

**10.4.6. Monthly Financial Report - November 2023**

Attachments:	1. Monthly Council Report November 2023 [10.4.6.1 - 11 pages]
Responsible Officer:	Derek Finnigan - General Manager
Author:	Manav Sharma (Finance Business Partner), Mandy Fitzgerald (Senior Financial Accountant)
Community Plan Issue:	6 - <i>Community Leadership</i>
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 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 November 2023.

OFFICER'S RECOMMENDATION

Council NOTES the Financial Reports for the month ending 30 November 2023.

Moved: _____ **Seconded:** _____

REPORT

Please refer to the attachment for the November 2023 details of:

- Monthly & Year To Date operating performance by Fund.
- Project Spend.
- Details of Current Loans.
- Outstanding Debtor Balances.

Overview

The November period is presenting expected outcomes. The rates were levied in full in July and this program will continue to show a favourable result throughout the year. The Insurance and Rates are paid in full at the start of the year and, as a result, Other Costs will show an unfavourable result throughout most of the year as insurance and Rates expenses are recognised in their entirety in the first month of the year.

End of financial year processing and audit is nearing completion. Year-end adjustments, including revaluations and reserves balancing, are still being processed.

**Material Exceptions:****General Fund**

- **Revenue:**
 - Rates are levied and recognised in July each year, which results in a favourable variance against Budget throughout most of the year. Total revenue is \$33.91m against YTD budget of \$20.00m, with rates and charges a major contributor.
- **Expenses:**
 - Other Costs shows an unfavourable variance of \$0.17m due to rates and insurances being paid in full in July and August.
 - YTD Legal Expenses of \$565k show an unfavourable variance against budget, at 51% of full-year budget. This is being closely monitored.
 - Overall, the expenses show a favourable variance of \$2.10m (\$17.89m actual vs YTD budget of \$20.00m).

Water Fund

- Rates are levied and recognised in July each year.
- User Charges shows an unfavourable variance, due to the four-monthly water billing cycle of water. The next billing cycle will finish in Feb 2024 and will provide a clearer indication of the how the revenue is trending.
- Expenses show a favourable variance of \$0.49m.

Sewer Fund

- Overall, sewer costs show a favourable variance against budget of \$0.28m.
- Revenue is favourable by \$3.22m, as rates are levied at the start of the year.

Future Fund

- **Revenue:**
 - Total revenue shows a favourable variance of \$0.24m.
- **Expenses:**
 - Other Costs show an unfavourable variance of \$0.15m, primarily due to the full recognition of Rates and Insurances. Overall, however, expenses show a favourable variance of \$0.26m.

Capital Projects

Year To Date capital spend is \$8.30M, which equates to 11% of the total Capital Budget.

Muswellbrook Shire Council

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Council Consolidated								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Original Full-Year Budget	September Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
Revenue								
Rates and Charges	\$33,472,308	\$14,583,451	\$18,888,857	130%	\$35,000,283	\$35,000,283	96%	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. * Overall revenue is at 67% of the FY Budget.
User Charges and Fees	\$7,008,800	\$8,185,325	(\$1,176,525)	-14%	\$18,689,982	\$19,644,780	36%	
Interest and Investments Revenues	\$620,101	\$431,248	\$188,854	44%	\$1,027,844	\$1,034,994	60%	
Other Revenues	\$996,866	\$1,035,078	(\$38,212)	-4%	\$2,485,983	\$2,484,187	40%	
Operating Grants and Contributions	\$2,883,864	\$3,060,273	(\$176,409)	-6%	\$7,525,226	\$7,344,656	39%	See individual funds for commentary specific to that fund
Internal Revenue	\$2,049,720	\$1,996,911	\$52,809	3%	\$4,642,186	\$4,792,586	43%	
Total Revenue	\$47,031,659	\$29,292,286	\$17,739,373	61%	\$69,371,504	\$70,301,486	67%	
Expenses								
Wages and Salaries	\$6,436,767	\$7,205,073	\$768,306	11%	\$17,135,068	\$17,292,176	37%	Other costs are at 44% against FY budget. Rates(\$0.33m) and Insurances(\$1.05m) are paid at the start of the year. See individual funds for commentary specific to that fund
Materials and Contracts	\$6,979,866	\$8,466,187	\$1,486,321	18%	\$19,900,761	\$20,318,848	34%	
Other Costs	\$3,267,078	\$3,066,276	(\$200,802)	-7%	\$7,131,015	\$7,359,062	44%	
Borrowing Costs	\$455,273	\$1,073,216	\$617,943	58%	\$2,575,718	\$2,575,718	18%	
Overheads	\$1,995,645	\$2,024,196	\$28,551	1%	\$4,858,069	\$4,858,069	41%	See individual funds for commentary specific to that fund
Depreciation	\$6,096,581	\$6,544,382	\$447,801	7%	\$15,579,778	\$15,706,518	39%	
Total Expenses	\$25,231,210	\$28,379,330	\$3,148,120	11%	\$67,180,409	\$68,110,391	37%	
Result	\$21,800,449	\$912,956	\$20,887,493		\$2,191,095	\$2,191,095		

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General Fund								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Original Full-Year Budget	September Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
Revenue								
Rates and Charges	\$25,145,883	\$10,821,435	\$14,324,448	132%	\$25,971,445	\$25,971,445	97%	Revenue commentary will focus on material exceptions and concerns * Rates are levied and recognised in July.
User Charges and Fees	\$2,431,691	\$2,870,995	(\$439,304)	-15%	\$6,027,304	\$6,890,389	35%	
Interest and Investments Revenues	\$465,496	\$301,063	\$164,434	55%	\$715,400	\$722,550	64%	
Other Revenues	\$996,866	\$1,035,078	(\$38,212)	-4%	\$2,485,983	\$2,484,187	40%	
Operating Grants and Contributions	\$2,883,864	\$3,028,933	(\$145,069)	-5%	\$7,450,010	\$7,269,440	40%	
Internal Revenue	\$1,995,645	\$1,942,836	\$52,809	3%	\$4,512,406	\$4,662,806	43%	
Total Revenue	\$33,919,445	\$20,000,340	\$13,919,105	70%	\$47,162,548	\$48,000,817	71%	
Expenses								
Wages and Salaries	\$5,517,667	\$6,140,000	\$622,333	10%	\$14,580,539	\$14,736,000	37%	Other costs are at 45% against FY budget. Rates(\$0.19m) and Insurances(\$0.66m) are paid at the start of the year. Legal expenses are 565k against FY budget of 1.11m(51%).
Materials and Contracts	\$5,109,983	\$6,202,242	\$1,092,259	18%	\$14,430,178	\$14,885,380	34%	
Other Costs	\$2,245,451	\$2,069,922	(\$175,529)	-8%	\$4,743,203	\$4,967,814	45%	
Borrowing Costs	\$60,832	\$254,532	\$193,700	76%	\$610,877	\$610,877	10%	
Overheads	\$967,690	\$996,241	\$28,551	3%	\$2,390,978	\$2,390,978	40%	
Depreciation	\$3,994,971	\$4,337,405	\$342,434	8%	\$10,406,773	\$10,409,773	38%	
Total Expenses	\$17,896,594	\$20,000,342	\$2,103,748	11%	\$47,162,548	\$48,000,821	37%	
Result	\$16,022,851	(\$2)	\$16,022,853		\$0	(\$4)		

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Water Fund								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Original Full-Year Budget	September Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
Revenue								
Rates and Charges	\$2,242,144	\$985,394	\$1,256,750	128%	\$2,364,946	\$2,364,946	95%	* 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. * Water User Charges and Fees revenue show an unfavourable variance.
User Charges and Fees	\$1,186,231	\$2,080,529	(\$894,298)	-43%	\$4,993,270	\$4,993,270	24%	
Interest and Investments Revenues	\$97,110	\$89,583	\$7,527	8%	\$215,000	\$215,000	45%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$0	\$15,636	(\$15,636)	-100%	\$37,526	\$37,526	0%	
Internal Revenue	\$0	\$0	\$0	0%	\$0	\$0	0%	
Total Revenue	\$3,525,485	\$3,171,142	\$354,343	11%	\$7,610,742	\$7,610,742	46%	
Expenses								
Wages and Salaries	\$405,141	\$579,419	\$174,278	30%	\$1,390,607	\$1,390,606	29%	* Overall, costs show a favourable variance sitting at 35% for the November period.
Materials and Contracts	\$774,093	\$977,190	\$203,097	21%	\$2,410,466	\$2,345,255	33%	
Other Costs	\$162,471	\$219,878	\$57,407	26%	\$527,500	\$527,708	31%	
Borrowing Costs	\$0	\$5,833	\$5,833	100%	\$14,000	\$14,000	0%	
Overheads	\$482,375	\$482,374	(\$1)	0%	\$1,157,698	\$1,157,698	42%	
Depreciation	\$849,915	\$906,448	\$56,533	6%	\$2,110,475	\$2,175,475	39%	
Total Expenses	\$2,673,995	\$3,171,142	\$497,147	16%	\$7,610,746	\$7,610,742	35%	
Result	\$851,490	\$0	\$851,490		(\$4)	\$0		

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Sewer Fund								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Original Full-Year Budget	September Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
Revenue								
Rates and Charges	\$6,084,281	\$2,776,622	\$3,307,659	119%	\$6,663,892	\$6,663,892	91%	* Rates Revenue is levied and recognised at the start of the year. As a result, a favourable year-to-date result will show for much of the year.
User Charges and Fees	\$140,017	\$223,395	(\$83,378)	-37%	\$536,148	\$536,148	26%	
Interest and Investments Revenues	\$57,495	\$40,602	\$16,893	42%	\$97,444	\$97,444	59%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$0	\$15,704	(\$15,704)	-100%	\$37,690	\$37,690	0%	
Internal Revenue	\$0	\$0	\$0	0%	\$0	\$0	0%	
Total Revenue	\$6,281,793	\$3,056,323	\$3,225,471	106%	\$7,335,174	\$7,335,174	86%	
Expenses								
Wages and Salaries	\$389,046	\$379,175	(\$9,871)	-3%	\$910,025	\$910,021	43%	* Overall, costs show a favourable variance sitting at 38% for the November period.
Materials and Contracts	\$574,492	\$682,624	\$108,132	16%	\$1,697,038	\$1,638,298	35%	
Other Costs	\$265,338	\$332,036	\$66,698	20%	\$796,883	\$796,887	33%	
Borrowing Costs	\$198,687	\$266,667	\$67,980	25%	\$640,000	\$640,000	31%	
Overheads	\$396,975	\$396,975	\$0	0%	\$952,740	\$952,740	42%	
Depreciation	\$926,275	\$975,113	\$48,838	5%	\$2,281,530	\$2,340,270	40%	
Total Expenses	\$2,750,813	\$3,032,590	\$281,777	9%	\$7,278,216	\$7,278,216	38%	
Result	\$3,530,980	\$23,733	\$3,507,248		\$56,958	\$56,958		

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Future Fund								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Original Full-Year Budget	September Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
Revenue								
Rates and Charges	\$0	\$0	\$0	0%	\$0	\$0	0%	
User Charges and Fees	\$3,250,861	\$3,010,405	\$240,456	8%	\$7,133,260	\$7,224,973	45%	
Interest and Investments Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	* User Charges and Fees show a favourable variance against FY Budget (45%) .
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$0	\$0	\$0	0%	\$0	\$0	0%	
Internal Revenue	\$54,075	\$54,075	\$0	0%	\$129,780	\$129,780	42%	
Total Revenue	\$3,304,936	\$3,064,480	\$240,456	8%	\$7,263,040	\$7,354,753	45%	
Expenses								
Wages and Salaries	\$124,913	\$106,479	(\$18,434)	-17%	\$253,897	\$255,550	49%	
Materials and Contracts	\$521,298	\$604,131	\$82,833	14%	\$1,363,079	\$1,449,914	36%	
Other Costs	\$593,818	\$444,439	(\$149,379)	-34%	\$1,063,429	\$1,066,653	56%	* Other Costs are showing an unfavourable result due to the Rates and Insurance expenses being fully paid in July.
Borrowing Costs	\$195,754	\$546,184	\$350,430	64%	\$1,310,841	\$1,310,841	15%	
Overheads	\$148,605	\$148,606	\$1	0%	\$356,653	\$356,653	42%	
Depreciation	\$325,420	\$325,417	(\$3)	0%	\$781,000	\$781,000	42%	
Total Expenses	\$1,909,808	\$2,175,255	\$265,447	12%	\$5,128,899	\$5,220,612	37%	
Result	\$1,395,128	\$889,225	\$505,903		\$2,134,141	\$2,134,141		

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Financial Report - November 2023
Capital Costs (Incl. Loan Repayments & excl. Revenue)



	YTD Actuals	Carry Overs	Total Original Budget (including carry overs)	September Review Budget	YTD % Spend	Over Budget	Comments
General Fund Projects							
Planning, Community and Corporate Services Projects							
Adventure Playground - Wollombi Road	10,120	452,410	452,410	452,410	2%		
Aquatic Centres program	17,938	-	263,000	263,000	7%		
Art Acquisitions	-	-	70,000	70,000	0%		
Buildings New and Replacement	24,962	1,459,061	1,579,061	1,649,061	2%		
Bushfire Assets	15,844	564,520	564,520	926,680	2%		
Capital Works Contingency	-	-	100,000	100,000	0%		
CBD Stage 7 (Town Centre)	10,166	226,092	226,092	226,092	4%		
Civic Precinct (Town Square)	80,317	2,256,524	2,256,524	2,256,524	4%		
COVID 19	67,586	-	150,000	150,000	45%		
Denman Childrens Centre - Expansion	21,088	415,308	415,308	415,308	5%		
Denman Heritage Village	209,894	250,327	250,327	250,327	84%		
Denman Netball Courts	1,444	283,638	283,638	283,638	1%		
Future Fund Contribution	-	-	1,300,000	1,300,000	0%		
General Design Program	-	-	52,500	52,500	0%		
Hunter Beach	9,163	19,324	19,324	19,324	47%		
Information Technology Strategy	10,543	-	200,000	200,000	5%		
Karoola Park Citizens Walk Pathway	175	17,222	17,222	17,222	1%		
Library Books General Capital Purchases	50,094	15,852	105,437	105,437	48%		
Library Subsidy Projects	-	66,071	66,071	66,071	0%		
Local Priority Grant	-	43,594	54,594	54,594	0%		
Major Landcare Projects	34,665	14,357	139,357	139,357	25%		
Muscle Creek Catchment Strategy	36,946	-	-	150,000	25%		
Purchase Paxton Street Denman	438,972	-	-	439,000	100%		
Mbk and Dnm Indoor Sports Centre Upgrades	230,012	233,874	233,874	233,874	98%		
MSC Depot	-	-	-	-	0%		
Olympic Park Project	58,648	2,836,170	4,009,466	4,009,466	1%		
Performance and Convention Centre	41,920	3,273,204	3,273,204	3,273,204	1%		
Public Art Sculpture	-	-	-	-	0%		
Companion Animal Impounding Facility	176,308	470,737	470,737	470,737	37%		
Recreation Capital Works	134,897	1,234,907	1,599,907	1,599,907	8%		
Resources for Regions 9	-	-	-	-	0%		
Resources for Regions 9 - Denman Rec Area	30,038	2,084,305	2,084,305	2,084,305	1%		
Resources for Regions 9 - Depot	60,574	-	4,838,247	4,838,247	1%		
Resources for Regions 9 - Campbells Corner	32,936	956,228	956,228	956,228	3%		
STEM Equipment Replacement	40,985	88,709	191,209	191,209	21%		
Total Planning, Community and Corporate Services	1,846,235	17,262,434	26,222,562	27,243,722	7%	-	

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



	YTD Actuals	Carry Overs	Total Original Budget (including carry overs)	September Review Budget	YTD % Spend	Over Budget	Comments
Roads and Drainage Projects							
Bridge St Footpath	16,561	-	67,056	67,056	25%		
Bridges Renewal program	7,793	-	105,000	105,000	7%		
Carpark Renewal program	2,948	-	135,000	135,000	2%		
CPTIGS - Bus Shelter	5,746	321,964	321,964	321,964	2%		
Drainage	-	615,188	938,255	938,255	0%		
Drainage Devices program	6,235	-	180,000	180,000	3%		
Flood Warning Systems	893	50,000	50,000	150,000	1%		
FOGO	-	-	-	-	0%		
Footpath - Turtle St Denman	192	-	-	322,459	0%		
Footpath and Cycleway Renewal program	173,775	-	185,625	185,625	94%		
Heavy Patching program	354,630	-	1,000,000	1,000,000	35%		
Resilience Works Karoola Park	8,642	484,174	484,174	484,174	2%		
Kerb and Gutter Replacement program	140,153	-	146,250	146,250	96%		
Kirk and Peberdy Bridges	-	-	85,141	85,141	0%		
Large Plant Items	596,430	1,607,245	2,207,245	2,207,245	27%		
Leachate Dam	4,844	-	475,795	475,795	1%		
LISF - Roads Infrastructure Backlog	195,320	-	202,209	202,209	97%		
Natural Disaster Event - Baerami Creek Causeway	13,808	689,654	689,654	689,654	2%		
New Footpath and Cycleway program	60,549	60,549	60,549	60,549	100%		
Purchase of Vehicles	-	-	340,000	340,000	0%		
Rainbow Creek Bridge	-	274,687	274,687	274,687	0%		
Regional Road Renewal program	10,916	-	500,000	500,000	2%		
Resources for Regions - Round 5	176,519	226,781	226,781	226,781	78%		
Resources for Regions- Round 7	505,235	904,016	904,016	904,016	56%		
Resources for Regions 9	31,683	1,409,735	1,409,735	2,586,735	1%		
Road Resealing program	277,113	577,898	2,677,898	2,677,898	10%		
Roads Capital Contingency	-	-	135,000	135,000	0%		
Roads to Recovery Program	574,623	-	577,898	577,898	99%		
Rosebrook Bridge	323,054	324,590	324,590	324,590	100%		
Rural Road Regravelling Program	274,505	-	283,815	283,815	97%		
Rural Road Renewal program	10,874	-	498,027	498,027	2%		
Safety Device Renewal program	2,164	-	94,069	94,069	2%		
Transport Vehicles	-	-	150,000	150,000	0%		
Urban Road Renewal Program	8,734	-	400,000	400,000	2%		
Victoria Street Rehab	28,701	721,433	721,433	721,433	4%		
Widden Creek Stabilisation Works	7,763	152,891	152,891	152,891	5%		
Wilkinson Bridge	46,052	-	110,996	110,996	41%		
Yarraman Road Upgrade	100,682	180,946	180,946	180,946	56%		
Total Roads and Drainage	3,967,137	8,601,751	17,296,699	18,896,158	21%	-	
Total General Fund	5,813,372	25,864,185	43,519,261	46,139,880	13%	-	

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



	YTD Actuals	Carry Overs	Total Original Budget (including carry overs)	September Review Budget	YTD % Spend	Over Budget	Comments
Future Fund Projects							
Donald Horne Building	-	-	218,691	218,691	0%		
Marketplace	907,524	-	2,957,464	2,957,464	31%		
Renewal of Existing Assets/New Acquisitions	105,354	222,919	641,905	641,905	16%		
Throsby ACT	216,666	-	520,000	520,000	42%		
Upgrade of Loxton House	42,152	454,532	754,532	754,532	6%		
Total Future Fund	1,271,696	677,451	5,092,592	5,092,592	25%	-	
Sewer Fund							
Access & Security Improvements RWTW	16,506	-	130,000	130,000	13%		
Mains Renewal and Replacement	171,299	-	260,000	260,000	66%		
Operations Contingency Project	85,568	-	150,000	150,000	57%		
Sewer Plant and Equipment	316	-	80,000	80,000	0%		
Solar Array	-	1,745,336	1,745,336	645,336	0%		
System Plant Asset Renewals	208,417	254,065	649,065	649,065	32%		
Transportation System Improvement	48,975	-	300,000	300,000	16%		
Loan - Sewer RWTW	212,389	-	680,496	680,496	31%		
Upgrade Sewer Pump Station 1	-	-	-	2,000,000	0%		
Skellatar Main	-	-	97,934	97,934	0%		1
Total Sewer Fund	743,470	1,999,401	4,092,831	4,992,831	15%	-	

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



	YTD Actuals	Carry Overs	Total Original Budget (including carry overs)	September Review Budget	YTD % Spend	Over Budget	Comments
Water Fund							
Asbestos, Earthworks, Security	22,750	-	175,000	175,000	13%		
Laboratory Equipment	-	-	20,000	20,000	0%		
Mains Renewal and Replacement	26,709	-	650,000	650,000	4%		
Office Upgrade	-	-	17,518	17,518	0%		
Operations Contingency Project	80,936	-	100,000	100,000	81%		
Replacement of Water Meters program	29,202	-	65,000	65,000	45%		
Denman-Sandy Hollow Pipeline	40,174	1,062,215	18,460,415	18,460,415	0%		
South Muswellbrook Reservoir	-	-	262,755	262,755	0%		
System Plant Asset Renewals	90,833	230,474	730,474	730,474	12%		
Upgrade Fluoride Dosing System WTP	-	294,732	294,732	294,732	0%		
Vehicle-Equipment Replacement	-	-	65,000	65,000	0%		
Water Stop Valve Replacement	186,505	-	200,000	200,000	93%		
Total Water Fund	477,109	1,587,421	21,040,894	21,040,894	2%	-	
Consolidated Total	8,305,647	30,128,458	73,745,578	77,266,197	11%	-	

Details of Current Council Loans



Balance at 30/06/2023	Payment Type	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
Water Fund												
\$280,272	Principal	\$330,160	\$351,400	\$375,624	\$280,273	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Interest	\$67,791	\$46,551	\$23,815	\$13,843	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total	\$397,951	\$397,951	\$399,439	\$294,116	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund												
\$14,166,104	Principal	\$677,873	\$710,385	\$743,509	\$778,430	\$816,997	\$856,300	\$780,502	\$815,416	\$850,535	\$886,347	\$922,883
	Interest	\$726,218	\$693,706	\$660,582	\$628,763	\$587,094	\$549,281	\$509,827	\$474,913	\$439,794	\$403,982	\$367,446
	Total	\$1,404,091	\$1,404,091	\$1,404,091	\$1,407,193	\$1,404,091	\$1,405,581	\$1,290,329	\$1,290,329	\$1,290,329	\$1,290,329	\$1,290,329
General Fund												
\$5,570,491	Principal	\$614,941	\$715,625	\$747,212	\$601,124	\$415,542	\$249,678	\$223,682	\$234,748	\$246,382	\$258,614	\$271,476
	Interest	\$245,540	\$233,183	\$201,596	\$201,557	\$181,451	\$154,972	\$162,272	\$171,206	\$159,571	\$147,339	\$134,477
	Total	\$860,481	\$948,808	\$948,808	\$802,681	\$596,993	\$404,650	\$405,954	\$405,954	\$405,953	\$405,953	\$405,953
Future Fund												
\$38,382,647	Principal	\$3,277,145	\$3,564,671	\$4,270,338	\$3,231,639	\$2,073,593	\$1,753,229	\$1,906,961	\$1,078,848	\$1,122,802	\$1,168,547	\$1,216,155
	Interest	\$702,824	\$624,137	\$994,087	\$1,109,142	\$1,409,292	\$1,345,357	\$1,251,611	\$1,152,196	\$1,108,242	\$1,062,498	\$1,014,889
	Total	\$3,979,969	\$4,188,808	\$5,264,425	\$4,340,781	\$3,482,885	\$3,098,586	\$3,158,572	\$2,231,044	\$2,231,044	\$2,231,045	\$2,231,044
\$58,399,514		\$6,642,492	\$6,939,658	\$8,016,763	\$6,844,771	\$5,483,969	\$4,908,817	\$4,854,855	\$3,927,327	\$3,927,326	\$3,927,327	\$3,927,326

Purpose	Original Amount	Interest Rate	Balance at 1/7/2023	2023/24 Principal Repayments	2023/24 Interest Repayments	2023/24 Total Payments	Year of Final Payment	Notes (If any)
Water - South Muswellbrook Reservoir	\$3,200,000	6.61%	\$280,272	\$280,272	\$13,843	\$294,115	2023/24	
Sewer - Mains and Pump Stations	\$1,300,000	6.50%	\$314,801	\$97,934	\$18,931	\$116,865	2025/26	
General - Widden Bridge	\$1,750,000	6.00%	\$1,079,032	\$85,141	\$60,925	\$146,066	2034/35	
General - Smiths Bridge	\$1,573,967	4.28%	\$1,116,108	\$67,056	\$45,442	\$112,498	2024/25	
General - Roads Infrastructure Backlog	\$3,000,000	5.90%	\$201,945	\$201,945	\$4,015	\$205,960	2023/24	LIFS interest rate subsidy applies
General - Olympic Park Bridge	\$1,785,000	1.45%	\$1,532,184	\$110,996	\$21,495	\$132,491	2025/26	
Future Fund	\$3,300,000	1.60%	\$2,805,000	\$165,000	\$43,670	\$208,670	2024/25	
Future Fund - Seven Hills, Campbell's Corner	\$7,980,502	4.35%	\$7,307,744	\$701,512	\$311,190	\$1,012,702	2026/27	
Future Fund - Muswellbrook Marketplace	\$13,276,500	1.20%	\$11,575,350	\$157,560	\$34,631	\$192,191	2023/24	
Future Fund - Muswellbrook Marketplace***\$13,276,500 To be Refinanced 14/08/23	\$11,417,790	5.53%	\$0	\$98,489	\$318,297	\$416,786	2026/27	
Future Fund - Muswellbrook Marketplace	\$12,500,000	2.34%	\$7,946,720	\$1,370,387	\$177,697	\$1,548,084	2024/25	
Future Fund - Donald Horne building	\$2,500,000	4.80%	\$2,291,166	\$218,691	\$107,677	\$326,368	2026/27	
Sewer - Sewer Treatment Plant	\$7,000,000	4.49%	\$5,810,434	\$275,712	\$255,260	\$530,972	2038/39	
Sewer - Sewer Treatment Plant	\$10,000,000	4.50%	\$8,040,869	\$404,785	\$354,572	\$759,357	2037/38	
Aquatic Centre	\$2,000,000	4.30%	\$1,641,222	\$135,986	\$69,680	\$205,666	2024/25	
Throsby ACT	\$7,800,000	1.86%	\$6,456,667	\$520,000	\$115,980	\$635,980	2025/26	
TOTAL	\$90,383,759		\$58,399,514	\$4,891,466	\$1,953,305	\$6,844,771		

Debtor Balances as at 30 November 2023

Account	120 days	90 days	60 days	30 days	Current	Balance
Waste Depot Charges	\$47,266	\$0	\$157,529	\$144,194	\$239,010	\$587,999
Inspection Fees	\$17,803	\$500	\$0	\$300	\$713	\$19,316
Sam Adams College Rent	\$0	\$0	\$760	\$475	\$9,190	\$10,425
Council Properties - Future Fund *	\$190,294	\$52,804	\$69,766	\$116,614	\$185,500	\$614,978
Council Properties - Marketplace *	\$143,668	\$8,602	\$4,564	\$46,300	\$105,478	\$308,613
Council Properties - Education Fund	\$70,811	\$6,650	\$0	\$0	\$27,091	\$104,552
Recreation	\$2,020	\$0	\$385	\$260	\$18,869	\$21,533
Sundries**	\$53,467	\$170,293	\$2,114	\$1,175,422	\$980,101	\$2,381,398
Water Tanker Sales	\$426	\$0	\$885	\$10,309	\$11,065	\$22,686
Trade Waste Charges	\$342	\$0	\$0	\$0	\$0	\$342
Muswellbrook Sewer	\$35,902	\$0	\$0	\$0	\$24,447	\$60,349
GST Tax Debtor	\$0	\$0	\$0	\$0	\$32,013	\$32,013
TOTAL	\$561,998	\$238,849	\$236,003	\$1,493,874	\$1,633,479	\$4,164,203

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

** Includes \$2.01M in VPA Funding and \$168k Grant Funding.

**10.4.7. Stores and Materials Stocktake - 21 November, 2023**

Attachments:	1. Stocktake Discrepancy Report - 21 November 2023 [10.4.7.1 - 4 pages]
Responsible Officer:	Derek Finnigan - General Manager
Author:	Mandy Fitzgerald (Senior Financial Accountant)
Community Plan Issue:	1 - <i>Economic Prosperity</i>
Community Plan Goal:	<i>A dynamic Local economy with full employment for current and future residents in a diverse range of high value industries.</i>
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. 6.2.1.1 - Provide transparent reporting to the community about Council's finances.

PURPOSE

The Stocktake of Stores and Materials was conducted on 21 November 2023. The result of the stocktake is reported below.

OFFICER'S RECOMMENDATION

Council notes the report on the stocktake carried out on 21 November 2023 and that the amount of \$467,657.86 be deducted from the inventory register. \$440,165 of that amount will be expensed to operational ledgers for 2022/23 and 2023/24.

Moved: _____ **Seconded:** _____

BACKGROUND

Twice a year Council staff undertake a stocktake of materials at the Muswellbrook Works Depot.

CONSULTATION

Finance Officer

Works Procurement and Improvement Officer

Manager Works

Acting Chief Financial Officer

REPORT

An inventory of Stores and Materials has been undertaken and compared with the recorded level of Stores and Materials on hand. This comparison has revealed the need to make significant adjustments to the level of stores on hand.

A summary of the changes are in the table below and a complete list of adjustments is



shown in this report:

Value of Stock Recorded Before Stocktake	Value of Stock Recorded After Stocktake	Variance
\$809,125.68	\$341,467.82	\$467,657.86

An investigation has found for larger stock items of emulsion, diesel, and premix that discrepancies have existed for several years and have accumulated. The table below shows the values that need to be expensed for the financial years, noting 2020/21 and 2021/22 will be adjusted in the 2022/2023 financial year, which is still open pending finalisation of the audit.

Financial Year	Emulsion	Diesel	Pre Mix	Total
2023/2024	\$ 7,641.00	\$ 21,736.00	\$ 12,674.00	\$ 42,051.00
2022/2023	\$ 33,533.00	\$ 27,796.00	\$ 172,165.00	\$ 233,494.00
2021/2022	\$ 9,744.00	\$ 14,519.00	\$ 52,267.00	\$ 76,530.00
2020/2021	\$ 26,469.00	\$ 7,024.00	\$ 54,597.00	\$ 88,090.00
	\$ 77,387.00	\$ 71,075.00	\$ 291,703.00	\$ 440,165.00

It has been identified that some procedures relating to the issuing of stock items for larger items not kept in the Store are estimates only and were incorrect. Premix and emulsion are particularly difficult to precisely quantify. There was previously not enough scrutiny of the level estimates recorded in the Inventory at the time of stocktakes.

Emulsion

Current inventory capacity for emulsion is 17,000 litres, 15,000 in the bulk tank and 2,000 litres in the JetPatcher (pothole truck). Neither the tanker that delivers the emulsion to the Stores nor the bulk tank at the Depot have a flow meter on them, so estimates are taken when delivered or transferred to the JetPatcher. The only way of knowing the amount in the bulk tank is a visual inspection which remains an estimate.

Diesel

Current capacity for diesel in the fuel cart is 1,800 litres. Works no longer have below ground fuel tanks. There are calibrated flow meters on bowsers at the point of filling the fuel cart and a calibrated flow meter on the fuel cart was installed in April 2023. Prior to this, the fuel cart flow meter was not calibrated, which may have led to inaccurate accounting of fuel. Works currently put approximately 100,000 litres of diesel through the fuel cart per year. A discrepancy of 2-3% on flow meters could account for the inaccuracy.

Premix

Premix is purchased by the tonne and invoiced accordingly. For several years, this has been erroneously entered into Council's financial system as cubic metres. For example, Council is purchased and invoiced for approximately 30 tonnes of premix per delivery, but when being entered into stock it has been recorded as 30 cubic metres. Premix has a conversion rate of approximately 2.3t/m³ which equates to only 13 cubic metres being delivered, so the deliveries have been overstated by approximately 17 cubic metres.

Further, there is no means of measuring the amount of premix loaded into a truck or the



amount used during the day other than visual estimates.

Ongoing discussions are taking place with members of Finance and the Works Depot to review and tighten up procedures and processes relating to store issues, monitoring of stock levels, location of stock items, security of store, and random quantity checks, to ensure all Stocktakes moving forward are in line with best practice processes.

Specifically, to the three large stock items, the maximum amount of stock that can be on hand at any time has been calculated. For example, Works cannot have on stock any more than 17,000 litres of emulsion, and each time there is a delivery this will be reconciled. This similarly will apply to diesel and premix. The error with entering premix has ceased, and training of staff to ensure consistency in processes has been carried out.

OPTIONS

Not applicable.

CONCLUSION

An inventory of Stores and Materials was undertaken, which revealed the need to adjust the level of stores on hand and deduct an amount of \$467,657.86 from the overall balance. It was determined for three larger stock items, the discrepancy has occurred over several years and a large adjustment will be made in 2022/23 for the financial years 2020/21, 2021/22 and 2022/23.

SOCIAL IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

The General Fund Stores Inventory balance is to be reduced by a total of \$467,657.86. An amount of \$440,165.00 to be expensed in the financial years 2022/23 and 2023/24 to account for the discrepancies.

The previous stocktake report that was submitted to the Council Ordinary Meeting in June 2023 showed an amount of \$1,679.75 to be removed from the inventory register.

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. Financial Implications – Capital

Not applicable.

2. Financial Implications – Operational

Not applicable.

POLICY IMPLICATIONS

Not applicable.

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.

Location	1 General Fund						
Bin Number	Stock Item Description	Quantity	Transaction	Count	-----Discrepancy-----		
		Ord Unit On Hand	Quantity	Quantity	Quantity	Value	
	6100 Wipes - Sanitising	EACH	.00	.00			
	7001 Batteries	EACH	.00	184.00			
	7005 Signs - Guardrail Overlay	EACH	.00	81.00			
	7007 Legs for Barrier Boards	EACH	.00	.00			
	7009 Signs-Temporary Warning	EACH	.00	243.00			
	7010 Signs-Warning	EACH	.00	1333.00			
	7011 Legs - Temporary Warning Signs	EACH	.00	158.00			
	7155 Bags-Sand	EACH	.00	348.00			
	7201 Glasses-Safety	EACH	.00	210.00			
	7202 Gloves	PAIR	.00	289.00			
	7205 Hats-Sun	EACH	.00	216.00			
	7212 Aerogard	EACH	.00	12.00			
	7223 Diesel	LTR	.00	1775.00			
	7252 Paint-Survey	EACH	.00	215.00			
	7254 Hand Sanitiser 50mL	EACH	.00	32.00			
	7259 Cable ties (x100) 298mm x 4.8mm	EACH	.00	36.00			
	7260 Armorall protectant 250mL	EACH	.00	10.00			
	7300 Sharps Container 1.4 L	EACH	.00	20.00			
	7452 Premix	CU/M	.00	20.00			
	7453 Emulsion-CRS	LTR	.00	13500.00			
	7510 Pick up litter tool - ezreach	EACH	.00	21.00			
	7731 Block-Guardrail	EACH	.00	129.00			
	7741 Post-Sign 3.2mtr	EACH	.00	205.00			
	7742 Clamp-Sign	EACH	.00	233.00			
	7802 Tyne-Scarifier	EACH	.00	100.00			
	7920 Kerb Gutter Lintel 2.4m	EACH	.00	.00			
	12100 Gibault Joint 100mm	EACH	.00	7.00			

Location	1 General Fund						
Bin Number	Stock Item Description	Quantity	Transaction	Count	-----Discrepancy-----		
		Ord Unit On Hand	Quantity	Quantity	Quantity	Value	
	12180 Gibault - 80>100mm	EACH	.00	4.00			
	Count Total :	3.00		4.00	1.00	148.15	
	12375 37mm Gibault Joint	EACH	.00	6.00			
	Count Total :	4.00		6.00	2.00	1349.04	
	13001 Valve Head, CWC Bolt-In-Side Small (PN 74442)	EACH	.00	7.00			
	Count Total :	2.00		7.00	5.00	283.33	
	13100 Stop Valve 100mm CWC	EACH	.00	11.00			
	Count Total :	14.00		11.00	-3.00	-640.18	
	13201 Stop Valve 200mm CWC SO-SO	EACH	.00	5.00			
	Count Total :	4.00		5.00	1.00	992.08	
	13500 Socket Hydrnt Tee 100mm	EACH	.00	7.00			
	Count Total :	10.00		7.00	-3.00	-348.00	
	15001 Traff Surround Yellow	EACH	.00	19.00			
	Count Total :	20.00		19.00	-1.00	-102.87	
	15100 Repair Clamp AC 100mm (Nominal Pipe Size)	EACH	.00	4.00			
	Count Total :	6.00		4.00	-2.00	-541.18	
	15125 Repair Clamp AC 125mm (Nominal Pipe Size)	EACH	.00	.00			
	Count Total :	6.00		0.00	-6.00	-1461.01	
	15150 Repair Clamp AC 150mm (Nominal Pipe Size)	EACH	.00	18.00			
	Count Total :	8.00		18.00	10.00	898.30	
	15300 Repair Clamp AC 300mm (Nominal Pipe Size)	EACH	.00	5.00			
	Count Total :	9.00		5.00	-4.00	-963.09	
	15375 Repair Clacmp AC 375mm (Nominal Pipe Size)	EACH	.00	2.00			
	Count Total :	5.00		2.00	-3.00	-2990.76	
	17188 PVC-M Series 2 pipe - 100mm - "blue brute"	EACH	.00	12.00			
	Count Total :	17.00		12.00	-5.00	-388.37	
	17189 PVC-M Series 2 pipe - 150mm - "blue brute"	EACH	.00	10.00			
	Count Total :	24.00		10.00	-14.00	-341.82	
	17190 PVC-M Series 2 pipe - 200mm - "blue brute"	EACH	.00	6.00			
	Count Total :	4.00		6.00	2.00	814.73	
	17194 PVC-M Series 2 pipe - 225mm - "blue brute"	EACH	.00	15.00			
	Count Total :	10.00		15.00	5.00	1861.73	
	17202 PVC-M Series 2 pipe - 300mm - "blue brute"	EACH	.00	3.00			
	Count Total :	5.00		3.00	-2.00	-1072.06	
	17208 PVC-M Series 2 pipe - 375mm - "blue brute"	EACH	.00	3.00			
	Count Total :	2.00		3.00	1.00	1534.85	
	18300 300mm Gibault Joint	EACH	.00	4.00			
	Count Total :	1.00		4.00	3.00	1240.17	
	31004 Repair Clamp PVC 100mm x 400mm	EACH	.00	4.00			
	Count Total :	11.00		4.00	-7.00	-1056.27	
	41003 Repair Clamp AC 100mm x 300mm	EACH	.00	2.00			
	Count Total :	5.00		2.00	-3.00	-385.11	
	41004 Repair Clamp AC 100mm x 400mm	EACH	.00	2.00			
	Count Total :	5.00		2.00	-3.00	-585.45	
	43004 Repair Clamp AC 300mm x 400mm	EACH	.00	.00			
	Count Total :	3.00		0.00	-3.00	-1525.05	
	43754 Repair Clamp AC 375mm x 400mm	EACH	.00	.00			
	Count Total :	5.00		0.00	-5.00	-1819.40	
	50020 Meter Coupling - Male - 20mm	EACH	.00	109.00			
	Count Total :	104.00		109.00	5.00	91.72	
	50050 Meter Washer - 20mm	EACH	.00	15.00			
	Count Total :	39.00		15.00	-24.00	-24.25	
	50051 Meter Washer - 25mm	EACH	.00	450.00			
	Count Total :	150.00		450.00	300.00	240.00	

Location	1 General Fund						
Bin Number	Stock Item Description	Ord Unit	On Hand	Transaction Quantity	Count Quantity	-----Discrepancy-----	
	50052 Spring Hydrant Repair Kit - Short Stem	EACH		.00	10.00		
	Count Total :		6.00		10.00	4.00	251.68
	50053 Ball Valve 20 - DZR Lock FxF	EACH		.00	20.00		
	Count Total :		-3.00		20.00	23.00	383.41
	50060 Main Cock - 25mm - Top Section	EACH		.00	.00		
	Count Total :		1.00		0.00	-1.00	-22.34
	50061 Main Cock - 32mm	EACH		.00	3.00		
	Count Total :		2.00		3.00	1.00	173.68
	50800 Spring Hydrant 80mm	EACH		.00	.00		
	Count Total :		12.00		0.00	-12.00	-1496.10
	52000 Cast Iron Valve Cover - Water	EACH		.00	12.00		
	Count Total :		13.00		12.00	-1.00	-22.35
	60020 20MM T Section MC	EACH		.00	20.00		
	Count Total :		19.00		20.00	1.00	12.18
	60100 Gloves x100 (box) - Disposable Nitrile (for Net	EACH		.00	53.00		
	Count Total :		54.00		53.00	-1.00	-10.50
	60102 Coveralls L	EACH		.00	45.00		
	Count Total :		37.00		45.00	8.00	76.66
	60103 Coveralls XL	EACH		.00	59.00		
	Count Total :		55.00		59.00	4.00	37.39
	60105 Pink Thread Tape - NW	EACH		.00	.00		
	Count Total :		18.00		0.00	-18.00	-44.67
	60108 Repair Clamp; 88-98 x 400D	EACH		.00	4.00		
	Count Total :		2.00		4.00	2.00	621.86
	60109 Repair Clamp; 120-120 x 400D	EACH		.00	.00		
	Count Total :		9.00		0.00	-9.00	-3240.99
	60110 Repair Clamp; 230-240 x 400D	EACH		.00	.00		
	Count Total :		8.00		0.00	-8.00	-2427.40
	60111 Repair Clamp; 250-260 x 400D	EACH		.00	.00		
	Count Total :		5.00		0.00	-5.00	-2239.68
	60112 Repair Clamp; 255-265 x 300D	EACH		.00	.00		
	Count Total :		4.00		0.00	-4.00	-1287.27
	60201 Ball Valve DZR F x F 20mm Lockable T-Handle	EACH		.00	.00		
	Count Total :		20.00		0.00	-20.00	-547.69
	60202 Ball Valve DZR M x F 20mm Lockable T-Handle	EACH		.00	.00		
	Count Total :		7.00		0.00	-7.00	-164.01
	60203 Ball Valve 90 Degree F X F 20mm	EACH		.00	19.00		
	Count Total :		61.00		19.00	-42.00	-961.01
	60204 Ball Valve 90 Degree F X M 20mm	EACH		.00	15.00		
	Count Total :		29.00		15.00	-14.00	-379.31
	60225 25MM Gal Clamp 25x150	EACH		.00	15.00		
	Count Total :		14.00		15.00	1.00	38.92
	60253 Ball Valve 90 Degree F X F 25mm	EACH		.00	60.00		
	Count Total :		52.00		60.00	8.00	241.33
	60255 Main Cock - 20mm	EACH		.00	13.00		
	Count Total :		12.00		13.00	1.00	49.63
	60256 Main Cock - 25mm - Elbow	EACH		.00	18.00		
	Count Total :		17.00		18.00	1.00	20.16
	60257 Main Cock - 20mm - Elbow	EACH		.00	23.00		
	Count Total :		45.00		23.00	-22.00	-309.43
	60258 Repair Clamp 50x75A (FC SS B&N Cu)	EACH		.00	6.00		
	Count Total :		7.00		6.00	-1.00	-38.43
	60262 Flagging Tape Roll	EACH		.00	14.00		
	Count Total :		17.48		14.00	-3.48	-37.47

Location		1 General Fund						
Bin	Stock	Quantity Transaction		Count	-----Discrepancy-----			
Number	Item Description	Ord Unit	On Hand	Quantity	Quantity	Quantity	Value	
	60320 20MM Copper Clamp 20x150	EACH		.00	19.00			
	Count Total :		1.00		19.00	18.00	605.88	
	60340 40MM Copper Clamp 40x150	EACH		.00	5.00			
	Count Total :		3.00		5.00	2.00	84.16	
	60345 25MM B Press Equal Tee	EACH		.00	28.00			
	Count Total :		.00		28.00	28.00	414.96	
	60346 25MM B Press Male Coupler	EACH		.00	48.00			
	Count Total :		32.00		48.00	16.00	332.80	
	60347 25MM B Press Female Coupler	EACH		.00	29.00			
	Count Total :		15.00		29.00	14.00	173.88	
	60349 20MM B Press Water Connector	EACH		.00	22.00			
	Count Total :		-10.00		22.00	32.00	152.96	
	60370 32MM B Press Connector	EACH		.00	8.00			
	Count Total :		9.00		8.00	-1.00	-12.91	
	70201 Elbow - 20mm male	EACH		.00	.00			
	Count Total :		3.00		0.00	-3.00	-37.81	
	74802 Brass Socket 20mm	EACH		.00	37.00			
	Count Total :		34.00		37.00	3.00	8.19	
	85665 Gibault Joint 200mm	EACH		.00	8.00			
	Count Total :		10.00		8.00	-2.00	-1347.63	
	87067 Gibault Joint 300mm	EACH		.00	.00			
	Count Total :		1.00		0.00	-1.00	-688.25	
						Total:	-467657.86	

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

Attachments:	Nil
Responsible Officer:	Derek Finnigan - General Manager
Author:	Katie Hamm (Executive Assistant)
Community Plan Issue:	6 - <i>Community Leadership</i>
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

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

OFFICER'S RECOMMENDATION

Council notes the information provided in the report.

Moved: _____ **Seconded:** _____

BACKGROUND

Section 226 (d) of the *Local Government Act* 1993 provides for the Mayor to exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council. Since the 28 November 2023 Ordinary Council Meeting, the Mayor has exercised his delegation on 1 occasion.

CONSULTATION

General Manager

REPORT

The following delegations were exercised:

1. 11 December 2023 to authorise the change of venue for the 19 December 2023 Ordinary Council Meeting from Denman Memorial Hall to the Muswellbrook RSL Club Auditorium.

OPTIONS

Not applicable.

CONCLUSION



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

SOCIAL IMPLICATIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

POLICY IMPLICATIONS

Not applicable.

STATUTORY IMPLICATIONS

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

LEGAL IMPLICATIONS

Not applicable.

OPERATIONAL PLAN IMPLICATIONS

Not applicable.

RISK MANAGEMENT IMPLICATIONS

Not applicable.

WASTE MANAGEMENT IMPLICATIONS

Not applicable.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Not applicable.



10.5. Community and Economy

10.5.1. Disability Inclusion Action Plan 2022 - 2026 for ADOPTION

Attachments:	1. Draft DIAP 06223023 [10.5.1.1 - 17 pages]
Responsible Officer:	Shaelee Welchman - Director - Community & Economy
Author:	Rosslyn Thomson (Community Partnerships Officer), Kim Manwarring (Manager Community Services), Chloe Wuiske (Business Improvement Officer)
Community Plan Issue:	2 - <i>Social Equity and Inclusion</i>
Community Plan Goal:	An inclusive and interconnected community where everyone enjoys full participation.
Community Plan Strategy:	<p>2.1.3 - Consider and deliver social inclusion principles across Council functions.</p> <p>5.2.1 - Facilitate and implement improved all abilities access across the Shire.</p> <p>2.1.3.1 - Review the Muswellbrook Shire Council Disability Inclusion Action Plan.</p> <p>5.2.1.1 - Develop a targeted program to improve accessibility in Council owned and public spaces.</p>

PURPOSE

To submit for Council's consideration the attached Disability Inclusion Action Plan 2022-2026 for adoption, which has completed 28 days of public exhibition.

OFFICER'S RECOMMENDATION

Council ADOPTS the Disability Inclusion Action Plan 2022-2026.

Moved: _____ **Seconded:** _____

BACKGROUND

The Disability Inclusion Act 2014 provides the legislative framework to guide state and local government disability inclusion and access planning.

The Act defines disability as *'The long-term physical, mental, intellectual or sensory impairment which in interaction with various barriers may hinder the full and effective participation in society, on an equal basis to others'*.

The Act requires all Councils to have a Disability Inclusion Action Plan (DIAP) that outlines the actions that Council will take to improve access for people with a disability.

The DIAP addresses four key areas that include strategies and actions to:

- Develop positive community attitudes and behaviours;
- Create liveable communities;
- Support access to meaningful employment; and
- Improve access to services through better systems and processes.



Not all the above strategy areas are the single responsibility of Muswellbrook Shire Council. Sometimes greater outcomes may be achieved through partnerships with Government and non-Government agencies.

Council has been working to improve inclusion and access to Council facilities and services through the implementation of the DIAP 2017-2021. Some of its significant achievements include:

- Community education around inclusion and acceptance through a partnership with Ability Links and the facilitation of an Inclusion Sports Day at Karoola Park Muswellbrook;
- Wider promotion of existing Art Exhibitions for adults and children with a disability, which included an exhibition tour for young people who were hearing impaired at the Muswellbrook Regional Arts Centre;
- Accessible events such as Australia Day Ceremony and Awards, and the Easter Family Fun Day;
- Footpath renewal inclusion design of accessible footpaths and pram ramps;
- Installation of a sensory garden at the Muswellbrook Library for children and adults with mobility and or sensory challenges; and
- Improved and/or accessible public spaces, for example, the installation of fully accessible toilets, including an adult change table, at Memorial Park, Denman.

The development of the 2022–2026 Disability Inclusion Action Plan consulted people with a disability, their carers, and family members, people working in the disability and health sector, and community members. Consultation was carried out through a direct survey and listening posts held in Muswellbrook and Denman. Information on needs and gaps in service provision has been provided through the Upper Hunter Community Services Interagency Network.

Within the development of the DIAP, the Muswellbrook Shire Aquatic Centre Business Plan, the draft Muswellbrook Shire Council Active Transport Strategy, and the Muswellbrook Shire Council Community Satisfaction Survey (2021) were also consulted.

The 2022–2026 DIAP community consultation identified that most people felt welcome in the Muswellbrook community, however it was still considered to be important to continue to raise awareness of inclusion and provision of access to events, businesses, accommodation, and public facilities, such as toilets and well-designed footpaths, that allow for safe navigation around the towns of Muswellbrook and Denman.

Larger issues, such as improved transport options and employment opportunities for people with disabilities regarding job suitability and availability, were also identified. Whilst these are not matters for which local government is directly responsible, Council will advocate for people's needs with relevant Government Departments and advisory bodies.

CONSULTATION

Community via Public Exhibition between 28 August – 21 September 2023.

Councillors

MANEX

Previous Manager of Governance

Head Librarian

Arts Centre Director

Grants and Community Engagement Advisor

Manager Community Services



Acting Community Partnerships Coordinator

Technical Officer Recreation & Property

REPORT

At the 22 August 2023 Ordinary Council Meeting, Council endorsed the Disability Inclusion Action Plan 2022-2026 to be placed on Public Exhibition₁ via Council's website, for a period of 28 days.

The Policy was exhibited on Council's website from 24 August 2023 to 21 September 2023.

No submissions were received by Council during the submission period.

The draft Disability Inclusion Action Plan was updated to include the current 2021 Australian Bureau of Statistics data.

OPTIONS

Council may:

1. Resolve to adopt the Disability Inclusion Action Plan 2022-2026; or
2. Adopt the Disability Inclusion Action Plan 2022-2026 with amendments.

CONCLUSION

The implementation of a Disability Inclusion Action Plan demonstrates Council's commitment to ensuring people of all abilities can access services, activities, facilities, and information to create a sense of place and belonging in the community. The DIAP 2022–2026 provides an action plan to ensure that Council will implement the identified strategies to improve and increase participation and opportunities for people of all abilities.

SOCIAL IMPLICATIONS

Disability Inclusion Action Plans are one way in which local government can reduce and remove barriers for people with disabilities and foster a more accessible and inclusive community.

Disability Inclusion Planning outlines the intention and actions that Muswellbrook Shire Council will implement over the next 4 years to remove barriers in access to Council information services and employment as well as the provision of inclusive public spaces which will support people with a disability to reach their full potential.

FINANCIAL IMPLICATIONS

Ongoing Operational and Maintenance Costs Implications Associated with Capital Project

1. Financial Implications – Capital

Nil.

2. Financial Implications – Operational

Budget allocation in the 2023-24 Community Development ledger number 0011.0856.500 is approximately \$1 600.

POLICY IMPLICATIONS

The DIAP is in line with the various Council policies such as Council's Equal Employment Opportunity (EEO) Policy and Recruitment and Selection Policies. A review of Council's existing policies and procedures will also be required during this planning process.



STATUTORY IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

OPERATIONAL PLAN IMPLICATIONS

The submission of this report complies with Operational Plan outcome 2.1.3.1: Review the Muswellbrook Shire Council Disability Inclusion Action Plan.

RISK MANAGEMENT IMPLICATIONS

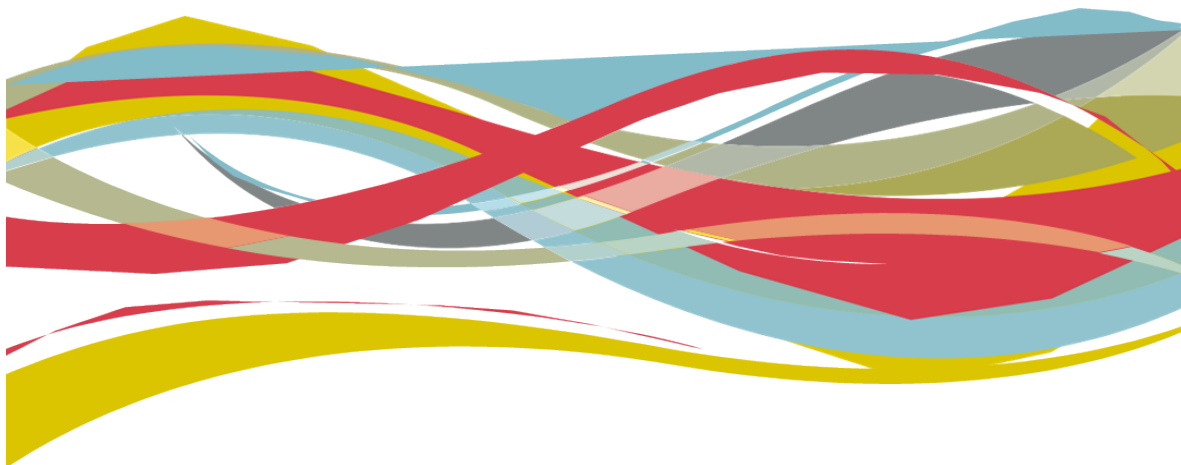
Nil.

WASTE MANAGEMENT IMPLICATIONS

Nil.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

Public exhibition of the Disability Inclusion Action Plan on Council's website from 24 August 2023 to 21 September 2023 provided the Community with an opportunity to make submissions. No submissions were received by Council during the submission period.

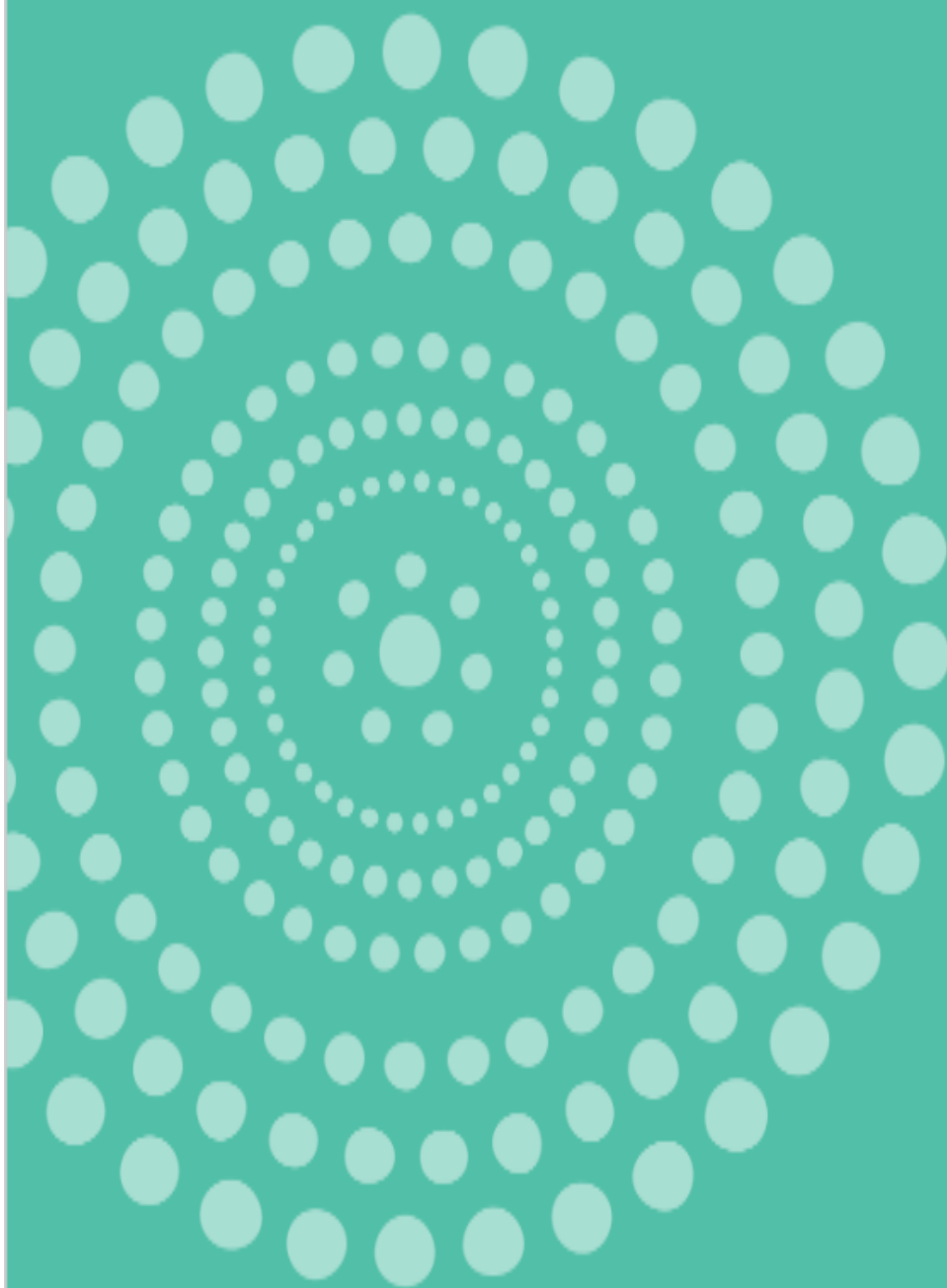


Disability Inclusion Action Plan 2022-2026

An integrated approach to creating and maintain a livable, safe and inclusive community.



***Muswellbrook Shire Council respectfully
acknowledges the Local Aboriginal People who are
the Traditional Owners and Custodians of the land***



Message from the Mayor

I am pleased to present the Muswellbrook Shire Council Disability Inclusion Action Plan 2022-2026.

The Disability Inclusion Action Plan demonstrates Council's commitment to ensuring people of all abilities can access services, activities, facilities and information to create a sense of place and belonging in the community.

Council has consulted the community about needs and issues that impact on their lives. This has been achieved through listening posts, meetings, an online survey, one to one meetings, consultation with key stakeholders, and review of other council consultation surveys such as the community survey and the active transport review.

The Disability Inclusion Action Plan brings together these needs and issues and develops positive actions that will improve access to public spaces and council services. These improvements will provide increased participation and opportunities for people of all abilities.

Thank you to everyone involved in the development of the plan.

Cr Steven Renyolds

MAYOR

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Council Vision

Muswellbrook Shire Council will continue to encourage positive actions and behaviours in our communities to create inclusive spaces that ensure participation and inclusive opportunities for people of all abilities. Our vision is:

“Engaging with our community to achieve an inclusive, vibrant and sustainable future”

Introduction

This document has been written to demonstrate the delivery goals that Muswellbrook Shire Council will achieve in the next four years in the areas of social equality and inclusion for all people, including those with disabilities.

The Disability Inclusion Action Plan strategies, plans and actions in Muswellbrook 2022-2026 are represented in the Delivery Program and through the ongoing commitment to provide accessibility and inclusion across Muswellbrook Shire.

Legislation, policy context and framework

NSW Disability Inclusion Act 2014

The Disability Inclusion Act 2014 provides the legislative framework to guide state and local government disability inclusion and access planning.

The Act defines disability as: *“The long-term physical, mental, intellectual or sensory impairment which in interaction with various barriers may hinder the full and effective participation in society, on an equal basis with others”*

The Disability Inclusion Act 2014 requires all Councils to have a Disability Action Plan (DIAP). This Action Plan outlines the actions that Council will take to improve access for people with a disability.

Disability Inclusion Action Plan

The DIAP 2022-2026 is representative of Muswellbrook Shire Council's four-year Delivery Program and was endorsed by Council in June, 2022. This is Council's plan for the delivery of achievable, equitable and inclusive community services and infrastructure over the coming four years and is in line with the Disability Inclusion Act 2014 key areas:

- Developing positive community attitudes and behaviours
- Creating liveable communities
- Supporting access to meaningful employment
- Improving access to services through better systems and processes

Muswellbrook Shire Council recognises that much of this work will be delivered through partnerships with other organisations that are also working towards key focus areas of the Disability Inclusion Act 2014. This legislation requires Councils to:

- Have a Disability Inclusion Action Plan
- Consult with people with a disability as a part of the planning process
- Provide a copy of this document to the Disability Council of NSW
- Report on the implementation of our plans in Council's Annual Report
- Review this plan every four years

Other laws and policies that support the inclusion of people with disabilities includes:

- United Nations Convention on the Rights of Persons with Disabilities 2007
- Commonwealth Disability Discrimination Act 1992
- National Disability Strategy 2021-2031
- The National Disability Insurance Scheme 2013

Community Profile

Muswellbrook Shire covers 3,402km², and is centrally located in the Upper Hunter Valley approximately 130km north-west of Newcastle.

Muswellbrook Shire consists of 2 larger towns, Muswellbrook and Denman, as well as a number of outlying rural communities, including Sandy Hollow, Wybong, Baerami, Martindale, McCullys Gap, Widden, and Muscle Creek.¹

¹ <https://app.remplan.com.au/muswellbrook/community/summary?state=pxoBFAk2RTL1je2ta6qnN4ipt8t4kn>



Estimated Population
16,212

Aboriginal and Torres Strait
Islander People
11.7%

Demographic Data and Trends

- Social – Economic Indexes of Areas (SEIFA)

The SEIFA score for Muswellbrook in 2021 was 937 which ranks Muswellbrook 122 out of 547 local government areas with SEIFA scores in Australia.

Across Australia's local government areas SEIFA scores range from 188 (most disadvantaged) to 1186 (least disadvantaged).

Muswellbrook:

There are 425 local government areas which are less disadvantaged, and

There are 121 local government areas that are more disadvantaged.

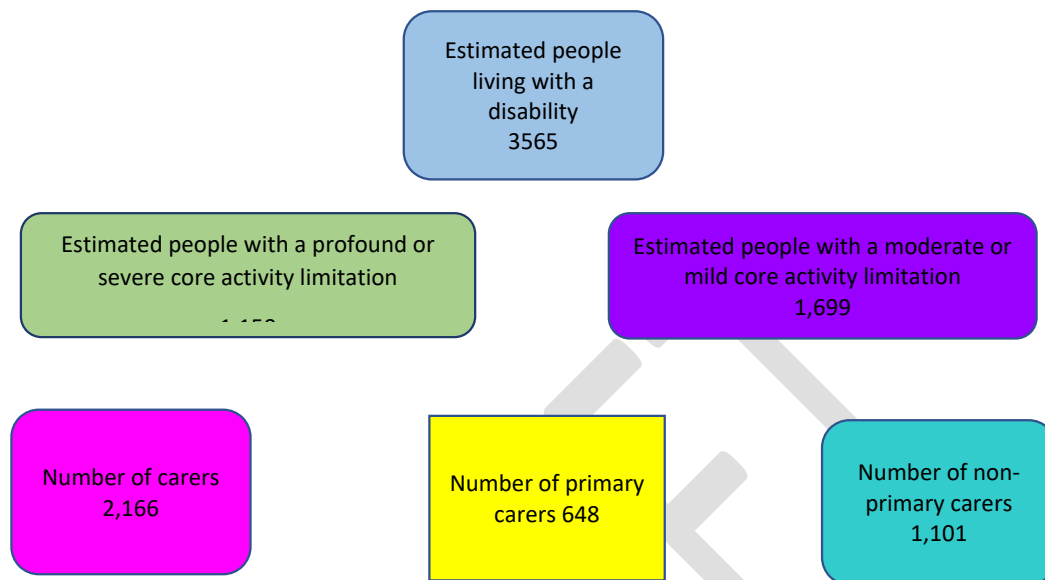
- 2021 Census Data

Provided unpaid assistance to a person with a disability, health condition or due to old age (during two weeks before Census Night) 1,438 (11.2%), NSW 759,383 (11.5%), Australia 2,476,681 (11.9%)

Over 75,000 (6.6%) people in the HNECC region have a severe or profound disability. This is a higher proportion compared to the state. There are also over 125,000 (12.6%) people aged 15 years and over providing unpaid assistance to persons with a disability, which is higher than the state proportion. This was highest in the rural LGAs of Uralla, Mid-Coast, Lake Macquarie and Dungog. Home and Community Care representatives identified a lack of carer recognition, a lack of respite services and a decrease in the number of volunteers in the sector as challenges. They also identified a need for additional programs for active individuals with mild cognitive impairment. There are capacity issues in smaller rural communities, limited residential facilities and an ageing workforce/carers. Service providers, consumers and carers reported concerns about the potential impact on accessibility of services for people living with a disability with the implementation of the National Disability Insurance Scheme (NDIS) including: need that is currently not visible (e.g. elderly parents that have always cared for their child without seeking help) placing demands on the system; lack of capacity and skilled workforce in the NGO sector to take on this type of work; change for service providers from a focus on service delivery to brokering and negotiating with clients and families; and loss of a skilled Allied Health workforce in the NDIS transition.

Disability

According to the ABS data 2018 for Muswellbrook:



Carers

There are over 125,115 (12.6%) people aged 15 years and over providing unpaid assistance to persons with a disability in the HNECC region (NSW 11.6%). As shown in the heat map and table to the right, the highest proportions of unpaid carers are in Uralla (13.9%), Mid-Coast (13.8%), Lake Macquarie (13.6%) and Dungog (13.5%) LGAs.

A lack of carer recognition, a lack of respite services and a decrease in the number of volunteers, have been identified as challenges in the disability sector in our region.

There are 75,884 people with a profound or severe disability in our region (6.6% of the population)

Disability

The proportion of people with a profound or severe disability across our region (6.6%) is higher than the NSW average of 5.6%. As presented in the heat map and table to the right, 16 of our 23 LGAs have greater proportions of people with a profound or severe disability than the NSW average, with the highest proportions being in Mid-Coast (8.7%), Cessnock (7.6%), Gwydir (7.5%) and Glen Innes Severn (7.3%) LGAs.

Profound or severe disability is more common amongst people aged 65 years and older (NSW, 19.1%). The prevalence of profound or severe disability amongst this cohort in our region (17.2%) ranges from 9.6% in Walcha LGA, to 20.8% in Cessnock LGA.



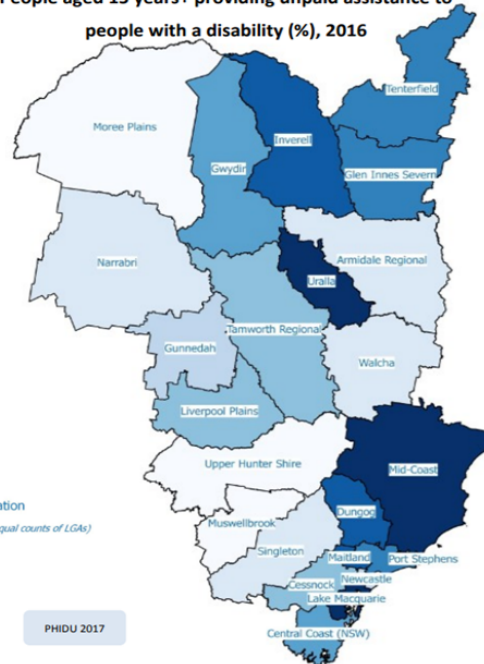
LGA	%
Armidale Regional	11.3
Central Coast (NSW)	12.6
Cessnock	12.3
Dungog	13.5
Glen Innes Severn	12.7
Gunnedah	11.4
Gwydir	12.5
Inverell	13
Lake Macquarie	13.6
Liverpool Plains	12.3
Maitland	12.9
Mid-Coast	13.8
Moree Plains	10.07
Muswellbrook	10.7
Narrabri	10.8
Newcastle	12.1
Port Stephens	12.8
Singleton	11.3
Tamworth Regional	12.2
Tenterfield	12.8
Upper Hunter Shire	10.5
Uralla	13.9
Walcha	10.8

Percent (%) of population

* Quantile data grouping (equal counts of LGAs)



People aged 15 years+ providing unpaid assistance to people with a disability (%), 2016

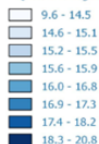


PHIDU 2017

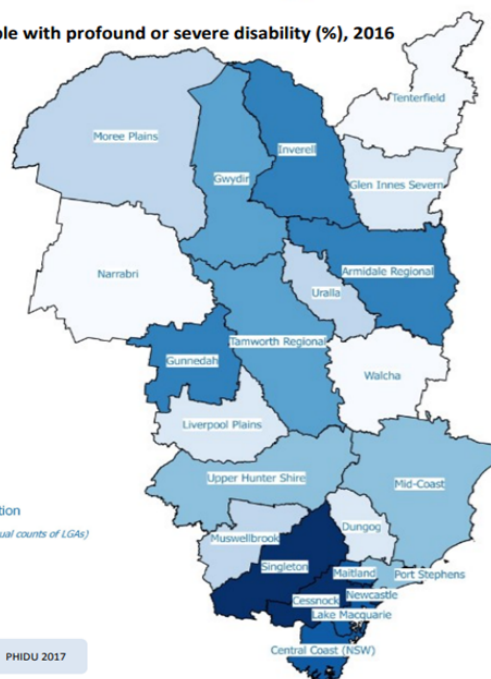
LGA	(%)
Armidale Regional	17.2
Central Coast (NSW)	17.4
Cessnock	20.8
Dungog	14.7
Glen Innes Severn	15.007
Gunnedah	17.2
Gwydir	16.4
Inverell	16.9
Lake Macquarie	18.04
Liverpool Plains	14.6
Maitland	17.6
Mid-Coast	15.9
Moree Plains	15.1
Muswellbrook	15.4
Narrabri	14.03
Newcastle	18.7
Port Stephens	15.6
Singleton	18.6
Tamworth Regional	16.4
Tenterfield	10.4
Upper Hunter Shire	15.8
Uralla	15.3
Walcha	9.6

Percent (%) of population

* Quantile data grouping (equal counts of LGAs)



People with profound or severe disability (%), 2016



PHIDU 2017

10

Strategic Objectives, Priorities and Plans

Muswellbrook Shire Council has a number of existing strategic objectives that consider social equity and inclusion. These objectives, priorities, and plans describe work for the next four years between 2022 and 2026. The following plans are already driving organisational change in the area of disability and inclusion, or have been identified as planning that requires review to achieve improved social inclusion:

- Development control Plans
- Muswellbrook Shire Recreation Plan
- Muswellbrook Shire Property Access Audit
- Council's Policies and Guidelines (including EEO & recruitment)

Integrated Planning Documents

Local Government organisations utilise the Integrated Planning and Reporting framework to ensure that community consultation results in the expected outcomes that our community need. This includes a ten year Community Strategic Plan (CSP), a four year Delivery Program (DP) and annual operational plans that derive from the CSP and DP.

The Muswellbrook Shire Council's four year Delivery Program 2022-2026 was endorsed by Council in June, 2022. This is Council's plan for the delivery of achievable, equitable and inclusive community services and infrastructure over the coming four years. The plan considers the achievement of Community Wellbeing through six priority delivery areas including:

1. Economic Prosperity
2. Social Equity
3. Environmental Sustainability
4. Cultural Vitality
5. Community Infrastructure
6. Community Leadership



Economic Prosperity

CSP Goal 1: A dynamic local economy with full employment for current and future residents in a diverse range of high value industries.

CSP Strategy	Delivery Program Activity	Responsibility	Measure and Source
1.4 Develop Muswellbrook as a regional centre	1.4.2 Advocate for increased medical services in the Shire	General Manager	<ul style="list-style-type: none"> Medical services included as a priority in the Shire's Advocacy Agenda Shire Advocacy Agenda

Social Equality

CPS Goal 2: An inclusive and interconnected community, where everyone enjoys full participation.

CSP Strategy	Delivery Program Activity	Responsibility	Measure and Source
2.1 Improve the affordability, liveability and amenity of Shire communities	2.1.1 Implement the funded outcomes of the Recreation Needs Study	Director Property and Place	<ul style="list-style-type: none"> Recreation Needs Study recommendations are implemented Council minutes
	2.1.2 Promote and facilitate increased participation in active and passive recreation activities	Director Property and Place	<ul style="list-style-type: none"> The Olympic Park Precinct Masterplan is implemented Council minutes
	2.1.3 Consider and deliver social inclusion principles across Council functions	General Manager	<ul style="list-style-type: none"> People with all abilities are engaged to improve the provision of accessible options across the Shire Community Engagement Strategy/ Annual Reports
2.4 Facilitate opportunities to expand seniors living	2.4.1 Advocate to enhance the delivery of services to support older people to live in Muswellbrook Shire	General Manager	<ul style="list-style-type: none"> Improved community satisfaction for services to support older Shire residents Muswellbrook Shire Community Satisfaction Survey

Cultural Vitality

CSP Goal 4: A culturally rich and diverse Community with strong identities, history, and sense of belonging.

CSP Strategy	Delivery Program Activity	Responsibility	Measure and Source
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	4.3.1 Develop and implement a program of Shire events to engage more locals and attract more visitors	General Manager	<ul style="list-style-type: none"> • Increase number of events across the Shire • Council Calendar of Events

Community Infrastructure

CPS Goal 5: Effective and efficient infrastructure that is appropriate to the needs of our community.

CSP Strategy	Delivery Program Activity	Responsibility	Measure and Source
5.1 Construct and maintain well-planned community infrastructure that is safe, reliable, and provides agreed levels of service	5.1.1 Review, develop and maintain liveable town and village precincts	Director Property and Place	<ul style="list-style-type: none"> • Funded projects delivered • Major projects progress reports to Council
	5.1.4 Maintain and continually improve community infrastructure across the Shire	General Manager	<ul style="list-style-type: none"> • Council's approved program of works is delivered • Council minutes
5.2 Improve all abilities access to Council facilities	5.2.1 Facilitate and implement improved all abilities access and inclusion across the Shire	Director Property and Place	<ul style="list-style-type: none"> • The number of Council facilities with all abilities access is increasing • Internal measure with quarterly progress report to Council
5.4 Ensure road, footpath and cycleway networks are integrated and allow for the safe movement of residents and visitors	5.4.1 Maintain and continually improve the Shire's shared pathway networks to increase connectivity	Chief Engineer	<ul style="list-style-type: none"> • Funded components of the Active Transport Plan delivered • Council minutes – major projects progress reports

Community Leadership

CSP Goal 6: Collaborative and responsive community leadership that meets the expectations and anticipates the needs of our community.

CSP Strategy	Delivery Program Activity	Responsibility	Measure and Source
6.1 Enable genuine and well-informed community participation in decision making	6.1.1 Engage with the community and other stakeholders to determine service level expectations and appropriate measures	Manager Governance	<ul style="list-style-type: none"> Service Level Agreements determined and recorded Internal measure reported to Council and the community
	6.1.2 Utilise best practice models of community engagement to ensure decision making is meeting the expectations of the community	Manager Governance	<ul style="list-style-type: none"> Increased participation of residents and other key stakeholders in engagement programs and activities Muswellbrook Shire Council Community Satisfaction Survey
	6.1.3 Enhance Council's communication with the community to build awareness and understanding of Council's activities and Community needs	General Manager	<ul style="list-style-type: none"> Increasing satisfaction with the way Council communicates with the Community Muswellbrook Shire Council Community Satisfaction Survey
6.2 Ensure Council is well managed, appropriately resourced, effective, efficient, accountable and responsive to its communities and stakeholders	6.2.4 Regulatory activities undertaken to maintain public safety and companion animal wellbeing	Director Environment and Planning	<ul style="list-style-type: none"> Legislative and regulatory requirements met Monthly report to Council

Disability Inclusion Action Plan 2017-2021

Success Stories

Council has been working to improve inclusion and access to facilities and services through the DIAP 2017-2021. Some of our significant achievements include:

Building positive attitudes and behaviours

- Inclusion and Acceptance Community Education partnership activity with Ability Links. This included an Inclusion Sports Day at Karoola Park, Muswellbrook.
- An improved understanding in assistive technologies. An Audit of the Council Administration Centre meeting spaces was carried out to identify assistive technology improvements for the hearing impaired.
- Wider Promotion of existing Art Exhibitions for adults and children with disability. A Muswellbrook Regional Arts Centre exhibition tour and workshop was provided for young people and adults who are hearing impaired.
- Accessible events such as, Australia Day Ceremony, Australia Day Awards Ceremony, Easter Family Fun Day, Exhibition Openings, Aboriginal Flag Raising Ceremonies, Blue Heeler Film Festival, etc.

Creating liveable communities

- Regular Inclusive Events, Australia Day Ceremony, Australia Day Awards Ceremony, Easter Family Fun Day, Exhibition Openings, Aboriginal Flag Raising Ceremonies, Blue Heeler Film Festival, etc.
- Muswellbrook Library has created a sensory garden for children with mobile and sensory disabilities.
- Improved and/or new accessible public toilets in parks and playgrounds. The Denman Memorial Park Playground Design includes fully accessible toilets and adult change table facilities.
- Footpath renewal program design and delivery has a focus on accessible footpaths and the provision of pram ramps.
- Partnership project with key disability support providers to promote inclusive sporting events.

Supporting access to meaningful employment

- Muswellbrook Shire Council has implemented new technology for people with a disability, including Hearing Aid Compatible Headsets, supporting people while they worked from home during the Covid-19 lockdown.
- Venue accessibility, including ramps and elevators at Council work sites.

Accessible systems, information or processes

- Council Administration Centre audit of existing facilities with the view to provide assistive technologies for people who are hearing impaired.
- Supported exhibition for hearing impaired young people at the Muswellbrook Regional Art Centre.

Community Consultation 2022-2023

There were two main avenues of consultation conducted during 10 May to 3 June 2022. The first was an online survey containing 26 questions, and the second was 3 face to face Listening Posts held in Muswellbrook and Denman. Council departments and disability service providers were consulted. Due to the Omicron COVID19 variant, focus groups were not held.

Of the 21 people who participated in the survey:

- 31% worked in the disability or health sector
- 29% had a disability
- 29% were a community member
- 10% were either a carer or family member of a person with a disability
- 71% were aged between 40 and 89
- 29% were Aboriginal
- 90% lived in the Muswellbrook Shire

Muswellbrook Shire Council would like to acknowledge and thank the community members, and the community and government organisations who participated with our consultations. The information has been extremely valuable in assisting Council to improve inclusion and access for people with a disability.

Survey and Consultation findings

Summarised below are the survey findings which have been used to inform the actions of the Plan.

Developing positive community attitudes and behaviours.

What you told us.

- Majority of people felt welcome in the Muswellbrook community especially if people spoke directly to them and when they were treated like everyone else.
- It is important for events to be accessible, welcoming, and inclusive.
- Reduce stigma and raise awareness through the implementation of positive images and stories about people with a disability throughout the community.
- Raising awareness about disability needs through workforce training and an inclusion award for businesses or workplaces.

Creating liveable communities.

What you told us.

- On the whole Council has good accessibility, however more needs to be done.
- There are not enough well-designed footpaths allowing for safety and navigability around town.
- Accessible entrances to buildings, public toilets, additional disability parking spaces and road crossings would not only assist people with disability but also their carers who accompany them, especially in the centre of town.
- A mobility map would be useful showing accessible building, toilets, accommodation etc.
- More transport options.

- Businesses need to be more accessible for disabilities of all kinds.
- Council needs to follow Australian and international standards, disability policies, and human rights related to people with a disability and make businesses accountable.
- Better consultation by Council when developing and planning.
- More accessible recreational activities needed e.g., sport, cinema, the arts, events, clubs, restaurants, cafes, and clubs.

Increasing access to meaningful employment.

What you told us.

- People with disabilities are all different and capable of working in different fields.
- Employment opportunities should be as varied for people with disabilities as for those who do not have a disability.
- Lack of transport options was the main issue around gaining employment.
- There is a lack of available and suitable jobs for people with disabilities.
- There is a difficulty accessing flexible work arrangements, skills training, and education.
- People with disabilities can experience discrimination in the workplace.
- Small businesses have limited resources and employers lack the knowledge and confidence regarding what is needed to support workers with a disability, legal obligations, and compliance.
- Fear of losing part or all of the Disability Support Pension.
- Ongoing health issues.

Improving access to mainstream services through improved systems and processes.

What you told us.

- It is difficult to access businesses in the main street and shopping centres due to uneven surfaces, steep gradients, etc.
- Move the dog statue at Campbells Corner as it restricts access.
- Would like to see clear signage about accessible routes and services.
- Would like to be able to access the Hunter River to go fishing.
- Would like to see more walkways or cycleways to get from South Muswellbrook to town.
- It is difficult to access all types of services, especially doctors and medical services.
- Lack of disability parking near places like Centrelink.
- There is a lack of transport to be able to access services out of town.
- There is a need for more accessible toilets with sliding doors so there is no need for the help of a carer.
- Would like to see assistive technology available to hire or loaned to community groups for events, e.g., hearing loops, video link for interpreters, etc.
- Council needs to advocate more for people with a disability with State and Commonwealth governments.

Disability Inclusion Action Plan 2022-2026

Community Strategic Plan Goal 2: An inclusive and interconnected community, where everyone enjoys full participation.

CSP Strategy 2.1: Improve the affordability, liveability and amenity of Shire communities.

Operational Plan Strategy 2.1.3 Consider and deliver social inclusion principles across Council functions.

Operational Delivery Program Activity 2.1.3.1 Review the Muswellbrook Shire Council Disability Inclusion Action Plan

Strategy	Action	Responsibility	Measure	Timeframe
Developing positive community attitudes and behaviours.	Promote public awareness campaigns that celebrate and recognise the achievements, contribution, and abilities of people with disability e.g., International Day of People with a Disability, Carers Day	Community Services Communications	Number of public awareness campaigns promoted.	Annually
	Include images and stories of people with disability in Council publications and communications	Communications	Number of documents and Facebook posts produced that include images of people with disability.	Ongoing
Creating liveable communities.	Promote initiatives to local businesses that support inclusion e.g., Zero Barriers	Community Services	Number of businesses adopt initiatives.	Ongoing
	Create an accessibility map promoting accessible facilities, accommodation, recreation, and social opportunities	Economy & Community Events & Tourism/ Communication	Document developed.	Short-term 1-2 years
	Community events and activities to include disability inclusion options e.g., seating, hearing loops	Economy & Community Events & Tourism	Number of events held with disability inclusion and accessibility.	Ongoing
			Check list developed for events procedures.	Short term 12 months
	Council to implement its Active Transport initiatives for footpaths	Community Infrastructure	Number of footpaths improved and location.	Ongoing
	Investigate opportunities to improve accessible parking	Community Infrastructure	Number of new accessible parking stops.	Ongoing
	Investigate opportunities to improve accessible toilets with automatic sliding doors	Community Infrastructure & Property & Place	Number of disability toilets with automatic sliding doors.	Ongoing
	Investigate relocation of dog statue at Campbells Corner	Economy & Community Services and Property and Place	Statue relocated	Short term 1-2 years
Increasing access to meaningful employment.	Advocate for improved/alternative transport options	Community Services	Transport options are increased	Ongoing
	Promote business relationships with local disability employment services to better understand employment	Economy & Community	Provision of information and awareness information provided	Ongoing

	pathways for people with disability.			
	Promote volunteering opportunities with community services and sporting groups.	Community Services	Number of volunteering opportunities identified.	Ongoing
Improving access to mainstream services through improved systems and processes.	Advocate for people with a disability with State and Commonwealth governments.	Senior Management Team General Manager	Number of advocacy submissions made.	Ongoing
	Encourage and engage people with disability to participate in consultation processes and planning activities in Council.	Manager Governance	Number of consultations held with identified stakeholders and groups.	Annually
	Include Accessibility Map on Council's webpage	Communications	Information included on Council's webpage	Short term 1-2 years
	Review Council's public documents, information and feedback mechanisms to ensure they are available in accessible formats such as large print, electronic, radio etc.	Communications Customer Relations	Number of documents made available.	Ongoing
			Types of formats used.	Ongoing

Monitoring, Review and Reporting

The DIAP will be monitored and reviewed on a regular basis and will be reported on annually, with a copy being submitted to the Minister for Families, Communities and Disability Services. The outcomes and progress of the Council's Delivery Program and Operational Plan will be reported to the community in the Council's Annual Report.

There will be key points throughout each calendar year where consultation opportunities will continue to identify areas of improvement or celebrations of success.

Further Information

If you need more information about the Disability Inclusion Action Plan or require another format, please contact Council's Community Services Team.

Council welcomes any feedback on the plan and any suggestions related to the improvement of inclusion and access for people with a disability.

Muswellbrook Shire Council PO Box 122 Muswellbrook NSW 2333

Phone: (02) 6549 3700

Email: council@muswellbrook.nsw.gov.au



10.5.2. Community Services

Attachments:	Nil
Responsible Officer:	Shaelee Welchman - Director - Community & Economy
Author:	Kim Manwarring (Manager Community Services), Archit Bele (Aquatic Centre Manager), Rosslyn Thomson (Community Partnerships Officer), Susanne Tobin (Administration Officer), Elissa Emerson (Muswellbrook Regional Arts Centre Director), Lauren Allan (Head Librarian), Stephen Wright (Records Officer)
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:	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

Throughout, November the Muswellbrook and Denman Libraries hosted a number of school visits, community group visits and events.

Increasing and maintaining library memberships

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

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 community members each fortnight. During the month of November this service conducted **2 deliveries**.

Library Promotions and Online Engagement:

Over the past month the library has had **2,237** 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 including updates to eBook & eAudio platforms and to promote the upcoming Summer Reading Challenge.

Collections:

During November the library continued to expand our multicultural loans collection with new items added in Ukrainian and Thai languages. Over the month the library loaned **6,369 physical items** and **627 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	28	459
Informed and connected citizens	1	13
Digital Inclusion	8	23
Personal development and wellbeing	2	21
Stronger and more creative communities	8	99
Economic and workforce development	0	0
TOTAL	47	615

Children and Young Adult Programs

During November, the Library launched the 2023/24 Summer Reading Challenge – ‘Race Across Space’ which is now open for Junior members aged 0-12 years. This reading program is designed to encourage Junior members to continue to read throughout the School Holidays and is being hosted in partnership with the Muswellbrook Shire Aquatic Centre.

Five Junior members received milestone certificates for their ongoing participation in the 1000 Books Before School program. Currently there are 22 children registered in this ongoing program.

Muswellbrook and Denman Library branches continued to host number of school visits throughout the month with visits from Muswellbrook Preschool, Pacific Brook Christian School, Muswellbrook High School, Denman Public School and St Josephs Denman.

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. A special themed story time session was hosted in partnership with Muswellbrook Shire Council’s Sustainability team to celebrate National Recycling week. These sessions were attended by **422 children**.

Adults Programs:

During November Muswellbrook Library continued the Mindfulness Art Station each Friday morning for our visiting groups and the final cohort of Tech Savvy Seniors for 2023 completed their five-week program at Muswellbrook Library.

During November the Library hosted an Author Talk with Tea Cooper who shared her latest novel and her writing process. This event was well attended with 34 attendees.

All regular Adult events including Book Club, Brain Training, Coffee & Craft, Crochet Crew, Tech help and Home Library continued in November.

Exhibits: Remembrance Day by Terry Gill

COMMUNITY PARTNERSHIPS

- Maintain, responded and distribute emails to the **Upper Hunter Community Services**



Interagency.

- Presentation to the NSW Local Studies Librarians Meeting - **In Our Own Words Project**
- Attended and participated in the following meetings – **Multicultural Group** Meeting, Community Development meeting with UHSC and SC, Muswellbrook Resilience & Wellbeing Project meeting, **MSC Careers Expo** meeting, Upper Hunter Homeless Support Safe Places meeting, Hunter Social Planners Meeting, Upper Hunter Homeless Support AGM, Community and Economy Coordinators meeting, MSC managers meeting.
- Governance support has been provided to Upper Hunter Homeless Support, Upper Hunter Youth Services and Drug & Alcohol Health Services.
- Attended and participated in the following events - **Spring Senior's Event:** Integrated Living, **Wanaruah LALC Elders Group Artwork Launch**, MSC Careers Expo, **Cultural Community Connect Day**, Citizenship Ceremony
- Supporting the delivery of The Denman Chamber of Commerce Christmas Markets
- Initial Planning for the 2024 Easter Community event has begun



10.5.3. Report on Council Grant Funding and Community Engagement

Attachments:	Nil
Responsible Officer:	Shaelee Welchman - Director - Community & Economy
Author:	Ivan Skaines (Grants and Community Engagement Officer)
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 NOTES the information contained in the report.

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 nominates appropriate projects for funding.

CONSULTATION

Grant applications are aligned to projects identified by the Muswellbrook Shire 2022-2026 Delivery Program and are 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

Grant Applications Recently Announced

- Council's Expression of Interest for funding of \$8,601,800 under the Commonwealth Growing Regions Program Round 1 for the shortfall in the Denman to Sandy Hollow Pipeline project has been successful, and Council has been invited to submit a full application for funding by mid-January 2024.

Unsuccessful Grant Applications

- Council's application to the **Clubgrants Category 3 Infrastructure Grants** program for funding to purchase new gym equipment at the Muswellbrook Aquatic Centre was



unsuccessful, although there will be an opportunity to re-apply under future rounds.

- Council's application for funding of \$10,000 for the **NSW Seniors Festival** (11-24 March 2024) was also unsuccessful.

Grant Applications Recently Submitted

- On Tuesday 28 November 2023, Council submitted an application for funding of \$400,000 under the NSW Government's **Community Improvement District (CID) Pilot Program** to contribute to the activation of the Hunter Innovation Precinct around the Donald Horne Building, Muswellbrook Library, and Weidmann Cottage.
- Council's Technical Officer - Recreation and Property and Grants and Community Engagement Advisor worked with the Muswellbrook Golden Eagles Football Club to submit an application for funding for upgraded lighting at Victoria Park, Muswellbrook, under the NSW Government's **Level the Playing Field Program 2023-24**.
- Council has submitted an expression of interest to participate in the Australian Government's next round of the **National Water Grid** funding programme in January 2024. The funding will be for up to 50 per cent of the project value, and Council's expression of interest was for the Denman to Sandy Hollow water pipeline. Council will be submitting an application under this funding programme as a contingency against case Council's detailed application for funding under the Commonwealth Growing Regions Program is unsuccessful.
- On Friday, 8 December 2023, Council submitted an application for funding under Round 2 of the Australian Government's **Disaster Ready Fund** for the construction of the detention/retention basin in Karoola Park, at a cost of \$988,000, with a co-contribution sourced from funding received from the Essential Community Sport Assets Program for upgrades to the Karoola Park stormwater channel.

Upcoming Grant and Funding Opportunities

- Council is applying for funding for **National Science Week 2024**, which is Australia's major national celebration of the sciences, which will be held from 10 to 18 August 2024. National Science Week provides the opportunity for community participation in high profile science engagement activities across the nation. The objectives of the grant opportunity are to:
 - inspire wide community participation in STEM;
 - provide an opportunity to acknowledge and celebrate the contributions of Australian scientists to the world of knowledge;
 - encourage an interest in science pursuits among the general public;
 - encourage younger people to become fascinated by the world we live in; and
 - encourage new and innovative ways of engaging with audiences.

An open competitive funding round of \$500,000 is held once a year. The minimum grant amount is \$2,000 and the maximum grant amount is \$20,000. The grant amount will be up to 100 per cent of eligible project expenditure (grant percentage). Applications closed on **Monday, 11 December 2023**.

- The Hunter New England and Central Coast Primary Health Network is offering **Drought Suicide Prevention Grants** to encourage communities to increase community preparedness. Applications close **Monday 8 January 2024**. Funding of between \$10,000 and \$30,000 is available for prevention and intervention activities such as:
 - Drought and extreme weather preparedness sessions;
 - Counselling for recovery and resilience due to drought and extreme weather;
 - Gatekeeper/first responder/volunteer mental health training and resilience workshops; and
 - Training to build suicide prevention capacity in the community.
- The NSW Environmental Trust is now inviting applications to its **2023-24**



Environmental Education Grants Program. A total of \$1 million is available for projects that develop, broaden, and transform the community's knowledge, skills, and intrinsic motivation to undertake sustainable behaviour, and encourages participation in protecting the environment. Funding of up to \$60,000 (Tier 1) and between \$60,001 and \$250,000 (Tier 2) for projects is being offered. Applications close **Monday 5 February 2024.**

- Applications are open under Round 2 of the NSW Government's **Community War Memorials Fund 2023/24.** Eligible organisations, including local councils and community groups, can apply online for grants of up to \$10,000 to conserve local war memorials. Applications close **Sunday, 11 February 2024.**
- **Annual funding for arts and cultural organisations, including local government authorities,** 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, and has the following objectives:
 - 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 program is funded and administered by Create NSW and **opens Monday, 15 January 2024 and closes Monday, 19 February 2024.**

- **Funding for organisations and local government authority projects** supports innovation, vibrancy, and creativity within the NSW arts and cultural sector, and has the following objectives:
 - 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).

This program is also funded and administered by Create NSW and also **opens Monday, 15 January 2024 and closes Monday, 19 February 2024.**

- The Australian Government is partnering with local governments to deliver the \$100 million **Community Energy Upgrades Fund (CEUF).** The CEUF is a grant program that provides co-funding for energy upgrades at existing local government facilities. The program aims to help support local governments to make their facilities more energy efficient and lower their greenhouse emissions and energy bills. The first CEUF grant round will open by January 2024 and will close either late February or early March 2024, with the grant guidelines scheduled to be released in December 2023.

Grants to be announced shortly

- Before the end of 2023, Council is likely to be advised of the outcome of an application for funding from the Commonwealth Department of Infrastructure, Transport, Regional Development, Communications, and the Arts for the "Olympic Park Master Plan - Stage 2 Grandstand" project, which has been identified for funding of \$5.5 million through the **Priority Community Infrastructure Program** and the \$10.5 million in funding for "the completion of the Muswellbrook Town Square" project.
- Council is expected to be notified about the outcome of an application for funding under Round 2 of the **Regional Housing Strategic Planning Fund.** Council submitted an



application to develop a new housing strategy for Muswellbrook Shire.

Muswellbrook Shire Council Grants Portal

The report for data from May to November 2023 for Council's grant finding portal at <https://muswellbrook.grantguru.com.au/> is listed in the table below. Registrations are people that have registered to our portal via the signup form and are still active.

Indicator	Nov	Oct	Sep	Aug	Jul	Jun	May
Total cumulative registrations to the portal	101	99	98	97	97	95	92
Grant alerts sent by email to registered users	750	719	607	694	650	637	846

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

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 a grant application.

WASTE MANAGEMENT IMPLICATIONS



Nil.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

The majority of grant funding announcements contained in this report are no longer under embargo. Those that remain under embargo may not be publicly announced until the removal of the embargo restriction.



11. Minutes of Committee Meetings

11.1. Finance Review Committee - 21 November, 2023

Attachments:	1. MINUTES - Finance Review Advisory Committee - 21112023 [11.1.1 - 2 pages]
Responsible Officer:	Derek Finnigan - General Manager
Author:	Josh Hogan (Finance Manager)
Community Plan Issue:	6 - <i>Community Leadership</i>
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 inform Council of a meeting of the Finance Review Advisory Committee held on 21 November 2023.

OFFICER'S RECOMMENDATION

The minutes for the Finance Review Advisory Committee held on 21 November 2023 be NOTED.

Moved: _____ **Seconded:** _____

REPORT

The Executive Officer reports that the Finance Review Advisory Committee met on 21 November 2023.

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

The minutes of these meetings 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 21 November 2023
COMMENCING AT 4:00pm.**

PRESENT: Cr S. Reynolds (Chair), Cr J. Lecky, Cr R. Scholes, Mr D. Finnigan
(General Manager), Mr J. Hogan (Acting Chief Financial Officer) and Mr M.
Lysaught (Director - Property and Place).

IN Cr A. Barry, Cr M. Bowditch, Cr D. Marshall, Cr G. McNeill, Cr B.

ATTENDANCE: Woodruff

1 Acknowledgement of Country

The Acknowledgement of Country was read by Cr R. Scholes.

2 Apologies

RESOLVED on the motion of Cr A. Barry and Cr R. Scholes that:

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

3 Confirmation of Minutes of Previous Meeting

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

The Minutes of the Finance Review Advisory Committee Meeting held
on **17 October, 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 Investments held as at 31 October 2023

RESOLVED on the motion of Cr A. Barry and Cr R. Scholes that:

Council NOTES Council's Investments as at 31 October 2023.



6.2 Monthly Financial Report - October 2023

RESOLVED on the motion of Cr A. Barry and Cr J. Lecky that:
Council NOTES the financial reports as at 31 October 2023.

6.3 September 2023 Quarterly Budget Review

RESOLVED on the motion of Cr A. Barry and Cr J. Lecky that:
Council recommends the proposed changes in the September 2023
Quarterly Budget Review.

8 Date of Next Meeting

TBD

9 Closure

The meeting was declared closed at 4:30pm.

Mr D. Finnigan
General Manager

Cr S. Reynolds
Chairperson



11.2. Events Steering Committee - 22 November, 2023

Attachments:	1. MINUTES - Events Steering Committee - 22112023 [11.2.1 - 2 pages]
Responsible Officer:	Shaelee Welchman (Director - Community & Economy)
Author:	Shaelee Welchman (Director - Community & Economy)
Community Plan Issue:	2 - Social Equity and Inclusion
Community Plan Goal:	An inclusive and interconnected community where everyone enjoys full participation.
Community Plan Strategy:	4.3.1 - Develop and implement a program of Shire events to engage more locals and attract more visitors 4.3.1.1 - Council works in partnership to deliver events which support the

PURPOSE

To inform Council of a meeting of the Events Steering Committee held on 22 November, 2023.

OFFICER'S RECOMMENDATION

The record of the Events Steering Committee meeting held on 22 November, 2023 be NOTED.

Moved: _____ Seconded: _____

REPORT

The Director Community and Economy reports that the Events Steering Committee met on 22 November, 2023. There was no quorum for the meeting.

The record of the meeting is attached for the information of the Councillors.

RECORD OF PROCEEDINGS OF THE EVENTS STEERING COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD VIA TEAMS/THE LOXTON ROOM, ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON WEDNESDAY 22 NOVEMBER, 2023 COMMENCING AT 4:30PM.

PRESENT:	Cr D. Marshall (Chair)
IN ATTENDANCE:	Cr G. McNeill, Cr A. Barry, Mr D. Finnigan (General Manager), Ms S. Welchman (Director of Community Services), Mrs F. Wilton (Economic Development Officer) and Mrs K. Manwarring (Manager, Community Services)

1 Acknowledgement of Country

2 Apologies

RESOLVED that the apology for inability to attend the meeting submitted by Cr D. Douglas and Cr S. Reynolds be noted.

3 Confirmation of Minutes of Previous Meeting

Confirmation of the Minutes of the Events Management Steering Committee Meeting held on **12 September, 2023**, a copy of which has been distributed to all members, will be moved over to the next meeting.

4 Disclosure of Any Pecuniary and Non-Pecuniary Interests

Nil

5 Business Arising

Nil

6 Business

6.1 Australia Day 2024 - Awards and Citizenship Ceremony

Events Committee resolve to recommend to Council that

1. Australia Day 2024 be held at the Muswellbrook Indoor Sports Centre
2. Waiver the entry fees to the Muswellbrook and Denman Aquatic Centre between 12-4pm



6.2 Blue Heeler Film Festival - Post Event Report

The Events Steering Committee notes the report.

6.3 Calendar of Events

The Events Steering Committee notes the regional events calendar.

6.4 New Years Eve Pool Party

Council notes the initial plans for a New Year's Eve event at the Muswellbrook Aquatic Centre.

7 Closed Committee

Nil

8 Date of Next Meeting

TBA

9 Closure

The meeting was declared closed at 5:00pm.

.....
Mr D. Finnigan
General Manager

.....
Cr D. Marshall
Chairperson



11.3. State Significant Development Committee - 4 December, 2023

Attachments:	1. MINUTES - State Significant Development Committee - 4 December 2023 [11.3.1 - 3 pages]
Responsible Officer:	Sharon Pope - Director - Planning & Environment
Author:	Sharon Pope (Director - Planning & Environment)
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:	Not Applicable

PURPOSE

To inform Council of the minutes of the meeting of the State Significant Development Committee held on 4 December, 2023.

OFFICER'S RECOMMENDATION

The minutes for the State Significant Development Committee meeting held on 4 December, 2023 be NOTED.

Moved: _____ Seconded: _____

REPORT

The Director Environmental and Planning Services reports that the State Significant Development Committee met on 4 December, 2023.

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

**MINUTES OF THE STATE SIGNIFICANT DEVELOPMENT COMMITTEE MEETING OF
THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM,
ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON Monday 4
December 2023 COMMENCING AT 4:00PM.**

PRESENT: Cr S. Reynolds (Chair), Cr J. Lecky, Cr G. McNeill, Cr R. Scholes and Cr B. Woodruff.

IN ATTENDANCE: Cr M. Bowditch, Cr D. Marshall, Mr D. Finnigan (General Manager), Ms S. Pope (Director – Planning & Environment), Ms T. Folpp (Development Compliance Officer), Mrs K. Scholes (Manager - Roads, Drainage & Technical Services), and Mrs Imelda Williams (Technical Officer - Traffic & Roads)

1 Acknowledgement of Country

Acknowledgement of Country

Council would like to respectfully acknowledge the local Aboriginal people who are the Traditional Owners and custodians of the land on which this meeting takes place

2 Apologies

RESOLVED on the motion of Cr B. Woodruff and Cr J. Lecky that:

The apology for inability to attend the meeting submitted by Cr L. Dunn be ACCEPTED.

3 Confirmation of Minutes of Previous Meeting

RESOLVED on the motion of Cr B. Woodruff and Cr G. McNeill that:

The Minutes of the State Significant Development Committee Meeting held on **11 September, 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

Cr B. Woodruff - Declared a pecuniary interest in Item 6.3. Cr B. Woodruff advised the Committee that his employer undertakes work for MACH Energy.

Cr G. McNeil - Declared a significant non-pecuniary interest in Item 6.1 and 6.2. Cr G. McNeil advised the Committee that his employer is in the business of Energy.

5 Business Arising

Nil



6 Business

6.1 Denman BESS - Project Introduction

This item has been deferred to the next meeting.

6.2 Bowmans Creek Wind Farm - Submission to the Independent Planning Commission

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

The Committee supports the staff to submit the draft submission to the IPC for the Bowmans Creek wind farm provided in Attachment A taking into account the further items discussed.

This item be reported to the December Ordinary Council meeting.

6.3 MACH Energy- Mount Pleasant Operations- Northern Link Road

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

The State Significant Development Committee ENDORSES the preparation of a draft Deed of (Works) Agreement with MACH Energy to include, but to be not limited to, the following matters:

- Design criteria and responsibilities of the new road;
- Construction of the new road;
- Road dedication;
- Closure and sale of redundant roads including part of Castlerock, Belgrave and Coal Creek Roads;
- Additional works to Castlerock Road to address safety in terms of transition to the existing road environment.

6.4 Activities Summary for State Significant Development and Energy Generation Projects

RECOMMENDED on the motion of Cr J. Lecky and Cr B. Woodruff that:

The information contained in this report be noted.

8 Date of Next Meeting

12 February, 2023



9 Closure

The meeting was declared closed at 4:49PM.

Mr D. Finnigan
General Manager

Cr S. Reynolds
Chairperson



11.4. Future Fund Committee - 7 December, 2023

Attachments:	1. MINUTES - Future fund Committee - 7 December 2023 [11.4.1 - 2 pages]
	2. AGENDA - Future Fund Committee - 7 December 2023 [11.4.2 - 15 pages]
Responsible Officer:	Derek Finnigan - General Manager
Author:	Josh Hogan (Finance Manager), Matthew Lysaught (Director Property & Place)
Community Plan Issue:	1 - <i>Economic Prosperity</i>
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 inform Council of a meeting of the Future Fund Committee held on 7 December 2023.

OFFICER'S RECOMMENDATION

The minutes for the Future Fund Committee meeting held on 7 December 2023 be ADOPTED.

Moved: _____ **Seconded:** _____

REPORT

The Acting Chief Financial Officer and Director Property and Place reports that the Future Fund Committee met on 7 December 2023.

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

Further, the Agenda and respective report of the meeting is attached with the Schedule redacted for private residences.

**MINUTES OF THE FUTURE FUND ADVISORY COMMITTEE MEETING OF THE
MUSWELLBROOK SHIRE COUNCIL HELD IN LOXTON ROOM ON 7 DECEMBER 2023
COMMENCING AT 4:30PM.**

PRESENT: Cr S.M. Reynolds (Mayor), Cr D. Douglas, Cr R. Mahajan, Cr R. Scholes, Cr J. Lecky, Cr B. Woodruff, Mr D. Finnigan, Mr J. Hogan and Mr M. Lysaught.

IN ATTENDANCE:

1 Acknowledgement of Country

The Acknowledgement of Country was read by Cr D. Douglas.

2 Apologies

Nil

3 Confirmation of Minutes of Previous Meeting

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

The Minutes of the Future Fund Committee Meeting held on **13 July, 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 Future Fund Strategy - Financial Implications

Mr M. Lysaught made a presentation to the Committee and a general discussion was held.

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

The Committee recommends Council removes the identified assets from the Future Fund.



7 Closed Committee

Nil

8 Date of Next Meeting

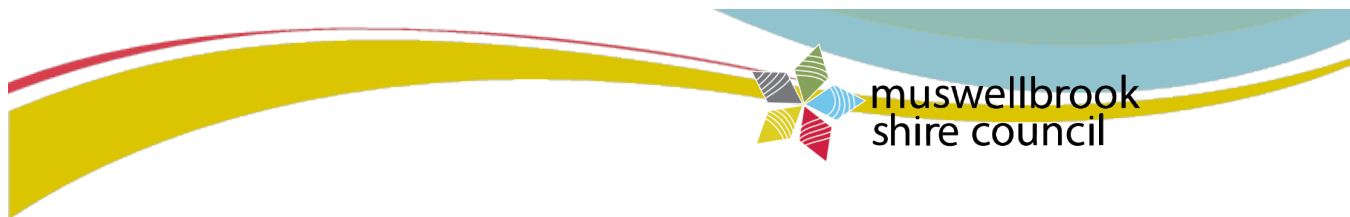
TBD

9 Closure

The meeting was declared closed at 5:01PM.

Mr D. Finnigan
General Manager

Cr S. Reynolds
Chairperson

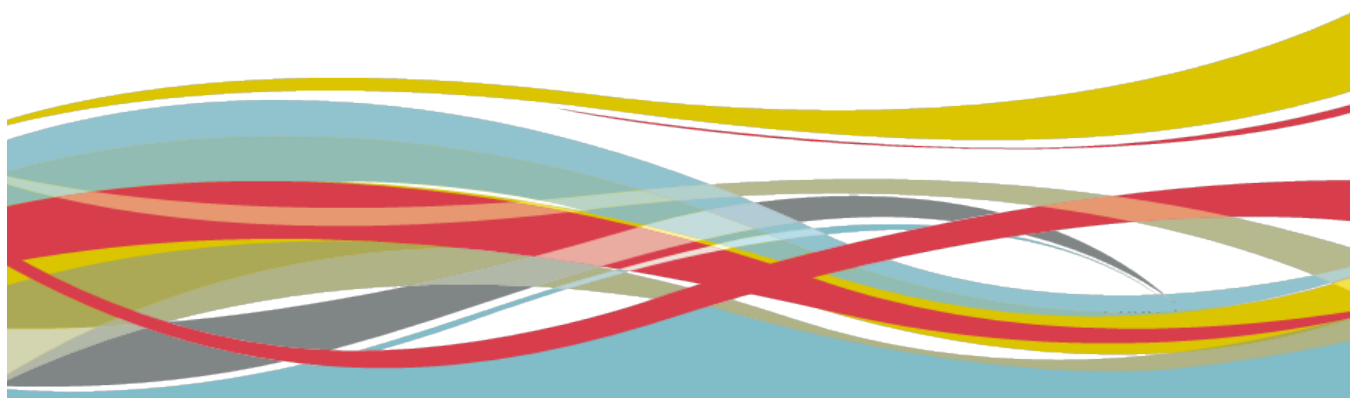


Muswellbrook Shire Council

FUTURE FUND COMMITTEE

BUSINESS PAPER

7 DECEMBER 2023





Future Fund Advisory Committee

Terms of Reference

1. Objective

The objective of the Future Fund Advisory Committee (the Committee) is to achieve the scope of the Future Fund as set out in the Future Fund Policy MSC03E.

The Committee will report to Council and provide recommendations on matters relevant to the Future Fund. In particular, the Committee will make recommendations as to the acquisition, development, demolition, or disposal of assets.

2. Authority

Muswellbrook Shire Council authorises the Committee, within the scope of its role and responsibilities to:

- Request information required to inform decision making (subject to their legal obligations to protect information and with prior consultation with the General Manager),
- Request information from employees (with approval of the General Manager). They may request these persons to present information at the Committee meetings to assist in understanding any matter under consideration.
- Obtain external legal or other professional advice, as considered necessary to meet its responsibilities (in accordance with Council Budget and procurement arrangements and subject to prior consultation with the General Manager).

3. Composition and Tenure

The Committee shall be constituted by the following positions:

- The Mayor (Chair), or a delegate,
- 3 Councillor(s),
- General Manager,
- Chief Financial Officer,
- Manager Works, Property and Building Services, and
- Independent Financial Advisor.

Members will be appointed for the term of the Council.

All members of the Committee can vote.

4. Reporting

In October each year, the Committee shall provide a report to Council and Council shall provide a report to the community which sets out the performance of the Future Fund against its purposes set out in the Future Fund Policy MSC03E.

5. Administrative Arrangements

5.1 Meetings

The Committee will meet at least four times per year to review the budget and assets in the Future Fund.



The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year.

The Committee shall comply with Council's adopted Code of Meeting Practice and Code of Conduct.

5.2 Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee members. Meetings can be held in person, by telephone or by video conference

5.3 Voting

The Committee is expected to make decisions by consensus but if voting becomes necessary then the details of the vote are to be recorded in the minutes. Each member of the Committee shall be entitled to one vote only. In the case of an equality of votes on any issue the Chair shall have the casting vote.

5.4 Secretariat

The General Manager will ensure that appropriate secretariat support is provided to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meeting are prepared and maintained.

Minutes shall be approved by the Chair and circulated to all Committee members within two weeks of the meeting and filed in accordance with Council's Records Management Policy.

5.5 Conflicts of Interest

Members of Council committees must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council officials. It is the personal responsibility of Council officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

Committee members must declare any conflict of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflict of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

5.6 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

5.7 Assessment Arrangements

The Chair of the Committee will initiate a review of the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

5.8 Review of Future Fund Advisory Committee Terms of Reference



FUTURE FUND COMMITTEE AGENDA

7 December 2023

At least once every two years the Committee will review the Future Fund Advisory Committee Terms of Reference and make recommendations on any changes to Council for its determination.

Any changes to the Terms of Reference must be approved by Council.

The Future Fund Advisory Committee Terms of Reference should also be reviewed and adopted at least once during each term of Council at an open meeting of Council.



FUTURE FUND COMMITTEE AGENDA

7 December 2023

MUSWELLBROOK SHIRE COUNCIL

P.O Box 122

MUSWELLBROOK

5 December, 2023

Cr D. Douglas

Cr R. Mahajan

Cr R. Scholes

Cr B. Woodruff

Mr D. Finnigan

Mr J. Hogan

Mr M. Lysaught

You are hereby requested to attend the Future Fund Committee to be held in the Loxton Room, Administration Centre, Campbell's Corner 60-82 Bridge St, Muswellbrook NSW 2333 on **7 December 2023** commencing at 4:30 pm.

Josh Hogan

ACTING CHIEF FINANCIAL OFFICER



Order of Business

1 Acknowledgement of Country	7
2 Apologies	7
3 Confirmation of Minutes of Previous Meeting	7
4 Disclosure of Any Pecuniary and Non-Pecuniary Interests	10
5 Business Arising	10
6 Business	11
6.1 Future Fund Strategy - Financial Implications	11
7 Closed Committee	15
8 Date of Next Meeting	15
9 Closure	15



1 Acknowledgement of Country

Acknowledgement of Country

Council would like to respectfully acknowledge the local Aboriginal people who are the Traditional Owners and custodians of the land on which this meeting takes place

2 Apologies

3 Confirmation of Minutes of Previous Meeting

RECOMMENDATION

The Minutes of the Future Fund Committee Meeting held on **13 July, 2023**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

Moved: _____ **Seconded:** _____

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.

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

FUTURE FUND COMMITTEE AGENDA

7 December 2023



FUTURE FUND COMMITTEE MINUTES

13 July 2023

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

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Attachment 3.1.1 MINUTES - Future Fund - 13072023

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4 Disclosure of Any Pecuniary and Non-Pecuniary Interests

5 Business Arising

Nil



6 Business

6.1 Future Fund Strategy - Financial Implications

Attachments:	1. 2022-2023 Future Fund Schedule of Properties Financials [6.1.1 - 1 page]
Responsible Officer:	Derek Finnigan - General Manager
Author:	Matthew Lysaught (Director Property & Place)
Community Plan Issue:	1 - Economic Prosperity
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 review the financial implications of removing identified assets from the Future Fund.

OFFICER'S RECOMMENDATION

The Committee recommends Council removes the identified assets from the Future Fund.

Moved: _____ **Seconded:** _____

BACKGROUND

At the 13 July 2023 Future Fund Committee meeting, it was recommended that Council consider removing several identified assets from the Future Fund.

The assets identified were primarily properties that did not have an investment or commercial development purpose, but, rather, operational and community purposes, for example, staff housing was discussed, and while it provides a return on investment it was also recognised that it serves the purpose of attracting and retaining staff for Council.

The Committee recommended:

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.

This recommendation was subsequently reported and adopted by Council at the 25 July 2023 Ordinary Council meeting.

The recommendation had followed several reviews of the Future Fund, commencing from



late 2021, in reviewing the Future Fund Policy and the Long-Term Financial Plan and as part of a review of Council's Financial Strategy in 2022, and a further councillor workshop conducted in February 2023.

In finalising Council's Financial Statements for 2022-23 the Future Fund Schedule of Properties financial information attached to this report has been updated to 30 June 2023, and has been reviewed to assist Council in understanding the financial implications of removing identified assets from the Future Fund.

The financial implications of removing assets from the Future Fund to the General Fund have been considered to provide a clear focus for the Future Fund to hold assets for investment and/or commercial development purposes, while trying to ensure neither Fund is adversely impacted financially by the decisions.

CONSULTATION

Acting Chief Financial Officer

General Manager

REPORT

In the attached 2022-23 Future Fund Schedule of Properties financial information, all the properties that Council retains and that have been included in the Future Fund in revisions of the Policy and Schedule over the last two years are listed.

The properties highlighted in green are proposed to be retained in the Future Fund held for investment purposes and are able, on Council approval, and ideally when market conditions are favourable, to be sold and/or are properties held for commercial development purposes. These properties may be developed to achieve several objectives, for example, town centre renewal, however their primary purpose remains to build an investment property this is able to be disposed of on merit.

The properties highlighted in blue are the assets proposed to be moved from the Future Fund to the General Fund, totalling approximately \$35,000,000 in value, with valuations a combination of market value and, more substantially, depreciated cost valuation. They include, for example, Campbells Corner because, it has mostly operational and community purposes. It is where Council's Administration Centre is located on the ground floor, and the first floor is home to the Upper Hunter Conservatorium of Music. While Campbells Corner has commercial tenants and further opportunities for commercial development, the likelihood that Council would sell Campbells Corner in the short to medium term would be very low, as the property serves other purposes than those of investment and/or commercial development.

The Seven Hills property, however, is an investment with no other operational or community purpose. Therefore, Council could choose, at any time, to place the property for sale if it were considered worthwhile. The Muswellbrook Marketplace was similarly purchased for investment purposes, but with some commercial development objectives to achieve, for example, connecting the large retail centre with the main street.

While there is a significant movement in the value of assets from the Future Fund to the General Fund, the negative financial impact on the General Fund operating result has been kept to a minimum at approximately \$25k, and the General Fund negative cash effect is \$143k. This will require a reduction in the General Fund Capital Budget of \$143k. As part of this restructure, Sam Adams College and the Tertiary Education Centre remain in the Future Fund on the grounds that both properties have a commercial development role and opportunities.

OPTIONS



The Committee may consider other changes for the Future Fund.

CONCLUSION

The Committee proceeds as recommended, continuing to evolve the Future Fund for sustainable growth and a future revenue source for Council.

SOCIAL IMPLICATIONS

An objective of the Future Fund is to facilitate intergenerational equity.

FINANCIAL IMPLICATIONS

Council has reduced General Fund capital contribution the Future Fund for 2023-24 to \$1.3m, and in subsequent forward estimates to 2024-25 \$1m, 2025-26 \$600k, and 2026-27 \$400k.

POLICY IMPLICATIONS

Future Fund Policy.

STATUTORY IMPLICATIONS

Nil known.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

Nil known.

RISK MANAGEMENT IMPLICATIONS

Offsetting risks associated with Council's rate base while managing risks associated with the growth of the Future Fund.

WASTE MANAGEMENT IMPLICATIONS

Nil known.

COMMUNITY CONSULTATION/MEDIA IMPLICATIONS

There appears to be a need for greater communication to the community about the Future Fund.

No.	Purpose	Common Name of Asset	INCOME 2023	EXPENSES 2023 (incl. borrowing costs & depreciation)	Borrowing Costs 2023	Depreciation Expenses 2023	Operating Result (2023) (incl. borrowing costs & depreciation)	OPERATING RESULT 2023 (without borrowing costs & depreciation)	2023 Principal Loan Capital Repayments	Cash Result	RETURN (incl. borrowing costs & depreciation) %	RETURN (without borrowing costs & depreciation) %	2022 VALUATIONS	2023 VALUATION (yellow is not market valuation)	DIFFERENCE BETWEEN 2023	Loan balance as at 30 June 2023	CAPITAL GROWTH %	COMMENTS/ RECOMMENDATIONS	Currently in Future Fund	Future Fund Change in Operational Result (incl. borrowing costs & Depreciation)	Future Fund Change in Capital Budget	Future Fund Change in Asset Value	General Fund Change in Operational Result	General Fund Change in Capital Budget	General Fund Change in Asset Value	
1	Commercial Development	84 Bridge Street, Muswellbrook	\$53,162	\$3,729	-	-	\$49,433	\$49,433	-	\$49,433	5.00%	5.00%	-	\$990,000	\$990,000	-	0.2%	Held for sale to be redeveloped.	Yes	\$0	\$0	\$0	\$0	\$0	\$0	
2	Held for Demolition	88 Bridge Street, Muswellbrook	\$1,318	\$42,264	\$25,189	-	(\$40,946)	(\$15,757)	-	(\$40,946)	-4.31%	-1.66%	\$630,000	\$740,000	\$110,000	-	-22.1%	Held for Civic Precinct redevelopment and set for demolition.	Yes	\$40,946	\$0	-\$740,000	-\$40,946	\$0	\$740,000	
3	Investment	83A Hill Street, Muswellbrook	-	\$4,452	-	-	(\$4,452)	(\$4,452)	-	(\$4,452)	-2.23%	-2.23%	\$210,000	\$195,000	-\$15,000	-	-2.6%	Land adjacent to the Muswellbrook Marketplace to be consolidated in future sale.	Yes	\$0	\$0	\$0	\$0	\$0	\$0	
4	Held for Demolition	88 Bridge Street, Muswellbrook	\$431	\$4,136	-	-	(\$3,705)	(\$3,705)	-	(\$3,705)	-1.76%	-1.76%	\$210,000	\$1,041,000	\$831,000	-	395.7%	Held for Civic Precinct redevelopment and set for demolition.	Yes	\$3,705	\$0	-\$1,041,000	-\$3,705	\$0	\$1,041,000	
5	Held for Demolition	106 Bridge Street, Muswellbrook	-	\$907	-	-	(\$907)	(\$907)	-	(\$907)	-0.25%	-0.25%	\$387,796	\$1,067,000	\$709,214	-	198.2%	Held for Civic Precinct redevelopment and set for demolition.	Yes	\$907	\$0	-\$1,067,000	-\$907	\$0	\$1,067,000	
6	Held for Demolition	108 Bridge Street, Muswellbrook	\$603	\$1,015	-	-	(\$412)	(\$412)	-	(\$412)	-0.10%	-0.10%	\$403,500	\$633,000	\$229,500	-	56.9%	Held for Civic Precinct redevelopment and set for demolition.	Yes	\$412	\$0	-\$633,000	-\$412	\$0	\$633,000	
7	Held for Demolition	140 Bridge Street, Muswellbrook	-	\$150,250	\$117,534	\$2	(\$150,250)	(\$32,714)	\$208,834	(\$358,082)	-1.71%	-0.37%	\$1,100,000	\$7,688,318	\$6,588,318	-	-12.5%	New Donald Home Building.	Yes	\$150,250	\$208,834	-\$7,688,318	-\$150,250	\$208,834	\$7,688,318	
8	Town Beautification		\$14,799	\$7,711	-	-	\$7,078	\$7,078	-	\$7,078	2.87%	2.87%	\$285,000	\$345,000	\$60,000	-	30.2%	Purchased for improvements to Denman town entry.	Yes	-\$7,078	\$0	-\$345,000	\$7,078	\$0	\$345,000	
9	Investment	5 Sharon Road, Seven Hills	\$967,446	\$480,831	\$267,603	-	\$966,615	\$735,218	-	\$966,615	5.76%	7.84%	\$17,000,000	\$18,000,000	\$1,000,000	-	62.3%	Upgrade industrial investment property.	Yes	\$0	\$0	\$0	\$0	\$0	\$0	
10	Commercial Development	Brook Street Plaza, 30 Brook Street Muswellbrook	\$55,483	\$49,161	\$21,051	-	\$6,322	\$27,373	-	\$6,322	0.45%	1.97%	\$800,000	\$1,125,000	\$325,000	-	-19.1%	Held for sale to be redeveloped.	Yes	\$0	\$0	\$0	\$0	\$0	\$0	
11	Operational & Community	Campbell's Corner, Ground Floor, 60 Bridge Street, Muswellbrook	\$444,377	\$271,941	\$81,042	-	\$172,436	\$253,478	-	\$172,436	1.94%	2.85%	\$6,480,000	\$17,170,000	\$10,690,000	-	93.0%	Purchase price reflects capital investment works in 2015/16. Council's Administration Centre.	Yes	-\$172,436	\$0	-\$17,170,000	\$172,436	\$0	\$17,170,000	
12	Operational & Community	Upper Hunter Conservatorium of Music, Campbell's Corner, First Floor, 60 Bridge Street, Muswellbrook	\$72,939	\$18,817	\$23,562	\$76,167	(\$45,878)	\$59,881	-	\$30,289	-	-	\$775,000	-	-\$775,000	-	-	Sold to UHEDC and returned to Council. Market Assessment for valuation. Lot 9 sold to UHEDC for \$279,000. Lot 9 Council purchased from UHEDC for \$1.	Yes	\$45,878	\$0	\$0	-\$45,878	\$0	\$0	
13	Commercial Development	Old Munro Road, Muswellbrook (Council industrial subdivision)	-	\$4,351	-	-	(\$4,351)	(\$4,351)	-	(\$4,351)	-	-	\$425,000	\$285,000	-\$140,000	-	-	Sold to UHEDC and returned to Council. Market Assessment for valuation. Lot 9 sold to UHEDC for \$279,000. Lot 9 Council purchased from UHEDC for \$1.	Yes	\$0	\$0	\$0	\$0	\$0	\$0	
14	Investment	HACC Building, 155 Maitland Street, Muswellbrook	\$80,288	\$10,409	-	-	\$69,879	\$69,879	-	\$69,879	8.57%	8.57%	\$1,235,000	\$1,175,000	-\$60,000	-	44.2%	Historic market valuation used as purchase price.	Yes	\$0	\$0	\$0	\$0	\$0	\$0	
15	Operational & Community	Loxon House, 142 Bridge Street Muswellbrook	\$873	\$29,861	-	\$10,414	(\$28,988)	(\$18,574)	-	(\$18,574)	-1.98%	-1.27%	\$800,000	\$2,386,000	\$1,586,000	-	62.8%	Currently vacant due to refurbishment works.	Yes	\$28,888	\$0	-\$2,386,000	-\$28,888	\$0	\$2,386,000	
16	Operational & Community	Land Development - Queen Street, Muswellbrook	-	-	-	-	-	-	-	-	0.00%	0.00%	\$643,000	\$869,000	\$226,000	-	52.5%	Note: Purchase price is previous collated market valuations. Land development valuations collated.	Yes	\$0	\$0	-\$869,000	\$0	\$0	\$869,000	
17	Operational & Community	Land Development - Adams Street, Muswellbrook (included in Queen Street)	-	\$17,525	-	-	(\$17,525)	(\$17,525)	-	(\$17,525)	-	-	-	\$115,000	\$115,000	-	-	Land development valuations collated.	Yes	\$17,525	\$0	-\$115,000	-\$17,525	\$0	\$115,000	
18	Operational & Community	Land Development - Turner Street, Denman (included in Queen Street)	-	\$2,049	-	-	(\$2,049)	(\$2,049)	-	(\$2,049)	-	-	-	\$315,000	\$315,000	-	-	Land development valuations collated.	Yes	\$2,049	\$0	-\$315,000	-\$2,049	\$0	\$315,000	
19	Investment	Market House, 2-4 Market Street, Muswellbrook	\$73,830	\$30,365	-	-	\$43,465	\$43,465	-	\$43,465	5.27%	5.27%	\$930,000	\$1,030,000	\$100,000	-	24.8%	Development Approval to relocate tenant from Brook St Plaza.	Yes	\$0	\$0	\$0	\$0	\$0	\$0	
20	Investment/ Commercial Development	Marketplace, 72-78 Brook Street, Muswellbrook	\$3,787,610	\$1,508,789	\$358,602	-	\$2,228,821	\$2,587,423	\$3,541,504	(\$1,312,683)	6.40%	7.49%	\$36,000,000	\$35,000,000	-\$1,000,000	-	1.3%	Capital investment includes refurbishment work on purchase and replacement of 405 air-conditioning units.	Yes	\$0	\$0	\$0	\$0	\$0	\$0	
21	Commercial Development	Sam Adams College, 63 Maitland Street, Muswellbrook	\$262,272	\$461,387	-	\$281,064	(\$199,115)	\$81,949	-	\$81,949	-2.83%	1.17%	\$6,765,000	\$4,843,800	-\$1,921,200	-	-3.7%	Historic depreciated cost valuation used as purchase price.	Yes	\$0	\$0	\$0	\$0	\$0	\$0	
22	Commercial Development	Upper Hunter Tertiary Education Centre, 67 Hill St, Muswellbrook	\$344,989	\$376,964	\$14,034	\$246,588	(\$31,975)	\$228,647	-	\$214,613	-0.42%	2.98%	\$9,965,000	\$7,592,000	-\$2,373,000	-	29.8%	Historic depreciated cost valuation used as purchase price.	Yes	\$0	\$0	\$0	\$0	\$0	\$0	
23	Commercial Development	Wolambi Future Residential, 35-53 Wolambi Road, Muswellbrook	-	-	-	-	-	-	-	-	0.00%	0.00%	\$380,000	\$390,000	\$10,000	-	2.6%	Held for development of housing.	No	\$0	\$0	\$390,000	\$0	\$0	-\$390,000	
24	Commercial Development	Wolambi Future Residential, 149-151 Wolambi Road, Muswellbrook	-	-	-	-	-	-	-	-	0.00%	0.00%	\$102,282	\$125,000	\$22,718	-	22.2%	Held for development of housing.	No	\$0	\$0	\$125,000	\$0	\$10	-\$125,000	
25	Operational & Community	Wendmere Cottage, 133-134 Bridge St, Muswellbrook	\$5,464	-	-	-	\$5,464	\$5,464	-	\$5,464	-	-	-	\$628,000	\$628,000	-	-	0.0%	State Heritage Building to being used as Visitor Information Centre.	No	-\$5,464	\$0	\$0	\$0	\$0	\$0
26	Investment	Wondershool (Timothy) 54 Kumpakeel Street, Timorby ACT	\$479,555	\$144,982	\$125,349	-	\$334,573	\$459,922	\$919,999	(\$185,426)	4.29%	5.90%	\$8,180,000	\$8,200,000	\$20,000	-	5.1%	Carleinsville investment property.	Yes	\$0	\$0	\$0	\$0	\$0	\$0	
27	Commercial Development	111 Brook Street, Muswellbrook	-	\$2,210	-	-	(\$2,210)	(\$2,210)	-	(\$2,210)	-1.11%	-1.11%	\$200,000	\$263,000	\$63,000	-	31.5%	Held for development of housing.	Yes	\$0	\$0	\$0	\$0	\$0	\$0	
28	Operational & Community		\$140,112	\$54,923	\$11,231	-	\$85,189	\$96,420	-	\$85,189	2.78%	3.15%	\$3,175,000	\$865,000	-\$2,310,000	-	-71.8%	Staff housing collated.	Yes	-\$85,189	\$0	-\$865,000	\$85,189	\$0	\$865,000	
29	Commercial Development		\$38,422	\$8,162	-	-	\$30,260	\$30,260	-	\$30,260	3.81%	3.81%	\$1,115,000	\$1,025,000	-\$90,000	-	28.0%	Held for gateway development.	Yes	\$0	\$0	\$0	\$0	\$0	\$0	
30	Operational & Community		-	-	-	-	-	-	-	-	-	-	-	\$1,323,000	\$1,323,000	-	-	Staff housing collated.	Yes	\$0	\$0	-\$1,323,000	\$0	\$0	\$1,323,000	
31	Operational & Community		-	-	-	-	-	-	-	-	-	-	-	\$1,010,000	\$1,010,000	-	-	Staff housing collated.	Yes	\$0	\$0	-\$1,010,000	\$0	\$0	\$1,010,000	
32	Commercial Development		-	-	-	-	-	-	-	-	-	-	-	\$423,000	\$423,000	-	-	Held for development of housing.	Yes	\$0	\$0	\$0	\$0	\$0	\$0	
33	Development		\$6,623,943	\$3,787,191	\$985,227	\$614,236	\$3,066,772	\$4,666,234	\$4,270,337	-\$495,335	3.14%	4.79%	\$98,136,668	\$116,434,118	\$18,297,650	\$0	19.3%			\$20,483	\$208,834	-\$35,652,318	-\$25,897	\$208,863	\$36,652,318	

Notes:

Green identifies properties proposed to remain in the Future Fund.

Blue identifies properties proposed to move to the General Fund.



7 Closed Committee

Nil

8 Date of Next Meeting

TBD

9 Closure



12. Notices of Motion

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. Contract 2020-2021-0443A Principal Design Consultant for CI Depot (Re-Issue)

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.

17.2. 2024 Australia Day Nominations Committee Meeting

This report is CONFIDENTIAL under the provisions of Section 10A(2)(f) of the Local Government Act 1993, as it relates to matters affecting the security of the council, councillors, council staff or council property.

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

17.3. Regional Procurement Tender T142324HUN - Tree Maintenance

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.

17.4. Request for Bin Service

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. Muswellbrook Aquatic Centre Kiosk

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.

17.6. Marketplace Laneway

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: 23 January, 2023