



muswellbrook
shire council

Muswellbrook Shire Council

ORDINARY COUNCIL MEETING

BUSINESS PAPER

TUESDAY 27 AUGUST 2024



MUSWELLBROOK SHIRE COUNCIL

P.O Box 122
MUSWELLBROOK
22 August, 2024

Councillors,

You are hereby requested to attend the Ordinary Council Meeting to be held in the Seminar Room, Muswellbrook Library, Bridge Street, Muswellbrook on **Tuesday 27 August 2024** commencing at 6:00 pm.

Derek Finnigan
GENERAL MANAGER



Council Meetings

Meeting Principles

Council and committee meetings should be:

- Transparent:* Decisions are made in a way that is open and accountable.
- Informed:* Decisions are made based on relevant, quality information.
- Inclusive:* Decisions respect the diverse needs and interests of the local community.
- Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
- Respectful:* Councillors, staff and meeting attendees treat each other with respect.
- Effective:* Meetings are well organised, effectively run and skilfully chaired.
- Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

Public Forums

The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.

To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by no later than 9.00 am two (2) days prior to the day of the meeting before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than 3 days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.

Each speaker will be allowed 2 minutes to address the council. This time is to be strictly enforced by the chairperson.



Declarations of Interest

Statement of Ethical Obligations

Councillors are reminded of their oath or affirmation of office, made under section 233A of the NSW Local Government Act 1993, to undertake the duties of the office of Councillor in the best interests of the people of Muswellbrook Shire and Muswellbrook Shire Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them, under the Local Government Act 1993 or any other Act, to the best of their ability and judgment. Pursuant to the provisions of the Muswellbrook Shire Council Code of Meeting Practice and the Muswellbrook Shire Council Code of Conduct, Councillors are reminded of their obligations to disclose and appropriately manage conflicts of interest.

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

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

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

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

- Significant
- Less than significant

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

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

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



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- 1. Applications for Attendance via Audio Visual Link**
- 2. Acknowledgement of Country**
- 3. Civic Prayer**
- 4. Apologies and Applications for a Leave of Absence**
- 5. Confirmation of Minutes**

Ordinary Council Meeting held in 23 July, 2024

RECOMMENDATION

The Minutes of the Ordinary Council Meeting held on **23 July, 2024**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

Moved: _____ **Seconded:** _____

- 6. Disclosure of any Pecuniary or Non-Pecuniary Interests**
- 7. Mayoral Minute**
- 8. Public Participation**
- 9. Business Arising (From Previous Meetings)**

Nil

Nil



10. Business (Specific Reports)

10.1. Planning and Environment

10.1.1.	Monthly Report to Council - Planning, Environment and Regulatory Services
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Attachments:	Nil
Responsible Officer:	Sharon Pope - Director - Planning & Environment
Author:	Jenna Cambourn (Administration Officer), Michael Brady (Sustainability 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.

OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ Seconded: _____

REPORT

PLANNING AND ENVIRONMENT

Schedule 1: Development Applications Approved (1/7/2024-7/8/2024)

DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2024.44.1	Carport	7 Silky Oak Close Muswellbrook	\$21,500.00
2024.40.1	Alterations and Additions to Existing Motel	6 Crinoline Street Denman	\$177,455.00
2024.37.1	Single Storey Dwelling and Attached Secondary Dwelling	5 Redzel Close Muswellbrook	\$468,925.00
2021.13.2	S4.55(1A) Modification - Continuation of Use of Educational Establishment (Demountable classrooms)	104 Hill Street Muswellbrook	\$-



DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2024.35.1	Storage Premises with Ancillary Meeting Rooms and Amenities	292 Kayuga Road Muswellbrook	\$165,000.00
2024.33.1	Inground Fibreglass Swimming Pool & Associated Barriers	11 Herdsman Close Muswellbrook	\$44,275.00
2024.27.1	Ancillary Development - Shed	4 Waratah Close Muswellbrook	\$31,642.00
2024.31.1	Dwelling with Attached Garage	4 Herdsman Close Muswellbrook	\$592,295.00
2024.29.1	Demolition & Construction of Shed	10 St Andrews Place Muswellbrook	\$43,170.00
2024.11.1	Detached Secondary Dwelling	9 Adams Street Muswellbrook	\$151,500.00
2024.5.1	Carport	71 Virginia Street Denman	\$10,989.00
2024.3.1	Retaining wall and outdoor deck	9 Shearer's Close Muswellbrook	\$251,217.00
2023.128.1	Subdivision of One (1) Lot into Two (2) Lots	20 Honey Lane Sandy Hollow	\$27,500.00
2023.131.1	Demolition of a dwelling and construction of multi-dwelling housing comprised of four (4) dwellings	35 Scott Street Muswellbrook	\$1,196,490.00
2023.100.1	Demolition of existing structures, construction of commercial premises (comprising two units) and serviced apartments (comprising 9 units) and strata subdivision	37 Ogilvie Street Denman	\$1,441,202.00
2024.26.1	proposed Unit development two attached and two separate	28 Hunter Terrace Muswellbrook	\$230,000.00
2023.91.2	The Sandy Hollow Charity Moto Fest. 1 Day Event annually. Vintage Car show Mower Demonstrations Food and Trade Stalls	1607 Merriwa Road Sandy Hollow	\$1,000.00

TOTAL = 17

**Schedule 2: Development Applications Currently Being Assessed As at 7/8/2024**

DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2023.4.3	S4.55(1A) Modification - Renovations & Accessible Entry	14 Aberdeen Street Muswellbrook	\$181,650.00
2024.56.1	Steel Framed Shed	105 Sydney Street Muswellbrook	\$34,650.00
2024.58.1	Steel Framed Shed	9 Shaw Crescent Muswellbrook	\$25,000.00
2024.52.1	Secondary Dwelling	15 Lou Fisher Place Muswellbrook	\$222,575.00
2024.57.1	Change of Use - Manufacture & Sale of Trailers	15 Blakefield Road Muswellbrook	\$-
2023.91.3	S4.55(2) Modification - Annual Sandy Hollow Charity Motorfest	1607 Merriwa Road Sandy Hollow	\$1,000.00
2024.48.1	Shed and associated slab	5 Sepoy Crescent Muswellbrook	\$57,000.00
2024.54.1	Shed	Wybong Road Muswellbrook	\$70,000.00
2024.53.1	Approval for Existing Shed, Extension & Construction of Second Shed	Bengalla Road Muswellbrook	\$150,000.00
2024.55.1	Four (4) Shade Structures	111a Skellatar Stock Route Muswellbrook	\$39,050.00
2011.10.3	S4.55(2) Modification - 4 x Blocks of Self Storage Units	49 Enterprise Crescent Muswellbrook	\$120,000.00
2024.51.1	Carport & Removal of Existing Awning	7 St Andrews Place Muswellbrook	\$28,000.00
2024.49.1	Inground Fibreglass Swimming Pool and Associated Safety Barriers	10 Lou Fisher Place Muswellbrook	\$82,000.00
2024.47.1	Ancillary Development - Shed & Carport	11 Isobella Street Muswellbrook	\$19,500.00



DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2024.43.1	Dwelling With Attached Secondary Dwelling	30 Foley Street Muswellbrook	\$705,592.00
2024.46.1	Shed	3 Osborn Avenue Muswellbrook	\$40,000.00
2024.45.1	Swimming Pool and Associated Safety Barriers	420 Giants Creek Road Sandy Hollow	\$46,490.00
2024.34.1	Secondary dwelling	Bell Street Denman	\$150,000.00
2024.36.1	Subdivision of (2) Lots into (24) & Construction of multi-dwelling housing comprised of ninety-four (94) dwellings	Ironbark Road Muswellbrook	\$20,679,314.00
2024.39.1	Warehouse	6 Common Road Muswellbrook	\$180,000.00
2024.41.1	Shed, Inground Swimming Pool & Rainwater Tank	3 Shearer's Close Muswellbrook	\$66,000.00
2024.38.1	Swimming Pool	16 Martindale Street Denman	\$76,000.00
2024.32.1	Single Storey Dwelling with attached Secondary Dwelling	8 Sunline Street Muswellbrook	\$495,890.00
2024.12.1	Construction of a 40m Telecommunications Monopole	Cook Street Muswellbrook	\$350,000.00
2023.137.1	Ancillary Shed and Swimming Pool	54 Humphries Street Muswellbrook	\$46,504.00
2024.24.1	Childcare Centre	118 Maitland Street Muswellbrook	\$4,268,105.00
2024.23.1	Inground Swimming Pool & Associated Barriers	27 Chardonnay Street Muswellbrook	\$30,000.00
2024.21.1	Alterations & Additions to Cellar Door Premises	2 Yarrawa Road Denman	\$500,000.00



DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2024.19.1	Subdivision of Two (2) Lots into Three (3) Lots	20 Ogilvie Street Denman	\$15,000.00
2023.140.1	Battery Energy Storage System	981 New England Highway Aberdeen	\$16,883,605.00
2023.139.1	Battery Energy Storage System	981 New England Highway Aberdeen	\$16,883,605.00
2024.9.1	Demolition Of Existing Structures & Construction of Childcare Centre	38 Maitland Street Muswellbrook	\$1,924,000.00
2024.6.1	Shed	14 Hyde Street Denman	\$25,542.00
2023.125.1	Subdivision of Six (6) Lots into Thirteen (13) Lots	3 Bengalla Road Muswellbrook	\$30,000.00
2023.60.1	Dwelling Alterations and additions (pool deck & awning)	22 Lorne Street Muswellbrook	\$35,000.00
2023.123.1	Dwelling - Relocated	478 Sandy Creek Road Muswellbrook	\$135,240.00
2023.112.1	Dwelling House	44 Aberdeen Street Muswellbrook	\$576,090.00
2021.29.2	S4.55(1A) Modification - Relocation of Existing Dwelling & Construct New dwelling	49 Carl Street Muswellbrook	\$490,000.00
2023.72.1	Childcare Centre	200 Bridge Street Muswellbrook	\$2,960,280.00
2023.66.1	Battery Energy Storage System and Associated Shed Structures	105 Merriwa Road Denman	\$16,900,000.00
2023.61.1	Three (3) Lot Subdivision	Golden Hwy Giants Creek	\$20,031.00
2023.14.1	Storage Complex - 103 self-storage units and 12 open storage bays	Turner Street Denman	\$3,555,527.00



DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2022.147.1	Change of Use - Tyre Recycling Facility	12 Carramere Road Muswellbrook	\$2,200,000.00
2023.135.1	Shed	44 Cousins Street Muswellbrook	\$30,000.00
2020.83.1	Subdivision of one lot (1) into three (3)	60-62 Palace Street Denman	\$10,000.00
2019.53.1	Subdivision of Two (2) Lots into Seventy-Five (75) Lots	9027 New England Highway Muswellbrook	\$4,875,600.00
2024.60.1	Establishment of a new K-12 school (Pacific Brook Christian School) on the site - 140 students and 16 staff	72-74 Maitland Street Muswellbrook	\$7,892,500.00
2024.59.1	Construction of single storey dwelling with attached garage	15 Bowman Street Muswellbrook	\$433,000.00
2024.50.1	Construction of a shed and small office to store equipment.	1247 Sandy Creek Road McCullys Gap	\$180,583.00
2024.16.2	Single storey residential dwelling	15 Sunline Street Muswellbrook	\$266,512.00
2023.56.2	Modification - geotechnical investigations for the lower reservoir of the Muswellbrook Pumped Hydro Project	Limestone Road Muswellbrook	\$993,939.00

Total = 51



1.12 Inspect onsite wastewater sewerage systems to ensure they are installed and maintained in compliance with regulatory requirements.

On-site Wastewater Statistics - 13 Month Analysis (2023/2024)

	July 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
Applications Received (new installation)	0	1	1	2	3	0	1	0	0	0	0	1	0
Applications Approved (new installation)	1	2	2	0	1	1	0	1	0	0	0	0	0
Inspections (new system)	0	3	1	3	3	3	0	0	1	0	1	0	0
Inspections (existing system)	1	1	0	0	3	0	1	33	10	13	2	1	0

24.1.5 Registration and inspection of regulated premises (caravan parks, food outlets, skin penetration premises, hairdressers, mortuaries, air handling systems) in accordance with regulatory requirements to ensure public health and safety is protected.

	July 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
Applications Received (new businesses)	11	1	4	1	1	28	2	2	5	1	1	0	0
Inspections (new businesses)	1	0	1	1	2	4	3	2	2	0	1	2	3
Inspections (existing businesses)	1	0	0	0	1	0	3	1	28	14	0	24	1
Re-inspections	0	0	0	0	0	0	0	0	0	0	0	0	0



4.1.1.1 Reduce the environmental impact of development on our community by carrying out regular inspection of building sites and monitoring waste.

Building Site Compliance Inspection Statistics – 13 Month Analysis (2023/2024)

	July 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
Total Sites Inspected	20	16	10	10	15	6	7	10	16	9	11	3	12
Total non-compliant and educated	0	0	1	0	0	0	0	0	0	0	0	0	0
Total compliance after education	0	0	9	0	0	0	0	0	0	0	0	0	0
Total Penalty Notices Issued	0	0	0	0	0	0	2	0	0	0	0	0	0

14.1.11 Continue surveillance and regulation of illegal dumping on an ongoing basis through participation in the Hunter Central Coast Regional Illegal Dumping Squad

13 Month Analysis (2023/2024)

	July 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24
Total Investigations	4	1	1	1	5	1	7	8 (3 reports were also made with no waste actually found or insufficient information to investigate)	5 (1 report made with no waste actually found)	4	5	10	18
Total Clean up by Council - insufficient evidence	3	0	1	0	2	0	3	1	2	0	0	0	0
Total Clean Up by individual	1	0	0	0	0	0	2	1	0	0	0	0	0
Total Penalty Notices Issued	0	0	0	0	0	0	0	0	0	0	0	0	0
Court Attendance Notice Issued	0	0	0	0	0	0	0	0	0	0	0	0	0
Still under investigation	0	0	0	1	3	1	2	6	2	4	5	10	18



24.1.8 Ensure statutory requirements under the Private Swimming Pools Program (Swimming Pool Act 1992) are implemented.

13 Month Analysis (2023-24) – as at 8/1/2024

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Total
Applications for Compliance Certs.	1	1	2	2	1	1	0	3	3	2	3	0	6	25

Total compliance inspections (not inc. finals for OCs)	8	10	10	12	7	5	13	8	5	10	4	6	6	104
Initial Inspections	3	3	7	7	2	2	5	2	4	4	1	4	4	48
Re-inspections	5	7	3	5	5	3	8	6	1	6	3	2	2	56

Compliance Certs / Occ. Certs issued	6	7	7	7	4	2	5	5	1	5	4	3	4	60
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Fees invoiced	\$800	\$700	\$700	\$1600	\$650	\$500	\$900	\$1050	\$514	\$1200	\$572.73	\$650	\$1100	\$10,936.73
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Total Pools in Council's SPR = 997

(Note: 1136 records in SPR but 136 have been notified as demolished, 2 are Council's Public Pools and 1 is on Crown Land)

Current Compliance = 25.27%

SUSTAINABILITY July 2024

National Tree Day

Over 2 weeks, 1350 native seedlings were planted by 180 volunteers and school students. These seedlings will now be maintained by contractors and Council staff. However, the differences between natural areas and parks should be noted. Especially the differences in resourcing.

- 34 people, including 2nd Muswellbrook Scouts and Muscle Creek Landcare, volunteered to plant over 250 native seedlings at Tarinpa.
- 35 Muswellbrook Homeschool and Warrior Disability Services participants planted over 200 seedlings along Muscle Creek.
- 25 Muswellbrook South Public School students and teachers planted over 200 seedlings along Muscle Creek.



- 18 students and teachers from the Polly Farmer Foundation planted 120 seedlings along Muscle Creek.
- Seedlings were given to Muswellbrook Preschool and Little Kindy.

These efforts helped contribute to improving these natural areas by trying to enable native plants to dominate weeds. Big thanks to local residents, schools, community groups for attending. This project has been assisted by the NSW Government through its Environmental Trust.



Parks vs Natural Areas

Council manages parks differently to natural areas for different purposes.

PARKS OR OPEN GREEN SPACES



Provides for recreational and cultural experiences



Areas regularly maintained



Safe for people to use

NATURAL AREAS



Provides habitat for flora and fauna



Fallen tree trunks and longer grass provide habitat for animals



Aims to have native plants dominate weeds



People can admire the animals using these areas (eg birdwatching)



Improves ecological function such as air quality, carbon capture, cooling and soil health




Decreases erosion, salinity and water pollution



Not intended for recreation, they are maintained to support habitat for plants and animals.



Find us on  @Sustainable Futures - Muswellbrook
sustainability@muswellbrook.nsw.gov.au

This project is proudly supported by the NSW Government through the Environmental Trust.



Martindale Landcare Workshops

Workshops were run by Martindale Creek Catchment Landcare by The Regenerative. The workshops were funded through the Major Landcare Projects budget.





Denman Children Centre

Staff had a chat with the kids and staff at the Denman Children Centre about what goes into what bin.

Sustainable Education and Landcare Grants Now Open

Both Sustainable Education and Landcare Grants are now open and close 21 August.

Bird Watching

Bird watching walk was held with Hunter Bird Observers Club experts along Muscle Creek. In total 52 species have been seen on all bird watching walks.

Sustainable Futures – Muswellbrook Facebook

The popularity of the Sustainable Futures – Muswellbrook Facebook page continues to grow. It has now received 1861 page likes and 2,078 page followers. This page continues to be a great way for Council to engage with the community around a range of sustainability topics. This includes promotion of sustainability activities, waste management practices, sewerage management, the Reuse Shop, soft plastic recycling, Sustainability Hub activities, reducing food waste, plastic free July, worm farms, composting, grant projects and more.



10.2. Community Infrastructure

10.2.1. NSW Environmental Trust - Grant Offer

Attachments:	Nil
Responsible Officer:	Matthew Lysaught - Director - Infrastructure & Property
Author:	Joann Polsen (Senior Coordinator Waste Operations), Ivan Skaines (Grants and Community Engagement Advisor)
Community Plan Issue:	5 - <i>Community Infrastructure</i>
Community Plan Goal:	Effective and efficient infrastructure that is appropriate to the needs of our community
Community Plan Strategy:	5.1.3 - Facilitate investment in high quality community infrastructure necessary to a Regional Centre. 5.1.4.4 - Concept design for staged infrastructure improvements outlined in the Waste Facility Masterplan and supported by the Waste Strategy.

PURPOSE

To inform Council that the 2021 Organics Infrastructure Grant offer is declined.

OFFICER'S RECOMMENDATION

Council NOTES the information contained in the report.

Moved: _____ **Seconded:** _____

REPORT

Council applied for grant funding under the NSW Environment Protection Authority's *Waste Less Recycle More* program for a 2021 Organics Infrastructure Grant. Council was successful in this application and was made an offer of funding by the NSW Environmental Trust (the Trust) of \$600,000 for covered aerated static pile (CASP). To date, this offer has not been accepted or declined. No Deed of Agreement has been issued.

Staff have been meeting with the Trust representatives monthly in 2024 to provide progress updates on the project subject to the funding offer 2021/OIS1/0014: Muswellbrook Shire Council Organics Recycling Facility (ORF).

The construction of a CASP organics processing facility has been recognised as Project B, dependent upon the successful execution of Project A - being the Food Organics Garden Organics (FOGO) collection rollout. Staff focus and commitment over the past two years has been on the FOGO rollout, ensuring extensive community education and engagement work, and the development, negotiation, and awarding of the FOGO Processing Contract. This work continues, with the new contract now in place and new working relationships being established alongside the transition of the community into the new FOGO system to reduce refuse generation.



All the 2021 Round Funded Grant Projects currently have a hard end date of June 2026. This will require a facility commissioning date of 31 December 2025 (to allow 6 months data collection reporting requirement by the end date of June 2026). The date cannot be extended. The Trust has explained that the grant program is co-funded from both State and Federal agencies, and, therefore, no flexibility on these end dates is possible.

The Trust has impressed the urgency to finalise and execute the Deed of Agreement (between the Trust and Council) within a reasonable timeframe. Otherwise, the offer is at risk of being withdrawn from Council.

At this point in time, Council staff believe it is not possible to achieve the project milestones in alignment with the Funding Offer and the hard end date. There are several processes to go through to ensure probity and due diligence to proceed into what is likely to be a capital funding agreement with a third party. Therefore, to progress an Organics Recycling Facility, the following activities will need to be included, but not limited to:

- Appoint Probity Adviser;
- Develop procurement plan;
- Legal advice on public – private investment;
- Set up Project Working Group;
- Set up Project Governance Group;
- Develop Tendering documents, conditions of contract;
- Go to market; and
- Assess a range of technologies – which may include engaging an expert panel to assist to determine optimal technology option.

Given the work ahead, staff advise it to be very unlikely that operational status of a facility could possibly be achieved prior to October 2025.

Further, Council is open to a range of possible technologies for future organics processing on site beyond CASP. The technology ultimately selected through a tender process may differ from that detailed in the funding offer. This would require a technical review by the Trust, which is not possible in this funding round.

In contrast, if unconstrained by a funding offer, Council could explore more integrated approaches that consider recovery of resources from refuse prior to landfilling, as well as organics, or other material feedstocks.

At the regular catch-up meeting with the Trust and NSW Environment Protection Authority (EPA) representatives conducted on 13 August 2024, verbal advice was provided from the EPA that future organics infrastructure funding rounds are planned.



10.3. Property and Place

Nil

10.4. Corporate Services

10.4.1. 2023/2024 Operational Plan - 30 June 2024 Quarterly Review

Attachments:	1. Council Review Q 4 2023-2024 [10.4.1.1 - 64 pages]
Responsible Officer:	Derek Finnigan - General Manager
Author:	Amy Cox (Corporate Planning and Reporting Officer)
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:	6.1.3 - Enhance Council's communication with the community to build awareness and understanding of Council's activities and community needs.

PURPOSE

The adopted 2023/2024 Operational Plan has been reviewed over the months of 1 April 2024 to 30 June 2024.

OFFICER'S RECOMMENDATION

Council NOTES the 2023/2024 Operational Plan Fourth Quarter Review dated 30 June 2024.

Moved: _____ **Seconded:** _____

BACKGROUND

The *Local Government Act 1993* requires Council to review its Operational Plan.

CONSULTATION

Manex

Managers and Coordinators

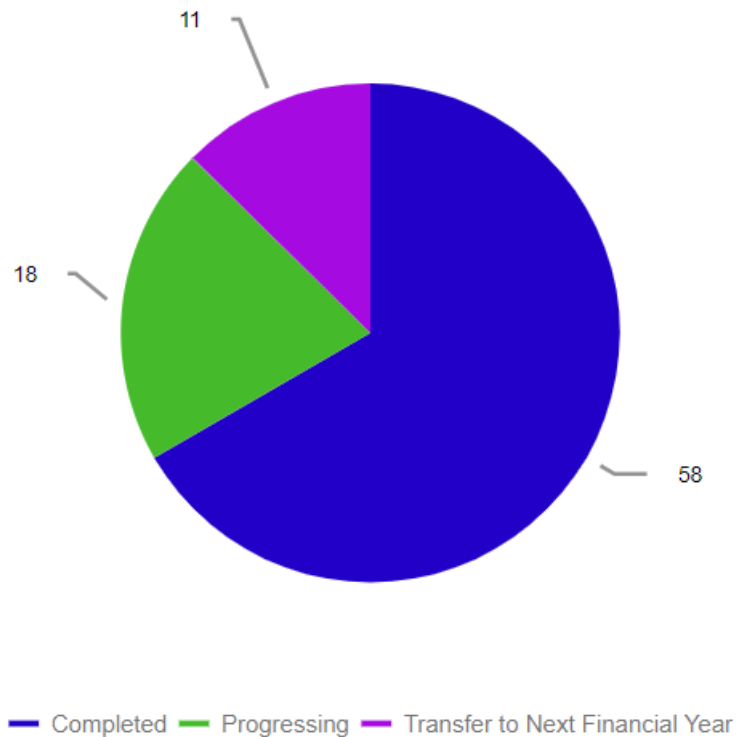
REPORT

Please refer to the Quarter Four 2023/2024 Council Review (attached under separate cover) for the full Operational Plan review for the period 1 April 2024 to 30 June 2024.

Following are overview charts indicating the status of Operational Plan items by Principal Activity Area.

**Overall** - of the 87 activities:

58%	are completed;
18%	are progressing;
11%	Transfer to Next Financial Year





Quarter 4

2023/2024

**Operational Plan
Council Review**

**1 April 2024 –
30 June 2024**


1: Economic Prosperity

01: A dynamic Local economy with full employment for current and future residents in a diverse range of high value industries


01.01: Support job growth within the Shire

01.01.01: Facilitate the expansion of and establishment of new industries and business.


Action: 1.1.1.1 Work with Muswellbrook Coal, State Government and other parties to maximise the economic opportunities on the Muswellbrook Coal site.

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.01.01	Facilitate the expansion of and establishment of new industries and business.	1.1.1.1 Work with Muswellbrook Coal, State Government and other parties to maximise the economic opportunities on the Muswellbrook Coal site.	Completed	100%	Staff assessed requests for the surrender of four older consents related to the site and the haul road to the site, to reduce complexity for future land uses on the site.	


Action: 1.1.1.2 Progress the Place - Delivery Group framework, identified in the Hunter Region Plan 2041, for transition of the Liddell Power Station and Muswellbrook Coal Mine site.

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.01.01	Facilitate the expansion of and establishment of new industries and business.	1.1.1.2 Progress the Place - Delivery Group framework, identified in the Hunter Region Plan 2041, for transition of the Liddell Power Station and Muswellbrook Coal Mine site.	Completed	100%	Staff hold monthly meetings with AGL staff to progress an overall site masterplan to diversify employment uses on the site.	


Action: 1.1.1.3 Collaboratively progress investment, infrastructure and industry opportunities for the Region.

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.01.01	Facilitate the expansion of and establishment of new industries and business.	1.1.1.3 Collaboratively progress investment, infrastructure and industry opportunities for the Region.	Progressing	80%	<p>The economic development team continues to work with a number of interested parties and government across a range of investment and industry opportunities for the region in advanced manufacturing, agriculture, and retail.</p> <p>Council endorsed the Community Benefit Fund Policy and Procedure. The employment land strategy was endorsed by Council and provided to State Government. Council continues to advocate to the State Government around mining future land use opportunities and working with AGL on land use planning, investment attraction, and grant submissions.</p>	

Action: 1.1.1.4 Deliver the Welcome Concierge Pilot in partnership with Regional NSW

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.01.01	Facilitate the expansion of and establishment of new industries and business.	1.1.1.4 Deliver the Welcome Concierge Pilot in partnership with Regional NSW	Completed	100%	<p>The Welcome Experience pilot program concluded on 31 July 2024. During the 11 months of the roll-out, Council supported 39 individuals/families who moved to town, working across all of the five government agencies that were supported by the program. During the fourth quarter, Council conducted four events to introduce newcomers to various groups and workshops, and an additional two planned events were unfortunately cancelled due to wet weather.</p>	


Action: 1.1.1.5 Prepare a Tourism Destination Management plan, including investigate opportunities to allow greater access for the Wollemi National Park

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.01.01	Facilitate the expansion of and establishment of new industries and business.	1.1.1.5 Prepare a Tourism Destination Management plan, including investigate opportunities to allow greater access for the Wollemi National Park	Transfer to Next Financial Year	0%	The project will commence following the recruitment of a Manager Tourism and Economy. Recruitment is being undertaken in July 2024.	


01.02: Diversify the economy, facilitate the development of intensive agriculture innovative manufacturing, health services and other growth industries

01.02.01: Facilitate the diversification of the Shire's economy and support growth of existing industry and business enterprise


Action: 1.2.1.1 Deliver programs and activities in the Hunter Innovation Precinct as an Exemplar economic diversification initiative for the region

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.02.01	Facilitate the diversification of the Shire's economy and support growth of existing industry and business enterprise	1.2.1.1 Deliver programs and activities in the Hunter Innovation Precinct as an Exemplar economic diversification initiative for the region	Completed	100%	<p>The Science, Technology, Engineering and Mathematics (STEM) Innovation Lab continues to experience increased demand from Primary Schools and continued engagement with Muswellbrook High School. With the ability to reduce barriers to access the facility, the program has reached beyond our Shire to include Singleton and Upper Hunter Local Government Areas.</p> <p>The STEM Innovation Lab has hosted a series of School Holiday Workshops in the Autumn and Winter School Holidays, including LEGO Robotics and Astrophotography, and will continue to build on these programs. The Muswellbrook Home School Group and Polly Farmer Foundation are also patrons and users of the STEM Innovation Lab.</p> <p>The engagement with the MELT continues to build. The MELT ENGAGE program was held on 22-24 May, with 19 founders from 15 startups from regional NSW, Sydney, Victoria and New Zealand participating in the program.</p>	

Action: 1.2.1.2 Develop an Economic Development Strategy


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.02.01	Facilitate the diversification of the Shire's economy and support growth of existing industry and business enterprise	1.2.1.2 Develop an Economic Development Strategy	Transfer to Next Financial Year	5%	Due to resource constraints and the need to manage conflicting priorities, the development of an Economic Development Strategy will progress during 2024-25. The recruitment of an Economic Development Officer has been successfully undertaken in July 2024.	

Action: 1.2.1.3 Progress opportunities to grow the visitor economy

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.02.01	Facilitate the diversification of the Shire's economy and support growth of existing industry and business enterprise	1.2.1.3 Progress opportunities to grow the visitor economy	Completed	100%	A number of initiatives and programs to diversify the economy and grow the visitor economy have been delivered by Council over the quarter including: <ul style="list-style-type: none"> - Activities of the Upper Hunter Country Tourism Association; - Establishment of a temporary Tourism and Events structure; - Development of creative content for social media and promotion; - Engagement of a production company to prepare a lifestyle promotional video; and - Endorsement from Council to partner with Upper Hunter Shire Council on the Upper Hunter Regional Place Brand. 	


01.02.02: Complete the Employment Land Use Strategy

Action: 1.2.2.1 Prioritise actions of the adopted Employment Land Strategy.

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.02.02	Complete the Employment Land Use Strategy	1.2.2.1 Prioritise actions of the adopted Employment Land Strategy.	Completed	100%	The Employment Lands Strategy was reported to the 26 March 2024 Ordinary Council Meeting for endorsement.	


01.02.03: Review the Local Environmental Plan and Development Control Plan to improve investment certainty for industry.

Action: 1.2.3.1 Prepare a new section in the Development Control Plan for Agritourism


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.02.03	Review the Local Environmental Plan and Development Control Plan to improve investment certainty for industry.	1.2.3.1 Prepare a new section in the Development Control Plan for Agritourism	Transfer to Next Financial Year	30%	A first draft has been prepared. Work on this action has been delayed due to staff focusing on matters related to the the renewable energy transition in NSW.	

01.02.04: Implement the Muswellbrook and Denman Town Centre Masterplans and the Sandy Hollow Village Masterplan.


Action: 1.2.4.1 Review the development strategy for the Civic Precinct part of the Muswellbrook Town Centre Strategy

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.02.04	Implement the Muswellbrook and Denman Town Centre Masterplans and the Sandy Hollow Village Masterplan.	1.2.4.1 Review the development strategy for the Civic Precinct part of the Muswellbrook Town Centre Strategy	Completed	100%	The Development Application for the demolition of 88-108 Bridge Street buildings has been approved to enable the construction of a Pocket Park. Works are commencing on the construction of the footpath from Loxton House to Bridge Street pedestrian refuge. Council has executed the funding agreement for \$10.5 m under the Priority Community Infrastructure Program (PCIP) program.	


Action: 1.2.4.2 Seek Development Approval for the Town Centre Pocket Park and demolition of redundant buildings

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.02.04	Implement the Muswellbrook and Denman Town Centre Masterplans and the Sandy Hollow Village Masterplan.	1.2.4.2 Seek Development Approval for the Town Centre Pocket Park and demolition of redundant buildings	Completed	100%	The Development Application for the demolition of 88-108 Bridge Street buildings has been approved. Tender documents for demolition have been prepared. An architect has been engaged following a Request for Quotation process to progress with the detailed design of the Pocket Park. The tender for demolition is to be reported to the November 2024 Ordinary Council Meeting.	


Action: 1.2.4.3 Determine the realignment of the lower portion of Possum Gully as part of the current Catchment Management Plan

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.02.04	Implement the Muswellbrook and Denman Town Centre Masterplans and the Sandy Hollow Village Masterplan.	1.2.4.3 Determine the realignment of the lower portion of Possum Gully as part of the current Catchment Management Plan	Progressing	55%	Council's consultant has completed the Feasibility Design for the Possum Gully Diversion Study and a Request for Quotation for subsequent stages is in progress. A workshop presentation and report has been provided to Council to note the completion of the initial feasibility investigation.	

Action: 1.2.4.4 Complete construction of an improved pedestrian link between Muswellbrook Marketplace, Bridge Street, and the Civic Precinct


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.02.04	Implement the Muswellbrook and Denman Town Centre Masterplans and the Sandy Hollow Village Masterplan.	1.2.4.4 Complete construction of an improved pedestrian link between Muswellbrook Marketplace, Bridge Street, and the Civic Precinct	Progressing	75%	Tenders for the construction of an improved pedestrian link between the Muswellbrook Market Place and the Civic Precinct have been accepted and reported to Council. Council has accepted a Tender from Hunter Wide Civil Pty Ltd to undertake the construction. The contractor has been given possession of the site and will establish mid-August to commence construction.	

Action: 1.2.4.5 Progress detailed designs for Denman Recreation Area Reserve Works

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.02.04	Implement the Muswellbrook and Denman Town Centre Masterplans and the Sandy Hollow Village Masterplan.	1.2.4.5 Progress detailed designs for Denman Recreation Area Reserve Works	Completed	100%	Council has called and awarded tenders for construction of the civil works for the Denman Recreation Area Reserve Works, including reconstruction and sealing of Bell Street, construction of the netball courts, and roads and drainage improvements within the precinct.	


01.02.05: Develop a Rural and Environmental Land Strategy

Action: 1.2.5.1 Commence preparation of a Rural and Environmental Land Strategy

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.02.05	Develop a Rural and Environmental Land Strategy	1.2.5.1 Commence preparation of a Rural and Environmental Land Strategy	Transfer to Next Financial Year	30%	Staff have been diverted to work on Local Environmental Plan amendments for a range of sites, including the Liddell and Bayswater Power Station sites, where there is a high priority for additional permitted uses to enable development applications for new economic activities at the sites.	

01.02.06: Review the Local Strategic Plan in response to changes to the NSW Planning Act


Action: 1.2.6.1 Commence a review of the Muswellbrook Local Strategic Planning Statement following release of the Hunter Regional Plan 2041

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.02.06	Review the Local Strategic Plan in response to changes to the NSW Planning Act	1.2.6.1 Commence a review of the Muswellbrook Local Strategic Planning Statement following release of the Hunter Regional Plan 2041	Completed	100%	A review of the Local Strategic Planning Statement (LSPS) has been carried out. An update will be undertaken following finalisation of the Local Housing Strategy in 2025.	

01.03: Facilitate greater access to higher education

01.03.01: Advocate to maintain the Hunter TAFE Campus and advocate to activate the University of Newcastle Campus


Action: 1.3.1.1 Engage with the State Government and tertiary institutions to increase occupancy of the Hunter Innovation Precinct

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.03.01	Advocate to maintain the Hunter TAFE Campus and advocate to activate the University of Newcastle Campus	1.3.1.1 Engage with the State Government and tertiary institutions to increase occupancy of the Hunter Innovation Precinct	Completed	100%	<p>Council is working with the University of Newcastle and other educational institutions to increase the occupancy of the Hunter Innovation Precinct. The lease renewal with the University of Newcastle is being finalised. Council hosted an industry round table with the University, Bengalla, AGL, MACH Energy, and BHP to provide insights into the region's unique challenges, and opportunities to assist to design the programs and courses relevant to Muswellbrook Shire's needs.</p> <p>Six-weekly meetings are occurring between the University, TEC 1 building, the Melt, and the STEM Lab to coordinate and promote activities and events happening in the Hunter Innovation Precinct.</p> <p>Council was successful in obtaining \$316,000 in grant funding from Transport NSW for the activation of the precinct both day and night. The fit out of the Blue Flame Restaurant is nearing completion, and work on Loxton House is progressing.</p>	


01.04: Develop Muswellbrook as a Regional Centre

01.04.01: Complete current infrastructure projects and identify future opportunities for the Shire

Action: 1.4.1.1 Deliver consolidated Olympic Park construction program


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.04.01	Complete current infrastructure projects and identify future opportunities for the Shire	1.4.1.1 Deliver consolidated Olympic Park construction program	Progressing	40%	The Development Application for the project has been approved. Tenders for a Principal Design Consultant were reported to the 23 July 2024 Ordinary Council meeting.	

Action: 1.4.1.2 Facilitate Olympic Park Development Advisory Committee meetings

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.04.01	Complete current infrastructure projects and identify future opportunities for the Shire	1.4.1.2 Facilitate Olympic Park Development Advisory Committee meetings	Completed	100%	One meeting with the Olympic Park Development Advisory Committee was conducted in the fourth quarter of 2023-24.	

01.04.02: Advocate for increased medical services in the Shire

Action: 1.4.2.1 Advocate for the State Government to provide a level of health care service to the community in line with a regional Hospital specifically focused on Obstetric and Maternity

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
01.04.02	Advocate for increased medical services in the Shire	1.4.2.1 Advocate for the State Government to provide a level of health care service to the community in line with a regional Hospital specifically focused on Obstetric and Maternity	Progressing	85%	Council was successful in securing funding from State Government to continue to deliver and expand the Welcome Experience. This program has been pivotal to securing a number of health care professionals to the Shire including a now full complement of paramedics that are all living locally. Two new doctors are being supported through the program. Ongoing advocacy is occurring with the State Government.	


2: Social Equity and Inclusion

02: An inclusive and interconnected community where everyone enjoys full participation


02.01: Improve the affordability, liveability and amenity of the Shire Communities

02.01.01: Implement the funded outcomes of the Recreation Needs Study

Action: 2.1.1.1 Report a list of prioritised capital sport and recreation projects


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.01.01	Implement the funded outcomes of the Recreation Needs Study	2.1.1.1 Report a list of prioritised capital sport and recreation projects	Completed	100%	At the 23 July 2024 Ordinary Council Meeting, a list of prioritised capital sport and recreation projects was reported, and Council endorsed the 2023-24 Recreation Needs and Management Study.	

Action: 2.1.1.2 Report a list of prioritised capital building and community projects.


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.01.01	Implement the funded outcomes of the Recreation Needs Study	2.1.1.2 Report a list of prioritised capital building and community projects.	Completed	100%	The 2023-24 General Building Renewal Programme was reported to the 19 December 2023 Ordinary Council meeting. Council endorsed a list of prioritised minor capital projects.	

02.01.02: Promote and facilitate increased participation in active and passive recreation activities


Action: 2.1.2.1 Maintain an annual calendar of meetings with user groups

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.01.02	Promote and facilitate increased participation in active and passive recreation activities	2.1.2.1 Maintain an annual calendar of meetings with user groups	Completed	100%	Meetings with user groups and the Sport and Recreation Committee were conducted as scheduled during the fourth quarter of 2023-24.	

Action: 2.1.2.2 Continue matched funding Sport and Recreation Grants Programmes


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.01.02	Promote and facilitate increased participation in active and passive recreation activities	2.1.2.2 Continue matched funding Sport and Recreation Grants Programmes	Completed	100%	Sport and Recreation small and large capital grants have been awarded for 2023-2024.	

Action: 2.1.2.3 Provide a range of aquatic and fitness programs at Council's Aquatic Centres

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.01.02	Promote and facilitate increased participation in active and passive recreation activities	2.1.2.3 Provide a range of aquatic and fitness programs at Council's Aquatic Centres	Completed	100%	<p>The Learn to Swim (LTS) Program is now being delivered to 350 participants over 6 days per week.</p> <p>A Holiday Intensive LTS Program was successfully conducted during the April 2024 School Holiday period, with 50 students participating.</p> <p>Aqua Aerobics classes are being delivered twice a week, with an attendance of over 40 participants per session.</p> <p>Additionally, Council offers boxing classes over two days of the week, attracting close to 25 participants.</p>	


02.01.03: Consider and deliver social inclusion principles across Council functions

Action: 2.1.3.1 Establish partnerships with other organisations and implement the actions of the Muswellbrook Shire Council Disability Inclusion Action Plan

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.01.03	Consider and deliver social inclusion principles across Council functions	2.1.3.1 Establish partnerships with other organisations and implement the actions of the Muswellbrook Shire Council Disability Inclusion Action Plan	Completed	100%	Council's Community Services Team are actively implementing the adopted Disability Inclusion Action Plan (DIAP) in consultation with community partners. All projects consider full accessibility as a core component of planning and design.	

02.01.04: Advocate for affordable housing


Action: 2.1.4.1 Council understands and advocates for the needs of low to moderate income households

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.01.04	Advocate for affordable housing	2.1.4.1 Council understands and advocates for the needs of low to moderate income households	Completed	100%	Council has commenced planning and development of a Muswellbrook Shire Council Housing Strategy. The Muswellbrook, Upper Hunter and Singleton Local Government Working Group and Upper Hunter Homeless Services met post the Homeless in the Upper Hunter Forum to develop achievable strategies to raise awareness of homelessness in our local communities.	


02.02: Promote social cohesion and improve connectivity and the delivery of social services within the Shire

02.02.01: Advocate for the needs of people in social housing

Action: 2.2.1.1 Council meets with local social housing provider(s) and other agencies to understand and improve the wellbeing outcomes for people residing in social housing

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.02.01	Advocate for the needs of people in social housing	2.2.1.1 Council meets with local social housing provider(s) and other agencies to understand and improve the wellbeing outcomes for people residing in social housing	Completed	100%	Council convened and facilitated the Upper Hunter Community Services Interagency two times during this reporting period. Council also participated in the Homelessness in the Upper Hunter Forum Working Group that focused on raising community awareness on referral process for people who are homeless.	


Action: 2.2.1.2 Conduct a community feedback survey focused on the development of inclusive library programs

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.02.01	Advocate for the needs of people in social housing	2.2.1.2 Conduct a community feedback survey focused on the development of inclusive library programs	Completed	100%	The Community Satisfaction Survey has been conducted and will be submitted to Council for review.	


02.03: Retain and expand quality and affordable child care services

02.03.01: Facilitate investment in child-care services across the Shire

Action: 2.3.1.1 Project Manage the construction of the Denman Children's Centre Extension on behalf of the Denman Children's Centre

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.03.01	Facilitate investment in child-care services across the Shire	2.3.1.1 Project Manage the construction of the Denman Children's Centre Extension on behalf of the Denman Children's Centre	Progressing	50%	Project and funding administration finalised and construction tender to be awarded.	


Action: 2.3.1.2 Assist in the development of a business plan for the future operation of the Muswellbrook Childcare Centre to expand and improve services to the community

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.03.01	Facilitate investment in child-care services across the Shire	2.3.1.2 Assist in the development of a business plan for the future operation of the Muswellbrook Childcare Centre to expand and improve services to the community	Completed	100%	Funding has been secured through 2023-24 Voluntary Planning Agreement funding to assist the Muswellbrook Childcare Centre to develop a business plan. Scope for procurement to develop the plan is being finalised.	

02.04: Advocate to enhance the delivery of services to support older people to live in the Muswellbrook Shire

02.04.01: Advocate to enhance the delivery of services to support older people to live in the Muswellbrook Shire


Action: 2.4.1.1 Deliver a range of programs and activities to support older people living in the community

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.04.01	Advocate to enhance the delivery of services to support older people to live in the Muswellbrook Shire	2.4.1.1 Deliver a range of programs and activities to support older people living in the community	Completed	100%	The Local 2024 Senior Festivals Brochure has been completed and provided to the community in both hard copy and digital version.	

02.05: Enhance relationships and engagement with the local indigenous communities

02.05.01: Raise awareness of the local Aboriginal Community and an appreciation of their traditions and culture


Action: 2.5.1.1 Prepare a reconciliation action plan for the consideration of Council

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.05.01	Raise awareness of the local Aboriginal Community and an appreciation of their traditions and culture	2.5.1.1 Prepare a reconciliation action plan for the consideration of Council	Progressing	50%	The Aboriginal Cultural Inclusion Committee Meeting has been convened three times this reporting period, Committee Members have received reports and relevant documents for their information and assisted in the planning of the annual Reconciliation Aboriginal Flag Raising, which included the 20-year anniversary of the Reconciliation Mural. The Committee also reviewed the Committee's Terms of Reference.	


02.06: Investigate opportunities to expand services and facilities for youth and children within the Shire

02.06.01: Engage with young people in the Shire to better inform projects and programs for youth and children


Action: 2.6.1.1 Implement the adopted Youth Engagement Program

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.06.01	Engage with young people in the Shire to better inform projects and programs for youth and children	2.6.1.1 Implement the adopted Youth Engagement Program	Transfer to Next Financial Year	90%	The Youth Engagement Strategy is under development.	

Action: 2.6.1.2 Construct the new Muswellbrook Youth Venue

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.06.01	Engage with young people in the Shire to better inform projects and programs for youth and children	2.6.1.2 Construct the new Muswellbrook Youth Venue	Progressing	50%	Construction tenders closed 19 June 2024 and were reported to the 23 July 2024 Ordinary Council meeting. Negotiations with preferred tenderer to commence and the matter is expected to be reported to the November 2024 Ordinary Council Meeting.	

Action: 2.6.1.3 Develop a cross Council Child Safe Action Plan in response to Child Safe Standards

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
02.06.01	Engage with young people in the Shire to better inform projects and programs for youth and children	2.6.1.3 Develop a cross Council Child Safe Action Plan in response to Child Safe Standards	Completed	100%	The Child Safe Action Plan was adopted by Council's senior executive management team on 23 August 2023.	


3: Environmental Sustainability

03: An environmentally sensitive and sustainable community

03.01: Advocate for best practice mined-land rehabilitation to include local workforce participation, progressive, quality final landforms, and fewer and shallower voids

03.01.01: Meet with other levels of government to achieve improved rehabilitation outcomes for disused mining lands and ongoing employment for local workforce

Action: 3.1.1.1 Actively engage with Mine Operators and the Natural Resource Regulator to ensure best practice mined land rehabilitation occurs


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
03.01.01	Meet with other levels of government to achieve improved rehabilitation outcomes for disused mining lands and ongoing employment for local workforce	3.1.1.1 Actively engage with Mine Operators and the Natural Resource Regulator to ensure best practice mined land rehabilitation occurs	Completed	100%	NSW Resources staff met with Council staff in April 2024. The next meeting is scheduled for October 2024.	

03.02: Improve native vegetation connectivity across the Upper Hunter Region


Target: Enhanced native vegetation connectivity across the Upper Hunter

03.02.01: Support Landcare initiatives and advocate for programs to enhance native vegetation connectivity across the Shire and Upper Hunter Region

Action: 3.2.1.1 Provide funds for local Landcare activities

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
03.02.01	Support Landcare initiatives and advocate for programs to enhance native vegetation connectivity across the Shire and Upper Hunter Region	3.2.1.1 Provide funds for local Landcare activities	Completed	100%	All projects were completed prior to 30 June 2024.	


Action: 3.2.1.2 Provide funds to education providers or groups for the purpose of education or training local people about Landcare activities

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
03.02.01	Support Landcare initiatives and advocate for programs to enhance native vegetation connectivity across the Shire and Upper Hunter Region	3.2.1.2 Provide funds to education providers or groups for the purpose of education or training local people about Landcare activities	Completed	100%	All projects were completed prior to 30 June 2024.	

03.03: Enhance our local rivers and creeks to improve environmental outcomes and access for recreation


03.03.01: Implement funded actions of the adopted Urban Riparian Masterplan

Action: 3.3.1.1 Maintain rehabilitation works along Muscle Creek, Karoola and Denman Wetlands, and recommendations from any adopted Catchment Management Plan

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
03.03.01	Implement funded actions of the adopted Urban Riparian Masterplan	3.3.1.1 Maintain rehabilitation works along Muscle Creek, Karoola and Denman Wetlands, and recommendations from any adopted Catchment Management Plan	Completed	100%	Maintenance of Muscle Creek, Karoola Park, Tarinpa, and Denman wetlands natural areas was conducted during the fourth quarter of 2023-24.	

03.03.02: Develop a Catchment Management Plan for Muscle Creek and Possum Gully


Action: 3.3.2.1 Provide guidance and documented plan for the stabilisation, restoration and management of Possum Gully and Muscle Creek

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
03.03.02	Develop a Catchment Management Plan for Muscle Creek and Possum Gully	3.3.2.1 Provide guidance and documented plan for the stabilisation, restoration and management of Possum Gully and Muscle Creek	Not Updated			

03.04: Support initiatives which reduce the community's impact on the environment


03.04.01: Continue Community Education Program on water, waste and energy reduction

Action: 3.4.1.1 Assist Council, households and businesses to manage waste effectively and use water and energy efficiently


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
03.04.01	Continue Community Education Program on water, waste and energy reduction	3.4.1.1 Assist Council, households and businesses to manage waste effectively and use water and energy efficiently	Completed	100%	Information on activities aimed at assisting the community to manage waste effectively and to use water and energy efficiently are reported monthly to Council.	

03.04.03 : Advocate and support Circular Economy principles and Waste Management Initiatives

Action: 3.4.3.1 Implement standardised assessment mechanisms for sustainability in Council's formalised Request For Quote (RFQ) and Tendering Process

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
03.04.03	Advocate and support Circular Economy principles and Waste Management Initiatives	3.4.3.1 Implement standardised assessment mechanisms for sustainability in Council's formalised Request For Quote (RFQ) and Tendering Process	Completed	100%	Standardised sustainability schedules implemented for Tenders and high value Request for Quotations. The procedure to determine when sustainability will be a mandated assessment criterion will be implemented in the upcoming procurement procedure review.	


Action: 3.4.3.2 Council formalises the processes for the Food Organics and Garden Organics (FOGO) Tender and Request For Quote (RFQ)

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
03.04.03	Advocate and support Circular Economy principles and Waste Management Initiatives	3.4.3.2 Council formalises the processes for the Food Organics and Garden Organics (FOGO) Tender and Request For Quote (RFQ)	Completed	100%	Executed contract in place for Food Organics Garden Organics (FOGO) Processing for services commencing from 1 July 2024.	

03.05: Support Federal and State initiatives to reduce the human impacts of climate change

03.05.02: Develop a Recycled Water Plan for community parks

Action: 3.5.2.1 Implement the funded components of the Strategic Recycled Water Plan

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
03.05.02	Develop a Recycled Water Plan for community parks	3.5.2.1 Implement the funded components of the Strategic Recycled Water Plan	Progressing	50%	A draft Recycled Water Management Plan (RWMP) for the Recycled Water Treatment Works is underway, in consultation with the NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW). The RWMP will require Section 60 approval from NSW DCCEEW in consultation with NSW Health and the NSW Environment Protection Authority (EPA).	


4: Cultural Vitality

04: A culturally rich and diverse Community with strong identities, history and sense of belonging


04.01: Conserve the heritage and history of the Shire

04.01.01: Support the conservation and restoration of the Shire's heritage items

Action: 4.1.1.1 Make Local Heritage Grants available for owners of heritage listed properties

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
04.01.01	Support the conservation and restoration of the Shire's heritage items	4.1.1.1 Make Local Heritage Grants available for owners of heritage listed properties	Completed	100%	The three funded projects have been completed, and Council's Heritage Advisor has confirmed the satisfactory carrying out of the works.	


Action: 4.1.1.2 Return tenants to Loxton House following refurbishments works

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
04.01.01	Support the conservation and restoration of the Shire's heritage items	4.1.1.2 Return tenants to Loxton House following refurbishments works	Progressing	35%	A new Heritage application for the basement of Loxton House has been lodged by Council's heritage advisor. The application requires a further set of architect design drawings, which are subject to revision following a value engineering exercise.	


04.02: Facilitate options to improve participation in cultural activities in the Shire.

04.02.01: Progress a Regional Entertainment and Conference Centre

Action: 4.2.1.1 Progress resubmission of the Regional Entertainment Centre Development Application

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
04.02.01	Progress a Regional Entertainment and Conference Centre	4.2.1.1 Progress resubmission of the Regional Entertainment Centre Development Application	Progressing	30%	A revised design was presented to the development advisory committee in July 2024. A Request for Quote (RFQ) for engaging a Quantity Survey (QS) to inform Value Engineering options is underway. Staff are working towards having the QS engagement inform value engineering options to the designer, and to consider design alternatives to meet the allocated project budget.	

Action: 4.2.1.2 Facilitate Regional Entertainment Centre Development Advisory Committee meetings

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
04.02.01	Progress a Regional Entertainment and Conference Centre	4.2.1.2 Facilitate Regional Entertainment Centre Development Advisory Committee meetings	Completed	100%	The Regional Entertainment Centre Development Advisory Committee meetings have been facilitated monthly or as required to progress the development of the project during the 2023-24 year.	

04.03: 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


04.03.01: Develop and implement a program of Shire events to engage more locals and attract visitors

Action: 4.3.1.1 Council works in partnership to deliver events which support the community and attract visitors to the Shire

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
04.03.01	Develop and implement a program of Shire events to engage more locals and attract visitors	4.3.1.1 Council works in partnership to deliver events which support the community and attract visitors to the Shire	Completed	100%	<p>Council has established a temporary tourism and events structure, and is working to deliver a number of events in 2024, delivered by Council and community groups, including:</p> <ul style="list-style-type: none"> - Blue Heeler Film Festival 1 November - Denman Wine, Food and Film Affair 2 November - New Years Eve 31 December <p>as well as supporting the TV and Movie Nostalgia Festival and other community events across the Shire.</p>	


04.03.02: Deliver an arts program

Action: 4.3.2.1 Develop a 12-month Art Program

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
04.03.02	Deliver an arts program	4.3.2.1 Develop a 12-month Art Program	Completed	100%	LiddellWORKS opened on 8 June 2024, showcasing artworks made as part of the residency program, along with community and participatory artworks. The LiddellWORKS exhibition was complemented by supporting exhibition Power Play: from the collections. The LiddellWORKS program was conceived by Arts Upper Hunter and developed in partnership with AGL, Muswellbrook Regional Arts Centre and Singleton Arts + Cultural Centre, with funding from the Department of Regional NSW and AGL.	

04.03.03: Support Arts Upper Hunter as the peak organisation of Artist endeavour

Action: 4.3.3.1 Work with Arts Upper Hunter to increase participate in the Country Arts Support Program

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
04.03.03	Support Arts Upper Hunter as the peak organisation of Artist endeavour	4.3.3.1 Work with Arts Upper Hunter to increase participate in the Country Arts Support Program	Completed	100%	Muswellbrook South Public School Parents & Citizens' Association secured funding to deliver a Musica Viva, Colours of Home. This involved the entire school exploring the connection of colour, emotion and sound. The Arts Upper Hunter Funding Deed has been exchanged and signed by Arts Upper Hunter.	


5: Community Infrastructure

05: Effective and efficient infrastructure that is appropriate to the needs of our community


05.01: Construct and maintain well-planned community infrastructure that is safe, reliable and provides agreed levels of service

05.01.02: Maintain and continually improve asset management


Action: 5.1.2.1 Review Strategic Asset Management Plan

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
05.01.02	Maintain and continually improve asset management	5.1.2.1 Review Strategic Asset Management Plan	Not Updated			

Action: 5.1.2.2 Regularly review Asset Management Plans in collaboration with Key Asset Managers


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
05.01.02	Maintain and continually improve asset management	5.1.2.2 Regularly review Asset Management Plans in collaboration with Key Asset Managers	Progressing	60%	A draft Road Asset Management Plan has been completed and is under review. Draft Sewer and Water Asset Management Plans have also been completed and are under review. NSW Public Works Advisory is assisting Council with a review of Council's asset management maturity.	

Action: 5.1.2.3 Prepare a Roads Asset Management Plan for the consideration of Council

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
05.01.02	Maintain and continually improve asset management	5.1.2.3 Prepare a Roads Asset Management Plan for the consideration of Council	Not Updated			


05.01.03: Facilitate investment in high quality community infrastructure necessary to a Regional Centre

Action: 5.1.3.1 Progress the extension to the Muswellbrook Regional Art Centre including solutions identified for an environmentally controlled and secured storage for the collections


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
05.01.03	Facilitate investment in high quality community infrastructure necessary to a Regional Centre	5.1.3.1 Progress the extension to the Muswellbrook Regional Art Centre including solutions identified for an environmentally controlled and secured storage for the collections	Progressing	35%	Coordination meetings progressing and works planning in progress.	

05.01.04: Maintain and continually improve community infrastructure across the Shire

Action: 5.1.4.1 Prioritise Capital works programmes prioritised to demonstrate continual improvement in community infrastructure

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
05.01.04	Maintain and continually improve community infrastructure across the Shire	5.1.4.1 Prioritise Capital works programmes prioritised to demonstrate continual improvement in community infrastructure	Completed	100%	The prioritised 2023-24 Capital work programme endorsed by Council were reported monthly to Council and have now been completed.	


Action: 5.1.4.2 Conduct regular asset condition assessment inspections

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
05.01.04	Maintain and continually improve community infrastructure across the Shire	5.1.4.2 Conduct regular asset condition assessment inspections	Completed	100%	A consultant for the Road Condition Assessment program has completed inspections of all road and footpath assets, and is preparing final reports due in the first quarter of 2024-25. Bridge Condition Assessment and Stormwater Condition Assessments are in progress. Reviews of inspection regimes are being determined by staff with support from NSW Public Works Advisory.	

05.02: Improve all abilities access to Council facilities

05.02.01: Facilitate and implement improved all abilities access across the Shire


Action: 5.2.1.1 Undertake an access audit of Council owned buildings and public spaces

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
05.02.01	Facilitate and implement improved all abilities access across the Shire	5.2.1.1 Undertake an access audit of Council owned buildings and public spaces	Transfer to Next Financial Year	50%	Access Audit to be undertaken early 2024-25 to inform the 2024-25 and future capital works programs.	


05.03: Provide safe, secure and reliable water supply and sewer services

05.03.01: Water, sewerage and waste services are provided in compliance with regulatory requirements

Action: 5.3.1.1 Ensure legislative compliance with Health Guidelines and Environment Protection Authority (EPA) Licence requirements

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
05.03.01	Water, sewerage and waste services are provided in compliance with regulatory requirements	5.3.1.1 Ensure legislative compliance with Health Guidelines and Environment Protection Authority (EPA) Licence requirements	Completed	100%	The Annual Licence return for Environment Protection Licence 1593 (EPL 1593), for Muswellbrook Wastewater Treatment Works, was submitted through the NSW Environment Protection Authority (EPA) online portal on 26 April 2024. The Annual Licence return for Environment Protection Licence 5059 (EPL 5059), for Denman Wastewater Treatment Works, was submitted through the EPA online portal on 13 August 2024. Draft Annual Water Quality Reports have now been completed for 2022 and 2023.	


Action: 5.3.1.2 Ensure performance monitoring of water supply and sewage services aligns with the new NSW Dept of Planning and Environment (DPE) Regulatory and Assurance Framework for Local Water Utilities

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
05.03.01	Water, sewerage and waste services are provided in compliance with regulatory requirements	5.3.1.2 Ensure performance monitoring of water supply and sewage services aligns with the new NSW Dept of Planning and Environment (DPE) Regulatory and Assurance Framework for Local Water Utilities	Completed	100%	Quarterly update reports have been submitted to Council during 2023-24. The LWU Benchmarking Report for 2023-24 is due on 4 October 2024.	

05.04: Ensure road, footpath and cycleway networks are integrated and allow for the safe movement of residents and visitors

05.04.01: Maintain and continually improve the Shire's shared pathway networks to increase connectivity.

Action: 5.4.1.1 Implement priority funded portions of the Walk and Cycle Plan and Supplementary Active Transport Plan

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
05.04.01	Maintain and continually improve the Shire's shared pathway networks to increase connectivity.	5.4.1.1 Implement priority funded portions of the Walk and Cycle Plan and Supplementary Active Transport Plan	Completed	100%	The 2023-24 Capital Program priority funded portions of new paths in Maitland Street, Muswellbrook, have been constructed in the fourth quarter of 2023-24 and are open for use.	


6: Community Leadership

06: Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community


06.01: Enable genuine and well-informed community participation in decision making

06.01.01: Engage with the community and other stakeholders to determine service level expectations and appropriate measures

Action: 6.1.1.1 Facilitate an annual Community Satisfaction Survey


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.01.01	Engage with the community and other stakeholders to determine service level expectations and appropriate measures	6.1.1.1 Facilitate an annual Community Satisfaction Survey	Completed	100%	Micromex Research and Consulting was the successful vendor in conducting the 2024 Muswellbrook Shire Community Satisfaction Survey. The survey was conducted from 22 July 2024 to 7 August 2024, involving interviews with 220 residents. The 2023 survey replicated a baseline study conducted in 2021 and 2023 to ensure comparability over time.	

Action: 6.1.1.2 Implement a community engagement plan in alignment with Council's Service Review Program to establish agreed levels of service between Council and the community


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.01.01	Engage with the community and other stakeholders to determine service level expectations and appropriate measures	6.1.1.2 Implement a community engagement plan in alignment with Council's Service Review Program to establish agreed levels of service between Council and the community	Transfer to Next Financial Year	50%	Work has commenced on this project, and will continue in the first and second quarter of 2024-25.	

06.01.02: Utilise best practice models of community engagement to ensure decision making is meeting the expectations of the community

Action: 6.1.2.1 Monitor and report on the implementation of the adopted Muswellbrook Shire Council Community Engagement Strategy 2022


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.01.02	Utilise best practice models of community engagement to ensure decision making is meeting the expectations of the community	6.1.2.1 Monitor and report on the implementation of the adopted Muswellbrook Shire Council Community Engagement Strategy 2022	Completed	100%	Community engagement activities have been reported to Council and the Grants Review Committee.	

Action: 6.1.2.2 Monitor and report on business unit compliance with Customer Request Management System (CRM) Key Performance Indicators


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.01.02	Utilise best practice models of community engagement to ensure decision making is meeting the expectations of the community	6.1.2.2 Monitor and report on business unit compliance with Customer Request Management System (CRM) Key Performance Indicators	Completed	100%	During the Quarter 4 reporting period, 52% of Customer Requests (CRMs) were completed within the target timeframe, while 48% were overdue. This reflects a decline from Quarter 3, where 54% of CRMs were completed on time and 46% were overdue.	

06.01.03: Enhance Council's communication with the community to build awareness and understanding of Council's activities and community needs


Action: 6.1.3.1 Implement Council's Digital Media Strategy

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.01.03	Enhance Council's communication with the community to build awareness and understanding of Council's activities and community needs	6.1.3.1 Implement Council's Digital Media Strategy	Completed	100%	Muswellbrook Shire Council's digital media platforms have expanded to include Instagram and Linked In. Community engagement has increased in line with this expansion.	


Action: 6.1.3.2 Report Council's progress in implementing the Delivery Program and Operational Plan to the community and other stakeholders

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.01.03	Enhance Council's communication with the community to build awareness and understanding of Council's activities and community needs	6.1.3.2 Report Council's progress in implementing the Delivery Program and Operational Plan to the community and other stakeholders	Completed	100%	Council and the Audit, Risk and Improvement Committee receive quarterly progress reports on the status of implementing the Delivery Program and Operational Plan. The 2023-24 Annual Report to the Community was submitted to the 28 November 2023 Ordinary Council Meeting. The 2024-25 Operational Plan was adopted by Council at the 23 June 2024 Ordinary Council Meeting.	

Action: 6.1.3.3 Update Council's Community Participation Plan

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.01.03	Enhance Council's communication with the community to build awareness and understanding of Council's activities and community needs	6.1.3.3 Update Council's Community Participation Plan	Transfer to Next Financial Year	75%	The current plan has been reviewed to identify the changes that will be required to reflect current legislation. Staff have had to delay work on this project to focus on resolving matters related to the renewable energy transition in NSW.	


Action: 6.1.3.4 Develop and deliver supplier training for small and medium-sized enterprises (SMEs) and Local Suppliers on how to engage with Council

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.01.03	Enhance Council's communication with the community to build awareness and understanding of Council's activities and community needs	6.1.3.4 Develop and deliver supplier training for small and medium-sized enterprises (SMEs) and Local Suppliers on how to engage with Council	Progressing	30%	<p>Work on improving the suppliers' experience throughout engagement with Council is in progress. This includes revision of policies and procedures addressing contract and contractor management, as well as development of tools and templates to be utilised by Council staff and Suppliers. A revision of Council's 'Doing Business with Council' website to provide information to current and potential suppliers in an accessible format has been completed. In addition, tender documentation was revised to ensure it could be completed by hand to facilitate for hardcopy submissions to increase accessibility.</p> <p>Implementation of the communication strategy, as well as the facilitation of workshops, has been delayed due to the upcoming caretaker period and concurrent operational and capital procurement requirements.</p>	


06.02: Ensure Council is well managed, appropriately resourced, effective, efficient, accountable and responsive to its communities and stakeholders

06.02.01: Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves

Action: 6.2.1.1 Provide transparent reporting to the community about Council's finances


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.02.01	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	Completed	100%	Muswellbrook Shire Council financial reporting processes are being enhanced to provide greater transparency, increase efficiency and accountability, and facilitate optimal strategic and operational decision making. This is an ongoing process of continuous improvement. Monthly financial management reports are provided to Council and the community. The reports will continually be refined to ensure the relevant information is provided in an accessible format.	

Action: 6.2.1.2 Seek funding opportunities to support the interests and aspirations of the Shire identified by the Community Strategic Plan and Delivery Program

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.02.01	Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves	6.2.1.2 Seek funding opportunities to support the interests and aspirations of the Shire identified by the Community Strategic Plan and Delivery Program	Completed	100%	In collaboration with the Director of Community & Economy, the Grants and Community Engagement Officer, and the Corporate Planning and Reporting Officer, Council has actively sought grant funding opportunities in alignment with the Community Strategic Plan and Delivery Program. Regular Grant Review Committee meetings are conducted with Councillors.	


06.02.02: Develop and implement a Service Review Program

Action: 6.2.2.1 A service review to be conducted on Public toilets in accordance with the Service Review Plan


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.02.02	Develop and implement a Service Review Program	6.2.2.1 A service review to be conducted on Public toilets in accordance with the Service Review Plan	Transfer to Next Financial Year	50%	The service review of Public Toilets will be transferred to the 2024-25 financial year. The review has not progressed due the appointment of a new Audit, Risk and Improvement Committee. The Committee will consider the priorities and set the Audit Plan for the consideration and approval of Council.	

06.02.03: Implement an Internal Audit Program in consultation with the Audit, Risk and Improvement Committee

Action: 6.2.3.1 Internal Audits to be conducted in accordance with the adopted annual internal audit plan


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.02.03	Implement an Internal Audit Program in consultation with the Audit, Risk and Improvement Committee	6.2.3.1 Internal Audits to be conducted in accordance with the adopted annual internal audit plan	Completed	100%	Audits were conducted on the water and sewer operations and asset management during the fourth quarter period, bringing the total number of internal audits for 2023-24 to five. This aligns with the number of audits required in the Internal Audit Plan endorsed by the Audit, Risk and Improvement Committee.	

Action: 6.2.3.2 Prioritise the review of Open Management letter and Internal audit actions


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.02.03	Implement an Internal Audit Program in consultation with the Audit, Risk and Improvement Committee	6.2.3.2 Prioritise the review of Open Management letter and Internal audit actions	Completed	100%	Overall, Council has successfully implemented 28 out of the 70 actions highlighted in various audit reports, including those from Internal Audit, Service Delivery Review, and External Audit. There are two (2) recent internal audit reports pertaining to grant management and information technology. While these reports have been included in Council's audit actions, the deadlines for these actions have not yet arrived as of the audit cut-off date.	

06.02.04: Undertake regulatory activities to maintain public safety and companion animal wellbeing

Action: 6.2.4.1 Swimming Pool Safety Fence inspections


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.02.04	Undertake regulatory activities to maintain public safety and companion animal wellbeing	6.2.4.1 Swimming Pool Safety Fence inspections	Completed	100%	An additional 11 Compliance certificates were issued in the fourth quarter of 2023-24.	

Action: 6.2.4.2 Food shops are inspected on an annual basis


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.02.04	Undertake regulatory activities to maintain public safety and companion animal wellbeing	6.2.4.2 Food shops are inspected on an annual basis	Completed	100%	Through the use of an external contractor, all food shops have been inspected.	

06.02.05: Implement a comprehensive and targeted business improvement program


Action: 6.2.5.1 Monitor and review Council's Procurement and Tendering System, associated policies and procedures

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.02.05	Implement a comprehensive and targeted business improvement program	6.2.5.1 Monitor and review Council's Procurement and Tendering System, associated policies and procedures	Progressing	10%	The annual procurement audit was delayed due to the number of large scale procurements scheduled for completion prior to the upcoming Council Caretaker period. The audit will be completed in the first quarter of 2024-25.	


Action: 6.2.5.2 Develop and review policies in accordance with statutory and operational requirements

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.02.05	Implement a comprehensive and targeted business improvement program	6.2.5.2 Develop and review policies in accordance with statutory and operational requirements	Completed	100%	Since 1 July 2023, 5 policies and 2 associated procedures have been adopted by Manex, 19 policies have been adopted by Council, 4 policies and 3 procedures are currently in the public exhibition/adoption process, and 15 policies are currently under review. Policies will continue to be developed and reviewed in accordance with statutory and operational requirements. A progress report was submitted to Council's Audit, Risk & Improvement Committee on 27 June 2024.	


Action: 6.2.5.3 Increase effectiveness of Council's ICT systems

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.02.05	Implement a comprehensive and targeted business improvement program	6.2.5.3 Increase effectiveness of Council's ICT systems	Progressing	80%	Extensive effort and resources have been committed to improving Council's Information and Communication Technology (ICT) environment and risks. An external consultant has undertaken an audit of Council's network infrastructure, cyber security, policies and procedures, software, and assets. A new ICT Manager has been appointed. This will significantly assist to improve efficiencies and productivity. Priorities for this role include enhancing ICT policies, processes and procedures, improving ICT asset management, and responding to other risk areas identified in the recently completed audit,	


Action: 6.2.5.4 Develop, implement and monitor a calendar of compliance to support Council's statutory reporting obligations

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.02.05	Implement a comprehensive and targeted business improvement program	6.2.5.4 Develop, implement and monitor a calendar of compliance to support Council's statutory reporting obligations	Completed	100%	Compliance Calendar implemented and continually monitored and updated.	

Action: 6.2.5.5 Provide governance support services for the elected Council and executive

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.02.05	Implement a comprehensive and targeted business improvement program	6.2.5.5 Provide governance support services for the elected Council and executive	Completed	100%	Code of Meeting Practice training was organised for Councillors on 20 January, 2024. Councillor (Cr) Reynolds, Cr Woodruff, and Cr Dunn attended the NSW Local Government Conference in November 2023. Cr Lecky attended the Australian Local Government Women's Association Conference in March 2024. Cr Douglas remotely attended the Waste Management Conference in May 2024. Cr Reynolds and Cr McNeill attended the National General Assembly in June, 2024.	


Action: 6.2.5.6 Facilitate Council's participation in the Local Government Professionals/ Price Waterhouse Coopers Performance Excellence Program

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.02.05	Implement a comprehensive and targeted business improvement program	6.2.5.6 Facilitate Council's participation in the Local Government Professionals/ Price Waterhouse Coopers Performance Excellence Program	Completed	0%	The Local Government Professionals/Price Waterhouse Coopers Performance Excellence Programme is no longer in existence.	


06.03: Ensure Council is a best practice employer providing safe, happy, suitably resourced and productive workplace

06.03.01: Continue to prioritise safety and risk management initiatives, employee welfare initiatives, and upgrades to Council Facilities

Action: 6.3.1.1 New Works Depot – tender for works called


Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.03.01	Continue to prioritise safety and risk management initiatives, employee welfare initiatives, and upgrades to Council Facilities	6.3.1.1 New Works Depot - tender for works called	Progressing	75%	The principal design consultant has prepared the detailed concept design. Council staff have been consulted on the design. Staff comments have been considered and included in the detailed concept design. The detailed concept design was reported to the 23 July 2024 Ordinary Council Meeting. Council endorsed the design, and authorised a Development Application (DA) to be submitted following completion of detailed design and supporting reports as required for the DA submission.	

Action: 6.3.1.2 FOGO facility concept design to council

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.03.01	Continue to prioritise safety and risk management initiatives, employee welfare initiatives, and upgrades to Council Facilities	6.3.1.2 FOGO facility concept design to council	Transfer to Next Financial Year	10%	With the tender processes for FOGO processing completed in 2023-24, the resolution of a Waste Processing Facility is to be further progressed in 2024-25.	

06.03.02: Continue to prioritise employee welfare initiatives

Action: 6.3.2.1 Council's Wellbeing Program and antibullying training program delivered

Code	DP Strategy	Action Name	Status	Progress	Comments	Traffic Lights
06.03.02	Continue to prioritise employee welfare initiatives	6.3.2.1 Council's Wellbeing Program and antibullying training program delivered	Completed	100%	Council has completed the 2023-24 Staff satisfaction survey. The results will be submitted to Council in the first quarter of 2024-25. Council has engaged a Staff Training and Professional Development Officer, who working closely with the Human Resources and Work Health & Safety team to develop an annual Wellbeing Program and antibullying training program for 2024-25.	

**10.4.2. Report on Investments held as at 31 July 2024**

Attachments:	1. Portfolio Valuation Report - 31 July 2024 [10.4.2.1 - 3 pages]
	2. Trading Limit Report - 31 July 2024 [10.4.2.2 - 8 pages]
Responsible Officer:	Derek Finnigan - General Manager
Author:	Mandy Fitzgerald (Senior Financial Accountant)
Community Plan Issue:	6 - <i>Community Leadership</i>
Community Plan Goal:	24.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.
Community Plan Strategy:	6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.

PURPOSE

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

OFFICER'S RECOMMENDATION

Council NOTES Council's Investments as at 31 July 2024.

Moved: _____ **Seconded:** _____

REPORT

Clause 212 (1) of the *Local Government (General) Regulation 2005* requires details of funds invested, as at the end of the preceding month, to be reported to an ordinary meeting of Council.

Funds invested under Section 625 of the *Local Government Act 1993*, as at 31 July 2024, are shown in the attachments.

COMMENT:

As at 31 July 2024, Council held \$89.99M in cash and investments, with a weighted running yield of 5.18%.

The Bank of Queensland is showing a slight non-compliance due to the percentage of overall investment portfolio for the individual financial institutions. This will be resolved either by an increase in investment portfolio or the maturity of a Bank of Queensland investment. There is a grandfather clause in the Investment Policy that allows for this non-compliance when the percentages are dependent on the overall portfolio balance.

The Responsible Accounting Officer certifies that the investments listed have been made in accordance with the Act, the Regulations, and Council's Investment Policy. This includes investments that have been made in accordance with the Minister's Orders that have been subsequently amended. "Grandfathering" provisions still allow the holding of these investments. A detailed list of investments is attached.

	Fixed Interest Security	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit											
	Westpac Bus Prem At Call		5,491,762.78	1.00000000	5,491,762.78	100.000	0.000	5,491,762.78	6.01%	4.44%	
	Westpac Muswellbrook Trading Acct At Call		100,000.00	1.00000000	100,000.00	100.000	0.000	100,000.00	0.11%	0.00%	
			5,591,762.78		5,591,762.78			5,591,762.78	6.12%		4.36%
Fixed Rate Bond											
	BOQ 4.7 27 Jan 2027 Fixed	AU3CB0296168	4,000,000.00	1.00000000	4,000,000.00	99.366	0.051	3,976,680.00	4.36%	4.77%	
	BOQ 5.3 30 Apr 2029 Fixed	AU3CB0308955	2,000,000.00	1.00000000	2,000,000.00	101.077	1.332	2,048,180.00	2.24%	5.31%	
	BENAU 1.7 06 Sep 2024 Fixed	AU3CB0266377	2,500,000.00	1.00000000	2,500,000.00	99.655	0.679	2,508,350.00	2.75%	1.68%	
	JUDO 6.4 26 Sep 2025 Fixed	AU3CB0292480	500,000.00	1.00000000	500,000.00	99.518	2.209	508,635.00	0.56%	6.44%	
	NTTC 1.1 15 Dec 2025 - Issued 31 August 2021 - Muswellbrook Council Fixed		2,000,000.00	1.00000000	2,000,000.00	100.000	0.139	2,002,780.00	2.19%	1.10%	
	NTTC 1.1 15 Dec 2025 - Issued 6 September 2021 - Muswellbrook Council Fixed		1,500,000.00	1.00000000	1,500,000.00	100.000	0.139	1,502,085.00	1.64%	1.10%	
			12,500,000.00		12,500,000.00			12,546,710.00	13.74%		3.27%
Floating Rate Note											
	Auswide 1.5 07 Nov 2025 FRN	AU3FN0073037	1,000,000.00	1.00000000	1,000,000.00	100.427	1.378	1,018,050.00	1.11%	5.92%	
	Auswide 1.5 17 Mar 2026 FRN	AU3FN0076352	2,000,000.00	1.00000000	2,000,000.00	100.280	0.708	2,019,760.00	2.21%	5.87%	
	Auswide 1.6 22 Mar 2027 FRN	AU3FN0086104	1,500,000.00	1.00000000	1,500,000.00	100.227	0.607	1,512,510.00	1.66%	5.99%	
	BAL 1.55 22 Feb 2027 FRN	AU3FN0075461	5,500,000.00	1.00000000	5,500,000.00	100.543	1.129	5,591,960.00	6.12%	5.85%	
	BAL 1.7 21 Feb 2028 FRN	AU3FN0085031	2,000,000.00	1.00000000	2,000,000.00	100.898	1.175	2,041,460.00	2.24%	6.00%	
	CUA 1.65 09 Feb 2027 FRN	AU3FN0074787	6,000,000.00	1.00000000	6,000,000.00	101.153	1.371	6,151,440.00	6.74%	5.97%	
	CACU 1.7 21 Sep 2026 FRN	AU3FN0081287	1,750,000.00	1.00000000	1,750,000.00	99.995	0.669	1,761,620.00	1.93%	6.11%	
	MACU 0.48 09 Dec 2025 FRN	AU3FN0057709	3,000,000.00	1.00000000	3,000,000.00	99.956	0.663	3,018,570.00	3.31%	4.84%	
	MYS 0.65 16 Jun 2025 FRN	AU3FN0061024	3,000,000.00	1.00000000	3,000,000.00	99.837	0.605	3,013,260.00	3.30%	5.02%	
	NPBS 1.12 04 Feb 2025 FRN	AU3FN0052627	4,500,000.00	1.00000000	4,500,000.00	100.083	1.303	4,562,370.00	5.00%	5.53%	
	NPBS 1.85 14 Feb 2029 FRN	AU3FN0085023	2,000,000.00	1.00000000	2,000,000.00	101.747	1.329	2,061,520.00	2.26%	6.13%	
	Qld Police 1.35 19 May 2025 FRN	AU3FN0069175	750,000.00	1.00000000	750,000.00	100.215	1.170	760,387.50	0.83%	5.70%	
	Qld Police 1.75 06 Dec 2025 FRN	AU3FN0073979	2,000,000.00	1.00000000	2,000,000.00	100.810	0.919	2,034,580.00	2.23%	6.10%	
	Qld Police 1.65 18 Sep 2026 FRN	AU3FN0081295	3,000,000.00	1.00000000	3,000,000.00	100.917	0.709	3,048,780.00	3.34%	6.02%	
	UBS Aust 0.87 30 Jul 2025 FRN	AU3FN0055307	1,650,000.00	1.00000000	1,650,000.00	100.297	0.015	1,655,148.00	1.81%	5.28%	
	UBS Aust 1.55 12 May 2028 FRN	AU3FN0077970	4,000,000.00	1.00000000	4,000,000.00	102.408	1.281	4,147,560.00	4.54%	5.83%	
			43,650,000.00		43,650,000.00			44,398,975.50	48.62%		5.75%
Term Deposit											
	AMP 5.75 21 Jan 2025 550DAY TD		1,250,000.00	1.00000000	1,250,000.00	100.000	5.923	1,324,041.10	1.45%	5.75%	
	AMP 5.2 30 Apr 2025 292DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.271	1,002,706.85	1.10%	5.20%	
	AMP 5.35 16 Jun 2025 732DAY TD		4,000,000.00	1.00000000	4,000,000.00	100.000	0.645	4,025,797.28	4.41%	5.35%	
	AMP 5.25 01 Dec 2025 732DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	3.510	1,035,095.89	1.13%	5.25%	
	BOQ 4.9 01 Oct 2025 761DAY TD		3,000,000.00	1.00000000	3,000,000.00	100.000	4.484	3,134,515.08	3.43%	4.90%	

Fixed Interest Security	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
DFB 5.45 04 Dec 2025 730DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	3.569	2,071,372.60	2.27%	5.45%	
JUDO 5.1 13 Aug 2024 90DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	1.076	1,010,758.90	1.11%	5.10%	
JUDO 5.2 13 Dec 2024 183DAY TD		3,000,000.00	1.00000000	3,000,000.00	100.000	0.684	3,020,515.08	3.31%	5.20%	
JUDO 5.7 06 Jan 2025 557DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	6.215	2,124,306.84	2.33%	5.70%	
JUDO 5.7 11 Jul 2025 730DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.297	1,002,967.12	1.10%	5.70%	
RABO 5.33 30 Jul 2025 365DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	0.015	2,000,292.06	2.19%	5.33%	
RABO 5.25 05 Jul 2027 1096DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	0.374	2,007,479.46	2.20%	5.25%	
RABO 5.2 31 Jul 2028 1462DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.014	1,000,142.47	1.10%	5.20%	
RABO 5.4 04 Jul 2029 1826DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	0.399	2,007,989.04	2.20%	5.40%	
RABO 5.25 30 Jul 2029 1826DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.014	1,000,143.84	1.10%	5.25%	
SCC 5.37 13 Jun 2025 365DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.706	1,007,061.92	1.10%	5.37%	
		28,250,000.00		28,250,000.00			28,775,185.53	31.51%		5.32%
Fixed Interest Total		89,991,762.78		89,991,762.78			91,312,633.81	100.00%		5.18%

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Report Code: TBSBP100EXT-01.20
Report Description: Portfolio Valuation As At Date
Parameters:
Term Deposit Interest Included
Cash Excluded
Settlement Date-Based Balances

1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AMP Bank Ltd	BBB+ to BBB-		7,250,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	81.00	19.00	1,749,176	0.00	0
ANZ Banking Group Ltd	AA+ to AA-		0.00	Book	30.00	% of 89,991,762.78	26,997,528.83	0.00	100.00	26,997,529	0.00	0
Australian Unity Bank (BPSS20)	BBB+ to BBB-		0.00	Book	10.00	% of 89,991,762.78	8,999,176.28	0.00	100.00	8,999,176	0.00	0
Auswide Bank Limited	BBB+ to BBB-		4,500,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	50.00	50.00	4,499,176	0.00	0
Bank Australia Limited	BBB+ to BBB-		7,500,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	83.00	17.00	1,499,176	0.00	0
Bank of Melbourne	AA+ to AA-	Westpac Banking Corporation Ltd	5,591,762.78	Book	30.00	% of 89,991,762.78	26,997,528.83	21.00	79.00	21,405,766	0.00	0
Bank of Queensland Ltd	A+ to A-		9,000,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	100.00	0.00	0	0.00	824
BankSA	AA+ to AA-	Westpac Banking Corporation Ltd	5,591,762.78	Book	30.00	% of 89,991,762.78	26,997,528.83	21.00	79.00	21,405,766	0.00	0
BankVic	BBB+ to BBB-		0.00	Book	10.00	% of 89,991,762.78	8,999,176.28	0.00	100.00	8,999,176	0.00	0
BankWest Ltd	AA+ to AA-	Commonwealth Bank of Australia Ltd	0.00	Book	30.00	% of 89,991,762.78	26,997,528.83	0.00	100.00	26,997,529	0.00	0
Bendigo & Adelaide Bank Ltd	A+ to A-		2,500,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	28.00	72.00	6,499,176	0.00	0
Beyond Bank Australia Ltd	BBB+ to BBB-		0.00	Book	10.00	% of 89,991,762.78	8,999,176.28	0.00	100.00	8,999,176	0.00	0
Commonwealth Bank of Australia Ltd	AA+ to AA-		0.00	Book	30.00	% of 89,991,762.78	26,997,528.83	0.00	100.00	26,997,529	0.00	0
Credit Suisse Sydney	BBB+ to BBB-		0.00	Book	20.00	% of 89,991,762.78	17,998,352.56	0.00	100.00	17,998,353	0.00	0
Credit Union Australia Ltd t/as Great Southern Bank	BBB+ to BBB-		6,000,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	67.00	33.00	2,999,176	0.00	0
Defence Bank Ltd	BBB+ to BBB-		2,000,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	22.00	78.00	6,999,176	0.00	0
Greater Bank - a division of Newcastle Greater Mutual Group Limited	BBB+ to BBB-	Newcastle Greater Mutual Group Ltd	6,500,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	72.00	28.00	2,499,176	0.00	0
Heritage and People's Choice Limited	BBB+ to BBB-		0.00	Book	10.00	% of 89,991,762.78	8,999,176.28	0.00	100.00	8,999,176	0.00	0
Illawarra Credit Union Ltd	BBB+ to BBB-		1,750,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	19.00	81.00	7,249,176	0.00	0
ING Bank Australia Limited	A+ to A-		0.00	Book	10.00	% of 89,991,762.78	8,999,176.28	0.00	100.00	8,999,176	0.00	0
Investec Bank Australia Limited	A+ to A-		0.00	Book	10.00	% of 89,991,762.78	8,999,176.28	0.00	100.00	8,999,176	0.00	0
Judo Bank	BBB+ to BBB-		7,500,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	83.00	17.00	1,499,176	0.00	0
Macquarie Bank Ltd	A+ to A-		3,000,000.00	Book	20.00	% of 89,991,762.78	17,998,352.56	17.00	83.00	14,998,353	0.00	0
ME Bank - a division of Bank of Queensland Ltd	A+ to A-	Bank of Queensland Ltd	9,000,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	100.00	0.00	0	0.00	824
Members Banking Group Limited t/as RACQ Bank	BBB+ to BBB-		0.00	Book	10.00	% of 89,991,762.78	8,999,176.28	0.00	100.00	8,999,176	0.00	0
MyState Bank Ltd	BBB+ to BBB-		3,000,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	33.00	67.00	5,999,176	0.00	0
National Australia Bank Ltd	AA+ to AA-		0.00	Book	30.00	% of 89,991,762.78	26,997,528.83	0.00	100.00	26,997,529	0.00	0
Newcastle Greater Mutual Group Ltd	BBB+ to BBB-		6,500,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	72.00	28.00	2,499,176	0.00	0
Norfina Limited t/as Suncorp Bank (subsidiary of ANZ)	AA+ to AA-		0.00	Book	20.00	% of 89,991,762.78	17,998,352.56	0.00	100.00	17,998,353	0.00	0
Northern Territory Treasury Corporation	AA+ to AA-		3,500,000.00	Book	30.00	% of 89,991,762.78	26,997,528.83	13.00	87.00	23,497,529	0.00	0

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1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
NSW Treasury Corporation	AA+ to AA-		0.00	Book	100.00	% of 89,991,762.78	89,991,762.78	0.00	100.00	89,991,763	0.00	0
P&N Bank Ltd	BBB+ to BBB-		0.00	Book	10.00	% of 89,991,762.78	8,999,176.28	0.00	100.00	8,999,176	0.00	0
QPCU LTD t/a QBANK	BBB+ to BBB-		5,750,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	64.00	36.00	3,249,176	0.00	0
Rabobank Australia Ltd	A+ to A-		8,000,000.00	Book	20.00	% of 89,991,762.78	17,998,352.56	44.00	56.00	9,998,353	0.00	0
Rabobank Nederland Australia Branch	A+ to A-		0.00	Book	20.00	% of 89,991,762.78	17,998,352.56	0.00	100.00	17,998,353	0.00	0
Royal Bank of Scotland	A+ to A-		0.00	Book	5.00	% of 89,991,762.78	4,499,588.14	0.00	100.00	4,499,588	0.00	0
Rural Bank Ltd	A+ to A-	Bendigo & Adelaide Bank Ltd	2,500,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	28.00	72.00	6,499,176	0.00	0
Southern Cross CU	N/R		1,000,000.00	Book	5.00	% of 89,991,762.78	4,499,588.14	22.00	78.00	3,499,588	0.00	0
St George Bank Limited	AA+ to AA-	Westpac Banking Corporation Ltd	5,591,762.78	Book	30.00	% of 89,991,762.78	26,997,528.83	21.00	79.00	21,405,766	0.00	0
UBS Australia Ltd	AA+ to AA-		5,650,000.00	Book	20.00	% of 89,991,762.78	17,998,352.56	31.00	69.00	12,348,353	0.00	0
Westpac Banking Corporation Ltd	AA+ to AA-		5,591,762.78	Book	30.00	% of 89,991,762.78	26,997,528.83	21.00	79.00	21,405,766	0.00	0
			124,767,051.12				656,939,868.29			532,174,462		1,648
			(Excluding Parent Group Duplicates)									

2 Security Rating Group Trading Limits

Security Rating Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AAA	0.00	Book	100.00	% of 89,991,762.78	89,991,762.78	0.00	100.00	89,991,763	0.00	0
AA+ to AA-	3,500,000.00	Book	100.00	% of 89,991,762.78	89,991,762.78	4.00	96.00	86,491,763	0.00	0
A+ to A-	22,000,000.00	Book	70.00	% of 89,991,762.78	62,994,233.95	35.00	65.00	40,994,234	0.00	0
A1+	5,591,762.78	Book	100.00	% of 89,991,762.78	89,991,762.78	6.00	94.00	84,400,000	0.00	0
A1	3,650,000.00	Book	100.00	% of 89,991,762.78	89,991,762.78	4.00	96.00	86,341,763	0.00	0
A2	24,000,000.00	Book	70.00	% of 89,991,762.78	62,994,233.95	38.00	62.00	38,994,234	0.00	0
A3	0.00	Book	60.00	% of 89,991,762.78	53,995,057.67	0.00	100.00	53,995,058	0.00	0
BBB+ to BBB-	30,250,000.00	Book	60.00	% of 89,991,762.78	53,995,057.67	56.00	44.00	23,745,058	0.00	0
N/R	1,000,000.00	Book	10.00	% of 89,991,762.78	8,999,176.28	11.00	89.00	7,999,176	0.00	0
	89,991,762.78				602,944,810.63			512,953,049		0

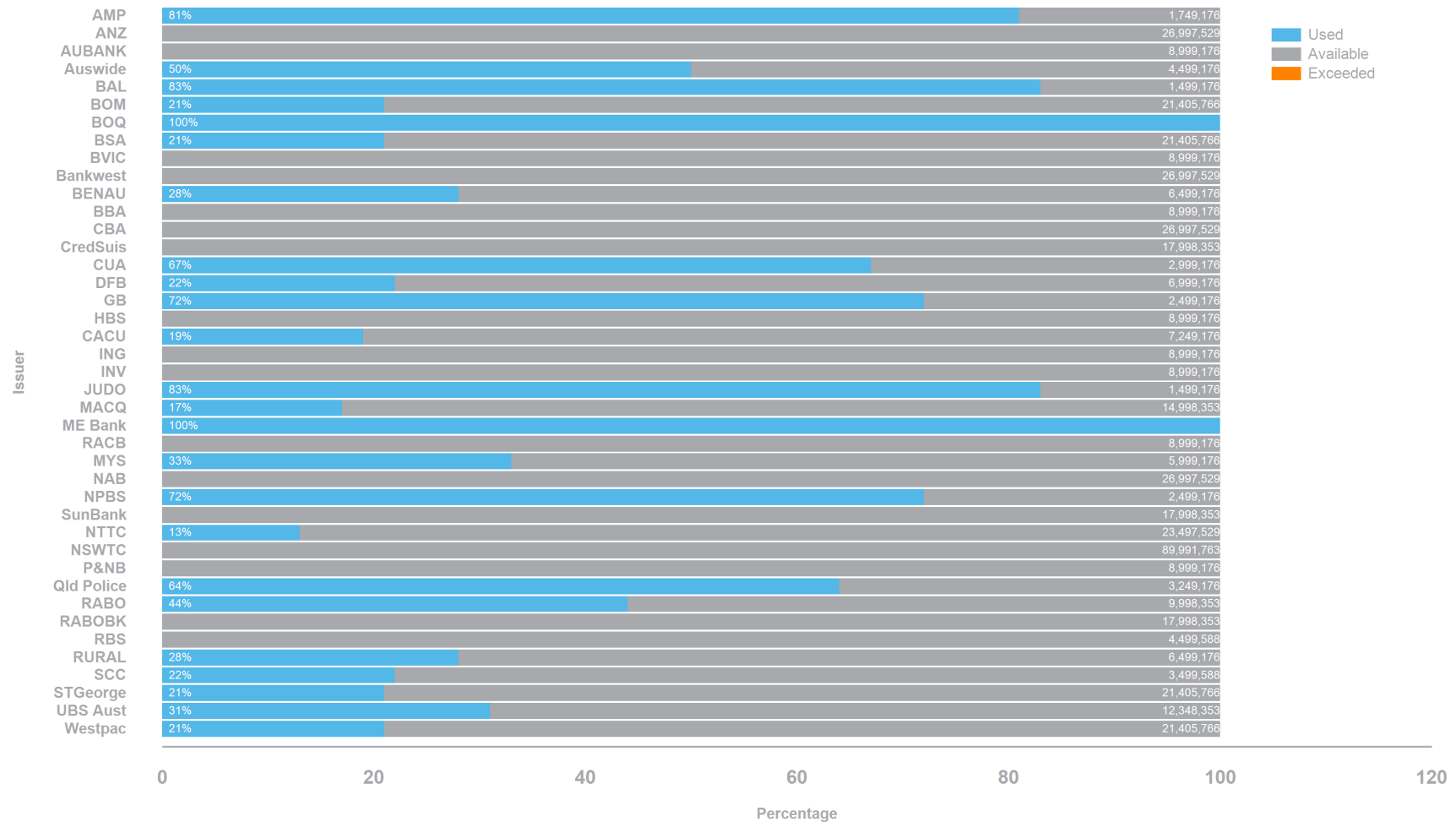
Notes

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

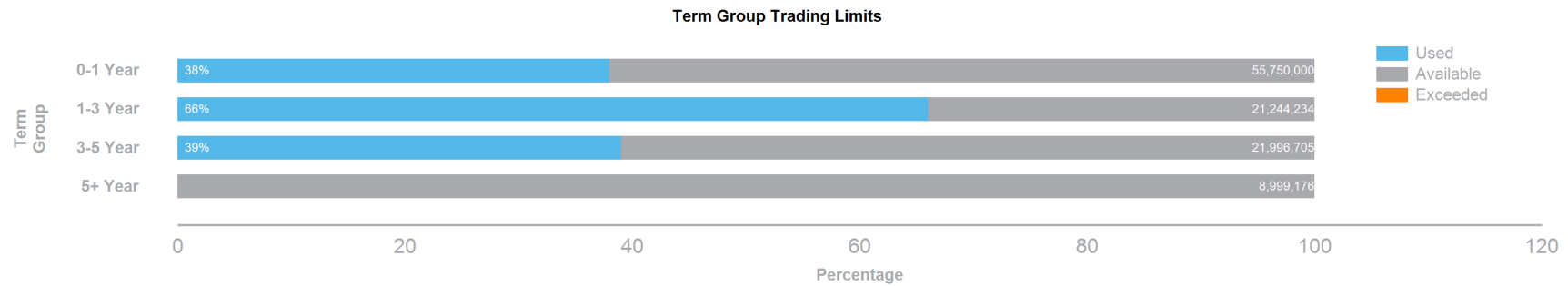
3 Term Group Trading Limits

Term Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
0-1 Year	34,241,762.78	Book	100.00	% of 89,991,762.78	89,991,762.78	38.00	62.00	55,750,000	0.00	0
1-3 Year	41,750,000.00	Book	70.00	% of 89,991,762.78	62,994,233.95	66.00	34.00	21,244,234	0.00	0
3-5 Year	14,000,000.00	Book	40.00	% of 89,991,762.78	35,996,705.11	39.00	61.00	21,996,705	0.00	0
5+ Year	0.00	Book	10.00	% of 89,991,762.78	8,999,176.28	0.00	100.00	8,999,176	0.00	0
	89,991,762.78				197,981,878.12			107,990,115		0

Issuer Trading Limits







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

Report Code: TBSBP125EXT-00.16
Report Description: Trading Limit Performance As At Date
Parameters:
As At/Scenario Date: 31 July 2024
Balance Date: 2 August 2024 (but 31 Jul 2024 used instead)
Trading Entity: Muswellbrook Shire Council
Trading Book: Muswellbrook Shire Council
Report Mode: BalOnly
Using Face Value
Trading Entity and Book Limits
Effects of Parent/Child Issuers Not Ignored



10.4.3. Monthly Financial Report - July 2024

Attachments:	1. Monthly Council Report July 2024 [10.4.3.1 - 10 pages]
Responsible Officer:	Derek Finnigan - General Manager
Author:	Manav Sharma (Finance Business Partner)
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 31 July 2024.

OFFICER'S RECOMMENDATION

Council NOTES the Financial Reports for the month ending 31 July 2024.

Moved: _____ **Seconded:** _____

REPORT

Please refer to the attachment for the July 2024 details of:

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

Overview

For financial year 2023/2024, the end of the year entries, including accruals and outstanding invoices, are still being processed. The other year-end adjustments, including revaluations and reserves/grants adjustments, will be processed in coming months.

The rates and charges are budgeted and levied in the month of July for the whole year. Overall, revenue is in line with the YTD budget. Expenses are overall 31% of the YTD budgets.

Material Exceptions:

General Fund

- **Revenue:**
 - Rates and Charges are budgeted and recognised in July.
 - Total revenue is \$29.14m against July budget of \$27.95m, resulting in favourable variance of \$1.19m.
 - User Charges and Fees show an unfavourable variance due to timing with the Transport for NSW works program, which is expected to be received later in the year.



- **Expenses:**

- Insurance under other costs is allocated and spent in July.
- Overall costs are 32% against YTD budgets, having favourable variance of \$1.72m, with major contribution from materials (\$1.03m; mainly Roads & Drainage, Property & Building and Waste Management).

Water Fund

- Water User Charges and Fees revenue show an unfavourable variance, partly due to the raising of the Pensioner Rebate for the Main Rates Levy and the first Water Account will not be raised until the end of this quarter.
- Expenses show a favourable variance of \$0.11m.

Sewer Fund

- Overall, Sewer Costs show a favourable variance against budget of \$0.31m.
- Revenue is short by \$0.8m. However, this is expected to be covered by non-residential sewer charges, expected to be received throughout the year

Future Fund

- **Revenue:**

- Lease rentals are expected to be in line with budgets in the coming months.

- **Expenses:**

- Overall expenses show a favourable variance of \$0.21m.

Capital Projects

- YTD Capital Spend is \$0.38M, which equates to 1% of the total Capital Budget, including carryovers.

Muswellbrook Shire Council

Financial Report - July 2025



Council Consolidated								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original Budget	September Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
Revenue								
Rates and Charges	\$35,016,811	\$34,804,235	\$212,576	1%	\$35,993,634	\$35,993,634	97%	* Rates and charges budgets are allocated and levied in July. Overall revenue is trending with July Budgets.
User Charges and Fees	\$787,025	\$1,774,527	(\$987,502)	-56%	\$21,294,328	\$21,294,328	4%	
Interest and Investments Revenues	\$512,651	\$292,489	\$220,162	75%	\$3,509,869	\$3,509,869	15%	
Other Revenues	\$124,408	\$212,092	(\$87,684)	-41%	\$2,545,098	\$2,545,098	5%	See individual funds for commentary specific to that fund
Operating Grants and Contributions	\$1,343,392	\$758,091	\$585,301	77%	\$9,097,090	\$9,097,090	15%	
Internal Revenue	\$397,773	\$512,027	(\$114,254)	-22%	\$6,144,323	\$6,144,323	6%	
Total Revenue	\$38,182,060	\$38,353,461	(\$171,401)	0%	\$78,584,342	\$78,584,342	49%	
Expenses								
Wages and Salaries	\$1,342,401	\$1,499,797	\$157,396	10%	\$17,997,560	\$17,997,560	7%	Overall costs are at 31% against YTD budgetS. Insurance cost is allocated and expended in July.
Materials and Contracts	\$962,490	\$2,188,816	\$1,226,326	56%	\$26,265,791	\$26,265,791	4%	
Other Costs	\$1,167,842	\$1,787,761	\$619,919	35%	\$7,650,613	\$7,650,613	15%	
Borrowing Costs	\$34,976	\$222,857	\$187,881	84%	\$2,674,278	\$2,674,278	1%	See individual funds for commentary specific to that fund
Overheads	\$397,773	\$493,212	\$95,439	19%	\$5,918,547	\$5,918,547	7%	
Depreciation	\$1,279,641	\$1,354,345	\$74,704	6%	\$16,252,138	\$16,252,138	8%	
Total Expenses	\$5,185,123	\$7,546,787	\$2,361,664	31%	\$76,758,927	\$76,758,927	7%	
Result	\$32,996,937	\$30,806,673	\$2,190,264		\$1,825,415	\$1,825,415		

Muswellbrook Shire Council

Financial Report - July 2025



General Fund								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original Budget	September Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
Revenue								
Rates and Charges	\$26,558,878	\$25,496,605	\$1,062,273	4%	\$26,686,004	\$26,686,004	100%	
User Charges and Fees	\$341,885	\$716,540	(\$374,655)	-52%	\$8,598,475	\$8,598,475	4%	*Rates and charges budgets are allocated and levied in July.
Interest and Investments Revenues	\$378,763	\$213,558	\$165,205	77%	\$2,562,699	\$2,562,699	15%	
Other Revenues	\$124,408	\$211,788	(\$87,380)	-41%	\$2,541,456	\$2,541,456	5%	*Overall revenue is trending in line with budgets. Under user charges and fees, deficit is due to budget for transport NSW works program, which is expected to be received later.
Operating Grants and Contributions	\$1,343,392	\$769,034	\$574,359	75%	\$9,228,402	\$9,228,402	15%	
Internal Revenue	\$397,773	\$546,408	(\$148,635)	-27%	\$6,556,899	\$6,556,899	6%	
Total Revenue	\$29,145,099	\$27,953,933	\$1,191,166	4%	\$56,173,935	\$56,173,935	52%	
Expenses								
Wages and Salaries	\$1,115,658	\$1,276,276	\$160,618	13%	\$15,315,306	\$15,315,306	7%	
Materials and Contracts	\$711,416	\$1,747,578	\$1,036,162	59%	\$20,970,932	\$20,970,932	3%	
Other Costs	\$831,710	\$1,226,205	\$394,495	32%	\$5,339,911	\$5,339,911	16%	Overall costs are 32% against YTD budgets. Insurance cost is allocated and expended in July.
Borrowing Costs	\$1,718	\$63,522	\$61,804	97%	\$762,266	\$762,266	0%	
Overheads	\$185,924	\$191,750	\$5,826	3%	\$2,300,997	\$2,300,997	8%	
Depreciation	\$893,674	\$957,044	\$63,370	7%	\$11,484,523	\$11,484,523	8%	
Total Expenses	\$3,740,100	\$5,462,373	\$1,722,273	32%	\$56,173,935	\$56,173,935	7%	
Result	\$25,404,999	\$22,491,559	\$2,913,440		\$0	\$0		

Muswellbrook Shire Council

Financial Report - July 2025



Water Fund								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original Budget	September Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
Revenue								
Rates and Charges	\$2,378,709	\$2,379,111	(\$402)	0%	\$2,379,111	\$2,379,111	100%	*Rates and charges budgets are allocated and levied in July.
User Charges and Fees	(\$67,176)	\$453,341	(\$520,517)	-115%	\$5,440,096	\$5,440,096	-1%	
Interest and Investments Revenues	\$90,847	\$53,121	\$37,726	71%	\$637,451	\$637,451	14%	*Water User Charges and Fees revenue show an unfavourable variance, partly due to the raising of the Pensioner Rebate for the Main Rates Levy and the first Water Account will not be raised until the end of this quarter.
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$0	\$3,190	(\$3,190)	-100%	\$38,277	\$38,277	0%	
Internal Revenue	\$0	(\$34,381)	\$34,381	-100%	(\$412,576)	(\$412,576)	0%	
Total Revenue	\$2,402,380	\$2,854,382	(\$452,002)	-16%	\$8,082,359	\$8,082,359	30%	
Expenses								
Wages and Salaries	\$133,300	\$121,678	(\$11,622)	-10%	\$1,460,138	\$1,460,138	9%	* Overall, costs show a favourable variance sitting at 16% against YTD budgets.
Materials and Contracts	\$171,962	\$204,876	\$32,914	16%	\$2,458,506	\$2,458,506	7%	
Other Costs	\$15,018	\$99,593	\$84,575	85%	\$541,556	\$541,556	3%	
Borrowing Costs	\$0	\$0	\$0	0%	\$0	\$0	0%	
Overheads	\$100,636	\$100,637	\$1	0%	\$1,207,649	\$1,207,649	8%	
Depreciation	\$176,022	\$181,914	\$5,892	3%	\$2,182,969	\$2,182,969	8%	
Total Expenses	\$596,938	\$708,698	\$111,760	16%	\$7,850,818	\$7,850,818	8%	
Result	\$1,805,442	\$2,145,684	(\$340,242)		\$231,541	\$231,541		

Muswellbrook Shire Council

Financial Report - July 2025



Sewer Fund								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original Budget	September Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
	YTD				Full Year			
Revenue								
Rates and Charges	\$6,079,224	\$6,928,519	(\$849,295)	-12%	\$6,928,519	\$6,928,519	88%	*Rates and charges budgets are allocated and levied in July.However non residential sewer charges are expected to be received throughout the year.
User Charges and Fees	\$0	\$38,792	(\$38,792)	-100%	\$465,498	\$465,498	0%	
Interest and Investments Revenues	\$43,041	\$25,810	\$17,231	67%	\$309,719	\$309,719	14%	
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	
Operating Grants and Contributions	\$0	(\$14,132)	\$14,132	-100%	(\$169,589)	(\$169,589)	0%	
Internal Revenue	\$0	\$0	\$0	0%	\$0	\$0	0%	
Total Revenue	\$6,122,265	\$6,978,988	(\$856,723)	-12%	\$7,534,147	\$7,534,147	81%	
Expenses								
Wages and Salaries	\$65,501	\$79,627	\$14,126	18%	\$955,523	\$955,523	7%	* Overall, costs show a favourable variance sitting at 44% against YTD budgets.
Materials and Contracts	\$20,525	\$133,077	\$112,552	85%	\$1,596,924	\$1,596,924	1%	
Other Costs	\$91,883	\$156,231	\$64,348	41%	\$817,889	\$817,889	11%	
Borrowing Costs	\$20,709	\$48,924	\$28,215	58%	\$587,093	\$587,093	4%	
Overheads	\$8,038	\$97,650	\$89,612	92%	\$1,171,795	\$1,171,795	1%	
Depreciation	\$194,113	\$199,554	\$5,441	3%	\$2,394,646	\$2,394,646	8%	
Total Expenses	\$400,769	\$715,063	\$314,294	44%	\$7,523,870	\$7,523,870	5%	
Result	\$5,721,496	\$6,263,925	(\$542,429)		\$10,277	\$10,277		

Muswellbrook Shire Council

Financial Report - July 2025



Future Fund								
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original 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	\$512,316	\$565,855	(\$53,539)	-9%	\$6,790,259	\$6,790,259	8%	* User Charges and Fees have negative variance. The lease rentals are expected to be in line with budgets in following months.
Interest and Investments Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	
Other Revenues	\$0	\$304	(\$304)	-100%	\$3,642	\$3,642	0%	
Operating Grants and Contributions	\$0	\$0	\$0	0%	\$0	\$0	0%	
Internal Revenue	\$0	\$0	\$0	0%	\$0	\$0	0%	
Total Revenue	\$512,316	\$566,158	(\$53,842)	-10%	\$6,793,901	\$6,793,901	8%	
Expenses								
Wages and Salaries	\$27,942	\$22,216	(\$5,726)	-26%	\$266,593	\$266,593	10%	* Overall, costs show a favourable variance sitting at 32% against YTD budgets.
Materials and Contracts	\$58,587	\$103,286	\$44,699	43%	\$1,239,429	\$1,239,429	5%	
Other Costs	\$229,231	\$305,733	\$76,502	25%	\$951,257	\$951,257	24%	
Borrowing Costs	\$12,549	\$110,410	\$97,861	89%	\$1,324,919	\$1,324,919	1%	
Overheads	\$103,175	\$103,176	\$1	0%	\$1,238,106	\$1,238,106	8%	
Depreciation	\$15,832	\$15,833	\$1	0%	\$190,000	\$190,000	8%	
Total Expenses	\$447,316	\$660,654	\$213,338	32%	\$5,210,304	\$5,210,304	9%	
Result	\$65,000	(\$94,496)	\$159,496		\$1,583,597	\$1,583,597		

Muswellbrook Shire Council
Financial Report - July 2025
Capital Costs (Incl. Loan Repayments & excl. Revenue)



	YTD Actuals	Carry Overs	Total Budget	YTD % Spend	Over Budget	Comments
General Fund Projects						
Planning, Community and Corporate Services Projects						
Adventure Playground - Wollombi Road	20,648	21,200	21,200	97%		
Aquatic Centres Programme	-	89,953	409,953	0%		
Art Acquisitions	-	-	70,000	0%		
Art Centre Offsite Storage	-	-	821,893	0%		
Buildings New and Replacement	2,200	1,573,248	2,073,248	0%		
Bushfire Assets	-	-	-	0%		
Capital Works Contingency	-	-	130,000	0%		
CBD Stage 7 (Town Centre)	-	-	-	0%		
Civic Precinct (Town Square)	26,242	1,705,062	2,885,362	1%		
Corporate Services General Programme	-	-	-	0%		
COVID 19	-	-	142,749	0%		
Denman Childrens Centre - Expansion (Contribution)	-	-	-	0%		
Denman Heritage Shed	-	-	-	0%		
Denman Netball Courts	-	-	280,173	0%		
Denman Tourist Park	-	-	546,766	0%		
Future Fund Contribution	-	-	775,000	0%		
General Design Program	-	45,513	95,513	0%		
Hunter Beach	-	10,161	10,161	0%		
Information Technology Strategy	-	-	200,000	0%		
Karoola Park Citizens Walk Pathway	-	9,004	9,004	0%		
Library Books General Capital Purchases (General)	-	18,403	108,403	0%		
Library Subsidy Projects	-	106,668	106,668	0%		
Local Priority Grant	-	61,943	72,943	0%		
Loan - Staff Housing	3,334	-	40,013	8%		
Loan - 140 Bridge Street	-	-	5,414	0%		
Loan - 88 Bridge Street	-	-	54,210	0%		
Loan - Campbells Corner	-	-	225,180	0%		
Loan - Donald Home	-	-	229,044	0%		
Major Landcare Projects	-	-	75,000	0%		
Muscle Creek Catchment Strategy	-	82,081	82,081	0%		
Muscle Creek Emergency Stabilisation	-	-	250,000	0%		
Purchase Paxton Street Denman	-	-	-	0%		
Mbk and Dnm Indoor Sports Centre Upgrades	-	-	-	0%		
MSC Depot	-	-	-	0%		
Olympic Park Project	-	459,362	5,064,705	0%		
Performance and Convention Centre	2,500	502,747	3,102,747	0%		
Public Art Sculpture	-	-	-	0%		
Purchase of Land - Companion Animal Impounding Facilit	446	-	150,000	0%		
Recreation Capital Works	19,365	891,888	1,266,888	2%		
Resources for Regions 9 - Denman Rec Area	-	1,832,546	1,832,546	0%		
Resources for Regions 9 - Depot	-	313,714	4,513,714	0%		
Resources for Regoins 9 - Campbells Corner	23,500	167,521	867,521	3%		
STEM Equipment Replacement	-	140,324	250,324	0%		
Simpson Park	-	-	403,871	0%		
Waste Flip Screen	-	102,960	102,960	0%		
Sport and Rereation Small Capital Grants Program	-	-	-	0%		
Total Planning, Community and Corporate Services	98,235	8,134,298	27,275,254	0%	-	

Muswellbrook Shire Council
Financial Report - July 2025
Capital Costs (Incl. Loan Repayments & excl. Revenue)



	YTD Actuals	Carry Overs	Total Budget	YTD % Spend	Over Budget	Comments
Roads and Drainage Projects						
Bridge St Footpath	-	-	69,926	0%		
Bridges Renewal Programme	-	92,496	342,496	0%		
Carpark Renewal Programme	-	-	100,000	0%		
CPTIGS - Bus Shelter	-	198,916	198,916	0%		
Drainage	-	-	-	0%		
Drainage Devices Programme	-	-	500,000	0%		
Flood Warning Systems	-	147,856	147,856	0%		
FOGO - Design and EIS	-	-	-	0%		
Footpath and Cycleway Renewal Programme	-	-	200,000	0%		
Heavy Patching Programme	-	-	750,000	0%		
Hunter Beach to CBD Pathway	-	-	600,000	0%		
Resilience Works Karoola Park	10,800	443,014	443,014	2%		
Kerb and Gutter Replacement Programme	-	-	535,000	0%		
Kirk and Peberdy Bridges	-	-	-	0%		
Large Plant Items	-	1,223,878	1,923,878	0%		
Leachate Dam	-	25,795	475,795	0%		
LISF - Roads Infrastructure Backlog	-	-	-	0%		
ARGN 960 Natural Disaster Event - Baerami Creek Caus	-	672,039	672,039	0%		
New Footpath and Cycleway Programme	-	-	145,000	0%		
Purchase of Vehicles	-	207,993	607,993	0%		
Rainbow Creek Bridge	-	274,687	374,687	0%		
Regional Road Renewal Programme	-	-	69,000	0%		
Resources for Regions - Round 5	-	-	-	0%		
Resources for Regions- Round 7	3,960	828,733	828,733	0%		
Resources for Regions 9	-	1,687,822	1,687,822	0%		
Road Resealing Programme	-	-	1,000,000	0%		
Roads Capital Contingency	-	-	150,000	0%		
Roads to Recovery Program	-	577,898	1,155,796	0%		
Rosebrook Bridge	-	-	-	0%		
Rural Road Regravelling Programme	-	-	250,000	0%		
Rural Road Renewal Programme	70,449	264,886	764,886	9%		
Safety Device Renewal Programme	-	-	-	0%		
Stormwater Drainage (new)	-	-	150,000	0%		
Transport Vehicles	-	160,000	360,000	0%		
Urban Road Renewal Programme	10,282	355,132	755,132	1%		
Victoria Street Rehab	-	-	-	0%		
Widden Creek Stabilisation Works	-	144,880	144,880	0%		
Widden Bridge/Traffic Singals/Kenilworth St	-	-	90,250	0%		
Wilkinson Bridge	9,322	-	112,617	8%		
Yarraman Road Upgrade	-	71,882	71,882	0%		
Footpath - Turtle St Denman	-	-	-	0%		
Total Roads and Drainage	104,813	7,377,907	15,677,598	1%	-	
Total General Fund	203,048	15,512,205	42,952,852	0%	-	

Muswellbrook Shire Council
Financial Report - July 2025
Capital Costs (Incl. Loan Repayments & excl. Revenue)



	YTD Actuals	Carry Overs	Total Budget	YTD % Spend	Over Budget	Comments
Future Fund Projects						
Donald Horne Building	-	-	-	0%		
Brook Street Plaza	6,249	-	74,993	8%		
Town Education Campus	4,166	-	49,995	8%		
Seven Hills	-	-	446,776	0%		
Marketplace	-	-	1,056,040	0%		
Renewal of Existing Assets/New Acquisitions	65,355	264,618	665,412	10%		
Throsby ACT	43,333	-	520,000	8%		
Upgrade of Loxton House	-	-	-	0%		
Total Future Fund	119,103	264,618	2,813,216	4%	-	
Sewer Fund						
Access & Security Improvements RWTW	-	-	150,000	0%		
Mains Renewal and Replacement	150	-	200,000	0%		
Operations Contingency Project	-	-	50,000	0%		
Sewer Plant and Equipment	-	80,000	180,000	0%		
Solar Array	-	699,622	699,622	0%		
System Plant Asset Renewals	1,720	108,017	528,017	0%		
Transportation System Improvement	-	95,964	595,964	0%		
Loan - Sewer RWTW	23,538	-	712,698	3%		
Upgrade Sewer Pump Station 1	-	87,094	1,987,094	0%		
CCTV Inspection on of Mains	-	-	-	0%		
Skellatar Main	-	-	104,299	0%		
Total Sewer Fund	25,408	1,070,697	5,207,694	0%	-	

Muswellbrook Shire Council
Financial Report - July 2025
Capital Costs (Incl. Loan Repayments & excl. Revenue)



	YTD Actuals	Carry Overs	Total Budget	YTD % Spend	Over Budget	Comments
Water Fund						
Asbestos, Earthworks, Security	-	-	150,000	0%		
Laboratory Equipment	-	-	20,000	0%		
Mains Renewal and Replacement (inc Carryover)	-	390,285	890,285	0%		
Office Upgrade	-	-	-	0%		
Operations Contingency Project	-	-	50,000	0%		
Replacement of Water Meters Programme	4,837	-	65,000	7%		
GLE Pipeline	-	1,362,625	18,362,625	0%		
South Muswellbrook Reservoir	-	-	-	0%		
System Plant Asset Renewals	-	331,398	881,398	0%		
Upgrade Fluoride Dosing System WTP	-	150,598	150,598	0%		
Vehicle-Equipment Replacement	32,354	65,000	165,000	20%		
Water Stop Valve Replacement	-	-	200,000	0%		
Total Water Fund	37,191	2,299,906	20,934,906	0%	-	
Consolidated Total	384,750	19,147,426	71,908,668	1%	-	

Debtor Balances as at 31 July 2024

Account	120 days	90 days	60 days	30 days	Current	Balance
Waste Depot Charges	\$0	\$39,494	\$0	\$429,414	\$3,320	\$472,228
Inspection Fees	\$15,752	\$0	\$0	\$17,731	\$0	\$33,483
Sam Adams College Rent	\$0	\$0	\$52,352	\$4,480	\$6,480	\$63,312
Council Properties - Future Fund *	\$0	\$19,038	\$32,582	\$0	\$278,595	\$330,215
Council Properties - Marketplace *	\$143,130	\$7,465	\$23,057	\$0	\$367,519	\$541,170
Council Properties - Education Fund	\$4,811	\$0	\$6,650	\$87,649	\$37,896	\$137,006
Recreation	\$601	\$0	\$1,326	\$1,747	\$1,734	\$5,409
Sundries**	\$187,558	\$9,736	\$1,675	\$630,104	\$3,258,431	\$4,087,503
Water Tanker Sales	\$235	\$54	\$949	\$14,665	\$0	\$15,903
Trade Waste Charges	\$342	\$0	\$0	\$0	\$0	\$342
Muswellbrook Sewer	\$633	\$692	\$7,149	\$38,157	\$0	\$46,630
GST Tax Debtor	\$0	\$0	\$0	\$0	\$15,570	\$15,570
TOTAL	\$353,062	\$76,478	\$125,739	\$1,223,946	\$3,969,545	\$5,748,771

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

** Includes \$2.73M in VPA Funding and \$1.17M Grant Funding.



10.5. Community and Economy

Nil

11. Minutes of Committee Meetings

11.1. Future Fund Committee - 13 June, 2024

Attachments:	1. Minutes - Future Fund Committee - 13/06/2024 [11.1.1 - 2 pages]
Responsible Officer:	Derek Finnigan - General Manager
Author:	Amy Paynter
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 inform Council of a meeting of the Future Fund Committee held on 13 June 2024.

OFFICER'S RECOMMENDATION

Council NOTES the minutes of the meeting of the Future Fund Committee held on 13 June 2024.

Moved: _____ **Seconded:** _____

REPORT

The Director Infrastructure and Property reports that the Future Fund Committee met on 13 June 2024. The Agenda and Minutes of the meeting are attached for the information of the Councillors.

**MINUTES OF THE FUTURE FUND ADVISORY COMMITTEE MEETING OF THE
MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION
CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON THURSDAY 13 JUNE 2024
COMMENCING AT 4PM.**

PRESENT: Cr S.M. Reynolds (Mayor), Cr D. Douglas, Cr R. Mahajan,
Cr R. Scholes and Cr B.N. Woodruff.

IN ATTENDANCE: Mr D. Finnigan, Mr J. Hogan and Mr M. Lysaught.

1 Acknowledgement of Country

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

2 Apologies

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

The apologies for inability to attend the meeting submitted by Cr G. McNeill and
Cr M. Bowditch be ACCEPTED.

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 **7 December 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 Interest

Nil.

5 Business Arising

Nil

6 Business

6.1 Future Fund Property Schedule and Financials

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

The Committee recommends adoption of the amended Future Fund Schedule.

6.2 Future Fund Projects

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

1. The Future Committee recommends proceeding with the Future Fund projects as described in the report; and
2. Proceed with single dwelling option for 35-53 Wollombi Road and include consideration for duplex on corner.



6.3 Future Fund - Seven Hills - Sale Recommendations

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

1. The Committee recommends that Council retains 5 Stanton Road, Seven Hills; and
2. Property identified by the Committee be prepared for sale.

7 Closed Committee

Nil

8 Date of Next Meeting

To be determined

9 Closure

The meeting was declared closed at 4.55pm.

.....
Mr D. Finnigan
General Manager

.....
Cr S. Reynolds
Chairperson



11.2. Industrial Closures Committee - 18 June, 2024

Attachments:	1. Minutes - Industrial Closures Committee - 18 June, 2024 [11.2.1 - 2 pages]
Responsible Officer:	Derek Finnigan - General Manager
Author:	Shaelee Welchman (Director - Community & Economy)
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 inform Council of a meeting of the Industrial Closures Committee held on 18 June, 2024.

OFFICER'S RECOMMENDATION

Council NOTES the minutes of the meeting of the Industrial Closures Committee held on 18 June, 2024.

Moved: _____ Seconded: _____

REPORT

The Director – Community & Economy reports that the Industrial Closures Committee met on 18 June, 2024.

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

**MINUTES OF THE INDUSTRIAL CLOSURES COMMITTEE MEETING OF THE
MUSWELLBROOK SHIRE COUNCIL HELD VIA TEAMS/THE LOXTON ROOM,
ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON TUESDAY
18 JUNE 2024 COMMENCING AT 4:00 PM.**

PRESENT: Cr R. Scholes (Chair), Cr J. Drayton, Mr R. Cooper (AGL),
Mr B. O'Kane (Muswellbrook Coal), Ms L. Watts (BHP - Mt Arthur).

IN ATTENDANCE: Cr B. Woodruff, Cr M. Bowditch, Cr D. Marshall, Cr J. Lecky,
Mr S. Palmer (Mangoola), Mr J. James (Malabar) Mr J. Beatty
(Dartbrook), Mr C. Halfpenny (Bengalla), Ms F. Hartin (Bengalla),
Mr D. Finnigan (General Manager), Ms S. Welchman (Director -
Community & Economy) and Ms S. Pope (Director - Planning &
Environment).

1 Acknowledgement of Country

The Acknowledgement of Country was read by Cr M. Bowditch

2 Apologies

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

The apologies for inability to attend the meeting submitted by Cr S. Reynolds, Mr M. Kelly (Mbk Chamber of Commerce), Mr D. Layzell MP (Member for Upper Hunter), Mrs A. Walker (BHP-Mt Arthur Coal) and Mr M. Redman (Mach Energy) be ACCEPTED.

3 Confirmation of Minutes of Previous Meeting

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

The Minutes of the Industrial Closures Committee Meeting held on **19 March 2024**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

Ms F. Hartin (Bengalla) and Mr C. Halfpenny (Bengalla) entered meeting.

4 Disclosure of Any Pecuniary and Non-Pecuniary Interests

Nil.

5 Business Arising

5.1 Upper Hunter Region Employment Lands Strategy

The Committee requested that this report be carried over to the next Industrial Closures Committee Meeting.



6 Business

6.1 AGL Liddell and Bayswater Update

Mr R. Cooper provided the Committee with an update on AGL Liddell and Bayswater.

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

The information contained in this report be noted

6.2 BHP Mt Arthur Update

Ms L. Watts provided the Committee with an update on BHP Mt Arthur.

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

The information contained in this report be noted.

6.3 Muswellbrook Coal Update

Mr B. O'Kane provided the Committee with an update on Muswellbrook Coal.

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

The information contained in this report be noted.

7 Member Updates

Nil

8 Date of Next Meeting

TBA

9 Closure

The meeting was declared closed at 5:00 pm.

.....
Mr D. Finnigan
General Manager

.....
Cr S Reynolds
Chairperson



11.3. State Significant Development Committee - 9 July, 2024

Attachments:

1. Record of Proceedings - State Significant Development Committee - 9/07/2024 [**11.3.1** - 2 pages]

Responsible Officer:

Sharon Pope - Director - Planning & Environment
Derek Finnigan - General Manager

Author:

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 inform Council of a meeting of the State Significant Development Committee held on 9 July, 2024.

OFFICER'S RECOMMENDATION

Council NOTES the Record of Proceedings of the meeting of the State Significant Development Committee held on 9 July, 2024.

Moved: _____ **Seconded:** _____

REPORT

The Development Compliance Officer reports that the State Significant Development Committee met on 9 July, 2024.

The Record of Proceedings of the meeting are attached for the information of the Councillors.

**RECORD OF PROCEEDINGS 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 9 JULY 2024 COMMENCING AT 4:00PM.**

PRESENT: Cr B. Woodruff (Chair) and Cr G. McNeill.

IN ATTENDANCE: Cr J. Drayton, Cr L. Dunn, Cr R. Mahajan, Cr D. Marshall, Ms S. Pope (Director – Planning & Environment), Mrs S. Welchman (Director - Community & Economy), Ms T. Folpp (Development Compliance Officer) and Mrs C. Middleton (Co-Ordinator Media & Communications).

1 Acknowledgement of Country

The Acknowledgement of Country was read by Cr B. Woodruff.

2 Apologies

RESOLVED that the apologies for inability to attend the meeting submitted by Cr S. Reynolds, Cr J. Lecky and Cr R. Scholes be ACCEPTED.

3 Confirmation of Minutes of Previous Meeting

The Minutes of the State Significant Development Committee Meeting held on **11 June 2024**, a copy of which has been distributed to all members, were noted and will be submitted to the next meeting.

4 Disclosure of Any Pecuniary and Non-Pecuniary Interests

Nil

5 Business Arising

Nil

6 Business

6.1 MACH Energy Northern Link Road - Project Update

The Committee noted the information contained in this report.

6.2 Future Jobs and Investment Authority Issues Paper Submission

The Committee noted that staff forwarded a submission to the Department of Regional NSW in relation to the Future Jobs and Investment Authority Issues Paper as discussed.

6.3 Activities Summary for State Significant Development and Energy Generation Projects

The Committee noted the information contained in this report.



8 Date of Next Meeting

13 August 2024

9 Closure

The meeting was declared closed at 4:17pm.

.....
Cr B. Woodruff
Chairperson



11.4. Finance Review Advisory Committee - 18 July, 2024

Attachments:	1. Minutes - Finance Review Advisory Committee - 18/07/2024 [11.4.1 - 2 pages]
Responsible Officer:	Derek Finnigan - General Manager
Author:	Josh Hogan (Chief Financial 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 inform Council of a meeting of the Finance Review Advisory Committee held on 18 July, 2024.

OFFICER'S RECOMMENDATION

Council NOTES the minutes of the meeting of the Finance Review Advisory Committee held on 18 July, 2024.

Moved: _____ **Seconded:** _____

REPORT

The Chief Financial Officer reports that the Finance Review Advisory Committee met on 18 July, 2024.

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

**MINUTES OF THE FINANCE ADVISORY COMMITTEE MEETING OF THE
MUSWELLBROOK SHIRE COUNCIL HELD IN THE LOXTON ROOM, ADMINISTRATION
CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON 18 JULY 2024 COMMENCING
AT 4:00PM.**

PRESENT: Cr S. Reynolds (Chair), Cr J. Lecky, Cr L. Dunn, Cr R. Mahajan,
Cr A. Barry, Mr D. Finnigan (General Manager), Mrs J. Hayes
(Financial Controller).

IN ATTENDANCE: Cr D. Marshall, Cr B. Woodruff and Mr M. Lysaught.

1 Acknowledgement of Country

The Acknowledgement of Country was read by Cr J. Lecky.

2 Apologies

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

The apology for inability to attend the meeting submitted by Cr R. Scholes be
ACCEPTED.

In Favour: Cr S. Reynolds, Cr J. Lecky, Cr L. Dunn, Cr A. Barry and Cr R. Mahajan

Against: Nil

3 Disclosure of Any Pecuniary and Non-Pecuniary Interests

Nil

4 Business Arising

Nil

5 Business

5.1 Monthly Financial Report - June 2024

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

The Finance Committee NOTES the Financial Reports for the month ending
30 June 2024.

In Favour: Cr S. Reynolds, Cr J. Lecky, Cr L. Dunn, Cr A. Barry and Cr R. Mahajan

Against: Nil

5.2 Report on Investments held as at 30 June 2024

RESOLVED on the motion of Cr A. Barry and Cr L. Dunn that:

Council NOTES Council's Investments as at 30 June 2024.

In Favour: Cr S. Reynolds, Cr J. Lecky, Cr L. Dunn, Cr A. Barry and Cr R. Mahajan

Against: Nil



7 Date of Next Meeting

To be determined

8 Closure

The meeting was declared closed at 4:30pm.

.....
Mr D. Finnigan
General Manager

.....
Cr S. Reynolds
Chairperson



11.5. Regional Entertainment Centre Advisory Committee - 1 August 2024

Attachments:	1. Minutes - Regional Entertainment Centre Advisory Committee - 1/08/2024 [11.5.1 - 2 pages]
Responsible Officer:	Derek Finnigan - General Manager
Author:	Amy Paynter
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 Regional Entertainment Centre Advisory Committee held on 1 August 2024.

OFFICER'S RECOMMENDATION

Council NOTES the Minutes of the meeting of the Regional Entertainment Centre Advisory Committee held on 1 August 2024.

Moved: _____ **Seconded:** _____

REPORT

The Director - Infrastructure and Property reports that the Regional Entertainment Centre Development Advisory Committee met on 1 August 2024.

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

MINUTES OF THE REGIONAL ENTERTAINMENT CENTRE DEVELOPMENT ADVISORY COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD VIA TEAMS/THE LOXTON ROOM, ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON THURSDAY 1 AUGUST 2024 COMMENCING AT 5.30PM.

PRESENT: Cr L. Dunn (Chair), Cr J. Lecky, Cr R. Scholes, Cr B. Woodruff and Mr S. Delforce (MATS)

IN ATTENDANCE: Mr D. Finnigan (General Manager), Mr M. Lysaught (Director - Infrastructure & Property), Mrs K. Scholes (Group Manager Infrastructure and Operations) and Mr D.,. Fernandes (Project Manager).

1 Acknowledgement of Country

The Acknowledgement of Country was read by Cr L. Dunn.

2 Apologies

The apologies for inability to attend the meeting submitted by Mrs V. French and Mr A. French-Northam, be ACCEPTED.

3 Confirmation of Minutes of Previous Meeting

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

The Minutes of the Regional Entertainment Centre Development Advisory Committee Meeting held on 6 June 2024, 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 Progress Update

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

1. The information contained in this report be noted.
2. A meeting be organised with Richard Stuart and the Committee to discuss design including Fly Tower options.
3. A tour of similar venues to that proposed for Muswellbrook Shire be organised for the Committee.



6.2 Expression of Interest for Committee Representatives

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

The information contained in this report be noted and applications for Mr W Toms and Mr T Woolley be taken to the next term of Council commencing **October, 2024.**

7 Member Updates

Nil

8 Date of Next Meeting

To be confirmed.

9 Closure

The meeting was declared closed at 6.32pm.

.....
Mr D. Finnigan
General Manager

.....
Cr L. Dunn
Chairperson



11.6. AGL Community Funding Investment Committee - 13 August 2024

Attachments:	1. Minutes - AGL Community Funding Investment Committee - 13/08/2024 [11.6.1 - 3 pages]
Responsible Officer:	Derek Finnigan - General Manager
Author:	Shaelee Welchman (Director - Community & Economy)
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 AGL Community Funding Investment Committee held on 13 August, 2024.

OFFICER'S RECOMMENDATION

Council NOTES the minutes of the meeting of the AGL Community Funding Investment Committee held on 13 August, 2024.

Moved: _____ **Seconded:** _____

REPORT

The Director – Community & Economy reports that the AGL Community Funding Investment Committee met on 13 August, 2024.

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

**MINUTES OF THE AGL COMMUNITY FUNDING INVESTMENT COMMITTEE MEETING
OF THE MUSWELLBROOK SHIRE COUNCIL HELD VIA MICROSOFT TEAMS ON
TUESDAY 13 AUGUST 2024 COMMENCING AT 3:00 PM.**

PRESENT: Mr D. Finnigan (General Manager), Ms P. Yuille (AGL) and
Ms T. Cronin (AGL)

IN ATTENDANCE: Ms S. Welchman (Director - Community & Economy),
Mr J. Hogan (Chief Financial Officer), Ms J. Hayes (Financial Controller)
and Ms P. Heusler (Administration Officer - Community & Economy)

1 Acknowledgement of Country

The Acknowledgement of Country was read by Derek Finnigan.

2 Apologies

The apologies for inability to attend the meeting submitted by Cr S. Reynolds be
ACCEPTED.

3 Confirmation of Minutes of Previous Meeting

RECOMMENDED on the motion of Ms P. Yuille and D. Finnigan that:

The Minutes of the AGL Community Funding Investment Committee Meeting held on
14 March 2024, 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 Investment Committee Membership

A report was submitted to the Committee to finalise the membership of the AGL
Investment Committee.

As part of the agreement, Council is required to establish the Investment
Committee comprising of: -

Two members appointed by AGL -



Two members appointed by Council -

One Community representative and -

One representative from a government organisation or related entity with the demonstrated interest in the public benefit of the Upper Hunter Region

The membership of the committee is as follows:

AGL members

Teagan Cronin – Divisional Governance and Excellence Manager Site Transition

Polly Yuille – Corporate Affairs Manager – Bayswater and Transition

Muswellbrook Shire Council members

Mayor Muswellbrook Shire Council

Derek Finnigan - General Manager

Government Representative

An invitation was made to Alison McGaffin Executive Director Regional and Community Engagement TAFE NSW who is considering the opportunity and will advise prior to the next meeting of the Investment Committee

Community representative

In accordance with Schedule 3 Section 2.3, an advertisement was placed in the Hunter River Times and on Council's social media and other channels seeking an expression of interest for a Community Representative to join the committee on 17 June closing on 5 July. The Community Representative must be elected by majority vote of the Investment Committee at the first meeting of the Investment Committee from the persons who made an application to Council for appointment. The Community Representative is elected to the Investment Committee for a two year period and must be a resident of the Shire. One application was received. Officers sought clarification from the applicant regarding their residential address as it is not within the Shire.

RECOMMENDED on the motion of Ms T. Cronin and Derek Finnigan that:

1. The AGL Community Funding Investment Committee confirms the membership of the investment committee providing the following be actioned and confirmed before the next Community Funding Investment Committee Meeting on 3 September 2024:
 - Muswellbrook Shire Council to seek further advice on the term 'residency' in Schedule 3 Section 2.3 (b) and if it can be applied to those who have a business residence in the Muswellbrook Shire but are a resident in the greater upper hunter region.
 - AGL to seek advice on any conflict of interest with the Community Representative and their operations and other projects.
 - Advice and agreement on the appointment of the Community Representative be circulated to the committee via email for agreement



- Muswellbrook Shire Council to advise the Community Representative applicant on the outcome of the application highlighting the requirements of the Terms of Reference and conflict of interest provisions.
2. A meeting of the investment Committee be held on 3 September, 2024 to discuss projects and funding allocation.

8 Date of Next Meeting

3 September 2024

9 Closure

The meeting was declared closed at 3:24 PM.

..... Mr D. Finnigan General Manager	
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12. Notices of Motion

Nil

13. Councillors Reports

14. Written Questions

Nil

15. Questions for Next Meeting

16. Adjournment into Closed Council

17. Closed Council

Nil

18. Resumption of Open Council

19. Closure

Date of Next Meeting: 15 October, 2024