-for-profit acknowledge Muswellbrook Shire Council's support.



It is recommended that Council waives the associated hire fees and bonds in support of this free community event.

### **OPTIONS**

Council could choose to:

1. Not waive the associated fees;
2. Reduce the associated fees; or
3. Manage the consideration differently.

### **CONCLUSION**

It is recommended that Council waives the associated hire fees of \$653.50 including GST and Bond Deposit of \$575.00 excluding GST (refundable), in support of this free community event.

### **SOCIAL IMPLICATIONS**

NAIDOC Week is a celebration to recognise the history, culture and achievements of Aboriginal and Torres Strait Islands peoples. This is a free community event for all community members to learn about First Nations cultures, histories and to participate in celebrations.

### **FINANCIAL IMPLICATIONS**

Council will forgo revenue of \$653.50 including GST to facilitate this event.

### **POLICY IMPLICATIONS**

Financial Assistance and Sponsorship Policy MSC05E.

### **STATUTORY IMPLICATIONS**

Local Government Act 1993

### **LEGAL IMPLICATIONS**

Nil known.

### **OPERATIONAL PLAN IMPLICATIONS**

Nil known.

### **RISK MANAGEMENT IMPLICATIONS**

The booking will require the management and documentation of any associated risks.

### **WASTE MANAGEMENT IMPLICATIONS**

Nil known.

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

Nil known.



21<sup>st</sup> June 2023

Dear Derek

Wanaruah Local Aboriginal Land Council is holding our NAIDOC Event at the Stan Thies Centre on Sunday 30<sup>th</sup> July.

This event is important to us as it brings everyone in the community together to celebrate our Culture.

We are hoping that Muswellbrook Shire Council would be able to waive the hire fees for our event.

Yours sincerely,

*De-anne Douglas*

De-anne Douglas

CEO

0419 684 519



## 10.4. Corporate Services

### 10.4.1. Sponsorship - Young Endeavour Youth Scheme

- Attachments:**
1. Young Endeavor Youth Scheme request for sponsorship - Charlise Anderson Redacted [**10.4.1.1** - 3 pages]
  2. Financial Assistance and Sponsorship Policy - MS C 05 E [**10.4.1.2** - 8 pages]
  3. Local Government Act 1993 No 30 NSW Legislation [**10.4.1.3** - 1 page]

**Responsible Officer:** Derek Finnigan - General Manager

**Author:** Kim Manwarring – Manager – Community Services

**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.

---

#### PURPOSE

To update Council on the Financial Assistance and Sponsorship Policy review in relation to the individual financial assistance request to participate in the Young Endeavour Youth Scheme.

#### OFFICER'S RECOMMENDATION

1. Council APPROVES the request received from the individual applicant for financial assistance of \$500 for participation in the 2023 Young Endeavour Youth Scheme; and
2. The review of the Financial Assistance and Sponsorship Policy be prioritised, and consideration be given to the inclusion in the Policy of requests of this type.

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

#### BACKGROUND

Council has received a request for financial assistance from a local young person to participate in the 2023 Young Endeavour Youth Scheme as an individual representative, refer to Attachment 1. The cost of participating in the program is \$1,950 per person.

The Financial Assistance and Sponsorship Policy was adopted by Council in June 2019, and it does not allow for financial assistance to be provided to any individual for recreational and/or cultural pursuits however an application can be assessed in accordance with Sec 356 (2) and (3) of the Local Government Act 1993 (the Act)

At the Ordinary Meeting of Council on 23 May 2023, report item 10.4.7 was deferred to allow development of a policy that could consider donations of this type. Council's resolution in



relation to the report was:

#### **10.4.7. Sponsorship - Young Endeavour Youth Scheme**

400            *RESOLVED on the motion of Cr J. Drayton and Cr R. Scholes that:  
This matter be deferred to allow development of a policy concerning  
donations of this type.*

*In Favour: Cr S. Reynolds, Cr J. Lecky, Cr A. Barry, Cr M. Bowditch, Cr J. Drayton, Cr L. Dunn, Cr G. McNeill, Cr R. Mahajan, Cr D. Marshall, Cr R. Scholes, and Cr B. Woodruff.*

*Against: Nil.*

### **CONSULTATION**

Manager Community Services

Grants & Community Engagement Advisor

Acting CFO

Business Improvement Officers

### **REPORT**

The Financial Assistance and Sponsorship Policy was adopted by Council in 2019. The policy has become outdated and does not consider the extent of financial assistance and sponsorship that Council currently provides to community groups and organisations.

Council currently facilitates annual Council Community, Sport & Recreation and Sustainability grant programs. These grant programs provide direct financial assistance to events and activities facilitated by both the Muswellbrook and Denman chamber of commerce, significant events such ANZAC Day Ceremonies, Upper Hunter NAIDOC Awards, and the Great Cattle Dog Muster. Financial assistance is also provided to other local events such as charity golf days and the Muswellbrook Cup.

The current review of the existing policy aims to review Councils current Financial Assistance and Sponsorship commitments, assessment criteria, approval and acquittal process, and the development of financial and sponsorship agreements. The reviewed Financial Assistance and Sponsorship Policy will be brought back to Council for consideration and endorsement.

The individual request for Financial Assistance to participate in the Young Endeavour Youth Scheme as per the current Financial Assistance and Sponsorship Policy is required to be assessed in accordance with Sec 356 (2) and (3) of the Local Government Act 1993 (the Act). This is provided in Attachment 3.

Council may, in accordance with a resolution of Council, grant financial assistance to persons for the purpose of exercising its functions. In this case, the individual's application is made based on being a representative of the Muswellbrook Local Government Area. However, 28 days of public notice would be required, as the financial assistance is not a part of a specific program that is included in Council's 2023-24 Operational Plan.

### **OPTIONS**

In relation to item 10.4.7. Sponsorship - Young Endeavour Youth Scheme, Council has



several options available:

1. approve the sponsorship request of \$1950 per person;
2. decline the sponsorship request; or
3. approve a different amount;

## **CONCLUSION**

The Financial Assistance and Sponsorship Policy is currently being reviewed by an internal working group. The revised policy will be provided back to Council for consideration and endorsement. Unfortunately, there is not sufficient time to adopt a revised Financial Assistance and Sponsorship Policy before the Young Endeavour Youth Scheme commences in September 2023.

If Council endorses the allocation of financial assistance to the individual, Council will need to give at least 28 days public notice of the proposal to pass the resolution to grant financial assistance as per Section 356 of the Act. There is adequate time for this to occur, and for a final report to be provided to the 26 September 2023 Ordinary Council Meeting.

## **SOCIAL IMPLICATIONS**

The recommendation will have a positive implication for the applicant by providing a unique, challenging, and inspirational experience that increases their self-awareness, develops their teamwork and leadership skills, and creates a strong sense of community responsibility.

The applicant has the scope to share their experiences with their peers and encourage other young people to participate in similar activities.

## **FINANCIAL IMPLICATIONS**

As the activity occurs in September 2023, the funds would need to be expended from the Sundry Contributions and Donations 2023-24 budget allocation.

## **POLICY IMPLICATIONS**

The request for financial assistance is not consistent with Council's Financial Assistance and Sponsorship Policy, as Council does not generally provide financial assistance to individuals. However, applications can be assessed with Section 356 (2) and (3) of the Local Government Act 1993 (the Act).

## **STATUTORY IMPLICATIONS**

No known statutory implications.

## **LEGAL IMPLICATIONS**

No known legal implications.

## **OPERATIONAL PLAN IMPLICATIONS**

Not applicable.

## **RISK MANAGEMENT IMPLICATIONS**

No known implications.

## **WASTE MANAGEMENT IMPLICATIONS**

No known implications.



**COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

No known implications.

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] Endeavor Youth Scheme - Charlise Anderson

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Mr Finnigan,

My name is Charlise Anderson and I am a year 11 student at St Joesph's High School Aberdeen and have been a Muswellbrook resident all of my 16 years  
I have recently been awarded a berth on the Young Endeavour tall ship , part of a youth development Scheme for ten days disembarking Brisbane on the 26<sup>th</sup> of September 2023.

This correspondence to you is an outcome of a conversation between my father ( Luke Anderson ) and the Mayor Mr Steven Renyolds, regarding a request for financial assistance from the council to assist me cover the expense incurred with participating on the voyage

From my academic achievements with schooling at a state level and extensive volunteering work, such as recently attending the National Student Leadership Summit in Adelaide representing the Where There's A Will organisation and representing all the Upper Hunter School's in the Civics and Citizenship Program in NSW Parliament in Sydney last year.

These are only some of the achievements that I am very proud of.

My Teachers at St Joesph's Aberdeen recently submitted an application to Scone shire unbeknownst to me, as Scone council had a sponsorship scheme for six positions on this voyage and thought I would be a great representative , but unfortunately I was ineligible due to being a resident of the Muswellbrook shire. The great teachers at St Joseph's encouraged me to re-apply with an individual application, so I submitted my resume and qualified for a position on my own merit, to which I was successful.

Mr Renyolds asked for me to contact you regarding the possibility of accessing any funding, donations or sponsorship programs to assist with this great experience, as Scone has provided numerous students with a full scholarship on the past voyages.  
Below I have attached the links to the young endeavour experience and the Scone council sponsorship program.

I would love to have the opportunity to discuss this request in person or with a committee at any time convenient to you.

Please feel free to contact my parents or myself.

Kelly Anderson (Mother) [REDACTED] Luke Anderson (Father) [REDACTED] Charlise Anderson

[REDACTED]

<https://youngendeavour.gov.au/about/about-the-scheme>

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[About our Youth Development Program| Young Endeavour Youth Scheme](#)

Learn about the Young Endeavour Youth Scheme's mission and core values.

[youngendeavour.gov.au](http://youngendeavour.gov.au)

<https://www.upperhunter.nsw.gov.au/Residents/Community-Support/Youth/Upper-Hunter-Shire-Young-Endeavour-Scheme>



[Upper Hunter Shire Young Endeavour Scheme](#)

Council's Young Endeavour Scheme gives young people from a rural area the unique experience of an ocean voyage on a tall ship.

[www.upperhunter.nsw.gov.au](http://www.upperhunter.nsw.gov.au)

Yours Kindly,

Charlise Anderson





# muswellbrook shire council

## Financial Assistance and Sponsorship Policy MSC05E

**Adopted by Council:**

Date: 11/06/2019

Minute No. 325

This document is a controlled document. Before using this document, check it is the latest version by referring to Council's EDRMS and ensuring you are using the Last Approved Version. Printed or downloaded versions of this document are uncontrolled.

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## Policy Objective

The objective of this policy to ensure that the administration of financial assistance and sponsorship activities follow best practice principles of corporate governance. This policy aims:

1. To regulate the process for providing financial assistance to local not-for-profit community groups, organisations and sporting groups who are interested in working towards enhancing the social, cultural and recreational well-being of the communities of the Muswellbrook Shire.
2. To provide Councillors, staff and community groups or committees with guidelines to be used when seeking, negotiating, securing and maintaining corporate sponsorship agreements.

## Risks being addressed

This policy outlines principles on the allocation of funds thereby mitigating the risk of misappropriation of Council resources. At the same time, the policy supports the implementation of the Council's Community Strategic Plan, as well as other goals outlined in Council's Delivery Plan and Operational Plan.

## Scope

This policy regulates the entire financial assistance given by Council to third parties. Council departments that provide any type of grants from their operational budgets also must comply with the principles outlined here. Also regulated with this policy is any sponsorship received by a third party for any Council activity, function or event. The policy applies to all Council staff and Councillors.

## Definitions

**Financial Assistance** – official help given to a third party in the form of money (e.g donations, grants) or waiving of fees. Council does not provide in-kind assistance. All requests for Council works and services are costed through the Financial Assistance Program

**Sponsorship** - means a contribution in money or kind, generally by the corporate sector or private individuals, in support of a Council activity, function or event. It does not include the selling of advertising space, joint ventures, consultancies and gifts or donations where the reciprocal benefit provided by the Council does not extend beyond the acknowledgment and terms of the agreement.

## Policy Statement

### 1. Financial Assistance

#### 1.1. General

- 1.1.1. This policy outlines the administration for financial assistance applications and memberships to community groups, organisations, sporting groups and incorporated bodies.
- 1.1.2. Council's allocation of funding for financial assistance is reviewed annually as part of Council's budgeting preparation; therefore allocations may vary from year to year according to the priorities adopted by Council.
- 1.1.3. Council approves financial assistance to eligible applicants: not-for-profit, volunteer organisations, hall committees and sporting and community groups.
- 1.1.4. A written request must be received by Council for consideration of an allocation for financial assistance. All application must address the selection criteria outlined in clause 1.6 in this policy and follow any additional guidelines related to the call for applications.

- 1.1.5. Part of its budget process Council adopts a list of groups and organisations to provide financial assistance each year. This list of groups and organisations is subject to change by Council in the process of adopting each annual budget.
- 1.1.6. Applications for financial assistance will be assessed against the following criteria:
- a. **Economic:** Delivers significant economic benefits to the Muswellbrook Shire.
  - b. **Local Identity:** Delivers identity, brand and reputational benefits to the Muswellbrook Shire.
  - c. **Smart:** Delivers on innovation and leadership benefits for the Muswellbrook Shire.
  - d. **Community:** Delivers on significant social and community benefits for the Muswellbrook Shire.
  - e. **Liveability:** Delivers on enhanced liveability for Muswellbrook Shire residents, workers and visitors.
  - f. **Environmental:** Delivers on sustainability benefits to the Muswellbrook Shire.
- 1.1.7. Applications for financial assistance over the value of \$350 are assessed during regular funding rounds throughout the year and a recommendation on selected applicants is referred to Council for approval. Where applicable, Council will give at least 28 days public notice of a proposal to pass a resolution to grant financial assistance prior to doing so, in accordance to Section 356 of the Act.
- 1.1.8. The General Manager, at a recommendation of a committee of at least three Council officers (or, where relevant, a combination of Council officers and community members) may approve requests for financial assistance received which comply with the principles of this policy up to the value \$350. All decisions should be in line with this policy and subject to availability of funds.
- 1.1.9. Generally Council does not provide financial assistance to any individual for recreational and/or cultural pursuits. Any application received and considered worthy of support will be assessed in accordance with section 356 (2) and (3) of the Local Government Act 1993 (the Act).
- Note: An exception to this clause is the support of the Youth Awards in conjunction with Australia Day awards.*
- 1.1.10. Financial assistance requests will not be funded retrospectively. An application for financial assistance must be received prior to the event.
- 1.1.11. Only one successful application for financial assistance per community group, organisation or sporting group will be considered each year.
- 1.1.12. The total amount of financial assistance made in accordance with this policy will be listed in Council's Annual Report.
- 1.1.13. Council does not support requests for financial assistance from outside the Muswellbrook Shire unless it can be demonstrated there is a significant benefit or contribution to the Muswellbrook Shire community.
- 1.1.14. Following Council's consideration of applications successful and non-successful applicants will be advised. Payment to successful organisations will be made as soon as practicable after the request has been approved.

## 1.2. Acknowledgement of Council's financial assistance

- 1.2.1. All third parties receiving financial assistance from Council must acknowledge Council's financial assistance in all media and promotional material, and meet any other obligations prescribed in the agreement. Failure to do so may result in:
  - a. Early termination of the agreement, and/or
  - b. Excluding the third party from future consideration for financial assistance from Council.

## 1.3. Acquittal process

- 1.3.1. Successful applicants must provide an acquittal of the monies received with evidence of expenses and other evidence of the project's completion, such as before and after photos, testimonials, newspaper articles, etc. This must be submitted to Council's General Manager within 1 month of project completion.
- 1.3.2. Successful applicants must follow all other requirements stipulated in the guidelines for each financial assistance program at Council, such as the guidelines listed in the *Associated Council Documentation* section in this policy.

## 1.4. Specific Financial Assistance Recipients

- 1.4.1. Council recognises that community halls are an important part of the social and cultural sphere in Muswellbrook Shire and provide significant benefits to the community.
- 1.4.2. Subject to the rate assessment in respect of the rural community halls being paid in full during the current rating period, Council may provide financial assistance to the relevant Hall Committee of an amount equivalent to 75% of the General Rate for that year.
- 1.4.3. Council will make an annual allocation for the maintenance of the following rural community halls, upon application from the hall committee outlining the need and feasibility of the project for which the money will be used and subject to existing budgetary allocations:
  - a. Baerami Creek Hall
  - b. Wybong Hall
  - c. McCullys Gap Hall
  - d. Sandy Hollow Hall

*Note: The relevant hall committees are eligible to apply, however Council is not obliged to provide assistance to all hall committees each year. Council does not levy rates on Martindale Hall and it is therefore not included in the list.*
- 1.4.4. Council requires that all applications under clause 1.3 of this policy be accompanied by a statement from the committees outlining all benefits provided to the community in the year for which the rates were paid for.

## 2. Sponsorship

- 2.1.1. Council maintains an open approach to seeking sponsorship. Expressions of interest will be advertised, where appropriate, for a specific event, activity or purpose. The expressions of interest advertised would in general terms, describe certain selection criteria required for sponsorship agreement.
- 2.1.2. If after fourteen days from the publication of Council's advertisement there has been no response, or only non-complying responses (ie responses which do not comply with a set of predetermined criteria), individual organisations or persons may be approached with the approval of the General Manager or their designated senior officer.
- 2.1.3. All sponsorship agreements are to be approved by the General Manager or their designated senior officer. No formal agreement will be entered into without this approval.
- 2.1.4. Unsolicited proposals may arise by a potential sponsor without any action that Council has taken. In this situation, the sponsorship offer will be considered by the General Manager and delegates of their choosing. This is to ensure that no conflict of interest exists and that the proposal is consistent with the market value of a similar agreement.

*Note: In the case Council is seeking large, high profile sponsorship agreements, methods not limited to tendering or expression of interest will be considered.*

### 2.2. Assessment of Sponsorship Proposals

- 2.2.1. Sponsorship proposals are to be assessed against predetermined criteria which have been published in advance or which are circulated to organisations or persons who have submitted an expression of interest. The assessment shall be undertaken by persons who have relevant qualifications and can act, and be seen to act, impartially. Each proposal shall be assessed on the individual merits of the proposed sponsor and the products or services that are supplied or provided by that sponsor. Any consideration given by Council to the establishment of a sponsorship agreement shall give regard to the following:
  - a. ensuring that sufficient resources are available to enable the promised sponsor benefits to be delivered.
  - b. each sponsorship agreement will include an early termination clause if the sponsor is found to be in breach of the Council's Code of Conduct. If a breach is suspected, a preliminary investigation will be undertaken to establish the merits of the allegation.
  - c. that agreements be entered into only with reputable organisations or persons whose public image, products and services are consistent with the values, goals, objectives and specific policies of this Council.

### 2.3. Conflict with Council's Regulatory or Inspectorial Responsibilities

- 2.3.1. No sponsorship arrangements will be entered into which impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions fully and impartially.
- 2.3.2. If a sponsorship agreement is entered into with an organisation or person who is, or is likely to be, subject to regulation or inspection by Council during the life of the agreement, the sponsor is to be informed in writing that their sponsorship will have no bearing on Council's regulatory or inspectorial responsibilities.

2.3.3. The sponsor is also to be informed in writing that should the sponsor engage in any activity that contravenes Council's regulations the sponsorship agreement will be terminated immediately.

#### **2.4. Prohibition of Personal Benefits to Councillors and Employees**

2.4.1. No Councillor or employee, or members of their families, are to receive a personal benefit from a sponsorship. Should a Councillor or employee perceive a potential conflict of interest in dealing with a sponsor on Council's behalf, that potential conflict of interest is to be declared to the General Manager at the first opportunity.

#### **2.5. Non-Endorsement of Sponsor or Sponsor's Product or Service**

2.5.1. Sponsorship of Council activities will not involve explicit endorsement of the sponsor or the sponsor's product or service. Any sponsorship agreement which involves the exchange of products will be evaluated against the predetermined criteria. Council will accept the products only if deemed to be appropriate in the terms of the agreement.

#### **2.6. Inclusion in Council's Annual Report**

2.6.1. All sponsorship arrangements will be listed in Council's Annual Report. This listing will contain the name of the sponsor, the activity sponsored, the amount and the duration of the sponsorship.

### **Delegations**

The General Manager has delegated authority to approve requests for financial assistance received which comply with the principles of this policy up to the value \$350.

### **Legislation**

Local Government Act 1993

Local Government (General) Regulation 2005

Independent Commission Against Corruption (ICAC) Sponsorship in the Public Sector May 2006

### **References**

Revenue Policy

### **Dispute Resolution**

The General Manager is the interpreter of this Policy and shall be the sole arbiter in respect to the application of this Policy.

### **Associated Council Documentation**

Community Grants Guidelines

Sport and Recreation Large Capital Grants Program Guidelines

Sport and Recreation Small Capital Grants Program Guidelines

Community Strategic Plan

Delivery Plan

Operational Plan

#### Authorisation Details

<b>Authorised by:</b>	Council
<b>Minute No:</b>	325
<b>Date:</b>	11/06/2019
<b>Review timeframe:</b>	4 years
<b>Department:</b>	Corporate Services
<b>Document Owner:</b>	Finance Manager
<b>Policy Type</b>	External

#### Details History

<b>Version No.</b>	<b>Date changed</b>	<b>Modified by</b>	<b>Amendments made</b>
V1	8/03/2004		
V2	11/10/2004		
V3	14/11/2005		
V4	13/05/2013		Waiving User Hire Fees and Development Application Fees for Charitable organisations
V5	14/02/2017		
V6	11/06/2019	Joshua Brown	Significant rewrite

### ATTACHMENT 3

[Local Government Act 1993 No 30 - NSW Legislation](#)

356 *Can a council financially assist others?*

*(1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*

*(2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.*

*(3) However, public notice is not required if—*

*(a) the financial assistance is part of a specific program, and*

*(b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*

*(c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*

*(d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.*

*(4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.*



## 10.4.2. Sponsorship - Westpac Rescue Helicopter Event

<b>Attachments:</b>	1. Sponsorship request letter [10.4.2.1 - 1 page]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	{authors-names} – {position}
<b>Community Plan Issue:</b>	6 - Community Leadership
<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.

---

### PURPOSE

To submit for Council's consideration a request for sponsorship from 'Two Triple Three Ind' for the 'Muscle in the Brook' event to raise money for the Westpac Helicopter

### OFFICER'S RECOMMENDATION

Council APPROVES the request from 'Two Triple Three Ind' for sponsorship of "We Live Here Cards" for the Westpac Rescue Helicopter Muscle in the Brook event described in the report.

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

### BACKGROUND

The Two Triple Three Ind has requested Council's sponsorship of the Westpac Rescue Helicopter Muscle in the Brook Event to be run on Saturday, 26 August 2023.

### REPORT

Council has received a request from the Two Triple Three Ind for sponsorship of the Westpac Rescue Helicopter Muscle in the Brook event to be run on Saturday, 26 August 2023, from 10am to 6pm.

This event will be held at GJ's by the lake and is set to be an annual event showcasing the local area and businesses including Show and Shine car show, Mullet Comp, local live music, trade, and food stalls.

Council received a letter of support requesting the donation of We live Here Cards, all money raised will go to the Westpac Rescue Helicopter Service.

### OPTIONS

Council has several options available to consider:

1. approve the sponsorship request of We Live Here Cards to the value of \$500;
2. decline the sponsorship request; or



3. approve a different amount.

### **CONCLUSION**

It is recommended that Council sponsors the event.

### **SOCIAL IMPLICATIONS**

The recommendation will have positive social implications for the community by increasing visitor numbers to the region and encouraging participation in community events.

### **FINANCIAL IMPLICATIONS**

There are sufficient funds in the Sundry Contributions and Donations budget to grant this request.

### **POLICY IMPLICATIONS**

The request is consistent with Council's Financial Assistance and Sponsorship Policy.

### **STATUTORY IMPLICATIONS**

Nil known.

### **LEGAL IMPLICATIONS**

Nil known.

### **OPERATIONAL PLAN IMPLICATIONS**

Submission of the report is consistent with the Delivery Program Action: Maintain existing and develop new tourism events and promotions with associated funding.

### **RISK MANAGEMENT IMPLICATIONS**

Nil.

### **WASTE MANAGEMENT IMPLICATIONS**

Nil.

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

Nil.

# Two Triple Three IND

ABN 84688077177

Dear Business owner,

I am organizing an event to raise money for the Westpac Rescue Helicopter.

The event will be held at GJs by the lake at Lake Laddell, Muswellbrook NSW, 2333. On the Sat 26<sup>th</sup> August 2023, from 10am to 6pm. It will be an annual event that will showcase the local businesses and area. It will include a show and shine car show, Mullet comp, local live music, Trade stalls and coffee & food stalls and more. The day will run from 10am to 6pm

As part of the day we are seeking sponsors. If your business would like to have a trade stall or sponsor a trophy on the day. Donate to the raffle or advertise on our event merchandise (Limited space available), it would be greatly received and all money raised going to the Westpac Rescue Helicopter.

The day will be heavily promoted on social media as well as local radio 2nm and posters in local businesses around the area.

Kind Regards



Alan N



### 10.4.3. Sponsorship - NSW Rural Doctors Network - 2023 Bush Bursary

<b>Attachments:</b>	1. 2023 Bush Bursary Sponsorship Invite [10.4.3.1 - 1 page]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Michelle Sandell-Hay (Governance Officer)
<b>Community Plan Issue:</b>	6 - Community Leadership
<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.
	Not applicable

---

#### PURPOSE

To submit for Council's consideration a financial assistance request received from the NSW Rural Doctors Network for the 2023 Bush Bursary/Country Women's Association Scholarship Scheme.

#### OFFICER'S RECOMMENDATION

Council REFUSES the request for funding contribution received from the NSW Rural Doctors Network.

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

#### BACKGROUND

Council receives an annual request for a funding contribution from the NSW Rural Doctors Network to participate in the Bush Bursary/ Country Women's Association Scholarship Scheme. The scheme has been in existence since 1996 and has seen over 450 Medical Students benefit from the program.

#### CONSULTATION

Nil.

#### REPORT

Council has received a request from the NSW Rural Doctors Network, seeking a funding contribution of \$3,000 (excluding GST) to participate in the 2023 Bush Bursary/Country Women's Association Scholarship Scheme. The scheme supports medical students in rural settings and, should Council wish to participate, will provide the opportunity for two recipient students to undertake a two-week placement in Muswellbrook Shire.

Council 'Policy F16/1 – Financial Assistance' outlines how MUSwellbrook Shire Council will consider requests from community groups and other organisations requesting funding. The request by the NSW Rural Doctors Network meets the criteria of the policy, however there is no guarantee that the contribution will benefit a recipient from Muswellbrook Shire. On this basis, Council has previously elected not to approve the request for funding.

**OPTIONS**

Councillors may consider supporting the request for funding. However, the amount will be in diminution of funds that would otherwise be made available for beneficiaries located in Muswellbrook Shire.

**CONCLUSION**

Council has an opportunity to participate in the 2023 Bush Bursary/Country Women's Association Scholarship Scheme, with a funding contribution of \$3,000 (excluding GST). Council has previously elected not to participate, as there are no guarantees that residents from Muswellbrook Shire will benefit from the Scheme.

**SOCIAL IMPLICATIONS**

Although the scheme is a worthwhile program, there are no guarantees that residents from Muswellbrook Shire will benefit from the Scheme.

**FINANCIAL IMPLICATIONS**

There is currently no allocation in the 2023-24 budget. If the request for funding is approved, it will be expended from the limited sundries budget.

**POLICY IMPLICATIONS**

Electing not to support the request is consistent with previous decisions of Council.

**STATUTORY IMPLICATIONS**

Not applicable.

**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.

4 April 2023

Muswellbrook Shire Council  
General Manager  
Ms Fiona Plesman  
Campbell's Corner 60-82 Bridge Street  
Muswellbrook NSW 2333



Dear Ms Plesman,

**Re: 2023 Bush Bursaries and Country Women's Association (CWA) of NSW Scholarship Program**

I am writing to invite Muswellbrook Shire Council to participate in the Bush Bursary Program in 2023.

**What is the Bush Bursary Program?**

The Bush Bursary Program provides selected medical, nursing, and midwifery students in NSW and ACT with funding to undertake a two-week placement in country NSW during their university holidays.

Lachlan Shire Council initiated this scholarship in 1996 and the CWA of NSW first funded a student in 1997. Nursing and midwifery students were first eligible for the program in 2019, and to date, this scholarship is the only opportunity of its type available to nursing students in NSW.

Over the past two and a half decades, the program has grown to be a well-respected initiative among those studying to pursue a career in rural health, with over 450 students having participated since the program began.

**How do the bursaries work?**

The bursaries are offered on an annual basis and are financially supported by the rural councils of NSW, the CWA, and NSW Rural Doctors Network (RDN). A Council investment of **\$3,000 plus GST** provides sponsorship for RDN to allocate two students to undertake a two-week placement in your LGA.

**Why should your Council be involved?**

Our ability to offer students a place in the program is limited by the number of councils involved and therefore the number of placements sponsored. In 2022, RDN received a total of 92 applications for the program, but the program had only 38 placements to offer. With more placements available, there is more opportunity for RDN to expose the next generation of medical professionals to rural practice and lifestyle.

To create a skilled and sustainable health workforce across country NSW, it is vital to work with the next generation of practitioners to encourage them to choose a career in rural health. Our research shows that positive immersion experiences in rural health settings are known contributors to students choosing such careers.

How to participate

Please complete the attached sponsorship form and **return by 30<sup>th</sup> June 2023**, via return email. Contact details are included on the form.

I am more than happy to discuss this opportunity with you further if you would like more information.

Thank you for considering this opportunity to showcase country NSW to a future rural health professional. Your support is greatly appreciated.

Yours sincerely,

A handwritten signature in black ink, appearing to read "CR", is positioned above the typed name of the sender.

Chris Russell  
NSW Rural Doctors Network  
Future Workforce Manager  
[students@nswrdn.com.au](mailto:students@nswrdn.com.au)  
02 4924 8000



#### 10.4.4. Management of Undetected Water Leaks Policy MSC044E for ADOPTION

<b>Attachments:</b>	1. Management of Undetected Water Leaks Policy MSC044E [10.4.4.1 - 7 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager Kylie Bates (Water Billing Officer),
<b>Author:</b>	Madeleine St John (Business Improvement Officer), Chloe Wuiske (Business Improvement Officer)
<b>Community Plan Issue:</b>	6 - Community Leadership
<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.  6.2.1.1 - Provide transparent reporting to the community about Council's finances.

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#### PURPOSE

To submit the *Management of Undetected Water Leaks Policy* to Council for adoption, following its completion of public exhibition.

#### OFFICER'S RECOMMENDATION

Council ADOPTS the *Management of Undetected Water Leaks Policy*.

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

#### BACKGROUND

The *Management of Undetected Water Leaks Policy MSC044E* (the Policy) aims to provide financial relief to the owner/occupier of a property, under specified circumstances. These are identified where high quarterly water consumption has been registered through the meter, due to circumstances judged to be beyond the reasonable control of the landowner/occupier to detect.

#### CONSULTATION

Council

MANEX

Water Billing Officer

General Manager

Finance Manager

Finance and Collections Officer



Rates Officer

Business Improvement Officer(s)

## **REPORT**

At the 23 May 2023 Ordinary Council Meeting, Council endorsed the *Management of Undetected Water Leaks Policy* to be placed on Public Exhibition, via Council's website, for a period of 28 days.

The Policy was exhibited on Council's website from 25 May 2023 to 22 June 2023.

No submissions were received by Council during the submission period.

The Policy was also emailed to Council's Audit, Risk and Improvement Committee and no submissions were received.

Since the policy was last reported to Council, an Application for Adjustment of Water Account form has been added to the end of the policy.

## **OPTIONS**

Council may:

1. Resolve to adopt the *Management of Undetected Water Leaks Policy*; or
2. Adopt the *Management of Undetected Water Leaks Policy* with amendments.

## **CONCLUSION**

It is recommended that Council adopts the attached *Management of Undetected Water Leaks Policy*.

## **SOCIAL IMPLICATIONS**

Nil known.

## **FINANCIAL IMPLICATIONS**

Nil known.

## **POLICY IMPLICATIONS**

This policy was reviewed in line with Council's Policy Management Framework.

## **STATUTORY IMPLICATIONS**

Nil known.

## **LEGAL IMPLICATIONS**

Nil known.

## **OPERATIONAL PLAN IMPLICATIONS**

6.2.5.2 Develop and review policies in accordance with statutory and operational requirements.

## **RISK MANAGEMENT IMPLICATIONS**

Nil known.



**WASTE MANAGEMENT IMPLICATIONS**

Nil known.

**COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Public exhibition of the Policy on Council's website from 25 May 2023 to 22 June 2023 provided the Community with an opportunity to make submissions. No submissions were received by Council during the submission period.



**muswellbrook  
shire council**

# Management of Undetected Water Leaks Policy

MSC044E

## Authorisation Details

<b>Authorised by:</b>		<b>Internal/External:</b>	External
<b>Date:</b>		<b>Minute No:</b>	
<b>Review timeframe:</b>	4 years	<b>Review due date:</b>	
<b>Department:</b>	Finance		
<b>Document Owner:</b>	Water Billing Officer		
<b>Community Strategic Plan Goal</b>	6. Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community		
<b>Community Strategic Plan Strategy</b>	6.2: Ensure Council is well managed, appropriately resourced, effective, efficient, accountable and responsive to its communities and stakeholders		
<b>Delivery Program activity</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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☎ (02) 6549 3700 @ council@muswellbrook.nsw.gov.au 📍 Campbell's Corner 60-82 Bridge Street Muswellbrook NSW 2333

📧 PO Box 122 Muswellbrook 2333 🌐 muswellbrook.nsw.gov.au 📺 📷 📱 muswellbrook shire council ABN 86 864 180 944

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# 1 Policy Objective

To provide financial relief under certain circumstances to the owner/occupier of a property, in situations where high quarterly water consumption has been registered through the meter, due to circumstances judged by Council to be beyond the control of the owner/occupier to detect.

## 2 Policy Statement

- There is no provision in the Local Government Act, 1993 to reduce water accounts due to water leaks in private water services. Once water has passed through any meter it becomes the responsibility of the landowner.
- This Policy is intended to provide some financial relief for customers who have experienced a sudden increase in water consumption due to circumstances that were not reasonably foreseeable.
- Financial relief under this policy would only be available under certain circumstances where all the criteria as outlined in “2.2 Criteria for Financial Relief Due to Concealed or Undetectable Water Leaks” are met.
- The Policy is also intended to serve as a means of good public relations by providing “one off” assistance where a significantly higher quarterly usage account has been incurred through circumstances beyond the owner/occupier’s control.

### 2.1 Regarding Procedural Fairness

It should be noted that this policy applies to a narrow set of criteria and should not be enacted in cases where an owner/occupier could reasonably have detected and repaired a water leak on premises before incurring an increased water charge.

Currently Council will notify customers in writing if there is a radical increase in consumption. The meter reading is verified with a photograph at the time of reading or is checked either by the water meter contractor or Water and Waste operators. If the reading is incorrect the account is issued using the corrected reading. If a functional problem with the meter is suspected, it is replaced. Any customer can apply to have the meter tested at their cost, which, if faulty, is reimbursable.

### 2.2 Criteria for Financial Relief Due to Concealed or Undetectable Water Leaks

Council will only give consideration to adjusting the water and (where applicable) non-residential sewerage account for a property due to a high quarterly water meter account under the following circumstances:

- a) The defect causing the associated high water meter reading must be such that it is not readily visible or apparent and could be reasonably judged by Council as not being detectable. If leakage is visible as ground surface moisture or water flow, it is detectable and ineligible for financial relief.
- b) An undetectable leakage which is not visible to the owner/occupier, is defined as a pipeline or connection break in the ground or under concrete slabs, between a

Council owned and operated meter and the main building. It does not include leaks from internal building service lines, appliances, or irrigation systems.

- c) The quarterly consumption is more than double the average consumption for the corresponding period over the previous three (3) years.
- d) The applicant must be the owner, part owner or the person liable for the water charges for which the application applies.
- e) The application for adjustment of the affected account must be received within 30 days of the issue of the water and, where applicable, non-residential sewerage account.
- f) Only one claim per property, per ownership, will be considered where ownership is taken as being full or part ownership of that property.
- g) In order to be eligible for the account adjustment, the property owner/occupier shall make best efforts to:
  - Advise Council about the issue within five (5) days of the problem being identified;
  - Provide documentary evidence within a further fourteen (14) days confirming that immediate and effective action has been taken to rectify the problem;
  - Provide a written statement from a licenced plumber stating the reasons why the leak was not detected or could not have been detected; and
  - Complete the Undetected Leaks Application Form, including supporting documentation as noted on the form.
- h) The Management of Undetected Water Leaks Policy does not apply to leaks from private water pipelines that occur outside the property boundary.
- i) If Council notifies an owner/occupier about any leakage, such leakage is considered detectable and ineligible for financial relief under this Policy.
- j) Claims will not be considered for assistance if they:
  - are the result of a second occurrence at the same property and by the same owner(s) regardless of whether it is a related event or separate concealed leak;
  - involve loss of water from faulty fixtures or fittings such as appliances (for example, but not limited to, dishwashers, plumbed fridges, pumps, hot water systems, pressure relief valve, float valves, solar panels, taps, cisterns and other water fittings);
  - involve a leak caused directly by way of accidental or wilful damage or human error;
  - do not contain documentation or meet the terms of an eligible claim.

The maximum adjustment allowed will be 50% of the difference between the usage on the affected account and the average consumption for the corresponding period for the past three (3) years, or from change of ownership if occurred within a shorter period. The adjustment will only be made if all other water and sewerage charges have been paid in full at the time the determination is made. The minimum adjustment for water and non-residential sewerage charges (where applicable) combined shall be \$200 and the maximum adjustment \$2,000.

The Chief Financial Officer and General Manager are authorised to approve applications for financial relief under the terms of this policy.

Where financial assistance is granted, the applicant will be advised that payment of the amended account is required within 30 days of the date of the advice.

If financial assistance is not granted, the applicant will be advised in writing and be given a further 30 days from the date of the advice to pay the account. There are no grounds for appeal, as financial relief is discretionary and subject to satisfying the above criteria.

If the concealed leak has caused the usage to exceed the 350 kilolitre first step tariff, all future accounts in that financial year will be charged at the higher kilolitre rate.

Council may allow customers that do not meet criteria and are ineligible for an adjustment to enter into a payment arrangement for payment of the high account. Any arrangement will require all future accounts to be paid in full by the due date. Council may consider waiving interest charges if the payment arrangement conditions are met.

### 3 Related Documents

Application for Adjustment of Water Account Form (Pages 6 & 7 of this policy)

### 4 Version History

This section identifies authors who reviewed the Policy and the date that it became effective.

<b>Version No.</b>	<b>Date changed</b>	<b>Modified by</b>	<b>Amendments/Previous adoption details</b>
1	9/2/2015	Council	Adopted by Council 9 February 2015, minute no 20
2	24/4/2023	Water Billing Officer	Policy reviewed and updated and Policy title changed from "Water Management Policy Undetected Water Leaks" to "Management of Undetected Water Leaks Policy". Public Exhibition of draft policy 25/05/23 - 22/06/23.
3	12/07/2023	Business Improvement Officer	Attached Application for Adjustment of Water Account Form to the policy.

# Application for Adjustment of Water Account

To request an adjustment of a water usage account due to a concealed or undetectable water leak, which is eligible under Council's Management of Undetected Water Leaks Policy MSC044E, complete this form and return to Muswellbrook Shire Council by mail, email or in person as per above listed contact details.

Only property owners / part owner or the person liable of water charges can request an adjustment under Council's Policy.

Applications will not be considered where the leak was the result of a second occurrence at the same property under the same ownership regardless of whether it is a related or separate concealed leak.

## Eligibility Criteria

For a concealed or undetectable water leak claim to be eligible for assistance, a claim must meet the criteria in section 2.2 of Council's Management of Undetected Water Leaks Policy.

• Application for Adjustment of Water Account form is to be completed within 30 working days of the water usage account being issued and include the following documents:

- Supporting documentation that the water leak was repaired. This may be in the form of a paid statement or paid invoice from a licensed plumber indicating the cause and location of the water leak, the reason that it could not have been detected and that it has been repaired or in the case where a plumber was not employed a statement from the owner with the equivalent details, receipts and photographs for any materials used.
- A photograph of the water meter showing a current reading.

## Owner details

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Postal address \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email \_\_\_\_\_

## Property Details

Unit/shop/suite no \_\_\_\_\_ Street no \_\_\_\_\_ Street Name \_\_\_\_\_  
 Suburb \_\_\_\_\_ Assessment no \_\_\_\_\_  
 Lot/portion no \_\_\_\_\_ Section no \_\_\_\_\_ Deposit/strata plan no \_\_\_\_\_

<b>Details of Request</b>
<b>When did you first notice the leak?</b>
<b>Where was the leak located?</b>
<b>Date the leak was repaired:</b>
<b>Person who completed the repairs:</b>
<b>Current Meter Reading:</b> _____
<b>Date Read:</b> _____

<b>Additional Details:</b>
----------------------------

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<b>Declaration:</b>
<input type="checkbox"/> I have read Council's Management of Undetected Water Leaks Policy MSC044E and believe that my application meets the criteria for an adjustment
<input type="checkbox"/> I am the owner of the property or the person liable for water charges at the property
<input type="checkbox"/> I have not previously applied for an adjustment of water account for this property
<input type="checkbox"/> I have included the supporting documentation required to assess this application
<input type="checkbox"/> I declare that the information provided in the application and all supporting documentation is true and correct

Print Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**5 Privacy notification**

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998.

The intended recipients of the personal information may be:

- Officers within the Council
- Data service providers engaged by the Council from time to time
- Any other agent of the Council
- Financial institution involved in the process

The supply of the information by you is voluntary. However, if you cannot provide or do not wish to provide the information sought, the Council may be unable to process your application.

Council is collecting this personal information from you in order to provide Council approved services.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act.

Address enquires concerning privacy matters to the Public Officer.

<b>6 Office use only</b>	
Forward this request to <b>Water Billing Officer</b> for processing	
Date Received	Received by

**10.4.5. 2022/23 Annual Financial Statements - Audit Authorisation**

<b>Attachments:</b>	Nil
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**Responsible Officer:** Derek Finnigan - General Manager

**Author:** Josh Hogan (Finance Manager)

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

**Community Plan Goal:** 24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.

**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**

The Annual Financial Statements are currently being prepared by Council staff. A Council resolution is required to have them presented for audit in accordance with Section 413 of the Local Government Act.

**OFFICER'S RECOMMENDATION**

Council AUTHORISES:

1. The submission of the 2022-23 General Purpose Financial Reports, Special Purpose Financial Reports, and Special Schedules for Muswellbrook Shire Council to the Auditor; and
2. The Mayor, the Deputy Mayor, General Manager, and Responsible Accounting Officer be authorised to sign the reports upon completion of the audit.

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

**BACKGROUND**

Section 413 (1) of the Local Government Act states that a council must prepare financial reports for each year and must refer them for audit as soon as practicable after the end of that year.

Section 416 (1) of the Local Government Act states that a council's financial reports for a year must be audited within the period of four months after the end of that year, that is, by 31 October.

**REPORT**

Council's finance staff are working on the 2022-23 Annual Financial Statements and seek authorisation for them to be submitted to the auditor and then signed once completed, including the receipt of the Auditor's Report.

Council's audit is scheduled from 19 September 2023, with the aim of ensuring that the



completed and audited statements can be submitted to the Office of Local Government by the due date of 31 October 2023. Council will be presented with a final audited set of accounts for adoption at the November 2023 Ordinary Council meeting.

### **OPTIONS**

This resolution is necessary to allow the finalisation of the 2022/23 Annual Financial Statements.

### **CONCLUSION**

It is recommended that Council provides Authorisation, as per the Officer's Recommendation, to ensure Council is able to submit its Financial Statements on time.

**10.4.6. Report on Investments held as at 30 June 2023**

<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Portfolio Valuation Report - 30 June 2023 [<b>10.4.6.1</b> - 5 pages]</li> <li>2. Trading Limit Report - 30 June 2023 [<b>10.4.6.2</b> - 8 pages]</li> </ol>
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**Responsible Officer:** Derek Finnigan - General Manager

**Author:** Mandy Fitzgerald (Senior Financial Accountant)

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

**Community Plan Goal:** 24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.

**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.

**PURPOSE**

To submit for Council's information the list of financial investments currently held by Council in accordance with the Regulation.

**OFFICER'S RECOMMENDATION**

Council NOTES Council's Investments as at 30 June 2023.

**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 30 June 2023, are shown in the attachments.

**COMMENT:**

As at 30 June 2023, Council held \$73.98M in cash and investments, with a weighted running yield of 3.97%.

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		7,737,703.68	1.00000000	7,737,703.68	100.000	0.000	<b>7,737,703.68</b>	10.36%	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>	0.13%	0.34%	
		<b>7,837,703.68</b>		<b>7,837,703.68</b>			<b>7,837,703.68</b>	10.50%		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	95.755	0.536	<b>2,407,275.00</b>	3.22%	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	0.045	<b>2,000,900.00</b>	2.68%	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	0.045	<b>1,500,675.00</b>	2.01%	1.10%	
SunBank 1.85 30 Jul 2024 Fixed	AU3CB0265403	2,000,000.00	1.00000000	2,000,000.00	96.402	0.772	<b>1,943,480.00</b>	2.60%	1.80%	
		<b>8,000,000.00</b>		<b>8,000,000.00</b>			<b>7,852,330.00</b>	10.52%		1.46%
<b>Floating Rate Note</b>										
Auswide 0.6 22 Mar 2024 FRN	AU3FN0059317	1,500,000.00	1.00000000	1,500,000.00	99.890	0.107	<b>1,499,955.00</b>	2.01%	4.88%	
Auswide 1.5 07 Nov 2025 FRN	AU3FN0073037	1,000,000.00	1.00000000	1,000,000.00	100.391	0.781	<b>1,011,720.00</b>	1.36%	5.38%	
Auswide 1.5 17 Mar 2026 FRN	AU3FN0076352	2,000,000.00	1.00000000	2,000,000.00	100.136	0.175	<b>2,006,220.00</b>	2.69%	5.82%	
BOQ 1.03 18 Jul 2024 FRN	AU3FN0049094	1,000,000.00	1.00000000	1,000,000.00	100.137	0.938	<b>1,010,750.00</b>	1.35%	4.68%	
BOQ 1.1 30 Oct 2024 FRN	AU3FN0051272	500,000.00	1.00000000	500,000.00	100.187	0.825	<b>505,060.00</b>	0.68%	4.77%	
MACQ 0.48 09 Dec 2025 FRN	AU3FN0057709	3,000,000.00	1.00000000	3,000,000.00	99.271	0.270	<b>2,986,230.00</b>	4.00%	4.69%	
MYS 0.65 16 Jun 2025 FRN	AU3FN0061024	3,000,000.00	1.00000000	3,000,000.00	99.134	0.190	<b>2,979,720.00</b>	3.99%	4.95%	
NAB 0.93 26 Sep 2023 FRN	AU3FN0044996	2,000,000.00	1.00000000	2,000,000.00	100.137	0.058	<b>2,003,900.00</b>	2.68%	5.28%	
NPBS 1.12 04 Feb 2025 FRN	AU3FN0052627	5,500,000.00	1.00000000	5,500,000.00	99.816	0.780	<b>5,532,780.00</b>	7.41%	4.99%	
Qld Police 0.75 22 Mar 2024 FRN	AU3FN0059416	1,500,000.00	1.00000000	1,500,000.00	99.826	0.110	<b>1,499,040.00</b>	2.01%	5.03%	
Qld Police 1.75 06 Dec 2025 FRN	AU3FN0073979	2,000,000.00	1.00000000	2,000,000.00	100.180	0.381	<b>2,011,220.00</b>	2.69%	5.80%	
UBS Aust 0.87 30 Jul 2025 FRN	AU3FN0055307	1,650,000.00	1.00000000	1,650,000.00	99.618	0.785	<b>1,656,649.50</b>	2.22%	4.48%	
		<b>24,650,000.00</b>		<b>24,650,000.00</b>			<b>24,703,244.50</b>	33.09%		5.08%
<b>Term Deposit</b>										
AMP 4.45 21 Jul 2023 365DAY TD		1,250,000.00	1.00000000	1,250,000.00	100.000	4.194	<b>1,302,424.66</b>	1.74%	4.45%	
AMP 4.55 30 Nov 2023 365DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	2.643	<b>1,026,427.40</b>	1.37%	4.55%	
AMP 5.35 16 Jun 2025 732DAY TD		4,000,000.00	1.00000000	4,000,000.00	100.000	0.220	<b>4,008,794.52</b>	5.37%	5.35%	
AUBANK 4.2 01 Aug 2023 386DAY TD		5,000,000.00	1.00000000	5,000,000.00	100.000	4.073	<b>5,203,671.25</b>	6.97%	4.20%	
BOQ 4 21 Jul 2023 365DAY TD		1,250,000.00	1.00000000	1,250,000.00	100.000	3.770	<b>1,297,123.29</b>	1.74%	4.00%	
BOQ 5.5 28 Jun 2024 365DAY TD		3,000,000.00	1.00000000	3,000,000.00	100.000	0.015	<b>3,000,452.04</b>	4.02%	5.50%	
BVIC 4.6 11 Oct 2023 273DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	2.142	<b>2,042,849.32</b>	2.74%	4.60%	
BVIC 4.65 11 Jan 2024 365DAY TD		4,000,000.00	1.00000000	4,000,000.00	100.000	2.166	<b>4,086,630.12</b>	5.47%	4.65%	
BBA 4.5 12 Jul 2023 182DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	2.096	<b>2,041,917.80</b>	2.74%	4.50%	
JUDO 4.25 10 Jan 2024 457DAY TD		4,000,000.00	1.00000000	4,000,000.00	100.000	3.062	<b>4,122,493.16</b>	5.52%	4.25%	
JUDO 5.7 06 Jan 2025 557DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	0.016	<b>2,000,312.32</b>	2.68%	5.70%	

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
NAB 4.05 13 Sep 2023 365DAY TD		4,000,000.00	1.00000000	4,000,000.00	100.000	3.218	<b>4,128,712.32</b>	5.53%	4.05%	
		33,500,000.00		33,500,000.00			<b>34,261,808.20</b>	45.89%		4.64%
<b>Fixed Interest Total</b>		<b>73,987,703.68</b>		<b>73,987,703.68</b>			<b>74,655,086.38</b>	100.00%		3.97%

## 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		30 Jun 2023	31 Dec 2020	7,737,703.68	1.00000000	7,737,703.68	100.000	0.000	<b>7,737,703.68</b>	10.36%	LC174341	
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>	0.13%	LC64506	
				<b>7,837,703.68</b>		<b>7,837,703.68</b>			<b>7,837,703.68</b>	10.50%		
<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	95.755	0.536	<b>2,407,275.00</b>	3.22%	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	0.045	<b>2,000,900.00</b>	2.68%	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	0.045	<b>1,500,675.00</b>	2.01%	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	96.402	0.772	<b>1,943,480.00</b>	2.60%	LC112956	
				<b>8,000,000.00</b>		<b>8,000,000.00</b>			<b>7,852,330.00</b>	10.52%		
<b>Floating Rate Note</b>												
Auswide 0.6 22 Mar 2024 FRN	AU3FN0059317	22 Mar 2021	22 Mar 2024	1,500,000.00	1.00000000	1,500,000.00	99.890	0.107	<b>1,499,955.00</b>	2.01%	LC103798	
Auswide 1.5 07 Nov 2025 FRN	AU3FN0073037	7 Nov 2022	7 Nov 2025	1,000,000.00	1.00000000	1,000,000.00	100.391	0.781	<b>1,011,720.00</b>	1.36%	LC156236	
Auswide 1.5 17 Mar 2026 FRN	AU3FN0076352	17 Mar 2023	17 Mar 2026	2,000,000.00	1.00000000	2,000,000.00	100.136	0.175	<b>2,006,220.00</b>	2.69%	LC164286	
BOQ 1.03 18 Jul 2024 FRN	AU3FN0049094	18 Jul 2019	18 Jul 2024	1,000,000.00	1.00000000	1,000,000.00	100.137	0.938	<b>1,010,750.00</b>	1.35%	LC74377	
BOQ 1.1 30 Oct 2024 FRN	AU3FN0051272	2 Jun 2020	30 Oct 2024	500,000.00	1.00000000	500,000.00	100.187	0.825	<b>505,060.00</b>	0.68%	LX88585	
MACQ 0.48 09 Dec 2025 FRN	AU3FN0057709	8 Mar 2021	9 Dec 2025	3,000,000.00	1.00000000	3,000,000.00	99.271	0.270	<b>2,986,230.00</b>	4.00%	LC103387	
MYS 0.65 16 Jun 2025 FRN	AU3FN0061024	16 Jun 2021	16 Jun 2025	3,000,000.00	1.00000000	3,000,000.00	99.134	0.190	<b>2,979,720.00</b>	3.99%	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	100.137	0.058	<b>2,003,900.00</b>	2.68%	LX84919	
NPBS 1.12 04 Feb 2025 FRN	AU3FN0052627	12 Oct 2022	4 Feb 2025	5,500,000.00	1.00000000	5,500,000.00	99.816	0.780	<b>5,532,780.00</b>	7.41%	LC155163	
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	99.826	0.110	<b>1,499,040.00</b>	2.01%	LC103942	
Qld Police 1.75 06 Dec 2025 FRN	AU3FN0073979	6 Dec 2022	6 Dec 2025	2,000,000.00	1.00000000	2,000,000.00	100.180	0.381	<b>2,011,220.00</b>	2.69%	LC157907	
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	99.618	0.785	<b>1,656,649.50</b>	2.22%	LC103504	
				<b>24,650,000.00</b>		<b>24,650,000.00</b>			<b>24,703,244.50</b>	33.09%		
<b>Term Deposit</b>												
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	4.194	<b>1,302,424.66</b>	1.74%	LC147777	
AMP 4.55 30 Nov 2023 365DAY TD		30 Nov 2022	30 Nov 2023	1,000,000.00	1.00000000	1,000,000.00	100.000	2.643	<b>1,026,427.40</b>	1.37%	LC158134	
AMP 5.35 16 Jun 2025 732DAY TD		15 Jun 2023	16 Jun 2025	4,000,000.00	1.00000000	4,000,000.00	100.000	0.220	<b>4,008,794.52</b>	5.37%	LC169963	
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	4.073	<b>5,203,671.25</b>	6.97%	LC147411	
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	3.770	<b>1,297,123.29</b>	1.74%	LX147775	
BOQ 5.5 28 Jun 2024 365DAY TD		29 Jun 2023	28 Jun 2024	3,000,000.00	1.00000000	3,000,000.00	100.000	0.015	<b>3,000,452.04</b>	4.02%	LX173851	
BVIC 4.6 11 Oct 2023 273DAY TD		11 Jan 2023	11 Oct 2023	2,000,000.00	1.00000000	2,000,000.00	100.000	2.142	<b>2,042,849.32</b>	2.74%	LC159958	
BVIC 4.65 11 Jan 2024 365DAY TD		11 Jan 2023	11 Jan 2024	4,000,000.00	1.00000000	4,000,000.00	100.000	2.166	<b>4,086,630.12</b>	5.47%	LC159887	
BBA 4.5 12 Jul 2023 182DAY TD		11 Jan 2023	12 Jul 2023	2,000,000.00	1.00000000	2,000,000.00	100.000	2.096	<b>2,041,917.80</b>	2.74%	LC159977	

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
JUDO 4.25 10 Jan 2024 457DAY TD		10 Oct 2022	10 Jan 2024	4,000,000.00	1.00000000	4,000,000.00	100.000	3.062	<b>4,122,493.16</b>	5.52%	LC155160	
JUDO 5.7 06 Jan 2025 557DAY TD		29 Jun 2023	6 Jan 2025	2,000,000.00	1.00000000	2,000,000.00	100.000	0.016	<b>2,000,312.32</b>	2.68%	LX173857	
NAB 4.05 13 Sep 2023 365DAY TD		13 Sep 2022	13 Sep 2023	4,000,000.00	1.00000000	4,000,000.00	100.000	3.218	<b>4,128,712.32</b>	5.53%	LX153816	
				33,500,000.00		33,500,000.00			<b>34,261,808.20</b>	45.89%		
	Fixed Interest Total			73,987,703.68		73,987,703.68			<b>74,655,086.38</b>	100.00%		

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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 73,987,703.68	7,398,770.37	85.00	15.00	1,148,770	0.00	0
ANZ Banking Group Ltd	AA+ to AA-		0.00	Book	30.00	% of 73,987,703.68	22,196,311.10	0.00	100.00	22,196,311	0.00	0
Australian Unity Bank	BBB+ to BBB-		5,000,000.00	Book	10.00	% of 73,987,703.68	7,398,770.37	68.00	32.00	2,398,770	0.00	0
Auswide Bank Limited	BBB+ to BBB-		4,500,000.00	Book	10.00	% of 73,987,703.68	7,398,770.37	61.00	39.00	2,898,770	0.00	0
Bank of Melbourne	AA+ to AA-	Westpac Banking Corporation Ltd	7,837,703.68	Book	30.00	% of 73,987,703.68	22,196,311.10	35.00	65.00	14,358,607	0.00	0
Bank of Queensland Ltd	A+ to A-		5,750,000.00	Book	10.00	% of 73,987,703.68	7,398,770.37	78.00	22.00	1,648,770	0.00	0
BankSA	AA+ to AA-	Westpac Banking Corporation Ltd	7,837,703.68	Book	30.00	% of 73,987,703.68	22,196,311.10	35.00	65.00	14,358,607	0.00	0
BankVic	BBB+ to BBB-		6,000,000.00	Book	10.00	% of 73,987,703.68	7,398,770.37	81.00	19.00	1,398,770	0.00	0
BankWest Ltd	AA+ to AA-	Commonwealth Bank of Australia Ltd	0.00	Book	30.00	% of 73,987,703.68	22,196,311.10	0.00	100.00	22,196,311	0.00	0
Bendigo & Adelaide Bank Ltd	A+ to A-		2,500,000.00	Book	10.00	% of 73,987,703.68	7,398,770.37	34.00	66.00	4,898,770	0.00	0
Beyond Bank Australia Ltd	BBB+ to BBB-		2,000,000.00	Book	10.00	% of 73,987,703.68	7,398,770.37	27.00	73.00	5,398,770	0.00	0
Commonwealth Bank of Australia Ltd	AA+ to AA-		0.00	Book	30.00	% of 73,987,703.68	22,196,311.10	0.00	100.00	22,196,311	0.00	0
Credit Suisse Sydney	BBB+ to BBB-		0.00	Book	20.00	% of 73,987,703.68	14,797,540.74	0.00	100.00	14,797,541	0.00	0
Credit Union Australia Ltd t/as Great Southern Bank	BBB+ to BBB-		0.00	Book	10.00	% of 73,987,703.68	7,398,770.37	0.00	100.00	7,398,770	0.00	0
Greater Bank - a division of Newcastle Greater Mutual Group Limited	BBB+ to BBB-	Newcastle Greater Mutual Group Ltd	5,500,000.00	Book	10.00	% of 73,987,703.68	7,398,770.37	74.00	26.00	1,898,770	0.00	0
Heritage and People's Choice Limited	BBB+ to BBB-		0.00	Book	10.00	% of 73,987,703.68	7,398,770.37	0.00	100.00	7,398,770	0.00	0
ING Bank Australia Limited	A+ to A-		0.00	Book	10.00	% of 73,987,703.68	7,398,770.37	0.00	100.00	7,398,770	0.00	0
Investec Bank Australia Limited	A+ to A-		0.00	Book	10.00	% of 73,987,703.68	7,398,770.37	0.00	100.00	7,398,770	0.00	0
Judo Bank	BBB+ to BBB-		6,000,000.00	Book	10.00	% of 73,987,703.68	7,398,770.37	81.00	19.00	1,398,770	0.00	0
Macquarie Bank	A+ to A-		3,000,000.00	Book	20.00	% of 73,987,703.68	14,797,540.74	20.00	80.00	11,797,541	0.00	0
ME Bank - a division of Bank of Queensland Ltd	A+ to A-	Bank of Queensland Ltd	5,750,000.00	Book	10.00	% of 73,987,703.68	7,398,770.37	78.00	22.00	1,648,770	0.00	0
Members Banking Group Limited t/as RACQ Bank	BBB+ to BBB-		0.00	Book	10.00	% of 73,987,703.68	7,398,770.37	0.00	100.00	7,398,770	0.00	0
MyState Bank Ltd	BBB+ to BBB-		3,000,000.00	Book	10.00	% of 73,987,703.68	7,398,770.37	41.00	59.00	4,398,770	0.00	0
National Australia Bank Ltd	AA+ to AA-		6,000,000.00	Book	30.00	% of 73,987,703.68	22,196,311.10	27.00	73.00	16,196,311	0.00	0
Newcastle Greater Mutual Group Ltd	BBB+ to BBB-		5,500,000.00	Book	10.00	% of 73,987,703.68	7,398,770.37	74.00	26.00	1,898,770	0.00	0
Northern Territory Treasury Corporation	AA+ to AA-		3,500,000.00	Book	30.00	% of 73,987,703.68	22,196,311.10	16.00	84.00	18,696,311	0.00	0
NSW Treasury Corporation	AA+ to AA-		0.00	Book	100.00	% of 73,987,703.68	73,987,703.68	0.00	100.00	73,987,704	0.00	0
P&N Bank Ltd	BBB+ to BBB-		0.00	Book	10.00	% of 73,987,703.68	7,398,770.37	0.00	100.00	7,398,770	0.00	0
QPCU LTD t/a QBANK	BBB+ to BBB-		3,500,000.00	Book	10.00	% of 73,987,703.68	7,398,770.37	47.00	53.00	3,898,770	0.00	0
Rabobank Australia Ltd	A+ to A-		0.00	Book	20.00	% of 73,987,703.68	14,797,540.74	0.00	100.00	14,797,541	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 (\$)
Rabobank Nederland Australia Branch	A+ to A-		0.00	Book	20.00	% of 73,987,703.68	14,797,540.74	0.00	100.00	14,797,541	0.00	0
Royal Bank of Scotland	A+ to A-		0.00	Book	5.00	% of 73,987,703.68	3,699,385.18	0.00	100.00	3,699,385	0.00	0
Rural Bank Ltd	A+ to A-	Bendigo & Adelaide Bank Ltd	2,500,000.00	Book	10.00	% of 73,987,703.68	7,398,770.37	34.00	66.00	4,898,770	0.00	0
St George Bank Limited	AA+ to AA-	Westpac Banking Corporation Ltd	7,837,703.68	Book	30.00	% of 73,987,703.68	22,196,311.10	35.00	65.00	14,358,607	0.00	0
Suncorp-Metway Ltd	A+ to A-		2,000,000.00	Book	20.00	% of 73,987,703.68	14,797,540.74	14.00	86.00	12,797,541	0.00	0
UBS Australia Ltd	AA+ to AA-		1,650,000.00	Book	20.00	% of 73,987,703.68	14,797,540.74	11.00	89.00	13,147,541	0.00	0
Westpac Banking Corporation Ltd	AA+ to AA-		7,837,703.68	Book	30.00	% of 73,987,703.68	22,196,311.10	35.00	65.00	14,358,607	0.00	0
			111,250,814.72				514,214,540.58			402,963,718		0
		(Excluding Parent Group Duplicates)	73,987,703.68									

## 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 73,987,703.68	73,987,703.68	0.00	100.00	73,987,704	0.00	0
AA+ to AA-	3,500,000.00	Book	100.00	% of 73,987,703.68	73,987,703.68	5.00	95.00	70,487,704	0.00	0
A+ to A-	10,650,000.00	Book	70.00	% of 73,987,703.68	51,791,392.58	21.00	79.00	41,141,393	0.00	0
A1+	13,837,703.68	Book	100.00	% of 73,987,703.68	73,987,703.68	19.00	81.00	60,150,000	0.00	0
A1	0.00	Book	100.00	% of 73,987,703.68	73,987,703.68	0.00	100.00	73,987,704	0.00	0
A2	21,000,000.00	Book	70.00	% of 73,987,703.68	51,791,392.58	41.00	59.00	30,791,393	0.00	0
A3	5,500,000.00	Book	60.00	% of 73,987,703.68	44,392,622.21	12.00	88.00	38,892,622	0.00	0
BBB+ to BBB-	19,500,000.00	Book	60.00	% of 73,987,703.68	44,392,622.21	44.00	56.00	24,892,622	0.00	0
	73,987,703.68				488,318,844.29			414,331,142		0

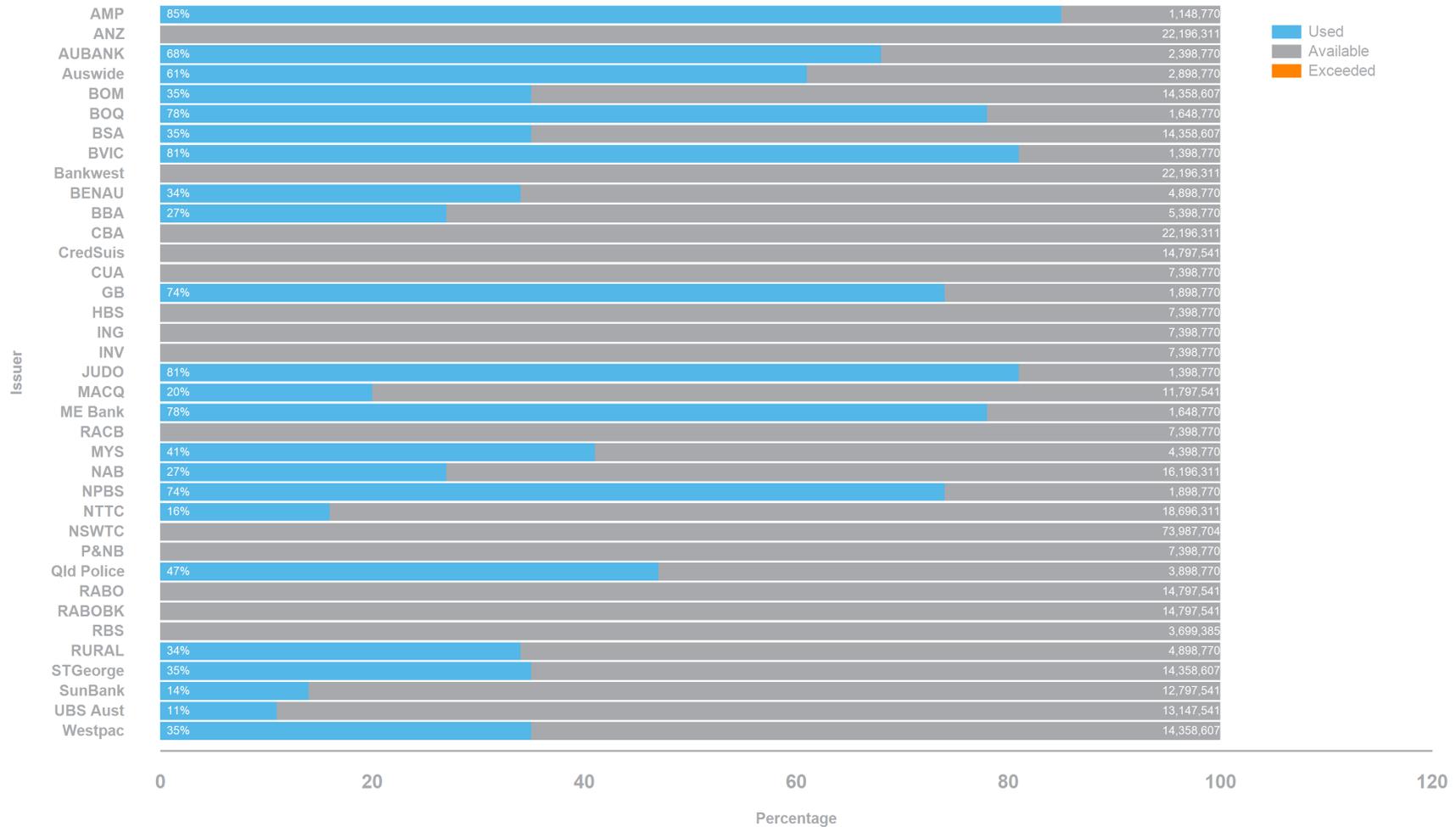
**Notes**

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.

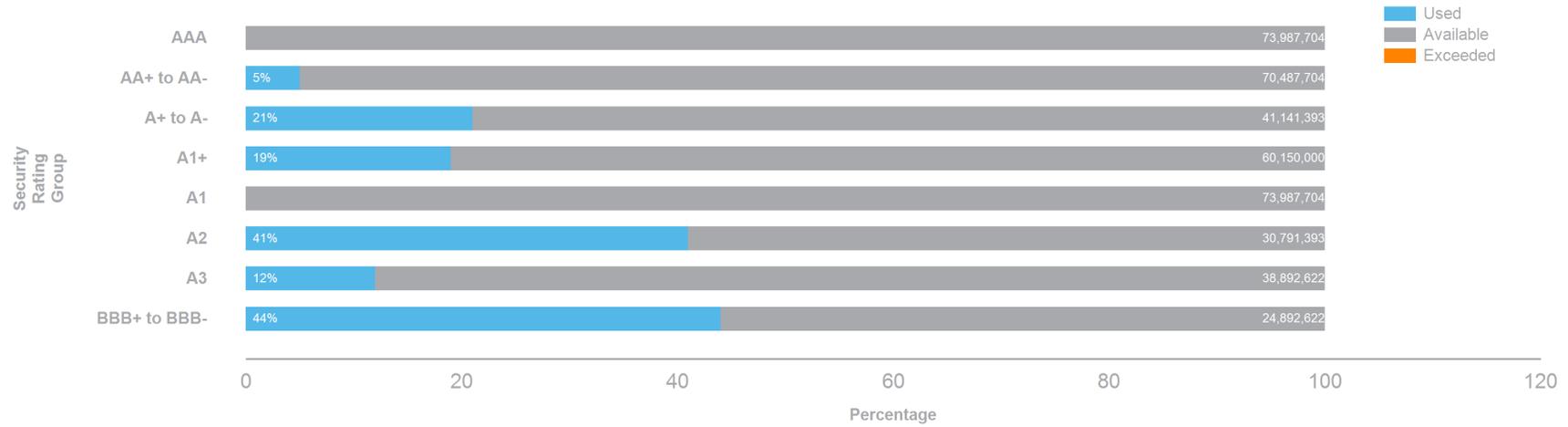
### 3 Term Group Trading Limits

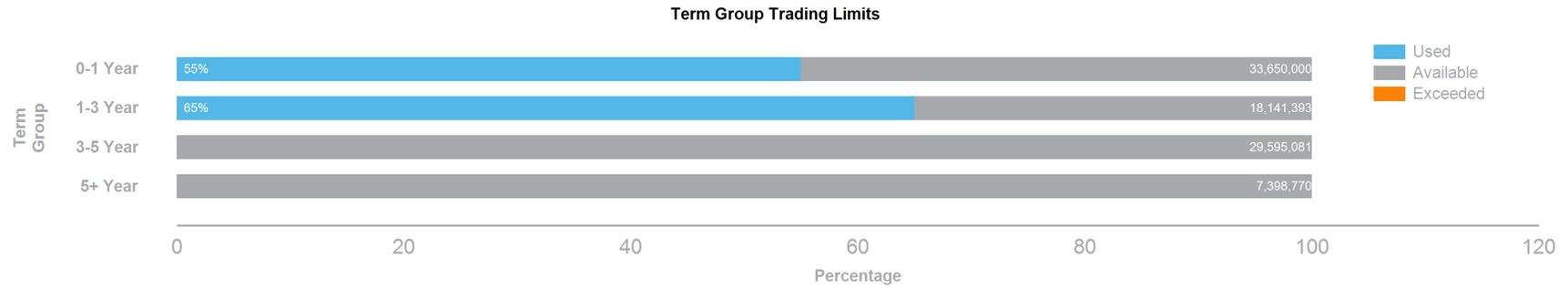
Term Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
0-1 Year	40,337,703.68	Book	100.00	% of 73,987,703.68	73,987,703.68	55.00	45.00	33,650,000	0.00	0
1-3 Year	33,650,000.00	Book	70.00	% of 73,987,703.68	51,791,392.58	65.00	35.00	18,141,393	0.00	0
3-5 Year	0.00	Book	40.00	% of 73,987,703.68	29,595,081.47	0.00	100.00	29,595,081	0.00	0
5+ Year	0.00	Book	10.00	% of 73,987,703.68	7,398,770.37	0.00	100.00	7,398,770	0.00	0
	73,987,703.68				162,772,948.10			88,785,244		0

**Issuer Trading Limits**



**Security Rating Group Trading Limits**





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Report Code: TBSBP125EXT-00.16  
Report Description: Trading Limit Performance As At Date  
Parameters:  
As At/Scenario Date: 30 June 2023  
Balance Date: 4 July 2023 (but 30 Jun 2023 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

**10.4.7. Monthly Financial Report - June 2023**

<b>Attachments:</b>	1. Monthly Financial Report June 2023 [ <b>10.4.7.1</b> - 15 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Paul Chapman (Finance Business Partner), 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 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 for the month ending 30 June 2023.

**OFFICER'S RECOMMENDATION**

Council notes the Financial Reports for the month ending 30 June 2023.

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

**REPORT**

- Please refer to the attachment for the June 2023 details of:
- Monthly & YTD operating performance by Fund.
- Project Spend.
- Details of Current Loans.
- Reserve Balances.
- Outstanding Debtor Balances.
- Outstanding Rates and Water Balances

**Overview**

Rising costs and other impacts of inflation were addressed in the March Quarterly Budget Review, where management took steps to identify offsets for these rising costs. End of year processing is continuing and the figures are subject to change. Late invoices are still being processed and other year-end adjustments, including revaluations and reserves balancing, will continue throughout the coming months.

**Material Exceptions:****General Fund****• Revenue:**

- Year To Date (YTD) Operating Grants and Contributions show a favourable variance for the YTD of \$788k (9%). Some current grant income was received in advance of next year and accounted for in the 2022-23 financial year. This has contributed to the total revenue to be above budget by \$299k (1%).
- Investment Income shows a favourable variance of \$273k (33%) due to higher interest rates.

**• Expenses:**

- Overall, costs show a favourable variance of \$5.2m (11%) but this is subject to change during continued year-end processing.

**Water Fund**

- As anticipated, User Charges revenue shows a large unfavourable variance of -\$603k (-13%) due to lower-than-budgeted water consumption. Water usage tariffs have been increased for 2023-24 to assist in covering the increasing costs of delivering the high-quality water services.
- Overall costs show a favourable variance of \$267k (4%), however this is subject to change.

**Sewer Fund**

- Overall, sewer costs show a favourable variance against budget of \$423k (7%), however this also remains subject to change.

**Future Fund**

- Overall, revenue shows a favourable variance of 4%, from the YTD for User Charges and Fees.
- Overall costs also show a favourable variance of 4% for the YTD.

**Capital Projects**

YTD capital spend of \$35.4M is 49% of the full-year capital budget, including carryovers. Unexpended budgets for multi-year and grant-funded projects will be carried forward to 2023-24. Council's 23-24 Capital Budget focuses on priority asset renewals and completing projects already in the pipeline.

## Muswellbrook Shire Council

Financial Report - June 2023



Council Consolidated								
Account Group	YTD Actuals	YTD Jun Review Budget	YTD Var	YTD % Spend vs Budget	Full-Year Budget	June Review Budget *	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
<b>Revenue</b>								
Rates and Charges	\$30,209,370	\$30,795,649	(\$586,279)	-2%	\$30,795,649	\$30,795,649	98%	Most of the Rates Revenue is levied and recognised at the start of the year. Due to this, a favourable year-to-date result will show for much of the year. * Rates & Charges are at 98% of the FY Budget * Overall revenue is at 100% of the FY Budget.
User Charges and Fees	\$21,247,843	\$21,533,211	(\$285,368)	-1%	\$20,513,229	\$21,533,211	99%	
Interest and Investments Revenues	\$1,488,066	\$1,130,159	\$357,907	32%	\$510,393	\$1,130,159	132%	
Other Revenues	\$2,789,572	\$2,789,914	(\$342)	0%	\$2,566,369	\$2,789,914	100%	
Operating Grants and Contributions	\$9,984,199	\$9,190,383	\$793,816	9%	\$7,292,987	\$9,190,383	109%	
Internal Revenue	\$3,668,052	\$4,004,402	(\$336,350)	-8%	\$4,124,249	\$4,004,402	92%	See individual funds for commentary specific to that fund
<b>Total Revenue</b>	<b>\$69,387,102</b>	<b>\$69,443,716</b>	<b>(\$56,614)</b>	<b>0%</b>	<b>\$65,802,874</b>	<b>\$69,443,716</b>	<b>100%</b>	
<b>Expenses</b>								
Wages and Salaries	\$14,783,053	\$15,899,146	\$1,116,093	7%	\$16,791,856	\$15,899,146	93%	Other costs are at 89% against FY budget. Rates and Insurances are paid at the start of the year.
Materials and Contracts	\$20,134,578	\$23,092,945	\$2,958,367	13%	\$19,319,721	\$23,092,945	87%	
Other Costs	\$6,282,757	\$7,030,491	\$747,734	11%	\$5,394,569	\$7,030,491	89%	
Borrowing Costs	\$1,724,738	\$2,218,286	\$493,548	22%	\$2,227,285	\$2,218,286	78%	See individual funds for commentary specific to that fund
Overheads	\$3,852,333	\$4,554,118	\$701,785	15%	\$4,554,118	\$4,554,118	85%	
Depreciation	\$14,732,144	\$14,796,142	\$63,998	0%	\$15,200,499	\$14,796,142	100%	
<b>Total Expenses</b>	<b>\$61,509,603</b>	<b>\$67,591,127</b>	<b>\$6,081,524</b>	<b>9%</b>	<b>\$63,488,048</b>	<b>\$67,591,127</b>	<b>91%</b>	
<b>Result</b>	<b>\$7,877,499</b>	<b>\$1,852,589</b>	<b>\$6,024,910</b>		<b>\$2,314,827</b>	<b>\$1,852,589</b>		

\* Draft June Review Budget - Includes only immaterial budget changes, reporting to Council in August.

## Muswellbrook Shire Council

Financial Report - June 2023



General Fund								
Account Group	YTD Actuals	YTD Jun Review Budget	YTD Var	YTD % Spend vs Budget	Full-Year Budget	June Review Budget *	YTD as % of FY Budget	Variance Commentary <i>(By material exception)</i>
	YTD				Full Year			
<b>Revenue</b>								
Rates and Charges	\$22,850,012	\$23,572,585	(\$722,573)	-3%	\$23,572,585	\$23,572,585	97%	Revenue commentary will focus on material exceptions and concerns * Investment Interest is showing a favourable variance for the YTD of \$273k (33%), * Operating Grants & Contributions show a favourable variance for the YTD of \$788K (9%) for the full year. Some current grant income was received this year in advance of next years' grants.
User Charges and Fees	\$9,615,105	\$9,569,399	\$45,706	0%	\$8,316,453	\$9,569,399	100%	
Interest and Investments Revenues	\$1,103,106	\$829,989	\$273,117	33%	\$340,223	\$829,989	133%	
Other Revenues	\$2,789,572	\$2,789,914	(\$342)	0%	\$2,566,369	\$2,789,914	100%	
Operating Grants and Contributions	\$9,904,868	\$9,116,265	\$788,603	9%	\$7,218,869	\$9,116,265	109%	
Internal Revenue	\$3,544,452	\$3,629,539	(\$85,087)	-2%	\$3,749,386	\$3,629,539	98%	
<b>Total Revenue</b>	<b>\$49,807,115</b>	<b>\$49,507,690</b>	<b>\$299,425</b>	<b>1%</b>	<b>\$45,763,884</b>	<b>\$49,507,690</b>	<b>101%</b>	
<b>Expenses</b>								
Wages and Salaries	\$12,624,946	\$13,706,696	\$1,081,750	8%	\$14,360,006	\$13,706,696	92%	* Overall, YTD expenses are running below YTD budget for the full year, by \$5.2m (11%), with a strong overall bottom line positive result of \$5.5m. * These figures should not be considered as a final year result, prior to further year end adjustments.
Materials and Contracts	\$15,782,427	\$18,422,153	\$2,639,726	14%	\$14,697,193	\$18,422,153	86%	
Other Costs	\$4,314,792	\$4,757,868	\$443,076	9%	\$3,638,582	\$4,757,868	91%	
Borrowing Costs	\$128,677	\$437,990	\$309,313	71%	\$487,990	\$437,990	29%	
Overheads	\$1,611,009	\$2,312,783	\$701,774	30%	\$2,312,783	\$2,312,783	70%	
Depreciation	\$9,820,486	\$9,870,200	\$49,714	1%	\$10,267,330	\$9,870,200	99%	
<b>Total Expenses</b>	<b>\$44,282,337</b>	<b>\$49,507,689</b>	<b>\$5,225,352</b>	<b>11%</b>	<b>\$45,763,884</b>	<b>\$49,507,689</b>	<b>89%</b>	
<b>Result</b>	<b>\$5,524,778</b>	<b>\$0</b>	<b>\$5,524,778</b>		<b>(\$0)</b>	<b>\$0</b>		

## Muswellbrook Shire Council

Financial Report - June 2023



Water Fund								
Account Group	YTD Actuals	YTD Jun Review Budget	YTD Var	YTD % Spend vs Budget	Full-Year Budget	June Review Budget *	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
<b>Revenue</b>								
Rates and Charges	\$1,896,476	\$1,891,956	\$4,520	0%	\$1,891,956	\$1,891,956	100%	
User Charges and Fees	\$3,880,719	\$4,483,950	(\$603,231)	-13%	\$4,418,950	\$4,483,950	87%	* 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.
Interest and Investments Revenues	\$265,739	\$209,033	\$56,706	27%	\$119,033	\$209,033	127%	* Water User Charges and Fees revenue show a large unfavourable variance of \$603k (-13%) against YTD Budget. This was anticipated at year end, due to under charging on water usage and lower water consumption than anticipated.
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$39,461	\$37,526	\$1,935	5%	\$37,526	\$37,526	105%	
Internal Revenue	\$0	\$251,263	(\$251,263)	-100%	\$251,263	\$251,263	0%	
<b>Total Revenue</b>	<b>\$6,082,395</b>	<b>\$6,873,728</b>	<b>(\$791,333)</b>	<b>-12%</b>	<b>\$6,718,728</b>	<b>\$6,873,728</b>	<b>88%</b>	
<b>Expenses</b>								
Wages and Salaries	\$1,140,401	\$1,164,986	\$24,585	2%	\$1,324,386	\$1,164,986	98%	
Materials and Contracts	\$2,177,425	\$2,263,918	\$86,493	4%	\$1,942,071	\$2,263,918	96%	* Overall, costs are under for the full year budget, by \$267k (4%). This however is more than offset by the deficit in the revenue against budget, to give a worse than budget result of negative \$524k.
Other Costs	\$445,386	\$539,713	\$94,327	17%	\$366,147	\$539,713	83%	* These figures should not be considered as a final year result, prior to further year end adjustments.
Borrowing Costs	\$36,600	\$85,467	\$48,867	57%	\$85,467	\$85,467	43%	
Overheads	\$1,037,340	\$1,037,348	\$8	0%	\$1,037,348	\$1,037,348	100%	
Depreciation	\$2,045,019	\$2,058,037	\$13,018	1%	\$1,963,310	\$2,058,037	99%	
<b>Total Expenses</b>	<b>\$6,882,171</b>	<b>\$7,149,468</b>	<b>\$267,297</b>	<b>4%</b>	<b>\$6,718,728</b>	<b>\$7,149,468</b>	<b>96%</b>	
<b>Result</b>	<b>(\$799,776)</b>	<b>(\$275,740)</b>	<b>(\$524,036)</b>		<b>(\$0)</b>	<b>(\$275,740)</b>		

## Muswellbrook Shire Council

Financial Report - June 2023



Sewer Fund								
Account Group	YTD Actuals	YTD Jun Review Budget	YTD Var	YTD % Spend vs Budget	Full-Year Budget	June Review Budget *	YTD as % of FY Budget	Variance Commentary <i>(By material exception)</i>
	YTD				Full Year			
<b>Revenue</b>								
Rates and Charges	\$5,462,882	\$5,331,108	\$131,774	2%	\$5,331,108	\$5,331,108	102%	
User Charges and Fees	\$475,679	\$461,776	\$13,903	3%	\$576,776	\$461,776	103%	* 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 and charges revenue is up by \$131k (3%).
Interest and Investments Revenues	\$119,221	\$91,136	\$28,085	31%	\$51,136	\$91,136	131%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	* Other income items are favourable on the YTD budget, showing a positive variance for revenue result of \$177 above budget for the year.
Operating Grants and Contributions	\$39,870	\$36,593	\$3,278	9%	\$36,593	\$36,593	109%	
Internal Revenue	\$0	\$0	\$0	0%	\$0	\$0	0%	
<b>Total Revenue</b>	<b>\$6,097,652</b>	<b>\$5,920,613</b>	<b>\$177,039</b>	<b>3%</b>	<b>\$5,995,613</b>	<b>\$5,920,613</b>	<b>103%</b>	
<b>Expenses</b>								
Wages and Salaries	\$766,588	\$785,658	\$19,070	2%	\$865,658	\$785,658	98%	
Materials and Contracts	\$957,006	\$1,072,848	\$115,842	11%	\$1,081,830	\$1,072,848	89%	* Overall, YTD costs show a favourable variance against YTD Budget of \$423k (7%), resulting in a strong bottom line for the year, \$600k above budget.
Other Costs	\$595,764	\$753,778	\$158,014	21%	\$451,344	\$753,778	79%	
Borrowing Costs	\$571,719	\$700,742	\$129,023	18%	\$700,742	\$700,742	82%	* These figures should not be considered as a final year result, prior to further year end adjustments.
Overheads	\$708,096	\$708,099	\$3	0%	\$708,099	\$708,099	100%	
Depreciation	\$2,252,404	\$2,253,666	\$1,262	0%	\$2,187,940	\$2,253,666	100%	
<b>Total Expenses</b>	<b>\$5,851,577</b>	<b>\$6,274,791</b>	<b>\$423,214</b>	<b>7%</b>	<b>\$5,995,613</b>	<b>\$6,274,791</b>	<b>93%</b>	
<b>Result</b>	<b>\$246,075</b>	<b>(\$354,178)</b>	<b>\$600,253</b>		<b>(\$0)</b>	<b>(\$354,178)</b>		

## Muswellbrook Shire Council

Financial Report - June 2023



Future Fund								
Account Group	YTD Actuals	YTD Jun Review Budget	YTD Var	YTD % Spend vs Budget	Full-Year Budget	June Review Budget *	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
<b>Revenue</b>								
Rates and Charges	\$0	\$0	\$0	0%	\$0	\$0	0%	
User Charges and Fees	\$7,276,340	\$7,018,086	\$258,254	4%	\$7,201,050	\$7,018,086	104%	* User Charges and Fees show a \$258k (4%) favourable variance against YTD Budget for the full year, which is a positive outlook for the future fund.
Interest and Investments Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	* Internal revenue is the rent for the Admin Centre paid by General Fund and is allocated at the beginning of the year in advance.
Operating Grants and Contributions	\$0	\$0	\$0	0%	\$0	\$0	0%	
Internal Revenue	\$123,600	\$123,600	\$0	0%	\$123,600	\$123,600	100%	
<b>Total Revenue</b>	<b>\$7,399,940</b>	<b>\$7,141,686</b>	<b>\$258,254</b>	<b>4%</b>	<b>\$7,324,650</b>	<b>\$7,141,686</b>	<b>104%</b>	
<b>Expenses</b>								
Wages and Salaries	\$251,118	\$241,807	(\$9,311)	-4%	\$241,807	\$241,807	104%	
Materials and Contracts	\$1,217,720	\$1,334,026	\$116,306	9%	\$1,598,627	\$1,334,026	91%	* Overall, YTD expenses show a favourable variance against the full year budget of \$165k (4%).
Other Costs	\$926,815	\$979,132	\$52,317	5%	\$938,496	\$979,132	95%	* Strong user returns and lower than anticipated costs have contributed to a strong bottom line return, the variance on budget in excess of \$423k.
Borrowing Costs	\$987,742	\$994,087	\$6,345	1%	\$953,086	\$994,087	99%	
Overheads	\$495,888	\$495,889	\$1	0%	\$495,889	\$495,889	100%	* These figures should not be considered as a final year result, prior to further year end adjustments.
Depreciation	\$614,235	\$614,239	\$4	0%	\$781,919	\$614,239	100%	
<b>Total Expenses</b>	<b>\$4,493,518</b>	<b>\$4,659,179</b>	<b>\$165,661</b>	<b>4%</b>	<b>\$5,009,823</b>	<b>\$4,659,179</b>	<b>96%</b>	
<b>Result</b>	<b>\$2,906,422</b>	<b>\$2,482,507</b>	<b>\$423,915</b>		<b>\$2,314,827</b>	<b>\$2,482,507</b>		

## Muswellbrook Shire Council

Financial Report - June 2023

Capital Costs (Incl. Loan Repayments & excl. Revenue)



	YTD Actuals	Carry Overs	Total Budget	Sep-Dec Review Changes	June Review Change	June Review Budget	YTD % Spend	Over Budget	Comments
<b>General Fund Projects</b>									
<b>Planning, Community and Corporate Services Projects</b>									
Adventure Playground - Wollombi Road	27,590	480,000	480,000	-	-	480,000	6%		
Aquatic Centres program	88,246	-	110,000	(11,000)	-	99,000	89%		
Art Acquisitions	72,304	-	70,000	2,305	-	72,305	100%		
Buildings New and Replacement	88,204	1,009,696	1,562,566	50,000	-	1,612,566	5%		
Bushfire Assets	25,234	591,239	591,239	-	-	591,239	4%		
Capital Works Contingency	-	-	100,000	(100,000)	-	-	0%		
CBD Stage 7 (Town Centre)	2,147,933	1,000,345	1,630,345	700,000	-	2,330,345	92%		
Civic Precinct (Town Square)	1,863,818	2,762,782	3,404,981	-	675,000	4,079,981	55%		
Contribution to Future Fund	-	-	880,000	-	-	880,000	0%		
COVID 19	121,711	-	121,711	-	-	121,711	100%		
Denman Childrens Centre - Expansion	92,421	521,402	521,402	-	-	521,402	18%		
Denman Heritage Village	1,472,676	876,394	1,809,525	-	-	1,809,525	81%		
Denman Netball Courts	27,813	206,286	311,451	-	-	311,451	9%		
Future Fund Contribution	-	-	1,120,000	(147,131)	-	972,869	0%		
General Design Program	16,150	25,707	25,707	-	-	25,707	63%		
General Projects - Loans	-	-	149,999	(149,999)	-	-	0%		
Hunter Beach	3,102,762	3,128,232	3,128,232	-	-	3,128,232	99%		
Information Technology Strategy	130,511	-	200,000	-	-	200,000	65%		
Investigation and Design - Aquatic Centre	155,382	151,553	151,553	11,000	-	162,553	96%		
Karoola Park Citizens Walk Pathway	12,778	30,000	30,000	-	-	30,000	43%		
Library Books General Capital Purchases	67,873	25,225	83,725	-	-	83,725	81%		
Library Subsidy Projects	23,452	65,649	65,649	-	23,874	89,523	36%		
Local Priority Grant	25,496	51,240	62,240	-	6,850	69,090	41%		
Major Landcare Projects	159,948	46,286	171,286	-	-	171,286	93%		
Mbk and Dnm Indoor Sports Centre Upgrades	18,392	261,462	261,462	-	-	261,462	7%		
MSC Depot	83,430	-	200,000	-	-	200,000	42%		
Muscle Creek Nature Trail and Revegetation	140,257	140,238	140,238	-	-	140,238	100%	(19) To review actual expenses	
Olympic Park Project	504,237	2,909,650	3,409,650	-	-	3,409,650	15%		
Performance and Convention Centre	84,496	5,581,007	6,208,018	-	-	6,208,018	1%		
Companion Animal Impounding Facility	1,201,777	1,206,134	1,206,134	-	651,137	1,857,271	100%		
Recreation Capital Works	642,056	364,834	859,834	2,199,301	-	3,059,135	21%		
Renewable Energy Target Works	-	-	250,000	-	-	250,000	0%		
Resources for Regions 9	12,985	-	-	2,387,268	-	2,387,268	1%		
STEM Equipment Replacement	13,790	-	-	102,500	-	102,500	13%		
Sport and Rereation Small Capital Grants	4,576	-	25,000	-	-	25,000	18%		
<b>Total Planning, Community and Corporate Service:</b>	<b>12,428,298</b>	<b>21,435,361</b>	<b>29,341,947</b>	<b>5,044,244</b>	<b>1,356,861</b>	<b>35,743,052</b>	<b>36%</b>	<b>(19)</b>	

## Muswellbrook Shire Council

Financial Report - June 2023

Capital Costs (Incl. Loan Repayments & excl. Revenue)



	YTD Actuals	Carry Overs	Total Budget	Sep-Dec Review Changes	June Review Change	June Review Budget	YTD % Spend	Over Budget	Comments
<b>Roads and Drainage Projects</b>									
Bridge St Footpath	64,304	-	64,304	-	-	64,304	100%		
Bridges Renewal program	39,495	42,281	42,281	-	-	42,281	93%		
Carpark Renewal program	-	93,143	93,143	(93,143)	-	-	0%		
CPTIGS - Bus Shelter	5,702	48,400	278,400	65,127	-	343,527	2%		
Drainage	-	300,000	615,188	-	-	615,188	0%		
Drainage Devices program	-	-	150,000	(150,000)	-	-	0%		
Drainage Channel - Lorne Street	810,485	711,573	711,573	100,000	-	811,573	100%		
Flood Warning Systems	-	-	50,000	-	-	50,000	0%		
Footpath and Cycleway Renewal program	150,000	-	150,000	-	-	150,000	100%		
Heavy Patching program	469,375	-	500,000	-	-	500,000	94%		
Resilience Works Karoola Park	-	-	-	484,174	-	484,174	0%		
Kerb and Gutter Replacement program	149,999	-	150,000	-	-	150,000	100%		
Kirk and Peberdy Bridges	-	-	80,322	-	-	80,322	0%		
Large Plant Items	72,755	1,170,000	1,680,000	-	-	1,680,000	4%		
Leachate Dam	15,185	482,980	482,980	(467,795)	-	15,185	100%		
LED Fire Danger Warning Signs (BSBR)	139,463	152,304	152,304	-	-	152,304	92%		
LISF - Roads Infrastructure Backlog	371,478	-	371,478	-	-	371,478	100%		
AGRN960 Natural Disaster - Hungerford	19,606	-	-	20,000	-	20,000	98%		
Natural Disaster - ARGN 987	339,881	-	-	410,891	-	410,891	83%		
Natural Disaster Event - Baerami Creek Causeway	20	-	-	689,674	-	689,674	0%		
New Footpath and Cycleway program	162,489	-	250,000	-	-	250,000	65%		
Oakleigh Bridge Replacement (BSBR)	544,400	543,988	543,988	-	-	543,988	100%	(412) To review actual expenses	
Purchase of Vehicles	332,965	92,558	342,558	-	-	342,558	97%		
Rainbow Creek Bridge	20,218	-	-	294,906	-	294,906	7%		
Regional Road Renewal program	663,787	-	307,000	307,000	54,952	668,952	99%		
Resources for Regions - Mine Affected Roads	-	-	-	-	-	-	0%		
Resources for Regions - Round 5	3,639,726	2,425,459	2,425,459	1,444,642	-	3,870,101	94%		
Resources for Regions - Round 6	521,282	521,282	521,282	-	-	521,282	100%		
Resources for Regions- Round 7	623,842	-	-	1,643,461	(1,643,461)	-	38%		
Resources for Regions 9	2,847	-	-	2,387,268	-	2,387,268	0%		
Road Resealing program	848,492	92,655	892,655	-	-	892,655	95%		
Roads Capital Contingency	-	-	100,000	(100,000)	-	-	0%		
Roads to Recovery Program	-	-	577,898	-	-	577,898	0%		
Road Safety Program-School Zone	196,249	213,498	213,498	-	-	213,498	92%		
Rosebrook Bridge	963,110	1,543,391	1,543,391	-	-	1,543,391	62%		
Rural Road Regravelling Program	300,628	-	329,628	(29,000)	-	300,628	100%		
Safety Device Renewal program	97,150	73,120	193,120	-	(54,952)	138,168	50%		
Sandy Creek Road Curve Improvement	79,029	167,484	167,484	-	-	167,484	47%		
Transport Vehicles	128,991	52,258	152,258	-	-	152,258	85%		
Urban Road Renewal Program	-	-	372,000	(372,000)	-	-	0%		
Victoria Street Rehab	-	-	-	-	721,433	721,433	0%		
Widden Creek Bank	274,249	223,569	223,569	50,680	-	274,249	100%		
Widden Creek Stabilisation Works	67,109	-	-	220,000	-	220,000	31%		

## Muswellbrook Shire Council

Financial Report - June 2023

Capital Costs (Incl. Loan Repayments & excl. Revenue)



	YTD Actuals	Carry Overs	Total Budget	Sep-Dec Review Changes	June Review Change	June Review Budget	YTD % Spend	Over Budget	Comments
Widden Valley Road Pavement Rehab	-	7,211	7,211	-	-	7,211	0%		
Wilkinson Bridge	109,397	-	109,398	-	-	109,398	100%		
Yarraman Road Upgrade	19,054	-	-	200,000	-	200,000	10%		
Yarrawa Road (Fixing Local Roads)	1,029,330	1,027,801	1,027,801	-	-	1,027,801	100%	(1,529)	To review actual expenses
<b>Total Roads and Drainage</b>	<b>13,272,092</b>	<b>9,984,955</b>	<b>15,872,171</b>	<b>7,105,885</b>	<b>(922,028)</b>	<b>22,056,028</b>	<b>58%</b>	<b>(1,941)</b>	
<b>Total General Fund</b>	<b>25,700,390</b>	<b>31,420,316</b>	<b>45,214,118</b>	<b>12,150,129</b>	<b>434,833</b>	<b>57,799,080</b>	<b>45%</b>	<b>(1,960)</b>	

## Muswellbrook Shire Council

Financial Report - June 2023

Capital Costs (Incl. Loan Repayments & excl. Revenue)



	YTD Actuals	Carry Overs	Total Budget	Sep-Dec Review Changes	June Review Change	June Review Budget	YTD % Spend	Over Budget	Comments
<b>Future Fund Projects</b>									
Donald Home Building	208,834	-	150,000	58,834	-	208,834	100%		
Marketplace	3,541,504	-	3,768,747	(205,965)	-	3,562,782	99%		
Renewal of Existing Assets/New Acquisitions	416,477	-	657,999	-	-	657,999	63%		
Throsby ACT	519,999	-	520,000	-	-	520,000	100%		
Town Education Centre 2	573,009	580,613	580,613	-	-	580,613	99%		
Upgrade of Loxton House	293,920	-	275,000	600,000	-	875,000	34%		
<b>Total Future Fund</b>	<b>5,553,743</b>	<b>580,613</b>	<b>5,952,359</b>	<b>452,869</b>	<b>-</b>	<b>6,405,228</b>	<b>87%</b>	<b>-</b>	
<b>Sewer Fund</b>									
Access & Security Improvements RWTW	136,877	100,466	155,466	-	-	155,466	88%		
Asset Management Planning	-	-	-	-	-	-	0%		
Denman Treatment Plant Upgrade	-	-	-	-	-	-	0%		
Mains Renewal and Replacement	266,746	-	589,431	(288,452)	-	300,979	89%		
Operations Contingency Project	132,150	-	150,000	-	-	150,000	88%		
Sewer Plant and Equipment	-	-	-	-	-	-	0%		
Solar Array	54,664	-	1,800,000	-	-	1,800,000	3%		
System Plant Asset Renewals	395,934	-	650,000	-	-	650,000	61%		
Transportation System Improvement	40,111	81,939	81,939	-	-	81,939	49%		
Loan - Sewer RWTW	553,673	-	651,553	-	-	651,553	85%		
Skellatar Main	91,957	-	91,957	-	-	91,957	100%		
<b>Total Sewer Fund</b>	<b>1,672,112</b>	<b>182,405</b>	<b>4,170,346</b>	<b>(288,452)</b>	<b>-</b>	<b>3,881,894</b>	<b>43%</b>	<b>-</b>	

## Muswellbrook Shire Council

Financial Report - June 2023

Capital Costs (Incl. Loan Repayments & excl. Revenue)



	YTD Actuals	Carry Overs	Total Budget	Sep-Dec Review Changes	June Review Change	June Review Budget	YTD % Spend	Over Budget	Comments
<b>Water Fund</b>									
Asbestos, Earthworks, Security	155,389	-	155,000	-	-	155,000	100%	(389)	To review actual expenses
Laboratory Equipment	-	-	-	-	-	-	0%		
Mains Renewal and Replacement	741,325	448,278	748,278	-	-	748,278	99%		
Office Upgrade	-	-	-	-	-	-	0%		
Operations Contingency Project	117,283	-	117,686	-	-	117,686	100%		
Replacement of Water Meters program	50,169	-	65,000	-	-	65,000	77%		
Sandy Hollow Augmentation	25,427	-	25,427	-	-	25,427	100%		
Denman-Sandy Hollow Pipeline	89,686	-	-	1,500,000	-	1,500,000	6%		
South Muswellbrook Reservoir	350,197	-	350,197	-	-	350,197	100%		
System Plant Asset Renewals	625,075	191,376	891,376	(100,000)	-	791,376	79%		
Upgrade Fluoride Dosing System WTP	48,726	346,461	346,461	-	-	346,461	14%		
Vehicle Replacement	-	-	-	-	-	-	0%		
Vehicle-Equipment Replacement	76,707	78,684	78,684	-	-	78,684	97%		
Water Fund Environmental Grants	-	-	-	-	-	-	0%		
Water Stop Valve Replacement	204,722	35,627	285,627	(81,013)	-	204,614	100%	(108)	To review actual expenses
<b>Total Water Fund</b>	<b>2,484,706</b>	<b>1,100,426</b>	<b>3,063,736</b>	<b>1,318,987</b>	<b>-</b>	<b>4,382,723</b>	<b>57%</b>	<b>(497)</b>	
<b>Consolidated Total</b>	<b>35,410,951</b>	<b>33,283,760</b>	<b>58,400,559</b>		<b>434,833</b>	<b>72,468,925</b>	<b>49%</b>	<b>(2,476)</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>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>\$1,405,581</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>\$8,016,763</b>	<b>\$6,984,940</b>	<b>\$6,512,431</b>	<b>\$6,556,509</b>	<b>\$6,436,294</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 1/7/2022	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	\$91,947	\$1,109	\$93,056	2022/23	
Water - Sandy Hollow Augmentation	\$300,000	6.09%	\$25,427	\$25,426	\$325	\$25,751	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 Horne 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	\$387,925	\$371,432	\$759,357	2037/38	
Aquatic Centre	\$2,000,000	4.30%	\$1,762,933	\$121,711	\$30,732	\$152,443	2024/25	
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>\$6,136,684</b>	<b>\$1,880,079</b>	<b>\$8,016,763</b>		

## Reserves

	Balance as at 1 July 2022	2022/2023 Original Budget		Carryovers	September 2023 Review		December 2023 Review		Projected Balance 30 June 2023
		Transfer to	Transfer From	Transfer From	Transfer to	Transfer From	Transfer to	Transfer From	
<b>Externally Restricted</b>									
<b>General Fund</b>									
Developer Contributions	1,299			(242)					1,057
Domestic Waste	881								881
Unexpended Grants (G)	4,098			(3,419)					679
Unexpended Loan	1,684			(1,684)					-
VPAs	3,725			(2,256)					1,469
<b>General Fund Total</b>	<b>11,687</b>			<b>(7,601)</b>					<b>4,086</b>
<b>Water Fund</b>									
Developer Contributions	7,671								7,671
Water	5,092			(1,100)					3,992
<b>Water Fund Total</b>	<b>12,763</b>			<b>(1,100)</b>					<b>11,663</b>
<b>Sewer Fund</b>									
Developer Contributions	3,520		(1,800)						1,720
Sewer	1,475			(182)	-				1,293
<b>Sewer Fund Total</b>	<b>4,995</b>		<b>(1,800)</b>	<b>(182)</b>	<b>-</b>				<b>3,013</b>
<b>Externally Restricted Total</b>	<b>29,445</b>		<b>(1,800)</b>	<b>(8,883)</b>	<b>-</b>				<b>18,762</b>

## Reserves

	Balance as at 1 July 2022	2022/2023 Original Budget		Carryovers	September 2023 Review		December 2023 Review		Projected Balance 30 June 2023
		Transfer to	Transfer From	Transfer From	Transfer to	Transfer From	Transfer to	Transfer From	
<b>Internally Restricted</b>									
<b>Future Fund</b>									
Future Fund	1,118								1,118
<b>Future Fund Total</b>	<b>1,118</b>								<b>1,118</b>
<b>General Fund</b>									
Asset Replacement	2,497			(417)					2,080
Carryover Works	2,917			(2,717)					200
Deposits, Retentions and Bonds	4,450								4,450
Drainage	143								143
Economic Development	1,910		(1,196)						714
Employee Leave Entitlements	1,132								1,132
Financial Assistance Grant	3,115		(3,115)						-
Insurances	33								33
Mine Affected Roads	2,353								2,353
Natural Disaster - Flood	1,000								1,000
Other	286			(114)					172
Other Legal	1,050								1,050
Plant Replacement	2,404		(350)	(793)					1,261
Projects							430		430
Renewable Energy							113		113
Risk Management	78								78
SRV	1,578			(820)					758
Stormwater	1,030								1,030
Waste Management	6,525	1,251		(1,125)					6,651
<b>General Fund Total</b>	<b>32,501</b>	<b>1,251</b>	<b>(4,661)</b>	<b>(5,986)</b>			<b>543</b>		<b>23,648</b>
<b>Internally Restricted Total</b>	<b>33,619</b>	<b>1,251</b>	<b>(4,661)</b>	<b>(5,986)</b>			<b>543</b>		<b>24,766</b>
<b>Unrestricted</b>									
<b>General Fund</b>									
Unrestricted	24								24
<b>General Fund Total</b>	<b>24</b>								<b>24</b>
<b>Unrestricted Total</b>	<b>24</b>								<b>24</b>
<b>Total</b>	<b>63,088</b>	<b>1,251</b>	<b>(6,461)</b>	<b>(14,869)</b>	<b>-</b>		<b>543</b>		<b>43,552</b>

## Debtor Balances as at 30 June 2023

Account	120 days	90 days	60 days	30 days	Current	Balance
Waste Depot Charges	\$38,452	\$11,076	\$4,147	\$198,052	\$248,673	\$500,399
Inspection Fees	\$13,209	\$577	\$953	\$3,336	\$11,228	\$29,302
Sam Adams College Rent	\$0	\$0	\$3,375	\$0	\$12,450	\$15,825
Council Properties - Future Fund *	\$104,634	\$19,407	\$3,702	\$48,010	\$156,106	\$331,858
Council Properties - Marketplace * ***	\$382,238	\$15,456	\$24,065	\$64,966	(\$19,920)	\$466,804
Council Properties - Education Fund	\$0	\$0	\$4,614	\$7,562	\$90,784	\$102,959
Recreation	\$0	\$310	\$0	\$970	\$726	\$2,006
Sundries**	\$478,645	\$2,198	\$49,091	\$160,974	\$528,603	\$1,219,511
Water Tanker Sales	\$1,154	\$168	\$168	\$526	\$69,084	\$71,099
Trade Waste Charges	\$342	\$0	\$0	\$0	\$0	\$342
Muswellbrook Sewer	\$98,754	\$0	\$0	\$0	\$61,816	\$160,571
GST Tax Debtor	\$0	\$0	\$0	\$0	\$320,136	\$320,136
<b>TOTAL</b>	<b>\$1,117,428</b>	<b>\$49,191</b>	<b>\$90,114</b>	<b>\$484,396</b>	<b>\$1,479,685</b>	<b>\$3,220,813</b>

\* Balances include rent deferrals due to COVID, and other commercial receivables currently with debt recovery/legal services.

\*\* Includes \$936k in Grant Funding.

\*\*\* Current balance showing a negative due to a write off of a debtors balance as per Council Report.

## Rates & Water Debtor Balances



### Rates Balances

Category	No of Assessments	Prior-Year	Current Year		Total
		Arrears	Overdue	Current	
Business	81	\$89,696	\$113,759	\$0	\$203,455
Farmland	41	\$36,289	\$58,258	\$0	\$94,546
Mining	1	\$362	\$1,308	\$0	\$1,671
Residential	866	\$796,335	\$1,017,988	\$0	\$1,814,323
<b>Grand Total</b>	<b>989</b>	<b>\$922,682</b>	<b>\$1,191,314</b>	<b>\$0</b>	<b>\$2,113,996</b>
<b>% Split</b>		<b>44%</b>	<b>56%</b>	<b>0%</b>	

### Water Balances

Category	No of Assessments	Prior-Year	Current Year		Total
		Arrears	Overdue	Current	
Business	116	\$159,979	\$207,401	\$0	\$367,381
Farmland	2	\$0	\$338	\$0	\$338
Mining	0	\$0	\$0	\$0	\$0
Residential	1395	\$327,768	\$255,255	\$0	\$583,023
<b>Grand Total</b>	<b>1513</b>	<b>\$487,747</b>	<b>\$462,994</b>	<b>\$0</b>	<b>\$950,741</b>
<b>% Split</b>		<b>51%</b>	<b>49%</b>	<b>0%</b>	

<https://magiq.edrms/docs/~F180154>



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

<b>Attachments:</b>	Nil
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**Responsible Officer:** Derek Finnigan - Acting General Manager

**Author:** {authors-names} – {position}

**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.

#### 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

Council:

1. NOTES the information contained in this report;
2. APPROVES re-submitting a revised application under the Create NSW Annual Funding for Organisations 2023-24 for a project titled "Improved collections management and digitisation at the Muswellbrook Regional Arts Centre"; and
3. APPROVES submitting an application under the Create NSW Project Funding for Organisations 2023-24 for the funding of a new website for the Muswellbrook Regional Arts Centre.

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

#### BACKGROUND

Council has been successful in obtaining grants which have been decided via competitive applications and continues to receive grant allocations from both State and Federal government sources for which Council is required to nominate appropriate projects for funding.

#### CONSULTATION

Grant applications are aligned to projects identified by the Muswellbrook Shire 2022-2026 Delivery Program and prepared in consultation with the Mayor, Council's senior managers, and key staff in relevant sections. Councillors are regularly consulted regarding grant applications via the Grants Advisory Committee.



## REPORT

### Upcoming Grant and Funding Opportunities

- The **Local Sporting Champions** program recognises talented sporting individuals aged 12-18 in the Hunter electorate who have excelled in sport and represent their team at state, national, and international sport championships. The program is administered through the Australian Sports Commission with grants decided and awarded by local Federal Members of Parliament. The grants, of up to \$750 each, are provided to assist with the costs of travel, accommodation, uniforms, and sporting equipment for young people aged 12-18 who compete at a state-level or higher. **Applications for this round close Monday, 31 July 2023.**
- The Create NSW **Annual Funding for Organisations 2023-24** supports innovation, vibrancy, and creativity within the NSW arts and cultural sector. Annual funding for organisations is provided to support arts and cultural organisations, local government authorities, and service organisations to deliver arts and cultural activities throughout a single calendar or financial year. **Grants of up to \$200,000 are available and applications close Monday, 21 August 2023.** Council staff recommend Council may revise (based on feedback received from Create NSW) and re-submit Council's unsuccessful application (see below) from the last round of this program for a project titled "Improved collections management and digitisation at the Muswellbrook Regional Arts Centre", as conservation and/or development of collections and archives (including Aboriginal Keeping Places) is one of the types of projects funded under this grant. The program objectives are:
  - deliver a dynamic and diverse range of arts and cultural experiences to communities across NSW;
  - contribute to the development of a vibrant and accessible arts and cultural sector; and
  - support the employment and development of professional NSW-based artists and arts/cultural workers (including museum workers).
- The Create NSW **Project Funding for Organisations 2023-24 provides grants of up to \$60,000 and applications also close on Monday, 21 August 2023.** The program objectives are the same as those listed above, and Council staff recommend Council applies for funding for a new website for the Muswellbrook Regional Arts Centre either in this round or coinciding with the next round which will open towards the end of 2023.
- The Australia Council for the Arts is soon opening the next round of the **Arts Projects for Organisations**, which funds a range of activities that deliver benefits to the arts sector and wider public, including national and international audiences and communities. The fund is open to organisations which undertake arts programs, projects, or that provide services to artists. Organisations may propose a single project, a suite of projects, or annual programs of activity. Grants are available from \$20,000 to \$100,000 and **applications close on Tuesday 5 September 2023 for projects beginning after 1 December 2023, and Tuesday 5 March 2024 for projects beginning after 1 June 2024.**

### Grant funding recently announced

- Muswellbrook Shire Libraries has been successful in obtaining NSW Government funding from the Department of Communities and Justice and Telstra of \$1909.10 plus GST for a program titled "Tech Savvy Seniors".



### **Grants to be announced shortly**

- The \$175 million **Growing Regional Economies Fund** is part of the NSW Government's \$3.3 billion Regional Growth Fund, which is designed to deliver economic growth and productivity across regional NSW. Council's application, submitted 23 May 2023, was for the Wollombi Road Precinct - Stage 1 for a new road Connecting Wollombi Road and Skellatar Stock Route. Council is required to provide a co-contribution of \$694,831.50 and is requesting \$2,779,360 in funding, for a total project cost of \$3,474,191.50. Council is awaiting notification as to whether Council will proceed to the detailed application stage.
- Under the \$70 million **Community Assets Program**, Council applied for funding of \$1,569,375 for Karoola Park, Muswellbrook, community assets resilience and betterment, which includes the following components:
  - the relocation of the existing playground at the western end of Karoola Park to a site east of the current Netball Clubhouse and adjacent to the carpark, and the construction of new shared paths from the northern ends of two bridges over the stormwater channel to the netball courts to facilitate access from the Clubhouse, playground, and carpark to the netball courts;
  - renewal/betterment of existing paths in the Karoola Park precinct, and specifically from Newman Street, past Muswellbrook Public School, and east to Semillon Street;
  - renewal/betterment of the footpath in the drainage gully near the Dog Park in Karoola Park;
  - renewal/betterment of failing pavement at Queen Street near Verdelho Reserve; and
  - repair of scouring of the path east of Queen Street near Mataro Avenue.

### **Unsuccessful applications**

- Council's application to the Create NSW 22/23 Organisations & Local Government Authorities (LGA) Funding Round 2 for a project titled "Improved collections management and digitisation at Muswellbrook Regional Arts Centre" has been unsuccessful.

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

Unfortunately, the data for June 2023 for Council's grant finding portal at <https://muswellbrook.grantguru.com.au/> is unavailable due to a software issue. **The number of registered users is continuing to increase, and at the end of May 2023 was 92 users.**

### **CONCLUSION**

Council notes recent grant applications submitted, grant funding recently announced or to be announced shortly, upcoming grant opportunities and other grants activities.

### **SOCIAL IMPLICATIONS**

Applications for funding submitted by Council address priority issues in the community.

### **FINANCIAL IMPLICATIONS**

The funding received under these grant programs will offset expenditure that would otherwise need to be committed by Council.

### **POLICY IMPLICATIONS**

Council will need to maintain any assets for which funding is obtained according to Policy A40-1 - Asset Management Policy.



### **STATUTORY IMPLICATIONS**

Council's grant applications align with the goals identified in the Muswellbrook Shire 2022-2032 Community Strategic Plan and with a range of Federal, State, and regional strategies and plans.

### **LEGAL IMPLICATIONS**

Where grant applications are successful, 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 the Muswellbrook Shire 2022-2032 Community Strategic Plan and the Muswellbrook Shire 2022-2026 Delivery Program.

### **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 grant funding announcements contained in this report are no longer under embargo.



## 10.5. Community and Economy

### 10.5.1. Draft Muswellbrook Regional Arts Centre Management Policy MSC051E for Public Exhibition

<b>Attachments:</b>	1. DRAFT Muswellbrook Regional Arts Centre Management Policy MSC051E [10.5.1.1 - 7 pages]
<b>Responsible Officer:</b>	Shaelee Welchman - Director - Community & Economy  Elissa Emerson (Muswellbrook Regional Arts Centre Director),
<b>Author:</b>	Chloe Wuiske (Business Improvement Officer), Madeleine St John (Business Improvement Officer)
<b>Community Plan Issue:</b>	6 - Community Leadership
<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>	6.2.5 - Implement a comprehensive and targeted business improvement program.  6.2.5.2 - Develop and review policies in accordance with statutory operational requirements.

---

#### PURPOSE

To request Council's approval to place the attached *DRAFT Muswellbrook Regional Arts Centre Management Policy* on public exhibition for a period of 28 days.

#### OFFICER'S RECOMMENDATION

1. Council APPROVES the attached *DRAFT Muswellbrook Regional Arts Centre Management Policy* to be placed on public exhibition via Council's website for a period of 28 days; and
2. A further report be submitted to Council for consideration of submissions received during the exhibition period.

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

#### BACKGROUND

The *DRAFT Muswellbrook Regional Arts Centre Management Policy MSC051E* (the Policy) is a new policy developed to provide a framework for the delivery of Muswellbrook Regional Arts Centre's functions.

The objectives of the Policy include:

- Ensuring organisational excellence in gallery management in accordance with national standards for Australian Museums and Galleries; and
- Delivery of best practice in collection management, exhibitions, and public programming.



## **CONSULTATION**

Manex

Manager Community Services

Arts Centre Director

Business Improvement Officer(s)

## **REPORT**

The *DRAFT Muswellbrook Regional Arts Centre Management Policy* is a new policy developed with the intention to supersede all existing gallery policies. If the Policy is adopted by Council, it is recommended that the following three outdated policies be rescinded by Council:

1. Aims and Objectives of Muswellbrook Regional Arts Centre;
2. Muswellbrook Shire Art Collection Deaccessioning Policy; and
3. Muswellbrook Shire Art Collection Management Policy.

## **OPTIONS**

Council may:

1. Resolve to approve the attached *DRAFT Muswellbrook Regional Arts Centre Management Policy* to be placed on public exhibition; or
2. Request amendments to the attached *DRAFT Muswellbrook Regional Arts Centre Management Policy* prior to public exhibition.

## **CONCLUSION**

It is recommended that Council approves the attached *DRAFT Muswellbrook Regional Arts Centre Management Policy* to be placed on public exhibition.

## **SOCIAL IMPLICATIONS**

Nil known.

## **FINANCIAL IMPLICATIONS**

Nil known.

## **POLICY IMPLICATIONS**

The policy was reviewed in line with Council's Policy Management Framework.

## **STATUTORY IMPLICATIONS**

Nil known.

## **LEGAL IMPLICATIONS**

Nil known.

## **OPERATIONAL PLAN IMPLICATIONS**

6.2.5.2 Develop and review policies in accordance with statutory and operational requirements.



**RISK MANAGEMENT IMPLICATIONS**

Nil known.

**WASTE MANAGEMENT IMPLICATIONS**

Nil known.

**COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Public exhibition of 28 days via Council's website will provide the Community with an opportunity to make submissions.



**muswellbrook  
shire council**

## DRAFT Muswellbrook Regional Arts Centre Management Policy

MSC051E

### Authorisation Details

<b>Authorised by:</b>		<b>Internal/External:</b>	External
<b>Date:</b>		<b>Minute No:</b>	
<b>Review timeframe:</b>	4 years	<b>Review due date:</b>	
<b>Department:</b>	Community Services		
<b>Document Owner:</b>	Arts Centre Director		
<b>Community Strategic Plan Goal</b>	4. A culturally rich and diverse Community with strong identities, history and sense of belonging		
<b>Community Strategic Plan Strategy</b>	4.3 Host and support a diverse range of cultural activities and events which create a sense of identity and belonging, engage the local community and attract visitors		
<b>Delivery Program</b>	4.3.2 Deliver an arts program		

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DRAFT

## 1 Policy Objective

The purpose of this policy is to provide a framework for the delivery of Muswellbrook Regional Arts Centre's functions. Policy objectives include:

- Ensuring organisational excellence in gallery management in accordance with national standards for Australian Museums and Galleries; and
- Delivery of best practice in collection management, exhibitions, and public programming.

## 2 Risks being addressed

This policy mitigates the potential risk of improper acquisition and deaccessioning of artworks, inadequate care and preservation of artworks, and poor exhibition and program planning.

## 3 Scope

This policy applies to the functions underpinning gallery service delivery: collection management, exhibitions, and public programming.

## 4 Policy Statement

The mission of Muswellbrook Regional Arts Centre is to cultivate social engagement in arts and culture through the delivery of relevant and enriching contemporary visual arts programming. This policy guides the design and delivery of gallery services in support of this mission.

### 4.1 Collections

#### Objectives

The objectives of collection management for the Arts Centre are to:

- Develop a collection of works of art with an emphasis on the collecting focuses.
- Appropriately care for and conserve a regionally significant visual arts asset.
- Showcase a collection of works of art in meaningful ways that engage and connect with diverse audiences.

#### Principles

Muswellbrook Shire Council commits itself to the following principles:

- Accountability and transparency - The policy provides a framework for the transparent and relevant acquisition and deaccessioning of works of art to and from the collections.
- Providing museological standards of management, care, and conservation to ensure preservation of the collection of works of art.

#### 4.1.1 Acquisitions

##### i) Collecting focus

The Arts Centre aims to collect Post War Australian works of art of all regions with an emphasis on:

- Paintings.
- Works on Paper.
- Ceramics.
- Photography.
- Works of art by artists associated with the Upper Hunter Region.

**ii) Criteria for acquisition**

The Arts Centre will only acquire a work of art for the collection if the work of art is:

- Relevant to, and informs, the collection including one of the collecting focuses.
- Unencumbered to allow an unconditional right to retain custody and control in perpetuity.
- Unencumbered to allow the legal and equitable title to transfer to Muswellbrook Shire Council.
- Able to be cared for and stored appropriately by the Arts Centre.
- Of gallery / museum quality and in a good state of preservation.
- Not a duplicate of a work of art already in the collection.
- Being acquired primarily for public display.

**iii) Authorisation for acquisition**

Pursuant to the Instrument of Sub-Delegation to the Arts Centre Director, the Director has the authority to:

- Authorise the acquisition of works of art, subject to the available budget.
- Accept gifts under the Tax Incentives for the Arts Scheme (Cultural Gifts Program).

**4.1.2 Deaccessioning**

**i) Criteria for deaccessioning**

The Arts Centre may only deaccession works of art if it is established that the work of art:

- Is inconsistent with this policy or was erroneously included in the collection.
- Has no clear legal and equitable title.
- Has been lost or stolen.
- Has its authenticity proven to be in question.
- Is damaged or suffered serious deterioration in condition.
- Is an obvious duplication or repetition of the work of art already in the collection.

**ii) Engaging with artists and donors**

Subject to the criteria for deaccessioning, the Arts Centre will not deaccession:

- A work of art by a living artist without first making a reasonable attempt to engage with the artist.
- A work of art donated or bequeathed to the Arts Centre without first making a reasonable attempt to engage with any relevant donor.

Exclusions include works of art that:

- Have been donated through the Australian Government's Cultural Gifts Program, where a work of art will not be returned to the donor, as the donor has already received the benefit of a tax deduction for the donation.

**iii) Recommendation and approval for deaccessioning**

Pursuant to the Instrument of Sub-Delegation to the Arts Centre Director, the Director has the authority to:

- Determine works of art to be considered for deaccessioning from the collection with a full report on the reason for disposal submitted to Council.

**iv) Methods of disposal**

Following deaccession, a work of art may be disposed of by various means, including sale, gift, and destruction. If works of art are approved for disposal through private sale or public auction, the proposed use of funds must be documented prior to sale.

**4.1.3 Loans**

**i) Authorisation for loans**

Pursuant to the Instrument of Sub-Delegation to the Arts Centre Director, the Director has the authority to:

- Approve the loan of work from the collection of works of art, where the loan is subject to the terms and conditions of Council's outgoing loan agreement.
- Authorise the loan of work from the Max Watters Collection in accordance with the Deed of Trust.

**4.2 Exhibitions**

**Objectives**

The objectives of exhibitions for the Arts Centre are to:

- Create awareness and appreciation of, and facilitate meaningful connections with, art.
- Develop, program, and manage high-quality, diverse, and accessible exhibitions.

**Principles**

Muswellbrook Shire Council commits itself to the following principles:

- Accountability and transparency - The policy provides a framework for the transparent programming of exhibitions.
- Exhibition management practices that ensure sound planning, financial, and risk management principles.
- Delivering exhibitions that meet museological standards and ethics in relation to content, interpretation, display, and access.

**4.2.1 Exhibition Programming**

**i) Criteria for exhibitions**

The Arts Centre will program exhibitions in accordance with the following criteria:

- Quality – presents considered, conceptually sound ideas; represents innovative approaches, as well as excellence in contemporary art.
- Value – engages and challenges audiences; contributes to Council's strategies and goals.
- Reach – facilitates meaningful connections with the arts; delivers outcomes relevant to the needs of audiences.
- Viability – achievable outcomes; sound planning, including appropriate timeline and effective use of resources; Public liability insurance up to \$20 million where required to activate on-site.

Exclusions include exhibition proposals that:

- Present a conflict of interest, including proposals from employees of Muswellbrook Shire Council. In the case of extenuating circumstances, such inclusion is determined by the Arts Centre Director with the Manager Community Services.

## 4.3 Programs

### Objectives

The objectives of programs for the Arts Centre are to:

- Encourage arts practice and creative engagement between artist, community, and place.
- Deliver high-quality, diverse, and accessible programs.

### Principles

Muswellbrook Shire Council commits itself to the following principles:

- Accountability and transparency - The policy provides a framework for the transparent scheduling of programs.
- Programming practices that ensure sound planning, financial, and risk management principles.
- Delivering programs that contribute to the long-term cultural development of the community.
- Providing opportunities for the creative and professional development of artists.
- Delivering programs that facilitate equity of access.

## 5 Delegations

Pursuant to section 378 of the LG Act, the General Manager of the Muswellbrook Shire Council sub-delegates specific authorities and responsibilities to the Arts Centre Director in relation to acquisition, deaccessioning, and loans of artworks.

Roles	Responsibilities
Arts Centre Director	<ul style="list-style-type: none"> <li>• Authorise the acquisition of works of art, subject to the available budget.</li> <li>• Accept gifts under the Tax Incentives for the Arts Scheme (Cultural Gifts Program).</li> <li>• Determine works of art to be considered for deaccessioning from the collection with a full report on the reason for disposal submitted to Council.</li> <li>• Approve the loan of work from the collection of works of art, where the loan is subject to the terms and conditions of Council's outgoing loan agreement.</li> <li>• Authorise the loan of work from the Max Watters Collection in accordance with the Deed of Trust.</li> </ul>

## 6 Dispute resolution

The General Manager is the interpreter of this policy.

## 7 Related Documents

### 7.1 Legislation and Guidelines

[National Standards for Australian Museums and Galleries](#)

## 7.2 Policies and Procedures

Not applicable.

## 7.3 Other Supporting Documents

Not applicable.

## 8 Version History

This section identifies authors who reviewed the Policy and the date that it became effective.

Version No.	Date changed	Modified by	Amendments/Previous adoption details
1	13/07/2023	Arts Centre Director	Policy drafted

DRAFT



### 10.5.2. Fee Waiver - Muswellbrook Toastmasters

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Lauren Allen – Head Librarian
<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.

---

#### PURPOSE

To request Council's endorsement of a fee waiver request received from Muswellbrook Toastmasters for the hire of the Muswellbrook Library Seminar Room.

#### OFFICER'S RECOMMENDATION

Council APPROVES the fee waiver request from Muswellbrook Toastmasters for the use of the Muswellbrook Library Seminar Room on the fourth Monday of each month for the remainder of 2023.

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

#### BACKGROUND

A request has been received from Muswellbrook Toastmasters for the waiving of fees to hire the Seminar Room at the Muswellbrook Library on the fourth Monday of each month to host their meetings. Muswellbrook Toastmasters is a small not-for profit community group of 12 members.

#### CONSULTATION

General Manager

#### REPORT

Muswellbrook Toastmasters have requested a waiver of Council's fee of \$82 per hour for the use of the Seminar Room at the Muswellbrook Library.

Council's Financial Assistance Policy provides the General Manager with a delegation to approve requests for financial assistance received which comply with the principles of the policy up to the value \$350 which have not been adopted in Council's annual budget.

#### OPTIONS

Council has options on the administration in waiving the fee regarding whether it is waived or funded from an appropriate expenses budget.



## **CONCLUSION**

It is recommended Council endorses the fee waiver request received from Muswellbrook Toastmasters for the use of the Seminar Room at the Muswellbrook Library on the fourth Monday of each month.

## **SOCIAL IMPLICATIONS**

Supporting the fee waiver request helps facilitate the monthly meetings of Muswellbrook Toastmasters, which is a small not-for-profit group in Muswellbrook Shire.

## **FINANCIAL IMPLICATIONS**

\$492 in revenue forgone.

## **POLICY IMPLICATIONS**

F16-1 Financial Assistance Policy

## **STATUTORY IMPLICATIONS**

Nil known.

## **LEGAL IMPLICATIONS**

Nil known.

## **OPERATIONAL PLAN IMPLICATIONS**

'6.2.1 – Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.'

## **RISK MANAGEMENT IMPLICATIONS**

Nil known.

## **WASTE MANAGEMENT IMPLICATIONS**

Nil known.

## **COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Nil known.



### 10.5.3. Economic Development Update July 2023

<b>Attachments:</b>	1. MSC Advocacy Compendium May 2023 07 print no crops [10.5.3.1 - 72 pages]
<b>Responsible Officer:</b>	Shaelee Welchman - Director - Community & Economy
<b>Author:</b>	Matthew Leman (Innovation Co-ordinator), Fiona Wilton (Economic Development Officer), Shaelee Welchman (Director - Community & Economy)
<b>Community Plan Issue:</b>	1 - Economic Prosperity
<b>Community Plan Goal:</b>	<i>A dynamic Local economy with full employment for current and future residents in a diverse range of high value industries.</i>
<b>Community Plan Strategy:</b>	1.1.1 - Facilitate the expansion of and establishment of new industries and business. 1.2.1 - Facilitate the diversification of the Shire's economy and support growth of existing industry and business enterprise
	Not applicable

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#### PURPOSE

To inform Council of the Economic Development programs and activities for the past quarter and significant actions planned.

#### OFFICER'S RECOMMENDATION

Council notes the information contained in the report.

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

#### BACKGROUND

Muswellbrook Shire Council is investing in a number of initiatives and projects to support economic diversification and resilience.

This report provides a quarterly update on the activities of the previous quarter.

#### CONSULTATION

Consultation has occurred with the Economic Development team, the Melt and various other internal and external stakeholders.

#### REPORT

##### Events 10

The Hunter JO, in consultation with the ten represented Councils, have been working together for 18 months to develop information, products, and resources to share with the events industry. The website is now up at [www.events10.com.au](http://www.events10.com.au), however it's not searchable on google until it is officially launched on 26 July.

The purpose of the website is to attract event organisers to the region and to showcase the



region's unique venues and landscapes.

Three destination promotional videos and itineraries have also been created encapsulating the valleys, coast and mountains - <https://events10.com.au/media-library/>.

### **Advocacy**

First version of the Muswellbrook Synopsis has been developed and distributed to various ministers and government departments. The first version was prepared for the Mayor's, Deputy Mayor's, and General Manager's visit to the Australian Local Government Association Conference in June 2023.

A copy is provided as an attachment to this report.

It is proposed that this will be a living document that lives on Council's website as an interactive platform where video and other media can be uploaded.

An annual advocacy program is also being developed to plan and prioritise engagement with government and key stakeholders.

### **Donald Horne Building**

The Donald Horne Building was officially opened by the Prime Minister of Australia on 18 July 2023 with the Federal Member for the Hunter Dan Repacholi, State Member for the Upper Hunter Dave Layzell, Mayor Steve Reynolds and General Manager Derek Finnigan. The official proceedings were attended by over 100 people.

The Prime Minister had a private tour of the facility at 9:30am, followed by a smoking ceremony, traditional dance, and Welcome to Country by the Waagan Galaga Indigenous Dance Group. The robot arm was programmed to cut the opening ribbon.

All Muswellbrook Shire Council staff were invited to tour the building. Over fifty staff took up the opportunity to join a tour conducted on 5 and 7 June 2023. Councillors were also offered a tour of the building on 20 June.

### **Hunter Expert Panel**

A meeting of the Hunter Expert Panel was held at the Donald Horne Building on Thursday 8 June 2023. The Director Community and Economy was invited to present to the panel on regional learnings and key opportunities for the panel's consideration.

The panel also considered a briefing paper to which the Director Planning and Environment contributed on Post Mining Land Use.

### **Melt Advanced Manufacturing Centre Update**

- Melt Ventures Advanced Manufacturing Seed Fund 1 Quarterly investor update at The Donald Horne Building - 58 investors attended. This was a great opportunity to bring many high-net worth individuals, family trust managers and angel investors to Muswellbrook (many for their first time) to showcase the facility and Muswellbrook Shire Council's (MSC) economic development agenda.
- The Melt was announced as a recipient of funding under the NSW Government Clean Technology Innovation program. The program will deliver a project titled "Hunter Cleantech Accelerator & Pilot Enabler" over a 4-year duration, in association with MSC and AGL. The Co-contributor Agreements between The Melt and MSC are still being reviewed by MSC. This project is being announced on 19 July.
- Final installations of equipment and commissioning activities of all the machinery continued.
- Planning/preparation for the Official Opening events.



### **Regional Key Worker Attraction Program: The Welcome Experience Pilot**

A number of meetings have been held with State Government on the Welcome Experience Pilot as all of the pilot locations begin to activate.

The Muswellbrook Community Connector commenced with Council on 17 July and is quickly beginning to understand the program requirements to deliver the Muswellbrook pilot.

### **Upper Hunter Mining Dialogue**

The Director Community and Economy attended the Upper Hunter Mining Dialogue Economic and Social Development Working Group with Cr Lecky on 7 June 2023. The Director provided a presentation on the economic development activities being undertaken by Muswellbrook Shire Council.

### **HunterNet Future Leaders Program Case Study**

The HunterNet Future Leaders Program was held in Muswellbrook on 25 May 2023. Over 50 young leaders from the regions participated in a tour of the Donald Horne building and were provided a presentation from Council and AGL on the challenges and opportunities facing the region.

The program commences in April and concludes in October and involves workshops covering 13 Leadership Topics. The participants then form teams and are given a project to deliver and present to a panel of Judges prior to the Gala Dinner in late October.

This year, the project will involve partnering with a HunterNet Member Organisation and developing a Strategy and action plan for the organisation to implement in their operation. The focus for this will be one of the seven CSIRO Global Megatrends.







### **Hunter iF – Hunter Innovation Festival – Innovators Roadshow**

The format will be a “BYO event”, where Hunter iF will coordinate, promote and, if necessary, MC the events, designed to feature regional innovation within key LGAs in the Hunter Valley. Hosts will organise their own venue, catering, etc, and Business Hunter will fold the events into their PR and advertising campaign to attract a crowd.

The Hunter Innovation Festival will be held on 19 October 2023, with an Action Summit driving outcomes from the festival the following week. The Economic Development Officer is working with Business Hunter to progress the Hunter Innovation Festival “Innovators Roadshow” for 2023.

Business Hunter is hosting the Innovation Roadshow between October 9-13 which will begin in **Muswellbrook** on 9 October, and travel through Singleton, Port Stephens, Maitland and Lake Macquarie over 5 days.

### **Upper Hunter Regional Tourism Model**

Discussions have been occurring between Muswellbrook Shire Council, Upper Hunter Shire Council, Upper Hunter Country Tourism and Destination NSW – Sydney Surrounds North to develop an Upper Hunter Regional Tourism Model.

A number of models were investigated and considered with the objective to collectively grow the Upper Hunter Visitor economy. A proposed model has been developed and will be presented to a joint meeting of the Councils in October.

### **OPTIONS**

Council may note the report, which will be presented to Council every quarter following the



completion of school terms.

## **CONCLUSION**

A number of projects and activities have occurred over the quarter, with the highlight being the opening of the Donald Horne building by the Prime Minister of Australia.

## **SOCIAL IMPLICATIONS**

The work undertaken by the Economic Development Unit will have far reaching and long lasting social impacts on the community as the Shire's and the region's economy changes.

## **FINANCIAL IMPLICATIONS**

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

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

Nil

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

The Economic Development Unit and its projects and programs are funded through GL 0370.0204.500 and GL 0833.2981.500 and other grant funds and planning agreement allocations.

## **POLICY IMPLICATIONS**

Nil.

## **STATUTORY IMPLICATIONS**

Nil.

## **LEGAL IMPLICATIONS**

Nil.

## **OPERATIONAL PLAN IMPLICATIONS**

This report and actions are inline with Operational Plan actions.

## **RISK MANAGEMENT IMPLICATIONS**

Nil.

## **WASTE MANAGEMENT IMPLICATIONS**

Nil.

## **COMMUNITY CONSULTATION/MEDIA IMPLICATIONS**

Nil.



### 10.5.4. Community Services

<b>Attachments:</b>	Nil
<b>Responsible Officer:</b>	Shaelee Welchman - Director - Community & Economy
<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.

---

#### 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 Muswellbrook and Denman Branches were attended by **2,550** during June with Library spaces being utilised for school holiday programming, community groups, and study.

- The Library hosted an Author event with local Stefan Sokulsky
- Denman Library launched a new Monday morning Baby Rhyme time program & visits from Denman Hospital Multipurpose Centre
- **Increasing and maintaining library memberships**  
Muswellbrook and Denman libraries registered **39 new members**.
- **Providing opportunities that increase community literacy, both physical and digital**
- Home Library:  
The Muswellbrook Shire Libraries currently delivers personally selected books, DVDs and Audio books to homebound customers each fortnight. During the month of June this service conducted **2 deliveries** and delivered **191 items**. Denman Library conducted community outreach during the month of June.
- Library Promotions and Online Engagement:  
Over the past month the library has had **7282** post views on Facebook. Throughout the month the library has created and shared a number of video shorts to assist library



patrons to access library online resources and promote new items to the library collection.

- Collections:

During June the library added **182 new items** to the physical collections. Over the month the library loaned **5,910 physical items** and **472 digital loans**.

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

Program Type		
Type	No. of Programs	Attendance
Literacy and lifelong learning	21	239
Informed and connected citizens	1	7
Digital Inclusion	5	19
Personal development and wellbeing	7	152
Stronger and more creative communities	9	96
Economic and workforce development	0	0
<b>TOTAL</b>	<b>43</b>	<b>513</b>

- Children and Young Adult Programs

School Holiday activities commenced with a range of NAIDOC, Clay and STEM activities.

Story Time, Baby Rhyme Time, LEGO Club and STEM Story Time sessions continued as usual with a strong focus on Sensory and STEM based activities during these sessions. These sessions were attended by **207 children**.

- Adults Programs:

Muswellbrook Library hosted an Author talk this week with Local Author Stefan Sokulsky sharing his book 'In their own words'. This event was well attended by **40 community members**.

All regular adult events including Book Club, Brain Training, Coffee & Craft, Tech help and Home Library continued in June and a newly formed crochet group commenced visits fortnightly. Denman Library received a visit from residents of the Denman Hospital Multipurpose Centre with 10 residents participating in craft, conversation and brain training activities.

**COMMUNITY PARTNERSHIPS & ENGAGEMENT****Denman Visitor Information Centre - Statistics for June**

<b>Denman – June 2023</b>	
<b>Visitors from:</b>	<b>Number of visitors</b>
NSW Other	252
Muswellbrook LGA	9
Queensland	17
Victoria	12
Tasmania	3
South Australia	4
<b>Total Visitors</b>	<b>293</b>

**Muswellbrook Visitor Information Centre** - preparations are underway to **open** the Centre **Monday-Wednesday, 10am –2pm** commencing on the 17 July, volunteer recruitment is underway so that the days and times can be extended.

This month **16 conferees** will receive their citizenship at a ceremony held at the Upper Hunter Conservatorium of Music – Athestone Room.

**COMMUNITY PARTNERSHIPS**

- Attendance and participation in the Upper Hunter Community Service Interagency
- Maintain, responded and distribute emails to the Upper Hunter Community Services Interagency.
- Attended and participated in the following meetings – Youth Opportunities Program (Grant), Arts Upper Hunter (Liddell Project)
- Completed the Youth Week Acquittal
- Governance support provided to Drug & Alcohol Health Services, Upper Hunter Homeless Support Services and Upper Hunter Youth Services.

**MUSWELLBROOK REGIONAL ARTS CENTRE**

The Winner for the Mullins Conceptual Photography Prize 2023 has been announced, Chris Bowes with the work 'Sun Kissed#1,#2,#3,#4 is series of photographs presented in pairs containing imprint of the lights at sunrise and sunset. The Mullins Prize is a made possible by a partnership with the Australian Photography Magazine, Bengalla Mining Company, MACH Energy, Malabar Coal and Ilford Photo. The Exhibition closes 26 August 2023.

The Gallery continues to deliver the People's Studio and the Art Station, the People's Studio is a partnership between the Gallery and Upper Hunter Conservatorium of Music inviting people to come to the Gallery to create art and listen to live music. The Art Station occurs the third Saturday of the month and is a free family exploring art activity.



**MUSWELLBROOK FITNESS & AQUATIC CENTRE – MUSWELLBROOK & DENMAN**

Activities during the July School Holidays included the availability of the giant inflatable on Tuesdays and Thursdays, numbers exceeded 100 children per week enjoying the family fun days;

The Muswellbrook Aquatic & Fitness Centre Kiosk has expanded the variety of food available to patrons including a variety of hot food and canteen food;

Work continues with the preparation of the Denman Outdoor Swimming Pool for its opening in October, repair work also is being planned for the Muswellbrook Aquatic Centre Spa;

There has been a small uptake in the reduced membership offers, this promotion is for the month of July.



## 11. Minutes of Committee Meetings

### 11.1. Audit Risk & Improvement Committee - 29 June, 2023

<b>Attachments:</b>	1. Minutes - Audit Risk and Improvement Committee - 29/06/2023 [11.1.1 - 3 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Michelle Sandell-Hay (Governance 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>	6.2.3 - Implement an Internal Audit Program in consultation with the Audit, Risk and Improvement Committee.

---

#### PURPOSE

To submit for Council's information the minutes of the 29 June 2023 meeting of the Audit Risk & Improvement Committee.

#### OFFICER'S RECOMMENDATION

The minutes for the Audit Risk & Improvement Committee meeting held on 29 June 2023 be received and NOTED.

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

#### REPORT

The Governance Officer reports that the Audit Risk & Improvement Committee met on 29 June, 2023.

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



**MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD VIA TEAMS/THE LOXTON ROOM, ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON Thursday 29 June 2023 COMMENCING AT 9:30am.**

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**PRESENT:** Mr M. Morley (Chair), Mr P. Quealey (VC) and Cr J. Lecky.

**IN ATTENDANCE:** Cr. D Marshall , Mr D. Finnigan (General Manager), Mr J. Hogan (Acting Chief Financial Officer), Mr F. Rejab (Internal Auditor), and Ms R. Jiang (Auditor-Generals Office).

## **1 Acknowledgement of Country**

The Acknowledgement of Country was read by Mr M. Morley.

## **2 Apologies and Leave of Absence**

Nil

## **3 Confirmation of Minutes of Previous Meeting**

RECOMMENDED on the motion of Cr J. Lecky and Mr P. Quealey that:

The Minutes of the Audit Risk and Improvement Committee Meeting held on 6 April 2023 a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

## **4 Disclosure of Any Pecuniary and Non-Pecuniary Interests**

Nil

## **5 Business Arising**

### **5.1 Action Points**

RECOMMENDED on the motion of Mr P. Quealey and Cr J. Lecky that:

- The information in the Action list be noted;
- The Committee be kept up to date around the future arrangements for the Committee and the shared proposed arrangement with Upper Hunter Weeds Authority;
- A report be submitted to the next meeting on the actions that have been taken in relation to the vulnerability assessment that was undertaken and the phishing campaign.



## 6 Risk Management

### 6.1 Major Projects Status Report

RECOMMENDED on the motion of Cr J. Lecky and Mr P. Quealey that:  
The information contained in this report be noted.

### 6.2 Fraud and Corruption Control Health Check

RECOMMENDED on the motion of Mr P. Quealey and Cr J. Lecky that:

- The Audit Risk & Improvement Committee Notes the report;
- Council develop an action plan following the completion of the Fraud and Corruption Control Health Check.

## 7 Internal Audit

### 7.1 Internal Audit Update

RECOMMENDED on the motion of Mr P. Quealey and Cr J. Lecky that:  
The ARIC notes the report.

### 7.2 Management Review of Open Action

RECOMMENDED on the motion of Cr J. Lecky and Mr P. Quealey that:

The information contained in this report be noted.

### 7.3 Annual Internal Audit Plan

RECOMMENDED on the motion of Mr P. Quealey and Cr J. Lecky that:

- The ARIC note and approves the Proposed Annual Internal Audit Plan for the Financial Year 2023 - 2025;
- The Plant and Fleet Audit will be substituted with an Asset Management Audit in 2023 - 2024.

### 7.4 Water & Sewer Audit Report

RECOMMENDED on the motion of Cr J. Lecky and Mr P. Quealey that:

The ARIC notes the internal audit report.

### 7.5 Service Delivery Review Plan

RECOMMENDED on the motion of Mr P. Quealey and Cr J. Lecky that:

- ARIC notes the report;
- Council revisit the priorities for the Service Delivery reviews over the next three years.



## 8 External Audit

### 8.1 Interim Audit Management Letter - 2023

Reiky Jiang left the meeting at 10:00am.

RECOMMENDED on the motion of Cr J. Lecky and Mr P. Quealey that:

- The ARIC notes the management letter from the Interim Audit;
- A progress report including actions taken, be submitted to each meeting, on addressing the issues raised in the Interim Audit Management letter and in particular an update on progress in recruiting appropriate IT resources;
- Council review the recent Auditors General Report and identify areas for improvement.

## 9 Legislative Compliance

Nil

## 10 Governance and Internal Controls

Nil

## 11 Performance Management and Improvement

### 11.1 Update on the Review of Council's Policy Framework

RECOMMENDED on the motion of Cr J. Lecky and Mr P. Quealey that:

The information contained in this report be noted.

## 12 General Business

Nil

## 13 Date of Next Meeting

14 September 2023

## 14 Closure

The meeting was declared closed at 11:10am.

.....  
Mr D. Finnnigan  
**General Manager**

.....  
Mr M. Morley  
**Chairperson**

**11.2. Aboriginal Cultural Inclusion Committee Meeting - 5 July, 2023**

<b>Attachments:</b>	1. Minutes - Aboriginal Cultural Inclusion Committee - 5/07/2023 [11.2.1 - 2 pages]
<b>Responsible Officer:</b>	Shaelee Welchman - Director - Community & Economy
<b>Author:</b>	Kim Manwarring (Manager Community Services)
<b>Community Plan Issue:</b>	4 - <i>Cultural Vitality</i> 6 - <i>Community Leadership</i>
<b>Community Plan Goal:</b>	A culturally rich and diverse Community with strong identities, history and sense of belonging.
<b>Community Plan Strategy:</b>	2.5.1 - Raise awareness of the local Aboriginal Community and an appreciation of their traditions and culture.

---

**PURPOSE**

To submit for Council's consideration the Minutes of the meeting of the Aboriginal Cultural Inclusion Committee held 5 July 2023.

**OFFICER'S RECOMMENDATION**

The minutes for the Aboriginal Cultural Inclusion Committee meeting held on 5 July 2023 be NOTED and the recommendations contained therein ADOPTED.

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

**REPORT**

The Manager Community Services reports that the Aboriginal Cultural Inclusion Committee met on 5 July 2023.

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

**MINUTES OF THE CORPORATE ASSET MANAGEMENT STEERING COMMITTEE  
MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD VIA TEAMS/THE  
LOXTON ROOM, ADMINISTRATION CENTRE, 60-82 BRIDGE STREET,  
MUSWELLBROOK ON WEDNESDAY 5 JULY, 2023 COMMENCING AT 4.00PM.**

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

**IN ATTENDANCE:** Mr D Finnigan (General Manager), Ms S. Welchman (Director - Community & Economy) and (Ms K. Manwarring (Manager - Community Services)

## **1 Acknowledgement of Country**

The Acknowledgement of Country was read by Cr Reynolds.

## **2 Apologies**

Nil

## **3 Confirmation of Minutes of Previous Meeting**

RECOMMENDED on the motion of Cr R. Scholes and Cr S. Reynolds that:

The Minutes of the Aboriginal Cultural Inclusion Committee Meeting held on 18 May 2023, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

## **4 Disclosure of Any Pecuniary and Non-Pecuniary Interests**

Nil

## **5 Business Arising**

Nil

## **6 Business**

Nil

## **7 Closed Committee**

RECOMMENDED on the motion of Cr S. Reynolds and Cr R. Scholes that:

The Committee adjourn into 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 provisions outlined in Section 17 below.



## 7.1 Aboriginal Cultural Inclusion Committee - Community Members EOI

Committee Members considered the Aboriginal Cultural Inclusion Committee – Applications Table and information contained within.

RESOLVED on the motion of Cr M. Bowditch and Cr R. Scholes that:

The Aboriginal Cultural Inclusion Committee Aboriginal Community Member applicants that that have met the committee selection criteria are:

- Uncle Glen Morris;
- Chris Dodd;
- Elizabeth McGrady
- Kathie Kinchela

## 8 Resumption of Open Committee

RESOLVED on the motion of Cr S. Reynolds and Cr R. Scholes that:

The meeting return to Open Committee.

## 9 Date of Next Meeting

To be confirmed

## 10 Closure

The meeting was declared closed at 4.44pm.

..... Cr S Reynolds Chair	
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**11.3. Grants Review Committee - 12 July, 2023**

<b>Attachments:</b>	1. Minutes - Grants Review Advisory Committee - 12/07/2023 [11.3.1 - 2 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Michelle Sandell-Hay (Governance Officer)
<b>Community Plan Issue:</b>	6 - Community Leadership
<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.

**PURPOSE**

To submit for Council’s information the Minutes of the 12 July 2023 meeting of the Grants Review Committee.

**OFFICER’S RECOMMENDATION**

The minutes for the Grants Review Committee meeting held 2 July 2023 be NOTED.

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

**REPORT**

The Governance Officer reports that the Grants Review Committee met on the 12th of July 2023.

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

**MINUTES OF THE GRANTS REVIEW COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD VIA TEAMS/THE LOXTON ROOM, ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON WEDNESDAY, WEDNESDAY 12 JULY 2023 COMMENCING AT 4:00PM.**

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**PRESENT:** Cr S. Reynolds (Chair), Mr D. Finnigan (General Manager), Mr J. Hogan (Acting Chief Financial Officer), Ms S. Welchman (Director - Community & Economy), Mr I. Skaines (Grants & Community Engagement Advisor) Cr D. Douglas and Cr L. Dunn.

**IN ATTENDANCE:** Cr A. Barry, Cr D. Marshall, Cr P. Drayton, Cr M. Bowditch, Mr M. Leman (Innovation Co-Ordinator), Ms E. Lane (Co-Ordinator - Customer Service, Administration, Records & ICT).

## **1 Acknowledgement of Country**

The Acknowledgement of Country was read by Cr Reynolds

## **2 Apologies**

RESOLVED on the motion of Cr D. Douglas and Cr L. Dunn that:

The apology for inability to attend the meeting submitted by Cr J. Lecky be ACCEPTED.

## **3 Confirmation of Minutes of Previous Meeting**

RECOMMENDED on the motion of Cr D. Douglas and Cr L. Dunn that:

The Minutes of the Grants Review Committee Meeting held on **8 March 2023**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

## **4 Disclosure of Any Pecuniary and Non-Pecuniary Interests**

Nil

## **5 Business Arising**

Nil

## **6 Business**

### **6.1 Report on Council Grant Funding and Community Engagement**

RESOLVED on the motion of Cr D. Douglas and Cr L. Dunn that:

1. Council submits an application under the NSW Audience Development Fund for increasing the audience at the Muswellbrook Regional Arts Centre.



2. Council seeks funding under the Commonwealth Growing Regions fund to cover the estimated up to \$9.6 million shortfall in the cost of the Denman to Sandy Hollow Water Pipeline Project.
3. Council submits an application under the NSW Youth Opportunities Program to hold Manga Arts Workshops for young people at the Muswellbrook and Denman Libraries.

## 7 Date of Next Meeting

TBD

## 8 Closure

The meeting was declared closed at 4:14pm

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Mr D. Finnigan  
**General Manager**

---

Cr S. Reynolds  
**Chairperson**



#### **11.4. Future Fund Committee - 13 July, 2023**

<b>Attachments:</b>	1. Minutes - Future Fund Committee - 13/07/2023 [11.4.1 - 2 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Michelle Sandell-Hay (Governance 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.

---

#### **PURPOSE**

To inform Council of a meeting of the Future Fund Committee held on 13 July, 2023.

#### **OFFICER'S RECOMMENDATION**

The minutes for the Future Fund Committee meeting held on 13 July 2023 be ADOPTED.

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

#### **REPORT**

The Governance Officer reports that the Future Fund Committee met on 13 July 2023.

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

**MINUTES OF THE FUTURE FUND COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON THURSDAY 13 JULY 2023 COMMENCING AT 4:30PM.**

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**PRESENT:** Cr S. Reynolds, (Mayor & Chair), Cr D. Douglas, Cr R. Mahajan and Cr R. Scholes, Mr D. Finnigan (General Manager), Mr M. Lysaught (Director - Planning & Place) and Mr J. Hogan (Acting Chief Financial Officer).

**IN ATTENDANCE:** Cr D. Marshall and Cr L. Dunn

## **1 Acknowledgement of Country**

The Acknowledgement of Country was read by Cr S. Reynolds.

## **2 Apologies**

RECOMMENDED on the motion of Cr R. Mahajan and Cr D. Douglas that:

The apologies for inability to attend the meeting submitted by Cr B. Woodruff be ACCEPTED.

## **3 Confirmation of Minutes of Previous Meeting**

RECOMMENDED on the motion of Cr R. Scholes and Cr R. Mahajan that:

The Minutes of the Future Fund Committee Meeting held on 3 May 2022, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

## **4 Disclosure of Any Pecuniary and Non-Pecuniary Interests**

Nil

## **5 Business Arising**

Nil

## **6 Business**

### **6.1 Future Fund Strategy**

RECOMMENDED on the motion of Cr D. Douglas and Cr R. Mahajan that:

The Future Fund Committee recommends:

1. Consider removing the assets from the Future Fund as identified,
2. Include any recommendations for disposing of assets,
3. Provide a Draft Future Fund Policy that includes the removal of identified assets,
4. Update the Future Fund - Long-Term Financial Plan against current known mine closure dates, and
5. Provide a consolidated report for Council.

## **7 Closed Committee**



Nil

## **8 Date of Next Meeting**

TBD

## **9 Closure**

The meeting was declared closed at 5:35pm.

---

Mr D. Finnigan  
**General Manager**

Cr S. Reynolds  
**Chairperson**



### 11.5. Finance Review Advisory Committee - 18 July, 2023

<b>Attachments:</b>	1. Minutes - Finance Review Advisory Committee - 18/07/2023 [11.5.1 - 2 pages]
<b>Responsible Officer:</b>	Derek Finnigan - General Manager
<b>Author:</b>	Michelle Sandell-Hay (Governance Officer)
<b>Community Plan Issue:</b>	6 - Community Leadership
<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.

---

#### PURPOSE

To submit for Council's information the Minutes of the 18 July 2023 meeting of the Finance Review Advisory Committee.

#### OFFICER'S RECOMMENDATION

The minutes for the Finance Review Advisory Committee meeting held on 18 July 2023 be NOTED.

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

#### REPORT

The Governance Officer reports that the Finance Review Advisory Committee met on 18 July, 2023.

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

**MINUTES OF THE FINANCE ADVISORY COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON TUESDAY 18 JULY 2023 COMMENCING AT 4:01PM.**

---

**PRESENT:** Cr S. Reynolds (Chair), Cr J. Lecky, Cr L. Dunn, Cr R. Scholes, Mr D. Finnigan (General Manager), Mr J. Hogan (Acting Chief Financial Officer).

**IN ATTENDANCE:** Cr D. Marshall and Mr M. Lysaught (Director - Property & Place).

## **1 Acknowledgement of Country**

The Acknowledgement of Country was read by Cr Reynolds.

## **2 Apologies**

RESOLVED on the motion of Cr R. Scholes and Cr L. Dunn that:

The apology for inability to attend the meeting submitted by Cr A. Barry and Cr R. Mahajan be ACCEPTED.

In Cr S. Reynolds, Cr J. Lecky, Cr L. Dunn and Cr R. Scholes.

Favour:

Against: Nil.

## **3 Confirmation of Minutes of Previous Meeting**

RESOLVED on the motion of Cr J. Lecky and Cr L. Dunn that:

The Minutes of the Finance Review Advisory Committee Meeting held on **20 June 2023**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

In Favour: Cr S. Reynolds, Cr J. Lecky, Cr L. Dunn and Cr R. Scholes.

Against: Nil.

## **4 Disclosure of Any Pecuniary and Non-Pecuniary Interests**

Nil

## **5 Business Arising**

Nil

## **6 Business**

### **6.1 Report on Investments held as at 30 June 2023**

RESOLVED on the motion of Cr R. Scholes and Cr J. Lecky that:

The Committee NOTES Council's Investments as at 30 June 2023.

In Favour: Cr S. Reynolds, Cr J. Lecky, Cr L. Dunn and Cr R. Scholes.

Against: Nil.



## 6.2 Monthly Financial Report - June 2023

RESOLVED on the motion of Cr J. Lecky and Cr L. Dunn that:  
The Committee notes the Financial Reports for the month ending 30 June 2023.

In Favour: Cr S. Reynolds, Cr J. Lecky, Cr L. Dunn and Cr R. Scholes.

Against: Nil.

## 8 Date of Next Meeting

15 August 2023

## 9 Closure

The meeting was declared closed at 4:35pm.

---

Mr D. Finnigan  
**General Manager**

Cr S. Reynolds  
**Chairperson**



## 12. Notices of Motion

Nil

## 13. Councillors Reports

## 14. Written Questions

Nil

## 15. Questions for Next Meeting

## 16. 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.

## 17. 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:** \_\_\_\_\_

### 17.1. **2022-2023-0564 Concrete and Minor Road Works - Panel Contract**

*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.*



**17.2. 2021-2022-0513 RFS Kayuga Fire Station Design and Construction Tender**

*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.*

**17.4. Execution of Refinancing \$11.41M Future Fund Loan**

*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.*

**17.5. New Community Infrastructure Depot - Coal Road**

*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.*

**17.6. DA 2013-232 - Northview Stage 4 Subdivision Works Certificate Pathway**

*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.*

**17.7. Electronic Document Record Management System (EDRMS) - Content Manager - Funding**

*This report is CONFIDENTIAL under the provisions of Section 10A(2)(d) of the Local Government Act 1993, as it relates to commercial information of a confidential nature that would, if disclosed: (i) prejudice the commercial position of the person who supplied it, or (ii) confer a commercial advantage on a competitor of the council, or (iii) reveal a trade secret.*

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



## **18. Resumption of Open Council**

## **19. Closure**

**Date of Next Meeting: 22 August, 2023**