## Ordinary Council Meeting

**Business Paper** 

Tuesday 27 May 2025



#### MUSWELLBROOK SHIRE COUNCIL

P.O Box 122

MUSWELLBROOK

20 May, 2025

Councillors,

You are hereby requested to attend the Ordinary Council Meeting to be held in the Meeting Room / Teams, Muswellbrook Library, 126 Bridge Street, Muswellbrook on <u>Tuesday 27 May 2025</u> 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.



### **Order of Business**

1.	Applications for Attendance via Audio Visual Link	7
2.	Acknowledgement of Country	7
3.	Civic Prayer	7
4.	Apologies and Applications for a Leave of Absence	7
5.	Confirmation of Minutes	7
6.	Disclosure of any Pecuniary or Non-Pecuniary Interests	7
7.	Mayoral Minute	
8.	Public Participation	7
9.	Business Arising (From Previous Meetings)	7
10.	Business (Specific Reports)	8
	10.1. Planning and Environment	8
	10.1.1. Net Zero 2050 Roadmap Update	8
	10.1.2. Monthly Report to Council - Planning, Environment and Regulatory Services	13
	10.2. Corporate Services	25
	10.2.1. 2025/2026 Councillor Remuneration	25
	10.2.2. Community Strategic Plan for Endorsement	75
	10.2.3. Code of Meeting Practice for Adoption1	19
	10.2.4. Draft Financial Reserve Management Policy for Public Exhibition1	67
	10.2.5. Draft Modern Slavery Policy for Public Exhibition	83
	10.2.6. Progress Report for 2022 - 2026 Delivery Program and 2024- 2025 Operation Plan19	
	10.2.7. March 2025 Quarterly Budget Review2	31
	10.2.8. Report on Investments held as at 30 April 20252	46
	10.2.9. Monthly Financial Report - April 20252	59
	10.3. Infrastructure and Property	72
	10.3.1. Public Amenities and Changing Places Facility at Simpson Park2	72
	10.3.2. Signage and Wayfinding Master Plan2	80
	10.3.3. Memorandum of Understanding - Reclassification of Bengalla and Wybong Roads	34
	10.3.4. Joint Water Treatment Plant MSC/UHSC Update3	50
	10.4. Community and Economy	56
	10.4.1. Awarding of Sponsorship - Muswellbrook Chamber of Commerce and	



	Industry Business Awards3	356
	10.4.2. Awarding of a Community Grant - Rainbow Bricks LUG Inc	360
	10.4.3. Awarding of a Community Grant - Rotary Club of Muswellbrook - Science ar Engineering Challenge	
	10.4.4. Awarding of a Community Grant - Wanaruah Local Aboriginal Land Council 2025 NAIDOC Day Celebrations	
	10.4.5. Awarding of a Community Grant - Upper Hunter Where There's a Will3	389
	10.4.6. Council Grant and Community Engagement Update	112
11.	Minutes of Committee Meetings4	<b>118</b>
	11.1. Infrastructure & Property Committee Meeting - 8 April 2025	118
	11.2. Finance and Governance Committee - 10 April, 2025	122
	11.3. Future Fund Committee - 10 April, 2025	126
	11.4. MACH Energy Mt Pleasant Community Funding Investment Committee - 1 April, 202	
	11.5. BHP Mt Arthur Community Funding Investment Committee - 7 April, 2025	133
	11.6. Dartbrook Community Funding Investment Committee - 8 April, 2025	136
	11.7. Malabar Community Funding Investment Committee - 8 April, 2025	139
	11.8. Bengalla Community Funding Investment Committee Meeting - 16 April 2025	142
	11.9. Mangoola Coal Community Funding Investment Committee - 28 April 2025	145
12.	Notices of Motion	148
13.	Councillors Reports4	148
14.	Written Questions	148
15.	Questions for Next Meeting	148
16.	Adjournment into Closed Council	148
17.	Closed Council	148
	17.1. DRAFT Risk Appetite Statements	148
18.	Resumption of Open Council	149
19.	Closure4	149



Nil

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 on 22 April, 2025
	RECOMMENDATION
	The Minutes of the Ordinary Council Meeting held on <b>22 April</b> , <b>2025</b> a copy of which ha 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
-	Nil
8.	Public Participation
9.	Business Arising (From Previous Meetings)



#### 10. Business (Specific Reports)

#### 10.1. Planning and Environment

going into landfill; and

forward.

#### 10.1.1. Net Zero 2050 Roadmap Update

Responsible Officer:		nsible Officer:	Director - Planning & Environment	
Au	tho	r:	{Sustainability Officer, Environmental Planning Officer}	
Со	mm	nunity Strategic Plan:	3 - Environmental Sustainability	
			An environmentally sensitive and sustainable community Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community	
De	live	ry Program Goal:	3.4.1 - Continue Community Education Program on water, waste and energy reduction.	
Operational Plan Action:		tional Plan Action:	3.4.3.3 - Council progresses towards the implementation of Council's Net Zero Roadmap.	
Attachments:		ments:	Nil	
PU	IRPO	OSE		
То	prov	vide Council with an upo	late regarding the progress of the Net Zero Road Map for 2050.	
OF	FIC	ER'S RECOMMENDATION	ON	
Со	unc	il:		
1.	No	tes the information con	tained in the report;	
2. Authorises the General Mana		thorises the General Ma	ager to:	
	a)	2025/26 Financial Year that Council will not be	ons into the purchase/establishment of carbon offsets from the onward, to reduce costs in the long-term given the expectation able to achieve next-zero targets by changing purchasing actices, due to Council's waste management responsibilities;	
	b)	Continue applying for g	grant funding for landfill gas capture systems when available;	

c) Continue waste education programs in the community to reduce the amount of waste

d) Calculate and report the greenhouse gas (GHG) emissions attributable to proposed capital projects, property purchases/sales, and changes to waste management going

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



#### **EXECUTIVE SUMMARY**

Council has committed to a 35% reduction in greenhouse gas emissions by 2030 from a 2005 baseline, and a net zero operational greenhouse gas target by 2050.

A road map was created with actions and projects to undertake to work towards this goal. The road map included energy efficiency projects, investigating a renewable energy electricity contract, establishing a fleet transition plan and subsequently transitioning vehicles away from fossil fuels. Council's biggest carbon liability is the operation of waste facilities.

The preferred pathway for achieving net zero emissions should follow an emissions reduction hierarchy which prioritises mitigation before compensation. A number of opportunities are available for emissions reduction by 2050. These are expected to have different financial impacts and costs of abatement.

Muswellbrook Shire Council's emissions in 2005 were 19.369 kt. A 35% reduction in greenhouse gases means Council's emissions must be reduced to 12.59 kt by 2030. Council's most recent emissions were 22.2 Kt

#### **PREVIOUS RESOLUTIONS**

Council resolved at the Ordinary Council meeting on 28 September 2021:

#### 10.3 NET ZERO 2050 ROADMAP

89 RESOLVED on the motion of Crs Woodruff and Eades that:

#### Council:

- Adopts the Muswellbrook Shire Council Net Zero Roadmap Strategy in Attachment A for implementation;
- Commits to a 35% reduction in operational greenhouse gas emissions by 2030 from a 2005 baseline and commits to net zero operational greenhouse gas emissions by 2050;
- Requests Council staff to create an action plan over the next 12 months, to be submitted
  for Council's approval, with a timeline and target dates for completion of projects and
  annual updates on approved projects to ensure actions and targets are being achieved;
- Agrees to annual funding of a minimum of \$250,000 (with annual CPI increases) to implement actions identified in the Net Zero Roadmap Strategy. Any unspent funds are to be retained in Reserve for allocation in future budgets.

In Favour: Crs M. Bowditch, J. Eades, J. Foy, J. Ledlin, R. Scholes, S. Ward and B. Woodruff.

Against: Cr G. McNeill.

#### **BACKGROUND**

In 2021 Jacobs Consulting were engaged to prepare a Net Zero 2050 road map. The road map identified several actions Council would need to take to reduce its emissions to achieve Net Zero.

The road map acknowledged that, due to the waste facility, Council would not be able to reach Net Zero through its actions alone and would also need to purchase carbon offsets to reach Net Zero.

The road map was prepared in consultation with:

- General Manager
- Directorate Leadership Group
- Sustainability Advantage (NSW Government)
- Manager Waste Operations
- Manager Works
- Sustainability Officer



#### **REPORT**

The Net Zero Road Map developed for Council in 2021 has been instrumental in directing the actions undertaken thus far to begin working towards Net Zero. The previous Council resolution set in 2021 commits Council to a two-step process. A 35% reduction in emissions by 2030 and net zero by 2050. Council is required to purchase offsets if these targets are not reached. Emissions inventories have been undertaken to establish how much carbon Council must abate to reach these targets.

As the commitment is aligned to the federal government's target, the baseline year is set as 2005. The Road Map was designed using a 2019 baseline, as there were insufficient records from 2005 to develop a detailed road map.

Council's emissions in 2019 were 28.725 kt (Jacobs, 2021). Council's emissions have increased substantially since 2005 because of the purchase of the Market Place, completion of the indoor aquatic centre with a heated swimming pool, the new Animal Care and Sustainability Hub, the TEC1, and the Donald Horne building.

Council's 2005 emissions were 19.369 kt per annum; a 35% reduction means Council must reduce its emissions to 12.59 kt per annum by 2030.

Council's trend in total annual emissions since 2019 are shown in the table below.

Year	Emissions kt-CO2e
2020/2021	22.84
2021/2022	22.32
2022/2023*	30.98
2023/2024	30.35
2024/2025**	19.2***

- \* Upgraded Aquatic Centre commenced operations
- \*\* Implementation of Council Net Zero action plan commenced specifically LED streetlighting upgrade completed and 100% renewable energy electricity contract commenced 1 Jan 2025.
- \*\*\* 22.2 as reported above did not include the renewable energy contract implementation.

Several steps were identified in the pathway to Net Zero, with a commitment to mitigation before offsetting. These steps included waste reduction programs, landfill gas capture and flaring or landfill gas capture and electricity generation, energy efficiency retrofits, including the upgrading of streetlights to LED, ensuring new builds are energy efficient, increasing renewable energy through procurement of 100% renewable energy, the installation of solar panels, fleet electrification, and embedding net zero into procurement.

#### Waste

Waste reduction programs have commenced. FOGO collections are underway, and waste reduction education continues in the community. A desktop study has been finalised, assessing how much landfill gas is available for a gas capture and flaring system. As waste will be Council's largest contributor to emissions in the future it would be sensible to continue exploring landfill gas capture.



#### **Energy**

Energy efficiency retrofits have been undertaken on Council's facilities. Streetlighting has been upgraded to LED, which has reduced consumption in this area by 17.7%. Council participated in a Power Purchase Agreement with the Hunter Joint Organisation and other NSW Councils to procure 100% renewables for its large sites, which commenced on 1 January 2025. Council was also able to join a 100% renewables state government contract for its small sites. This means that Council has reached a 100% Renewable Energy Target and has reduced its emissions by approximately  $5 \text{ kt } \text{CO}_2$ -e per year.

#### **Fleet**

A fleet transition program is being prepared by an external contractor, which will begin to be rolled out in 2026. This will reduce Council's emissions by approximately 230 t CO<sub>2</sub>-e per year when fully implemented.

#### **Procurement**

Council continues to explore reducing its emissions from purchase decisions. A procurement policy is about to be placed on public exhibition, which will include sustainability within procurement, including making more sustainable purchasing choices. This includes products such as asphalt with recycled material content.

#### Conclusion

Despite the actions undertaken, Council is still considerably short of the 2030 target of 12.59 kt  $\rm CO_2e$ .

From 2030, Council will need to offset any carbon emissions over 12.59 kt CO2e. Carbon offsets are sold per tonne. For every tonne Council is over the 2030 figure of 12.59 kt CO2e, Council will need one carbon credit. Using the 2024/2025 figure, Council would need to purchase 9610 carbon credits. (22.2 kt CO2e - 12.59 kt CO2e = 9.61 kt. 9.61 kt. = 9610 t).

The generic spot price for an Australian Carbon Credit Unit (ACCU) was \$42.50 in November 2024 (Clean Energy Regulator), and the cost is expected to continue to increase in the future as demand for credits increases. The cost for 9610 carbon credits at current prices would be \$408,425.00. This would be an annual cost, as Council would be required to offset emissions every year to reach a net zero target. If Council purchases some carbon credits prior to 2030 and holds them without trading them, they could be traded in 2030 and beyond. It is expected that the price of carbon credits will increase once organisations commence offsetting due to their net zero commitments. Council could purchase carbon credits, whilst the price is lower and keep them until they are required to be used for offsetting.

#### **Options**

These are not either/or options, but a suite of actions that could be explored to find the most cost effective and/or environmentally effective way to meet Council's Net Zero targets:

- Council could amend the Net Zero Commitment to 35% reduction in greenhouse gas
  emissions by 2030 from a 2019 baseline and commit to net zero operational greenhouse
  gases by 2050. Under this commitment, Council would need to have reduced CO2
  emissions to 18.696 kt CO2e by 2030. The purchase of electric vehicles as replacement for
  internal combustion engine (ICE) vehicles and diversion of more waste from landfill could
  lower emissions sufficiently by 2030, or would at least reduce the carbon credit purchase
  requirement.
- 2. Council explores securing land in the Shire to undertake large-scale tree planting projects that deliver ongoing carbon credits and biodiversity offsets. Ideally, such a project would



also assist with replanting riparian zones adjoining waterways, help created connectivity between stands of existing remnant vegetation in the landscape (e.g. Stepping Stones project) and provide habitat for endangered species (e.g. Bat roosting habitat).

- 3. Council explores the Carbon Credit market to strategically plan for future purchases.
- 4. A landfill gas capture system for the Muswellbrook waste management facility.

#### **FINANCIAL CONSIDERATIONS**

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

#### 1. Financial Implications - Capital

A landfill gas capture system for the Muswellbrook waste management facility is estimated to cost approximately 2 million dollars. This would save Council approximately 306,323 tonnes of carbon emissions over its 36-year lifespan, saving Council over 13 million dollars in carbon credits at today's prices.

#### 2. Financial Implications - Operations.

Council will need to purchase carbon credits from 2030, which could cost upwards of \$400,000 per year.

#### **POLICY IMPLICATIONS**

Council committed to a 35% reduction in Greenhouse Gas Emissions by 2030 from a 2005 baseline, in line with the federal government targets at the time and set a Net Zero Goal for 2050.

#### STATUTORY / LEGISLATIVE IMPLICATIONS

Mandatory Climate Reporting does not currently apply to local government. As we approach 2030 that may change, and councils may be asked to report how they have reduced CO2 emissions.

#### **RISK MANAGEMENT IMPLICATIONS**

If Council takes no action to reduce its emissions, Council may risk substantial costs in purchasing offsets from 2030 and increasing after 2050.



### 10.1.2. Monthly Report to Council - Planning, Environment and Regulatory Services

Author: Administration Officer

Community Strategic Plan: 6 - Community Leadership

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

**Delivery Program Goal:** 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 (1/4/2025-6/5/2025)

DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2021/35/4	DA Modification S4.55 (1A) - Community Centre Extension	5 Jersey Place Muswellbrook	\$850,000.00
2025/30/1	Extension to Existing Shed	125 Maitland Street Muswellbrook	\$15,000.00
2025/25/1	Shed	17 Belmore Street Muswellbrook	\$14,300.00
2025/24/1	Shed and removal of existing concrete slab	51 Ruth White Avenue Muswellbrook	\$39,696.00
2025/15/1	Subdivision, Three (3) Lot Boundary Adjustment	16-18 Ogilvie Street Denman	\$15,000.00
2025/18/1	Swimming Pool & Consolidation of Three (3) Lots Into One (1)	42 Brentwood Street Muswellbrook	\$32,000.00
2025/17/1	Inground Fibreglass Swimming Pool & Associated Safety Barriers	12 Manning Street Muswellbrook	\$39,278.00

DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2025/16/1	Inground Fibreglass Swimming Pool & Associated Safety Barriers	16a Martindale Street Denman	\$43,605.00
2025/7/1	Demolition - Residence, House and Outhouses	1821 Castlerock Road Muswellbrook	\$32,000.00
2025/6/1	Demolition - Residence, House and Outhouses	1041 Castlerock Road Muswellbrook	\$32,000.00
2024/90/1	Single Storey Dwelling	222-224 Queen Street Muswellbrook	\$408,985.00
2024/83/1	Shed and Shipping Container	67 Stockyard Parade Muswellbrook	\$56,100.00
2024/36/1	Subdivision of (2) Lots into thirty three (33) Lots and Construction of 76 multi dwelling housing	Ironbark Road Muswellbrook	\$20,679,314.00

#### **TOTAL = 13**

#### Schedule 2: Development Applications Currently Being Assessed

DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2025/35/1	Shed	8 Redzel Close Muswellbrook	\$36,960.00
2025/34/1	Carport and Patio	168 Yarraman Road Muswellbrook	\$111,500.00
2022/17/2	S4.55(1A) Modification - Dwelling	2 Shaw Crescent Muswellbrook	\$210,000.00
2025/27/1	Shed	10 Wilson Street Muswellbrook	\$30,000.00
2025/19/1	Electricity Generating Facility	31-35 Rutherford Road Muswellbrook	\$500,000.00
2018/54/10	S4.55(1A) Modification - Alterations and Additions to Loxton House	142 Bridge Street Muswellbrook	\$1,200,000.00
2023/136/2	S4.55(1A) Modification - Double Garage with Awning	1639 Merriwa Road Sandy Hollow	\$37,900.00
2025/26/1	Community Infrastructure Depot	252 Coal Road Muswellbrook	\$16,132,600.00
2025/32/1	Carport	63 Carl Street Muswellbrook	\$22,180.00
2025/31/1	Swimming pool and associated safety barriers.	15 Babbler Crescent Muscle Creek	\$78,000.00
2025/29/1	Shed	34 Dumaresq Street Muswellbrook	\$31,231.00
2019/102/3	S4.55(2) Modification - Electricity Generating Works (Solar Farm)	1333 Merriwa Road Denman	\$11,960,115.00

DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2024/87/1	Garage	3 Armitage Avenue Muswellbrook	\$32,000.00
2025/28/1	Shed	31 Towarri Street Muswellbrook	\$30,895.00
2025/10/1	Fence and Carport x 2	81 King Street Muswellbrook	\$25,000.00
2025/22/1	Multi Dwelling housing (comprised of three dwellings)	32 Cook Street Muswellbrook	\$260,000.00
2025/20/1	Dwelling & Attached Garage	1 Redzel Close Muswellbrook	\$442,882.00
2024/65/3	S4.55(1A) Modification - Single Storey Dwelling, Swimming Pool, Cabana & Shed	4 Shearer's Close Muswellbrook	\$813,205.00
2021/13/3	S4.55 (1A) Modification -Educational establishment continuation of use (Demountable Classrooms)	104 Hill Street Muswellbrook	\$0.00
2025/23/1	Shed & Pool	3 Stockyard Parade Muswellbrook	\$88,000.00
2025/21/1	Farm Building Extension	750 Yarrawa Road Denman	\$72,994.00
2025/14/1	Two (2) Lot Strata Subdivision	9 Fleming Street Muswellbrook	\$10,000.00
2025/12/1	Shed	15 Bowman Street Muswellbrook	\$23,305.00
2025/5/1	Carport	13 Mataro Avenue Muswellbrook	\$17,896.00
2024/92/1	Change of use - Place of Public Worship and Minor Works	75 Bridge Street Muswellbrook	\$100,000.00
2024/86/1	Fifty Nine (59) Lot Subdivision	Northview Circuit Muswellbrook	\$5,494,500.00
2024/82/1	Taxi Depot	47a Maitland Street Muswellbrook	\$350,000.00
2024/81/1	Swimming Pool and Associated Safety Barriers	9 Herdsman Close Muswellbrook	\$48,870.00
2024/60/1	Construction of K-12 School	72-74 Maitland Street Muswellbrook	\$7,892,500.00
2024/24/1	Demolition & Construction of Childcare Centre	118 Maitland Street Muswellbrook	\$4,268,105.00
2024/23/1	Swimming Pool & Associated Barriers	27 Chardonnay Street Muswellbrook	\$30,000.00
2024/9/1	Demolition Of Existing Structures & Construction of Childcare Centre	38 Maitland Street Muswellbrook	\$1,924,000.00
2023/135/1	Shed	44 Cousins Street Muswellbrook	\$30,000.00

DA No.	DESCRIPTION	PROPERTY	VALUE (\$)
2023/123/1	Dwelling - Relocated	478 Sandy Creek Road Muswellbrook	\$135,240.00
2021/29/2	S4.55(1A) Modification - Relocation of Existing Dwelling & Construct New dwelling	49 Carl Street Muswellbrook	\$490,000.00
2019/53/1	Subdivision of Two (2) Lots into Seventy Five (75) Lots	9027 New England Highway Muswellbrook	\$4,875,600.00
2025/39/1	Dwelling	12 Paxton Street Denman	\$500,465.00
2025/38/1	Carry Out Light Vehicle Registration Inspections and Minor Repairs	9a Grey Gum Road Denman	\$0.00
2025/37/1	Steel Framed Shed (256m2) & Retaining Wall	11 Stable Close Muswellbrook	\$116,114.00
2025/36/1	A retaining wall	16 Tierney Street Muswellbrook	\$2,000.00
2025/33/1	Construction of a single storey dwelling	18 Babbler Crescent Muscle Creek	\$736,545.00
2025/4/1	Subdivision of the land and Construction of two residential buildings.	29 Kamilaroi Street Muswellbrook	\$800,000.00
2024/91/1	Relocatable home	12 Hyde Street Denman	\$120,000.00
2024/84/1	30ft prefabricated container house.	64a Osborn Avenue Muswellbrook	\$80,000.00
2024/74/1	Construction of Kit home	120 Reedy Creek Road Hollydeen	\$330,000.00

<u>Total = 45</u>



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

On-site Wastewater Statistics - 13 Month Analysis (2024/2025)

	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25
Applications Received (new installation)	0	0	1	0			0	0	0	2	2	0	0
Applications Approved (new installation)	0	0	0	0			0	0	0	0	2	1	1
Inspections (new system)	0	1	0	0			0	1	0	2	1	3	1
Inspections (existing system)	13	2	1	0			0	2	1	1	2	5	2*

<sup>\*</sup>note EHO was on leave for most of April

# 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.

	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25
Applications Received (new businesses)	1	1	0	0			0	0 NB: 34 Temp food received	2	0	0	1	0
Inspections (new businesses)	0	1	2	3			0	2 NB: 28 Temp food inspected	2	0	0	0	0
Inspections (existing businesses)	14	0	24	1			0	0	14	1	0	1	0
Re-inspections	0	0	0	0			0	0	0	0	0	0	0 *

<sup>\*</sup>note EHO was on leave for most of April



### 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 (2024/2025)** 

	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25
Total Sites Inspected	9	11	3	12			15	11	11	3	12	6	8
Total non-compliant and educated	0	0	0	0			0	0	0	0	0	0	0
Total compliance after education	0	0	0	0			0	0	0	0	0	0	0
Total Penalty Notices Issued	0	0	0	0			0	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

Illegal Dumping Statistics - 13 Month Analysis (2024/2025)

	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sept 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25
Total Investigations	4	5	10	18			0	7	10	14	20	9 new	15 new
Total Clean up by Council - insufficient evidence	0	0	0	0			0	0	0	0	0	2	2
Total Clean Up by individual	0	0	0	0			0	1	1	0	1	1	3
Total Penalty Notices Issued	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
Still under investigation	4	5	10	18			0	6	9	0	19	40 *	47

<sup>\* (</sup>change of search parameters to capture outstanding to March 2024). An audit is to be carried out to confirm those investigate but not closed off.

#### 24.1.8 Ensure statutory requirements under the Private Swimming Pools Program



#### (Swimming Pool Act 1992) are implemented.

#### **Swimming Pool Compliance Statistics – 13 Month Analysis (2024/2025)**

	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep t 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	Total
Applications for Compliance Certs.	2	3	0	6			0	1	0	11	3	7	6	39
Total compliance inspections (not inc. finals for OCs)	10	4	6	6			7	6	3	11	7	13	6	79
Initial Inspections	4	1	4	4			5	3	0	6	6	10	4	47
Re- inspections	6	3	2	2			2	3	3	5	1	3	2	32
				,						'			1	
Compliance Certs / Occ. Certs issued	5	4	3	4			4	3	4	7	4	6	3	47
Fees invoiced	\$1200	\$572.73	\$650	\$1100			\$1300	\$350	\$600	\$1363.64	\$650	\$800	\$1863.64	\$10,450.01

#### Total Pools in Council's SPR = 1007

(Note: 1148 records in SPR but 138 have been notified as demolished, 2 are Council's Public Pools and 1 is on Crown Land)

#### **Current Compliance = 20.45%**

#### **SUSTAINABILTY**

April 2025

#### **Air Quality Monitoring**

Regular air quality monitoring tasks were undertaken at the ANSTO monitor at the water treatment plant.

#### Vegetation buffer trim for Flying Fox impacted motels

A Threatened Species License was obtained to conduct a vegetation buffer trim near the Remington Hotel and the Muswellbrook Motor Inn as both businesses were impacted by flying foxes roosting on or near their properties.

#### **Grey Headed Flying Fox influx**



Over the ANZAC day long weekend Muswellbrook's Grey Headed Flying Fox Camp swelled to approximately 150,000 individuals. Staff have been in regular contact with State Government counterparts and have been assisting impacted residents with car covers, washing line covers and high-pressure washers to clean flying fox droppings. Numbers in Muswellbrook have dropped to approximately 85,000 by mid-May.

#### **Sustainable Futures Network**

Stage 2 has now begun for this NSW Government Environmental Trust funded project. This project provides funds to enhance sustainability in educational groups.

Sandy Hollow and Martindale Public Schools visited the Sustainability Hub. We were able to show them some ideas for their gardens. The students were also reminded how to look after pets and unknown animals.

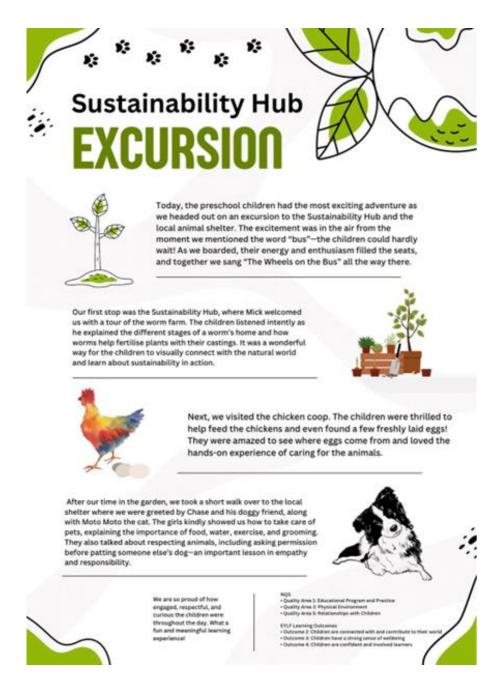


Staff ran an activity for around 150 Year 7 students from St Joseph's Aberdeen. The day gave students hands-on, real-world learning experiences focused on the Hunter River, tying into their Water in the World Geography unit.



Sustainability staff delivered and helped establish a new Subpod worm farm at the Martindale Public School garden.

Little Kindy Visit Sustainability Hub



#### **EOI to Run Reuse Shop**

Muswellbrook Shire Council is calling for Expressions of Interest from community organisations to operate the "End of the Road" Reuse Shop at the Muswellbrook Waste and Recycling Facility. We're looking for creative, community-minded operators to help breathe new life into pre-loved goods – reducing landfill, connecting people and supporting not-for-profit goals.

#### **Bird Watching**

At our most recent bird watching event along Muscle Creek we observed 39 species. Including a beautiful bright blue Azure Kingfisher. Over the 4 years conducting these surveys we have observed 53 species. Big thanks to Liz and David from the Hunter Bird Observers Club. Thanks to everyone who came along. The next walk is planned for July.



#### **Disability Groups**

Aurora Supports attended the Hub every Friday to plant and look after seedlings.

The Hunter Disability Services team attended the Hub every Tuesday. They look after their seedlings and create artwork used at the Hub.

Warrior Disability Services continue to collect food and coffee waste from a local cafe for composting at the Hub. They have also made seed cards that will be used at community event as sustainable giveaways.



#### Sustainable Futures - Muswellbrook Facebook

The popularity of the Sustainable Futures – Muswellbrook Facebook page continues to grow. It



has now received 1900 page likes and 2,155 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, FOGO, 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. Corporate Services

#### 10.2.1. 2025/2026 Councillor Remuneration

Responsible Officer: Derek Finnigan - General Manager

Author: Manager Governance and Risk

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

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

expectations and anticipates the needs of the community.

6.2.1 - Maintain a strong focus on financial discipline to enable

Community Plan Strategy: Council to properly respond to the needs of the

communities it serves.

Not applicable

1. LGRT 2025 Annual Determination [**10.2.1.1** - 47 pages]

**Attachments:** 

#### **PURPOSE**

To advise Council of the Local Government Remuneration Tribunal's Annual Determination and to decide the remuneration for Muswellbrook Shire Councillors and the Mayor for 2025/2026.

#### OFFICER'S RECOMMENDATION

#### Council:

Notes the Local Government Remuneration Tribunal's 2025 Annual Determination:

- 1. Approves the maximum annual fee of \$23,220 for Councillors for 2025/2026; and
- 2. Approves the maximum additional annual fee of \$50,680 for the position of Mayor for 2025/2026.
- 3. The 2025/2026 Mayoral and Councillor fees will also include an additional 12% superannuation fee.

#### **EXECUTIVE SUMMARY**

This report provides information on the Local Government Remuneration Tribunal's 2025 Annual Determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

The Tribunal has determined that a 3% increase will apply to the minimum and maximum fees applicable to existing categories.

#### **PREVIOUS RESOLUTIONS**

In June 2024 Council resolved to:

Retain the existing 2023-24 Councillor fees for the Mayor and Councillors, with the addition of a mandated 3.75% increase. Councillor fees for 2024-25 will be:



- 1. \$39,347.23 Mayoral fee.
- 2. \$18,342.96 Councillor fee.
- 3. The 2024-25 Mayoral and Councillor fees will also include an additional 11.5% superannuation fee.

#### **BACKGROUND**

The Local Government Act 1993 (LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

#### CONSULTATION

Manager Governance and Risk

General Manager

Chief Financial Officer

#### **REPORT**

Section 239 of the *Local Government Act* requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. A review of categories was last carried out by the Tribunal in 2023 and will next consider the model, criteria for each group, and the allocation of councils in the 2026 review.

The Tribunal has determined a 3% per annum increase in the minimum and maximum fees applicable to each category from 1 July 2025.

The categories of general-purpose councils are determined as follows:

Metropolitan	Non-Metropolitan				
Principal CBD	Major Regional City				
Major CBD	Major Strategic Area				
Metropolitan Major	Regional Strategic Area				
Metropolitan Large	Regional Centre				
Metropolitan Medium	Regional Rural				
Metropolitan Small	Rural Large				
	Rural				

Muswellbrook Shire Council was assessed against relevant criteria, and it was identified that there is a combined resident and non-resident population of greater than 20,000. For this reason, the Tribunal has reclassified Muswellbrook Shire Council as a Regional Rural Council.

On this occasion, the Tribunal has determined that a 3% increase will apply to the minimum and maximum fees applicable to existing categories. The Tribunal's recommendations for remuneration for council members in the Regional Rural category for 2025/2026 are listed below:



	Council	Councillor	Annual Fee	Mayor Additional Fee			
Category		Minimum	Maximum	Minimum	Maximum		
	Regional Rural \$10,530		\$23,220	\$22,420	\$50,680		

Whilst Councils closest to Muswellbrook Shire have not yet released the decisions on the 2025/2026 remuneration for Councillors, last year all the Councils opted to accept the maximum rate set down by the Tribunal's recommendations.

#### CONCLUSION

Council has previously endorsed the payment of fees to the maximum allowable by the Local Government Remuneration Tribunal, which reflects the high level of activity and community engagement Councillors perform as elected representatives of the community.

#### **FINANCIAL CONSIDERATIONS**

The total amount required (for 12 Councillors), including 12% superannuation:

Minimum	Maximum
\$166,633.60	\$368,838.40

#### **POLICY IMPLICATIONS**

Nil.

#### STATUTORY / LEGAL IMPLICATIONS

The Local Government Remuneration Tribunal is constituted under Chapter 9, Division 4 of the Local Government Act 1993. Sections 248 and 249 of the Local Government Act 1993 require councils to fix and pay an annual fee to councillors based on the determination of the Local Government Remuneration Tribunal.

#### **RISK MANAGEMENT IMPLICATIONS**

Low levels of remuneration can have a detrimental impact on the diversity of candidates standing for election. Significant increases to rural and regional fees will assist to address low candidate numbers and take into account significant stressors facing regional and rural councils.

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

Nil.

### Local Government Remuneration Tribunal

# Annual Determination

Report and determination under sections 239 and 241 of the *Local Government Act 1993* 

17 April 2025



**OFFICIAL** 

## Contents

Executive Summary	s
Categories	3
Fees	3
Section 1 – Introduction	4
Background	4
Section 2 – 2024 Determination	5
2024 Annual Determination	5
Section 3 - 2025 Review	6
2025 Annual Review process	6
Submissions Received – Remuneration Structure	18
Section 4 – 2025 Fees	23
Submissions – 2025 Fees	23
Conclusion	28
Section 5 – Determinations	29
Determination No. 1 – Allocation of councils into each of the	e categories as per section
239 of the LG Act effective 1 July 2025	29
Determination No. 2 - Fees for Councillors and Mayors as p	er section 241 of the LG
Act effective from 1 July 2025	33
Appendices	36
Appendix 1 Criteria that apply to categories	36

## **Executive Summary**

The *Local Government Act 1993* (LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, as well as chairpersons and members of county councils.

#### **Categories**

Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. A review of categories was last carried out by the Tribunal in 2023.

The Tribunal will next consider the model, the criteria for each group, and the allocation of councils in the 2026 review.

The criteria for each category is published in Appendix 1 of the Determination and remains unchanged from 2023.

It should be noted that the Tribunal determined that one Council - Mid Coast Council - would be re-categorised from a Regional Centre to Regional Strategic Area from 1 July 2025 as a result of meeting the criteria at Appendix 1.

#### **Fees**

The Tribunal has determined a **3%** per annum increase in the minimum and maximum fees applicable to each category from **1 July 2025**.

Local Government Remuneration Tribunal Annual Determination 2025

# Section 1 – Introduction

#### **Background**

- Section 239 of the LG Act requires the Tribunal to determine the
  categories of councils and mayoral offices at least once every 3 years.
   The Tribunal last undertook a comprehensive review of the categories and
  the allocation of councils into each of those categories in 2023.
- The Tribunal will next conduct a full review of the categories and the allocation of councils as required by the LG Act in the 2026 Annual Review.
- Section 241 of the LG Act provides that the Tribunal determine the
  minimum and maximum amount of fees to be paid to mayors and
  councillors of councils, as well as chairpersons and members of county
  councils for each of the categories determined under s.239.
- 4. The Tribunal can also determine that a council be re-categorised into a different category, existing or new, with a higher range of fees.
- 5. The Tribunal's Annual Determination takes effect from 1 July each year.

Local Government Remuneration Tribunal Annual Determination 2025

# Section 2 – 2024 Determination

#### 2024 Annual Determination

- 6. In 2024, the Tribunal received 19 written submissions, which included two requests for re-categorisation.
- 7. The Tribunal found that the current allocation of the councils remained appropriate, with the exceptions outlined below.
- 8. The Tribunal closely reviewed population and data relating to council operations in the 2024 Annual Determination process to ensure categorisation of councils was consistent with the criteria.
- For reasons explained at paragraphs 35-39 of the Local Government Annual Determination 2024, Hilltops Council and Muswellbrook Shire Council were reclassified as Regional Rural Councils.
- The Tribunal determined that fees would increase by 3.75% for the minimum and maximum fees applicable to each category from 1 July 2024.

Local Government Remuneration Tribunal Annual Determination 2025

### Section 3 – 2025 Review

#### 2025 Annual Review process

- 11. The Tribunal's 2025 Annual Review commenced in October 2024, when it wrote to all councils inviting submissions regarding fees. The Tribunal noted that it is only required to review the categories every three years and will next consider the model, the criteria applicable to each category and the allocation of councils in the 2026 Annual Review.
- 12. The invitation noted that it is expected that submissions are endorsed by respective councils.
- The Tribunal also wrote to the President of Local Government NSW (LGNSW) inviting a submission.
- The Tribunal received 16 written submissions from individual councils and one submission from LGNSW.
- 15. The Tribunal acknowledges and thanks all parties for their submissions.

#### **Submissions Received - Requests for Re-categorisation**

- Seven of the 16 council submissions received requested re-categorisation or changes to current category criteria.
- LGNSW also advocated for changes to factors affecting categorisation of councils.
- 18. Berrigan, City of Parramatta, Gilgandra Shire, Lake Macquarie City, City of Ryde, City of Sydney and Blacktown put forward cases for re-

Local Government Remuneration Tribunal Annual Determination 2025

categorisation, or changes to category criteria, and the creation of new categories, for the Tribunal's consideration.

#### Requests for Re-classification

- 19. Berrigan Shire Council requested re-categorisation from Rural to Rural Large, despite acknowledging that they do not meet all the benchmarks in the criteria for this category.
- 20. The criteria for Rural Large is outlined at Appendix 1 of the 2024 Annual Determination, page 38 which states:

"Councils categorised as Rural Large will have a residential population greater than 10,000, and a councillor to resident ratio of at least 1 to 1200.

#### Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries."

Local Government Remuneration Tribunal Annual Determination 2025

- 21. Council's submission states they are currently at 86% of the population target threshold and 90% of the representation ratio but are meeting other criteria benchmarks.
- 22. Given that Council does not currently satisfy the population and ratio thresholds specified for Rural Large, the Tribunal is not persuaded to include Berrigan Shire Council in Rural Large at this time.
- 23. City of Parramatta Council requested that it be re-categorised to the highest category of general purpose councils, Principal CBD, in order to recognise its size, rate of growth, economic and global influence, operational budget, and strategic and geographical importance.
- 24. Council put forward a similar case for re-categorisation as part of the 2024 annual determination process, which was unsuccessful. In addition to the reasons put forth in paragraph 20 of the 2024 annual determination, the Council has included the following reasons for its re-categorisation request:
  - A local economy that has more than 30% of Australia's top 500 companies with offices in Parramatta, and estimated public and private investments in the next 5 years of \$20 billion
  - It is estimated by 2050 that Parramatta will be a city with a population of more than 500,000 people
  - The expected accessibility of the City, being a 'gateway to Sydney' with more people expected to live west of Parramatta than to its

east by 2050, and being accessible by 2.3 million people within 45 minutes

- Key infrastructure in Parramatta, including but not limited to the Parramatta PHIVE, Commbank Stadium, the new Parramatta Light Rail, the Westmead Institute for Medical Research, Sydney Olympic Park and construction of Powerhouse Parramatta
- Expansion of education and innovation precincts, with Parramatta's education and training sector being valued at \$1.6 billion, and
- Significant operating and capital works budget of \$607 million, including multiple town centres, and sports and cultural hubs.
- 25. The Council also argues that a re-classification would reflect the additional skills and abilities that representing a growth council requires.
- 26. The City of Parramatta notes that the number of electors that each councillor represents is higher than the City of Sydney's. The submission states that the elected councillors represent more than 125,000 enrolled electors, compared to City of Sydney's elected councillors representing 45,891 enrolled electors.
- 27. Parramatta was classified as a Major CBD, following the 2017 Annual Determination. The Tribunal had found that Parramatta Council was significantly different from other large metropolitan councils on the basis of its secondary CBD status, as recognised by the State Government, at paragraph 21 of the 2017 annual determination. As a result, the

Local Government Remuneration Tribunal Annual Determination 2025

description of Major CBD has remained specific to the City of Parramatta. Similarly, the Principal CBD criteria remained specific to the City of Sydney, since its inception in 2017.

- 28. Given the specific nature of both Major CBD and Principal CBD categories, the City of Parramatta's request for re-categorisation will require a change in the categories' criteria. As stated above, the Tribunal is not considering the criteria applicable to each category in the 2025 Annual Review process. The Tribunal will next consider the categories and criteria as part of the 2026 Annual Review process.
- 29. Gilgandra Shire Council's submission requests that it be re-categorised from Rural to Rural Large. Gilgandra Shire Council's case to be included in Rural Large category is based on two main points. The first point being Council offers a diverse range of services, and secondly these services result in higher levels of accountability and responsibilities for councillors.
- 30. Council submits it offers a diverse range of services over and above traditional local government services, which includes being the primary service provider for the community in the aged care and disability services. These include:
  - Age care and disabilities services
  - Meals on wheels and community transport
  - Home care package delivery
  - Operation of a villa retirement village
  - Indigenous specific residential age care facility

Local Government Remuneration Tribunal Annual Determination 2025

- Residential aged care nursing home
- Supported employment service for adults with intellectual disabilities
- Special disability accommodation properties for adults with intellectual disabilities
- Supported Living Services through the National Disability Insurance Scheme, and
- Day activities centre to support clients with unique challenges.
- 31. The submission notes these services not only entail a higher level of accountability and responsibility from Council (due to changes in the regulatory environment) but also generate larger revenue and employment opportunities that is comparable to a Rural Large category.
- 32. Council further submits that when assessing categories to place councils in, the Tribunal should also give due consideration to other factors than those outlined in the s.240 of the LG Act, such as services provided; financial responsibility; scale of operation; and number of employees.
- 33. While the Tribunal notes Council's request, it does not satisfy the population and ratio thresholds specified for the category of Rural Large. Further, the changes to criteria suggested would require a change in categories, which is not being considered this year. For these reasons, the Tribunal is not persuaded to include Gilgandra Shire Council in Rural Large at this time.

- 34. Similar to last year, Lake Macquarie City Council requested that it be recategorised from Regional Strategic Area to Major Strategic Area. Council also advocated for the population threshold of Regional Strategic Area be adjusted from its current threshold of 300,000 down to 200,000.
- 35. Council argues that its population, scale and output of council operations is significantly greater than other councils categorised as Regional Strategic Area, and more aligns with the Central Coast, as the council classified as a 'Major Strategic Area'.
- 36. Lake Macquarie City Council's request for re-categorisation is based on the following:
  - Lake Macquarie being the second largest non-metropolitan council by population in NSW, with a larger population than Newcastle and Wollongong, which are classified as Major Regional Cities.
  - A population density that is 'significantly larger' than other
    Regional Strategic Areas and supported by 5 precincts in the Lake
    Macquarie LGA that have been identified for inclusion in the NSW
    Government Transport Oriented Development Program, which
    aims to encourage housing development near transport hubs, and
    are argued to lead to population growth near the hubs; and
  - A Gross Regional Product that is comparable to those of Major Strategic Areas and Major Regional City, rather than other Regional Strategic Areas.

- 37. Council provided population data to support its case for the population threshold of Regional Strategic Area to be adjusted from its current threshold of 300,000 down to 200,000. The data was also provided as justification for its claim of a 'significant disparity within the Regional Strategic Area category' between Lake Macquarie and other councils:
  - Lake Macquarie: 219,249 residents, 24,769 non-residents
  - Shoalhaven: 108,895 residents, 4,632 non-residents
  - Tweed: 98,967 residents, 7,755 non-residents
  - Maitland: 95,958 residents, 15,305 non-residents
- 38. As stated in paragraph 28 of the 2024 Annual Determination, all categories were determined by extensive evidence examined and considered by the Tribunal. It was determined that the population threshold for the Major Strategic Area was appropriate. As a result, the Tribunal is currently not persuaded to modify the criteria for the Major Strategic Area.
- 39. City of Ryde Council provided a submission requesting it be re-classified from its existing category of Metropolitan Large to Metropolitan Major. Council's case to be re-classified includes:
  - The LGA having an area of 40.651 km<sup>2</sup>, 16 suburbs, 3 wards, a population of 135,000 residents and over 54,000 rateable properties within its boundaries
  - A local economy that consists of 92,000 local jobs, 14,300 businesses and a gross regional product of \$19.2 billion

- An innovation district within its west ward that has a long history of investment from all tiers of government, ultimately contributing \$13.6 billion annually to the NSW economy
- Future growth opportunities linked to the Governments Transport
  Oriented Development Accelerated Precincts, which Macquarie
  Park is identified as, that will bring increased housing, amenities
  and job retention, and
- Plans to build 2 new schools, 11,600 new homes, the redevelopment of Ryde Hospital and bringing together a range of organisations to create a fully integrated academic health sciences centre at Macquarie University Hospital.
- 40. As stated in Council's own submission, currently it does not satisfy the population threshold criteria required for Metropolitan Major. Accordingly, the Tribunal is not persuaded at this time to include City of Ryde in the category of Metropolitan Major.
- 41. The Tribunal also notes **Wollondilly Council's** submission confirming its adopted position to remain classified as a Regional Centre.
- 42. The Tribunal acknowledges each of the Council's requests for recategorisation. Whilst the Tribunal has not been persuaded at this time to grant these requests, any council that provides a submission in the 2026 annual review, which includes a request for re-categorisation, will of course be considered.

#### **Requests for New Classifications**

- 43. The **City of Sydney** Council requested the Tribunal change the classification name from Principal CBD to the previously used term "Principal City".
- 44. The category "Principal City" was last used in the 2016 Determination. It was changed to Principal CBD in 2017 as a result of a review of categories. This review was undertaken in the context of Local Government reform, and council amalgamations, reducing the number of councils from 152 to 128.
- 45. Council's submission outlines the history of boundary changes, including its expansion of the City of Sydney as a consideration in reverting to the 2016 category name.
- 46. Sydney City Council contends that reverting to the category term "Principal City" recognises that the council's significance and contribution extends beyond the Sydney CBD.
- 47. The Tribunal notes the City of Sydney's request would constitute modification to the category of "Principal CBD". As stated above, the category "Principal CBD" is specific to City of Sydney and the Tribunal is not considering changes to the criteria applicable to each category in the 2025 Annual Review.
- 48. **Blacktown Council** requested re-categorisation from its current category of Metropolitan Major to a newly created category of "Metropolitan Major High Growth".

Local Government Remuneration Tribunal Annual Determination 2025

- 49. Council's case to be re-categorised to a newly created category is based on the following:
  - Council asserts that it is the largest and one of the fastest growing local government areas in NSW, and
  - It undertakes several transformational projects, including projects funded from NSW Government and Western Sydney Infrastructure Grants.
- 50. Further, Council submits that the category of Metropolitan Major fails to account for the transformational nature of projects undertaken by Council, including the economic and strategic impacts for NSW, and impact on its local government area (LGA), which results in attracting new residents and people to the LGA.
- 51. The Tribunal notes that a new category, Metropolitan Major, was introduced in 2023, to address generally the issues raised in the current submission.
- 52. As explained in the Tribunal's letter inviting submissions, the Tribunal is required to review the categories at least once every three years. The Tribunal will next consider the model, the criteria applicable to each category and the allocation of councils in the 2026 Annual Review process.
- 53. As such, the Tribunal is not persuaded at this time to create a new category.

- 54. **LGNSW** submitted that the Tribunal should, as part of its determination for the categorisation of councils, consider the demographic and economic shifts impacting the complexity of council operations, and the communities that councils serve.
- 55. The LGNSW submission provides examples of recent demographic shifts the Tribunal should consider, as factors affecting categorisation of councils, including:
  - The NSW Government's Transport Oriented Development Program, where the resulting accelerated growth drastically increases demands on the strategic and infrastructure planning functions of councils affected
  - The Renewable Energy Zones, which drive tens of billions of dollars of investment in rural and regional LGAs, and creates additional impacts in said councils, including population growth and growing infrastructure for transport and utilities, or
  - The Renewable Energy Planning Framework, which includes benefit sharing guidelines for councils to ensure their communities share the benefits of the project and require additional responsibility and management from affected councils.
- 56. Section 240 of the LG Act notes that the Tribunal is to determine categories for councils and mayoral offices according to prescribed matters. One such matter is the 'nature and extent of the development of areas', which could reasonably be accepted to include the items listed by LGNSW.

57. However, this matter would also require a change to the categories' criteria, in order to identify areas of high development. As stated above, the Tribunal is not considering any modifications to the categories as part of the 2025 Annual Review process. However, the Tribunal will consider proposed modifications to categories as part of the 2026 Annual Review process.

# Reclassification due to population thresholds

- 58. As was the case last year, the Tribunal reviewed applicable data as part of this review, to determine if any councils have met relevant benchmarks, therefore requiring a move in category.
- 59. The Tribunal identified that Mid-Coast Council met the population benchmark to be considered a Regional Strategic Area. As a result, Mid-Coast Council will be classified as a Regional Strategic Area in the 2025 Annual Determination.
- 60. The Tribunal will continue to monitor and review applicable data to ensure categorisation of councils remain consistent with the current criteria.

# **Submissions Received - Remuneration Structure**

61. The current state of the remuneration structure continues to be a key issue of concern raised in submissions. A significant number of submissions received provide commentary on the structure, including examples of how it could be improved. These are addressed in the points below.

Local Government Remuneration Tribunal Annual Determination 2025

#### **Fees for Deputy Mayors**

- 62. The issue of fees for deputy mayors was once again raised.
- 63. Three submissions asserted that the position of deputy mayor should attract its own distinct independent fee, beyond the fee provided for in s.249(5) of the LG Act.
- 64. The Tribunal dealt with this issue in its 2024 Annual Determination at paragraph 53-55. It was noted that the Tribunal lacked the powers to implement changes to the fee structure that would include a distinct independent fee for the position of deputy mayor.
- 65. There has been no change to the legislation to permit such a change. Therefore, the Tribunal is currently unable to introduce a remuneration structure that would include a distinct independent fee for the position of deputy mayor.

#### **Changes to the role of Mayors and Councillors**

- 66. It was suggested that the current remuneration structure is not fit for purpose as it no longer recognises the roles and responsibilities required of councillors and mayors.
- 67. Multiple submissions, including the LGNSW's submission, highlighted how the role of the councillor and mayor have changed over the past 9 years. Submissions identified a variety of factors that have impacted the roles of councillors and mayors, including the impact of NSW Government

Local Government Remuneration Tribunal Annual Determination 2025

- priorities and investments, and amendments to the LG Act (e.g. via the Local Government Amendment (Governance and Planning) Bill 2016).
- 68. It has been suggested that these changes have impacted the volume, nature and workload of the role, whilst remuneration has not been increased accordingly.
- 69. The recent submissions to the Tribunal, along with its own observations, highlight that the role of mayor in civic leadership, advocacy and representation has become more complex and demanding an issue that must be addressed.
- 70. Community expectations are increasing on the mayor from both the council and the community to be seen and immediately present during times of natural disasters, major events or crisis.
- 71. Additionally, the disparity in the council categorisation between the annual fees for councillors and the mayor needs to be more consistent, so as not to be seen to be devaluing the role of mayor in some circumstances.
- 72. The Tribunal is not suggesting a fundamental review of the role of mayors and notes that people that enter local government representation do so from a sense of civic service, rather than remuneration.
- 73. However, the Tribunal has a statutory function, and not unlike the governing body of a council, mayors and councillors, its role, responsibility and functions are clear. The same can be said in relation to the clear functions of the general manager of a council.

74. As previously stated, many of the matters raised in both council and LGNSW submissions are beyond the remit of the Tribunal, and to a degree, were addressed in the 2023 determination.

# Regional and Rural mayors and councillors

- 75. Several submissions, including LGNSW, also raised concerns regarding the inadequacy of the remuneration structure, for rural and regional councils.
- 76. Specifically, that the remuneration provided to regional and rural councillors does not reflect the significant stressors that regional and rural councils in NSW face and that consideration should be given to the additional demands placed on mayors and councillors in rural and regional councils.
- 77. One submission suggested that fees for rural councils should be commensurate with fees for regional and metropolitan councils – arguing that mayors and councillors, regardless of their location, are required to possess a wide range of skills and knowledge.

#### Fees set by councils

78. Submissions received by the Tribunal regarding the current state of the remuneration framework raised concerns about councils setting their own fees, asserting that it could potentially be seen as a conflict of interest.

Local Government Remuneration Tribunal Annual Determination 2025

- 79. It was suggested that a possible solution would be for the Tribunal to determine a fixed annual fee for mayors and councillors.
- 80. Whilst the Tribunal acknowledges and understands the concern raised, as explained in the 2024 Annual Determination at paragraph 68-69, such a change to the framework, to determine a fixed annual fee for mayors and councillors, would require legislative change.
- 81. As there has been no changes to the legislative scheme, it is not within the Tribunal's remit to determine a fixed annual fee for mayor and councillors' remuneration.

#### Request for a Review of the Remuneration Structure

- 82. For the reasons outlined above, several submissions suggested the Tribunal undertake a comprehensive review of the framework.
- 83. One submission went so far as to request the Tribunal recommend to the Minister for Local Government that a comprehensive review of the framework and LG Act be undertaken. Others suggested the Tribunal actively seek a referral from the Minister to undertake such a review.
- 84. The LG Act does not specify that the Tribunal is able to carry out a comprehensive review of the framework. As such, it is not within the Tribunal's remit to undertake such a review, unless such a function is conferred or imposed on it by the Minister, as per s.238(2) of the LG Act.
- 85. Should such a function be conferred on the Tribunal, it will of course carry out its functions and undertake a review.

Local Government Remuneration Tribunal Annual Determination 2025

# Section 4 – 2025 Fees

# Submissions - 2025 Fees

- 86. LGNSW's submission to the Tribunal advocated for an increase in the minimum and maximum fees payable to mayors and councillors of at least 4%, to:
  - Assist in reversing the fee erosion which occurred under the previous NSW Public Sector Wages Policy
  - Mitigate economic pressures and the rising cost of living
  - Ensure councillors and mayors receive fair and reasonable remuneration for the work they perform, and
  - Address historic undervaluation of the work performed by elected representative in local government in NSW.
- 87. Economic data provided to the Tribunal by LGNSW to support their claim for an increase of at least 4% included:
  - An annual Consumer Price Index (CPI) increase of 3.8% for the 12 months to June 2024
  - The Fair Work Commission (FWC) awarding a 3.75% increase to the minimum pay for modern awards, and increasing the national minimum wage to \$915.90, as well as the FWC's comments regarding the growing cost of living and deterioration of disposable income, and
  - The rate peg for the 2025-26 financial year being between 3.6%-5.1%.

Local Government Remuneration Tribunal Annual Determination 2025

- 88. LGNSW also noted that the annual wage review, state wage case, award increases and the Independent Pricing and Regulatory Tribunal all had a clear theme on the increasing financial pressures on councils and its officers, which warrant increases in revenue and wages.
- 89. During its meeting with the Tribunal and assessors, LGNSW asserted that the current fees paid to mayors and councillors do not reflect their responsibilities. Nor do the current level of fees contribute to attracting a diverse range of candidates to stand for local government elections.
- 90. LGNSW also raised the issue of superannuation. It was contended that the payment of superannuation be mandated. Current arrangements require that a council pass a resolution at an open meeting to make such payments.
- 91. Four submissions received from individual councils directly addressed the issue of quantum increase to the minimum and maximum fees. These submissions sought an increase ranging from 3% to 10%.
- 92. The City of Sydney Council notes in its submission that it was not seeking an increase in fees payable for the Lord Mayor of Sydney.
- 93. The Tribunal is empowered under the s.241 of the LG Act to set minimum and maximum fees payable. It is then up to council to fix payment of annual fees for the mayor as outlined in s.249 of the LG Act.
- 94. It was suggested that the current fees, particularly in rural and remote communities, do not recognise or value the role of mayor and councillor,

- with fees set at a level that is commensurate to unqualified or inexperienced personnel.
- 95. The Tribunal was provided with a number of examples to demonstrate the financial impact, by way of lost wages, under the current fee rates.
- 96. Furthermore, 4 submissions compared the remuneration for NSW mayors and councillors with mayors and councillors in Victoria and Queensland as well as state Members of Parliament. The figures were provided to the Tribunal to demonstrate that the remuneration for NSW mayors and councillors is lower than all comparison examples provided.
- 97. It was also asserted that the low level of fees set for mayors and councillors devalues the importance and responsibility of the roles, diminishing the work undertaken on behalf of the community and is a significant barrier as to why people do not run for council.
  - "If councillors were paid a full-time wage I would have run again. Nothing surer."
- 98. Another submission suggested that fees need to reflect the part-time or full-time nature of the work carried out by mayors and councillors. The setting of fees at such a rate would appropriately recognise and value this important work, whilst also mitigating any financial loss incurred by those members of the community elected to carry out these critical functions.
- 99. Nine submissions supported an increase, whilst not making a direct comment on the quantum. Other submissions advocated for remuneration to be set at a level that:

- Is in line with responsibilities and challenges councillors' face
- Reflects the public profile and exposure of the role
- Reflects the growing complexity of the role
- Reduces the gap between minimum and maximum fees for each category
- Accounts for the rising cost of living challenges
- Reflects the commitment, accountability, workload, skills and knowledge required to perform the role of councillor and mayor regardless of location
- Establishes and maintains parity with mayors and councillors in other States and Territories
- Is 'determined outside of council so as councillors are not determining their own payments', and
- Overcomes economic barriers that prevent diverse members of the community from participating as a mayor or councillor.

# **Fee Increase**

- 100. The Tribunal considered a range of factors in determining the amount to increase minimum and maximum fees payable to councillors and mayors. This included a wide range of economic data such as:
  - Consumer Price Index for the 12 months to December each year
  - Wage Price Index for the 12 months to December each year

Local Government Remuneration Tribunal Annual Determination 2025

26

- Full-time average weekly ordinary time earnings for the 12 months to November each year
- NSW Public Sector Salaries increases
- Local Government State Award increases
- IPART Rate Peg Base Cost Change
- Public Service Senior Executive remuneration determinations, by the Statutory and Other Offices Remuneration Tribunal, and
- State Members of Parliament Basic Salary remuneration determinations by the Parliamentary Remuneration Tribunal.
- 101. On this occasion the Tribunal has determined that a **3%** increase will apply to the minimum and maximum fees applicable to existing categories.

# Conclusion

- 102. The Tribunal's determination has been made with the assistance of the Assessors, Ms Kylie Yates and Mr Brett Whitworth.
- 103. Determination 1 sets out the allocation of councils into each of the categories as per s.239 of the LG Act.
- 104. Determination 2 sets out the minimum and maximum fees paid to councillors and mayors and chairpersons of county concills as per s.241 of the LG Act.
- 105. The Tribunal acknowledges and thanks the Remuneration Tribunal secretariat for its exellent research and support to facilitate the successful completion the 2025 Annual Determination.

M. Man

Viv May PSM

**Local Government Remuneration Tribunal** 

Dated 17 April 2025

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# Section 5 – Determinations

Determination No. 1 – Allocation of councils into each of the categories as per section 239 of the LG Act effective 1 July 2025

# **General Purpose Councils - Metropolitan**

#### **Principal CBD (1)**

Sydney

#### Major CBD (1)

Parramatta

#### Metropolitan Major (2)

- Blacktown
- Canterbury-Bankstown

#### Metropolitan Large (10)

- Bayside
- Cumberland
- Fairfield
- Inner West
- Liverpool
- Northern Beaches
- Penrith
- Ryde
- Sutherland

The Hills

#### Metropolitan Medium (8)

- Campbelltown
- Camden
- · Georges River
- Hornsby
- Ku-ring-gai
- North Sydney
- Randwick
- Willoughby

#### Metropolitan Small (8)

- Burwood
- Canada Bay
- Hunters Hill
- Lane Cove
- Mosman
- Strathfield
- Waverley
- Woollahra

Local Government Remuneration Tribunal Annual Determination 2025

# **General Purpose Councils - Non-Metropolitan**

#### Major Regional City (2)

- Newcastle
- Wollongong

#### Major Strategic Area (1)

Central Coast

#### **Regional Centre (22)**

- Albury
- Armidale
- Ballina
- Bathurst
- Blue Mountains
- Byron
- Cessnock
- Clarence Valley
- Coffs Harbour
- Dubbo
- Eurobodella

#### Regional Strategic Area(5)

- Lake Macquarie
- Maitland
- Mid-Coast
- Shoalhaven
- Tweed
- Hawkesbury
- Lismore
- Orange
- Port Macquarie-Hastings
- Port Stephens
- Queanbeyan-Palerang
- Shellharbour
- Tamworth
- Wagga Wagga
- Wingecarribee
- Wollondilly

Local Government Remuneration Tribunal Annual Determination 2025

## Regional Rural (14)

- Bega
- Broken Hill
- Goulburn Mulwaree
- Griffith
- Hilltops
- Kempsey
- Kiama

- Lithgow
- Mid-Western
- Muswellbrook
- Nambucca
- Richmond Valleys
- Singleton
- Snowy Monaro

#### Rural Large (16)

- Bellingen
- Cabonne
- Cootamundra-Gundagai
- Cowra
- Federation
- Greater Hume
- Gunnedah
- Inverell

- Leeton
- Moree Plains
- Murray River
- Narrabri
- Parkes
- Snowy Valleys
- Upper Hunter
- Yass

#### **Rural (38)**

- Balranald
- Berrigan
- Bland
- Blayney
- Bogan
- Bourke
- Brewarrina

- Carrathool
- Central Darling
- Cobar
- Coolamon
- Coonamble
- Dungog
- Edward River

Local Government Remuneration Tribunal Annual Determination 2025

#### OFFICIAL

- Forbes
- Gilgandra
- Glen Innes Severn
- Gwydir
- Hay
- Junee
- Kyogle
- Lachlan
- Liverpool Plains
- Lockhart
- Murrumbidgee
- Narrandera

- Narromine
- Oberon
- Temora
- Tenterfield
- Upper Lachlan
- Uralla
- Walcha
- Walgett
- Warren
- Warrumbungle
- Weddin
- Wentworth

# **County Councils**

#### Water (4)

- Central Tablelands
- Goldenfields Water
- Riverina Water
- Rous

#### Other (6)

- Castlereagh-Macquarie
- Central Murray
- Hawkesbury River
- New England Tablelands
- Upper Hunter
- Upper Macquarie

Local Government Remuneration Tribunal Annual Determination 2025

# Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2025

The annual fees to be paid in each of the categories to Councillors, Mayors, Members, and Chairpersons of County Councils effective on and from 1 July 2024 as per section 241 of the *Local Government Act 1993* are determined as follows:

# **Table 4: Fees for General Purpose and County Councils**

#### **General Purpose Councils – Metropolitan**

#### Councillor/Member Annual Fee (\$) effective 1 July 2025

Category	Minimum	Maximum
Principal CBD	31,640	46,420
Major CBD	21,120	39,100
Metropolitan Major	21,120	36,970
Metropolitan Large	21,120	34,820
Metropolitan Medium	15,830	29,550
Metropolitan Small	10,530	23,220

## Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2025

Category	Minimum	Maximum
Principal CBD	193,650	254,810
Major CBD	44,840	126,320
Metropolitan Major	44,840	114,300
Metropolitan Large	44,840	101,470

Local Government Remuneration Tribunal Annual Determination 2025

Metropolitan Medium	33,630	78,480
Metropolitan Small	22,420	50,650

# **General Purpose Councils - Non-Metropolitan**

# Councillor/Member Annual Fee (\$) effective 1 July 2025

Category	Minimum	Maximum
Major Regional City	21,120	36,690
Major Strategic Area	21,120	36,690
Regional Strategic Area	21,120	34,820
Regional Centre	15,830	27,860
Regional Rural	10,530	23,220
Rural Large	10,530	18,890
Rural	10,530	13,930

# Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2025

Category	Minimum	Maximum
Major Regional City	44,840	114,300
Major Strategic Area	44,840	114,300
Regional Strategic Area	44,840	101,470
Regional Centre	32,940	68,800
Regional Rural	22,420	50,680
Rural Large	16,820	40,530
Rural	11,210	30,390

Local Government Remuneration Tribunal Annual Determination 2025

## **County Councils**

#### Councillor/Member Annual Fee (\$) effective 1 July 2025

Category	Minimum	Maximum
Water	2,090	11,620
Other	2,090	6,930

## Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2025

Category	Minimum	Maximum
Water	4,490	19,080
Other	4,490	12,670

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

Viv May PSM

**Local Government Remuneration Tribunal** 

Dated: 17 April 2025

# **Appendices**

# Appendix 1 Criteria that apply to categories

#### **Principal CBD**

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Local Government Remuneration Tribunal Annual Determination 2025

#### **Major CBD**

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Local Government Remuneration Tribunal Annual Determination 2025

# **Metropolitan Major**

Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$300M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Major will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Local Government Remuneration Tribunal Annual Determination 2025

# **Metropolitan Large**

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Local Government Remuneration Tribunal Annual Determination 2025

# **Metropolitan Medium**

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- · high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Local Government Remuneration Tribunal Annual Determination 2025

#### **Metropolitan Small**

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

• total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

## **Major Regional City**

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development

Local Government Remuneration Tribunal Annual Determination 2025

- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

# **Major Strategic Area**

Councils categorised as Major Strategic Area will have a minimum population of 300,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum

Local Government Remuneration Tribunal Annual Determination 2025

42

- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

# **Regional Strategic Area**

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum

Local Government Remuneration Tribunal Annual Determination 2025

43

- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

#### **Regional Centre**

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW

Local Government Remuneration Tribunal Annual Determination 2025

44

- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

# **Regional Rural**

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Local Government Remuneration Tribunal Annual Determination 2025

45

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Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

#### **Rural Large**

Councils categorised as Rural Large will have a residential population greater than 10,000, and a councillor to resident ratio of at least 1 to 1200.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

Local Government Remuneration Tribunal Annual Determination 2025

46

#### Rural

Councils categorised as Rural will typically have a residential population less than 10,000.

#### **County Councils - Water**

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

#### **County Councils - Other**

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the Biosecurity Act 2015.

Local Government Remuneration Tribunal Annual Determination 2025

47



#### 10.2.2. Community Strategic Plan for Endorsement

Responsible Officer: General Manager

Author: Manager Governance and Risk

Community Strategic Plan: 6 - Community Leadership

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

Delivery Program Goal: 6.1.2 - Utilise best practice models of community

engagement to ensure decision making is meeting

the expectations of the community.

Operational Plan Action: 6.1.3.2 - Report on Council's Integrated Planning &

Reporting (IP&R) requirements.

Attachments: 1. Community Strategic Plan 2025-2035 - Ready for

Endorsement [10.2.2.1 - 40 pages]

#### **PURPOSE**

To request Council's endorsement of the Community Strategic Plan 2025-2035.

#### OFFICER'S RECOMMENDATION

Council endorses the Community Strategic Plan 2025-2035 following placement of the draft Plan on public exhibition for a period of 40 days.

Moved: Se	econded:
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#### **EXECUTIVE SUMMARY**

Council is requested to endorse the DRAFT Community Strategic Plan 2025-2035 following public exhibition for a period of 40 days and consideration of feedback received and detailed in the report.

#### **PREVIOUS RESOLUTIONS**

Not applicable.

#### **BACKGROUND**

Pursuant to section 402 of the NSW Local Government Act, 1993, Muswellbrook Shire is required to have a Community Strategic Plan that has been developed and endorsed by Council on behalf of the community. The Community Strategic Plan must cover a period of at least 10 years, is to identify the community's priorities and aspirations for the future of the Shire and describe strategies to achieve the community's goals.

Council is required to review and adopt the Community Strategic Plan before 30 June in the year following an ordinary election of council. Council may endorse the existing plan, or develop and endorse a new Community Strategic Plan, as appropriate, to ensure that the Shire has a Community Strategic Plan covering at least the next 10 years.



#### **CONSULTATION**

The community

Councillors

**Directorate Leadership Group** 

#### **REPORT**

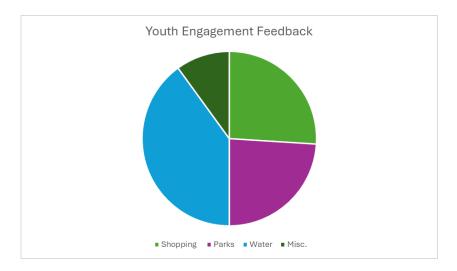
The DRAFT Community Strategic Plan 2025-2035 was developed in consultation with the Shire's communities, Councillors, and Council staff and senior executive team.

Council's Integrated Planning and Reporting documents, including the DRAFT Community Strategic Plan, require public exhibition of at least 28 days. Council endorsed the DRAFT Community Strategic Plan for public exhibition at the March ordinary council meeting. The public exhibition period was extended to 40 days to allow for ongoing community engagement. The proposed engagement strategy included:

- Presence at the Easter Family Fun Day;
- Presence at the Gather in the glow event;
- Council Catch up;
- Digital engagement and newsletter; and
- Pop-Up engagements at Shopping centres, Sandy Hollow, and Denman.



At the Easter Family Fun Day, we purposefully engaged with the Youth via a Treasure Hunt on the DRAFT Community Strategic Plan and there were 41 engagement interactions with youth ranging from four (4) to fifteen (15) years of age.



The feedback can be grouped into three main categories, with additional input falling into a miscellaneous category. The most common suggestion was the desire for water parks and wet play areas, showing a clear interest in interactive, water-based recreational facilities. Closely following this was strong support for the development of more parks like the well-known "Lizard Park" at Highbrook Park, showing that well-designed, engaging outdoor spaces are highly valued by the youth of our communities. In addition to open spaces and play areas, many youths also expressed a desire for more shops in the area.





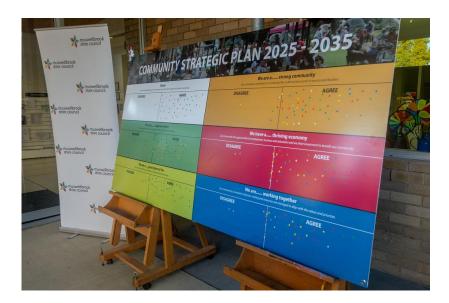






Feedback from the wider community had an overwhelming response of more than 350 face to face respondents via the dotmocracy and face to face discussions, as well as 21 participants that completed the online survey. The overall feedback received was that the community is in agreement with the plan and the direction for the next 10 years.





Information to note is the number of young families that have realised how important it is to know what council is planning on doing, as it represents the future for their families, as well as the positive welcoming of engagement within the community.

#### **FINANCIAL CONSIDERATIONS**

To be identified in the long term financial and annual budgets.

#### **POLICY IMPLICATIONS**

Nil.

#### STATUTORY / LEGISLATIVE IMPLICATIONS

Consistent with requirements under section 402 of the NSW Local Government Act, 1993.

#### **RISK MANAGEMENT IMPLICATIONS**

As outlined in the Draft Community Strategic Plan 2025-2035.

#### **COMMUNITY CONSULTATION / COMMUNICATIONS**

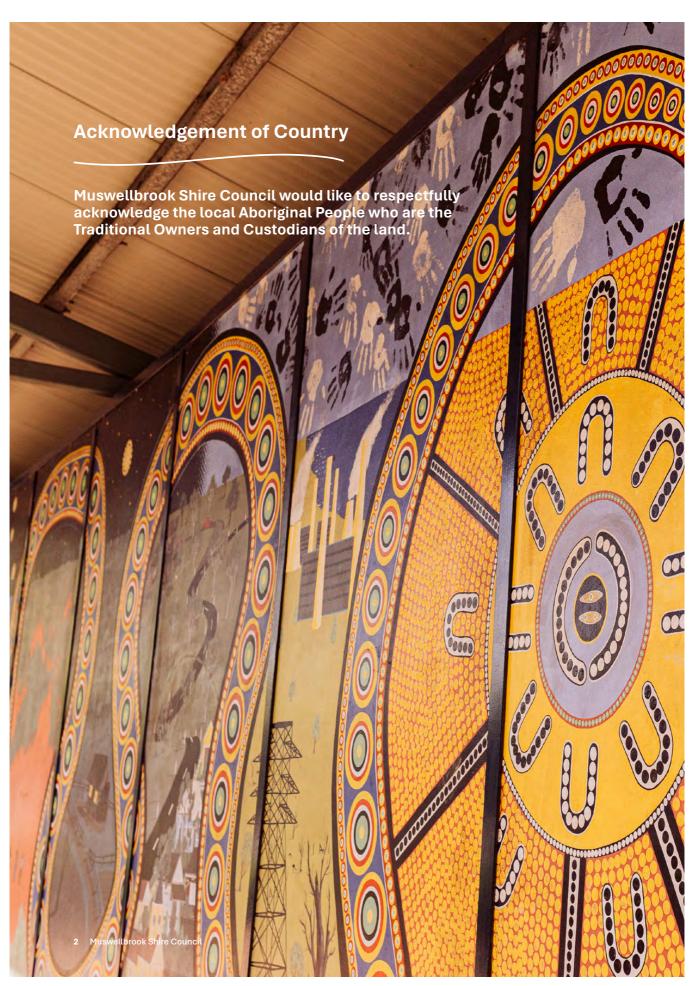
Consultation aligns with the adopted Community Engagement and Participation Plan.

# Community Strategic Plan 2025-2035

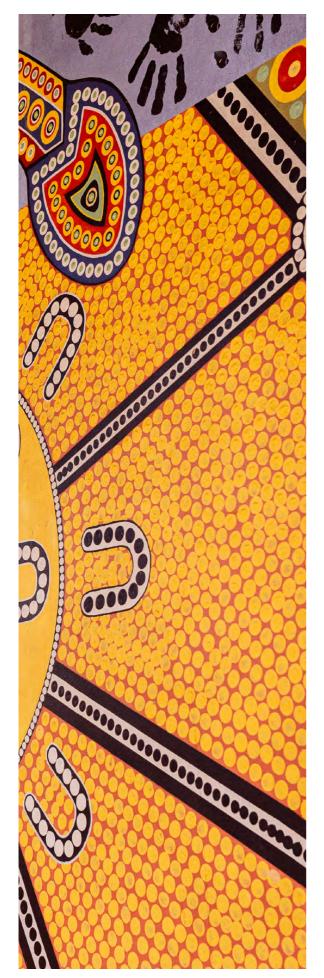


muswellbrook.nsw.gov.au





Attachment 10.2.2.1 Community Strategic Plan 2025-2035 - Ready for Endorsement



### Contents

Me	essage from the Mayor	4
Me	essage from the General Manager	5
1.	Integrated Planning and Reporting Framework	6
2.	Community Vision	7
3.	Community Snapshot	8
4.	Strategic Risks, Challenges and Opportunities	10
5.	Council's Role and Services	12
6.	United Nations Sustainable Development Goals	13
7.	Engaging Our Community	14
8.	Aspirations and Measuring Success	16
	We are astrong community	18
	We are aregional centre	22
	We are athriving economy	26
	We are agreat place to live	30
	We areworking together	34
9.	State and Regional Priorities	38

#### Acknowledgements

Muswellbrook Shire Council would like to acknowledge and thank all community members, businesses, partner agencies, and other stakeholders who participated in the consultation process. Your valuable contributions have helped shape our shared vision and priorities for the future, fostering a collaborative path forward for our community.

Credit for images throughout the publication goes to: Jonathan Burrows / Pretty Amazing Productions, Spectrum Comms, and Muswellbrook Shire Council. All images, ongoing and throughout this document, are credited and copyrighted by Muswellbrook Shire Council and staff, unless stated otherwise.

Community Strategic Plan 2025-2035 3

## Message from the Mayor



I am proud to have worked so closely with the community to develop the Muswellbrook Community Strategic Plan 2025–2035. This plan reflects our shared vision for the future, shaped by the hopes, ideas, and values of our community.

Muswellbrook has a strong proud history as a leader in energy generation and coal mining, but as our economy changes, one of our biggest challenges, and opportunity, is to prepare our community and business for new possibilities to prosper. This plan marks the start of an exciting new chapter in the history of Muswellbrook Shire.

Our region is in a unique position to lead Australia's renewable energy future, attracting innovation, investment and opportunity to our region for years to come

We've listened closely to residents, businesses, and community groups to learn what matters most to you. Your input has helped shape this plan, which focuses on creating a thriving, inclusive and sustainable future for everyone.

This plan is more than a guide – it's a promise to work together to keep Muswellbrook a place we're all proud to call home

I encourage you to stay involved, share your ideas, and help us bring this vision to life.

Together, we can build a brighter, more connected community and thriving future for Muswellbrook.

#### **Councillor Jeff Drayton**

Mavo

Muswellbrook Shire Counci

4 Muswellbrook Shire Council

### Message from the General Manager



Council is committed to engaging and empowering the community to be involved in setting and delivering the future direction of the Shire. Through our recent community engagement, you told us that attracting new businesses, supporting business growth, and planning for the future are top priorities. You also expressed a deep love for our Shire and a strong desire to protect and improve your quality of life by investing in better infrastructure and connectivity.

Council has an important role in working with the community to create the Community Strategic Plan. This plan is required by the NSW Government under the Integrated Planning and Reporting framework. It guides all of Council's strategic plans, like the Resourcing Strategy, Delivery Program, Operational Plan, and key strategies such as the Environmental Strategy, Disability Inclusion Plan and Local Strategic Planning Statement.

Council is committed to delivering projects that reflect the community's values and goals. We will maintain a strong financial plan to support important projects while being responsible with our budget. Our goal is to make our Shire more liveable, vibrant, and easy to access.

Our work focuses on delivering services that support economic growth and improve quality of life.

We will focus on five key areas to ensure together we:

#### are a strong community

#### support a vibrant regional centre

#### have a thriving economy

#### create a great place to live

#### are working together.

Our community has shared their vision for the next 10 years, and we're committed to making it happen. We will align your goals with Council's priorities and work with State and Federal Government agencies and other partners to bring this vision to life.

#### Derek Finnigan

General Manager Muswellbrook Shire Council

### Integrated Planning and Reporting Framework

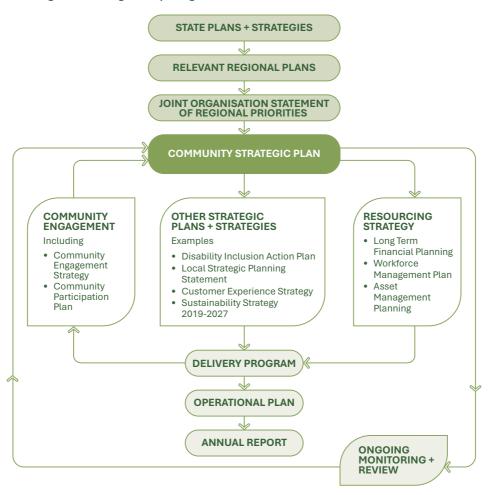
Muswellbrook Shire Council's goals and daily operations are guided by the NSW Local Government Integrated Planning and Reporting Framework. The Integrated Planning and Reporting Framework links all council plans together, so planning is completed in a more coordinated way.

#### **Community Strategic Plan**

The Community Strategic Plan provides a strong base for long-term planning for both Council and the community. The Plan includes a shared vision for the future, connecting the community's goals with Council's decisions over the next 10 years. It will guide Council's plans, strategies, and policies, such as the Resourcing Strategy, Delivery Program, Operational Plan, Environmental Strategy, Disability Inclusion Plan and Local Strategic Planning Statement. This community vision will also be shared with other agencies, government departments, and stakeholders to help guide their long-term planning.

The diagram below outlines the Integrated Planning and Reporting Framework and how the Community Strategic Plan is connected to other Council strategies and plans

Diagram 1 - Integrated Planning and Reporting Framework



6 Muswellbrook Shire Council

## 2. Community Vision

Our Shire is powered by opportunity, with space to grow and shape a thriving future.



## 3. Community Snapshot

#### Location

Muswellbrook Shire is located in the Hunter Region of New South Wales, Australia. It is a lively and diverse area known for its rich history, beautiful landscapes and strong industries. Muswellbrook, approximately 130km north-west of Newcastle. The Shire consists of two large towns, Muswellbrook and Denman, and outling rural communities including Sandy Hollow, Wybong, Baerami, Martindale, Widden, McCullys Gap and Muscle Creek.





3,402km<sup>2</sup> land area



43%

of land coverage is National Park



8

State Heritage registered items



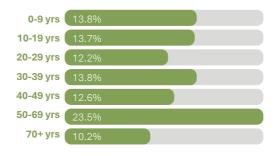
**4,473** recorded Aboriginal sites



16,778 population



**20,320** projected population by 2036



<sup>8</sup> Muswellbrook Shire Council

#### **Main industry**

Muswellbrook Shire is the main centre for New South Wales' power generation capacity.



69.6% Mining



11.9% Electricity, Gas, Water and Waste

**Services** 



3.5% Construction



3% Manufacturing



2.3%
Rental, Hiring and Real Estate
Services

#### **Economy**



\$12 billion
Economic output



**11,341** total jobs



**3,751** mining jobs



869 electricity, gas, water and waste services jobs



**764** construction jobs



**655** retail jobs

#### **Council Services**



road network (approx)





storm water drainage (approx)



**7** sporting fields



2 libraries



Rural Fire Stations



47km footpaths and cycleways (approx)



community recycling centre



**4** playgrounds



2 aquatic centres



cemeteries

Community Strategic Plan 2025-2035 9

## 4. Strategic Risks, Challenges and Opportunities

Like many local governments, Muswellbrook Shire Council faces a range of challenges due to its unique location, economy and demographic makeup. These challenges can impact Council's ability to deliver services, manage growth and plan for a sustainable future. Some of the key challenges for Muswellbrook Council include:

#### Mining and the economy

Muswellbrook has long been economically reliant on coal mining, with major industries such as coal extraction and power generation driving much of the local economy. With the global shift toward renewable energy and the closure of coal-fired power stations like Liddell, our region faces the challenge of diversifying its economy.

Coal mining plays a crucial role in our region's history and economy, providing employment and driving infrastructure development. Mining is a significant employer in Muswellbrook and the Hunter region, providing jobs directly in the mines as well as supporting industries such as transport, engineering and services.

Council will keep planning for the shift to renewable energy, as well as agriculture and tourism, to ensure long-term economic sustainability. We will also put strategies in place to retrain workers and attract new industries that create job opportunities.

#### Planning for population growth

Muswellbrook has experienced limited population growth in recent years. However, demand for short term accommodation is being driven by the mining industry and construction projects will continue to put pressure on our housing availability, our infrastructure (such as roads, public transport, and utilities) and community services.

The Shire is planning for a significant increase in our population as a desirable and comparatively affordable place to live, work and learn. As population growth continues, the demand for affordable housing is rising. Council faces the challenge of ensuring that there is enough housing available for all income levels, particularly in a market that can be influenced by the wealth generated in the mining industry.

#### **Health and social services**

With a growing and ageing population (27% of our population is over 55 years old), Muswellbrook faces challenges in providing sufficient health services and infrastructure. Council will continue to work with NSW Health to address the challenges our local hospital and health facilities face, like regional maternity care, aged care, and mental health services.

#### **Access to transport**

While Muswellbrook is well-connected to regional hubs and major cities like Sydney and Newcastle through key road and rail networks, we recognise that our community and businesses still face challenges in accessing transport that meets their needs.

We know that public transport options in Muswellbrook can be limited, which can be a barrier for residents who rely on it for commuting or accessing essential services. Council will continue to explore solutions, such as improved bus services, active transport and better connections to regional transport networks.

#### **Education**

While education opportunities in Muswellbrook are wellsupported across primary and secondary schools, we know that supporting students at vocational and higher education level remains a challenge. Our schools provide strong academic programs alongside vocational training, preparing students for a variety of post-school pathways. However Council is committed to ensuring students can continue learning locally by providing higher education opportunities.

Council will continue to advocate for ongoing access to vocational education training (VET) through high school, specialised training providers, and apprenticeship programs linked to relevant local industries.

We believe in making life-long learning accessible to everyone, with resources for adult education being key for those seeking career advancement or development.

#### **Tourism**

Muswellbrook Shire is the cornerstone of the Upper Hunter's equine and wine industries and is home to boutique producers of olives, cheese, camel milk and other artisan goods, enhancing its appeal as a destination for visitors seeking unique experiences.

Additionally, major transport routes like the New England Highway, Golden Highway and Bylong Valley Way connect the Shire to key regions, including the New England, Central West and Lower Hunter, making it an accessible and attractive stop for travellers.

Tourism contributes significantly to Muswellbrook's economy, with the total output from accommodation and food services valued at approximately \$82.6 million, representing 0.6% of the region's total output. This sector supports an estimated 505 jobs, accounting for 5% of the local workforce.

Most visitors to Muswellbrook Shire come from New South Wales, with Sydney being the largest source of travellers in recent years. People from regional NSW and Queensland also visit, making our Shire a popular destination for both local and regional tourists.

Council is committed to supporting the growth of tourism in the region.

#### **Government services**

As a regional centre, Muswellbrook hosts several regional offices for State and Federal Government agencies, including:

#### **Hunter New England Local Health District**

#### **Corrective Services**

#### Juvenile Justice

Department of Communities & Justice - Community Service Centre (Muswellbrook)

#### **NSW Police Local Area Command**

#### **Department of Human Services**

#### Service NSW (Muswellbrook)

Muswellbrook's central location between the New England and Lower Hunter regions gives it a strategic advantage, making it easier for government agencies to serve the nearby areas. This position has helped make Muswellbrook an important hub for administration and services in the Upper Hunter.



Attachment 10.2.2.1 Community Strategic Plan 2025-2035 - Ready for Endorsement

### 5. Council's Role and Services

Council plays an important role in providing services, building infrastructure and managing regulations for our community. The decisions we make at the local level directly affect life in our Shire.

We deliver everyday services like bin collection, fixing local roads and running public swimming pools in Denman and Muswellbrook. We also manage key utilities, such as water and sewer systems, across the Shire (only 89 out of 128 councils in NSW provide water services).

In addition to essential services, Council supports culture and community activities. We run facilities like the Regional Arts Centre, Denman Memorial Hall and local libraries in Muswellbrook and Denman, we also organise events for residents and visitors, like the Rock'n the Brook and partnering with Community events such as Denman Food, Wine and Film Festival

Council also, drives policy change, influences decisions and plans for our community's future through land use planning and preparing for new industries.

Council works with local businesses, key stakeholders, governments, and community groups to meet the needs



#### **Delivering**

When Council directly manages an asset, infrastructure, or program, we can meet community needs using our own operating budget and resources.



### Partnering and collaborating

When Council doesn't have control over things like emergency services, we will form partnerships seek support, or work with other organisations and providers to help achieve results.



#### **Advocating**

Council can speak up for our community to ask for more funding or better outcomes for things like public transport or health care services.



# 6. United Nations Sustainable Development Goals

The United Nations Sustainable Development Goals are 17 goals created in 2015 to help solve global problems and build a better future for everyone by 2030. These goals focus on challenges like poverty, education, clean energy, and protecting the planet.

In this plan, we show how our community goals match the Sustainable Development Goals and how Council will work towards these goals. This helps both Council and the community understand their role in making a difference, not just in our Shire but as part of a bigger, global effort.









































Attachment 10.2.2.1 Community Strategic Plan 2025-2035 - Ready for Endorsement

### 7. Engaging Our Community

#### **Community Consultation**

Council is committed to engaging with the community in the planning and delivery of Council's plans. Over a five (5) month period between July to November 2024, Council worked closely with the community to understand their hopes and priorities for Muswellbrook Shire over the next 10 years.

Our engagement program followed the Local Government Act 1993 and the Integrated Planning and Reporting framework and spanned a wide range of ages and demographics in our community, including hard to reach community groups. This wide range of insights helped us understand what our community values and what they want for the future of the Shire.





#### How we engaged



Community Satisfaction Survey
220 surveys



**Direct mail out** 700 emails



Telephone Survey
301 surveys



**Yoursay Online Survey** 450 surveys



**Social media campaign** 7,500 reach and 15,000 impressions



Community Conversation Pop Ups 4 pop ups



Community Workshops 2 workshops



Business Breakfast 1 event



Councillor Workshop

1 workshop



 $Community\ Conversations\ Pop-Ups-Muswellbrook\ Fair$ 



Bengalla Open Day Pop Up – Muswellbrook Show Ground



Business Breakfast Workshop

#### What you told us

The key findings showed that you want Council to focus more on planning, development and economic growth.

We heard an emphasis on the importance of attracting new businesses, supporting existing ones, and preparing for future industry needs. On the other hand, there was less focus on community facilities like libraries and swimming pools, with residents preferring these services to stay as they are.

#### Most loved aspects of our Shire

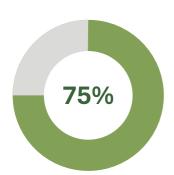
You also told us that location, family and friend connections, employment and a sense of community is what you most love about living, working and visiting the Muswellbrook Shire.

#### Best things to have happened to the Shire in the last four years

You told us that the best things to have happened to the Shire over the last term of Council (4 years) has been improvements to sports and recreational opportunities, improvements to local services, facilities and infrastructure, more community events and the improvements to the Hunter Beach (Tarinpa) as part of the Hunter Beach Project.

- 27% valued the improvements to sports and recreation facilities including the BMX track, swimming pool upgrade and parks for kids.
- 17% highlighted the improvement to services, facilities and infrastructure.
- 12% said that there were more community events and activities.
- 11% valued the Hunter Beach/Hunter River improvements with a further 10% recognising the beautification and upgrades to main areas and improvements in general maintenance.

#### **Snapshot Summary**



#### Quality of life

Of residents rate their quality of life as **good**, **very good** or **excellent** living in Muswellbrook Shire

#### Highest rated agreement statements

- I feel safe during the day (81%)
   Lean call on a neighbour or local
- I can call on a neighbour or local relative if I need help (76%)
- It is a safe place to live/I feel safe in my neighbourhood (72%)
- I talk positively to visitors about community (67%)
- People in the area have fair opportunity to participate in community life (64%)

#### Lowest rated agreement statements

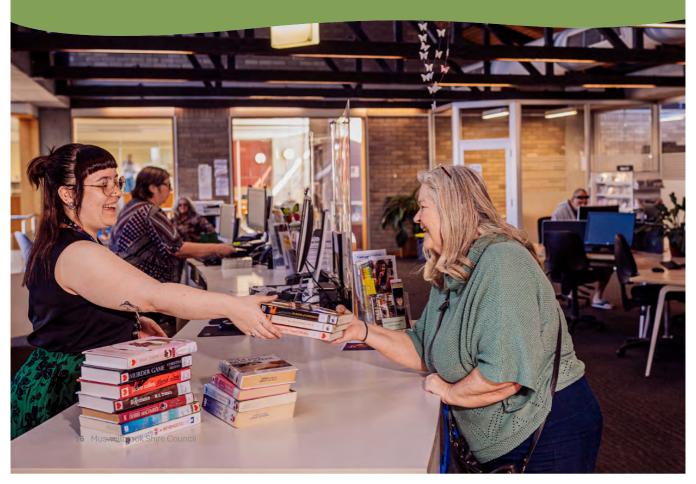
- There is a vibrant night life in this Shire (9%)
- Housing in the local area is affordable (15%)
- I am able to access adequate transport during the night (16%)
- Council listens to community concerns and views in making decisions (17%)
- Council offers good value for money (17%)

Community Strategic Plan 2025-2035 15

8. Aspirations and Measuring Success

Vision

Our Shire is powered by opportunity, with space to grow and shape a thriving future.



#### **Themes**



Me are a...
strong community



We are a...
regional centre



We are a...
thriving economy



We are a...
great place to live



We are...
working together



# Me are a... strong community

#### **Community Outcome**

Our community contributes to community life, is safe and has access to services and facilities.









18 Muswellbrook Shire Council



Attachment 10.2.2.1 Community Strategic Plan 2025-2035 - Ready for Endorsement



# Me are a... strong community

#### What you told us

- 76% of residents can call on a neighbour or local relative if they need help
- 64% of residents believe they have a fair opportunity to participate in community life
- Only 27% of residents believe that hospital, medical and mental health services in the area are accessible
  and adequate. Those who identify as living with a disability had significantly lower levels of satisfaction
  with access to adequate health services
- 45% of our residents volunteer and get involved in our community

"I love the community we live in. That's what it's all about here."

Amy, Nurse - Muswellbrook

#### How will we get there?

Deliver services aimed at improving community health and inclusion at all stages of life





Advocate and collaborate with government and private partners to improve services relating to health with a strong focus on aged care, mental health and maternity services



Deliver programs, campaigns, facilities and infrastructure which improve community safety



Provide and support events and activities to encourage community pride and connection





Celebrate our culture and heritage by showcasing and preserving our history





Develop programs to support the community and increase participation. enhance the capacity of volunteers and volunteer organisations





#### How will we know we are there?

- Higher levels in satisfaction with family and community services such as aged, disability and home care. (Community Satisfaction Survey)
- Higher levels in satisfaction with Council's facilities, services and programs. (Community Satisfaction Survey)
- An increase in sense of personal safety during the day and at night for all ages and genders. (Community Satisfaction Survey)
- Higher satisfaction with belonging in the community. (Community Satisfaction Survey)
- Lowered levels of crime in the Shire (NSW Bureau of Crime. Statistics and Research)
- Increase satisfaction of with protecting our heritage

#### Who will we work with to get there?

- NSW Department of Health
- Commonwealth Department of Health and Aged Care
- Department of Social Services
- NSW Department of Communities and Justice
- Community
- Businesses
- NSW Police
- Other Non Government support services
- Local Schools
- Historical societies
- State Library of NSW
- Local Aboriginal Land Councils
- NSW Department of Creative Industries, Tourism, Hospitality and Sport
- Upper Hunter Homelessness Support
- Upper Hunter Community Services

#### Our role







Community Strategic Plan 2025-2035 21



# Me are a... regional centre

#### **Community Outcome**

Our community has access to regional services, infrastructure and facilities











22 Muswellbrook Shire Council



Attachment 10.2.2.1 Community Strategic Plan 2025-2035 - Ready for Endorsement



# Me are a... regional centre

- . 38% of residents believed that the road network across the Shire is effective and efficient
- 21% of residents felt that public transport in the Shire was adequate and accessible for their needs, with only 16% of residents feeling that there is adequate public transport at night. Those identifying as living with disability are significantly less likely to agree they are able to access public transport during the day and night
- 52% of residents believe that there are adequate education and training opportunities available

"What I like most about living in Denman is that it's a nice, small, friendly community that makes you feel safe."

Ben, Electrician - Denman

#### How will we get there?

Provide and maintain local transport infrastructure, including roads and footpaths to allow safe and easy movement around the shire

Advocate for effective public transport networks and transport planning to ensure infrastructure meets community need



Manage increasing transport demands on our roads to ensure the community has safe and prioritised access



Advocate and provide services and facilities expected of a regional centre



Provide well-maintained accessible sport, leisure and recreational infrastructure and facilities



Advocate and collaborate with government and educational providers to expand access to education opportunities which allow students to study locally





#### How will we know we are there?

- Higher levels of satisfaction with public transport options within the Shire. (Community satisfaction survey)
- Higher levels of satisfaction with ease of driving and parking in the Shire. (Community satisfaction survey)
- Amount of road and footpaths sealed and rehabilitated and Pavement Condition Index. (Council)
- Completion of Muswellbrook New England Bypass.
- Higher levels of satisfaction with spaces for sporting and recreational activities. (including sports grounds and swim centres)
- An increase in the number of people enrolled in educational institutions. (Australian Bureau of Statistics)
- An increase in the number of people at our regional facilities.

#### Who will we work with to get there?

- Transport for NSW
- Private transport providers
- Local sporting groups
- Department of Regional NSW
- NSW Department of Education

#### Our role







Community Strategic Plan 2025-2035 **25** 



# Me are a... thriving economy

#### **Community Outcome**

Our community has opportunities for employment, business and training and we drive investment into our economy to benefit our community.













26 Muswellbrook Shire Council



Attachment 10.2.2.1 Community Strategic Plan 2025-2035 - Ready for Endorsement



# Me are a... thriving economy

- 42% of residents agree there are long-term job opportunities in the Shire and that the local economy provides a range of work opportunities
- There is very low agreement for a vibrant night life in the Shire, and only 21% of resident believing that there are diverse retail options available to meet their needs
- 9% of residents agreed that the Shire has a vibrant night life, and only 21% of residents believe that there are diverse retail options available to meet their needs

"We have had our shop for 22 years. We love the people we get to meet in this great town."

**Jody and Louise, Shop owners** 

#### How will we get there?

Lead the diversification of the local economy, including attracting new industry and businesses

Support businesses to grow and prepare for the opportunities of the future

Support the growth of tourism, a diverse retail and hospitality offering and a vibrant nightlife

Collaborate with key stakeholders and government to secure investment and long-term employment

Provide access to innovation and reskilling for future workforce needs

Plan for reuse of former mining and energy generation land for employment, recreation and environmental purposes

#### How will we know we are there?

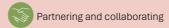
- Increase in the number of buisnesses operating in the Local Government Area. (Australian Bureau of Statistics available for 2021 and 2026)
- Increase number of jobs and employment numbers in the Shire (Australian Bureau of Statistics available for 2021 and 2026)
- Employment diversity. (Australian Bureau of Statistics available for 2020-21 and 2025-26)
- Lowered unemployment data. (DATA)
- Increase the number of visitors. (day trips and overnight stays) (Tourism Data)
- Estimated economic impact of events and festivals. (Remplan data)
- Higher levels of satisfaction with Council run community events and festivals. (Community Satisfaction Survey)
- Higher levels of attendance at Council run community events. (other data analytical where available)

#### Who will we work with to get there?

- Muswellbrook and Denman chambers of commerce and industry
- Businesses
- Community groups
- · Tertiary education providers
- Destination NSW
- Tourism operators
- Tourism marketing organisations
- Department of Regional NSW
- Department of Premier and Cabinet
- NetZero Authority
- Future Jobs and Investment Authority
- Hunter Joint Organisation

#### Our role







Community Strategic Plan 2025-2035 29



# Me are a... great place to live

#### **Community Outcome**

Our community offers a great lifestyle in a healthy natural environment.









30 Muswellbrook Shire Council



Attachment 10.2.2.1 Community Strategic Plan 2025-2035 - Ready for Endorsement



# Me are a... great place to live

- 75% of residents rate their quality of life as good, very good or excellent living in Muswellbrook Shire
- 15% of residents believed that housing in the local area was affordable and 21% of residents believed
  that development is being well planned and managed. Households with children at home and those
  who identify as Aboriginal or Torres Strait Islander are significantly less likely to agree that they can afford
  a reasonable standard of housing in the area
- Air quality and biodiversity/habitat protection were deemed as very important, with water conservation and waste reduction and recycling key focus areas for residents

"I love the connection to the people and the community I live in. I love living near family."

**Debbie, Administration Manager - Muswellbrook** 



#### How will we get there?

Advocate and facilitate investment in a variety of housing, including affordable housing, to meet the needs of current and future residents

Manage development to protect our natural environment and heritage and be resilient to natural hazards

Protect and enhance Council-managed water infrastructure and mitigate environmental and man-made impacts

Advocate for clean air and an improved natural environment

Manage the use of water and waste wisely, efficiently and sustainably to facilitate growth and economic opportunity

Reducing emissions of Council owned assets to reach Net Zero targets

Maintain and enhance our open and public spaces and natural areas

#### How will we know we are there?

- Increase satisfaction with the range of housing types and sizes. (Community Satisfaction Survey)
- Satisfaction with protection of the natural environment. (Community Satisfaction Survey)
- Maintaining correct air quality ratings. (NSW Air Quality Data)
- Uptake of FOGO and recycling, reuse and landfill diversion rates (Council data)
- · Household and Council's water consumption.

#### Who will we work with to get there?

- NSW Department of Planning, Housing and Infrastructure
- Property developers and builders
- · Community housing providers
- · Land and Housing Corporation of NSW
- NSW Department of Climate Change, Energy, the Environment and Water

#### Our role







Community Strategic Plan 2025-2035 33



# Me are... working together

## **Community Outcome**

Our community is involved in our decision making and we manage our resources to align with our communities' values and priorities.







34 Muswellbrook Shire Council



Attachment 10.2.2.1 Community Strategic Plan 2025-2035 - Ready for Endorsement



# Me are... working together

- 70% of Muswellbrook residents are at least somewhat satisfied with the performance of Council
  over the last 12 months
- 33% of residents believe that Council communicates well about its activities and services but only 17% believes that Council listens to community concerns and views in making decisions
- 38% of residents believe that Council communicates well about its services and activities
- 23% believe that Council plans well for the community's long-term future

"We love the community spirit and we couldn't imagine living anywhere else."

Rob and Joy, Retired small business owners - Denman



#### How will we get there?



#### How will we know we are there?

- Increase overall satisfaction with the performance of Council across all areas and functions.
   (Community Satisfaction Survey)
- Increase number of people reached in Council engagement programs. (Council data)
- Satisfaction with opportunities to participate in Council decision-making. (Community Satisfaction Survey)
- Financial sustainability (Council Annual Report)
- Staff turnover and satisfaction. (Council data)

#### Who will we work with to get there?

- Our Community
- NSW Government
- Office of Local Government NSW

#### Our role







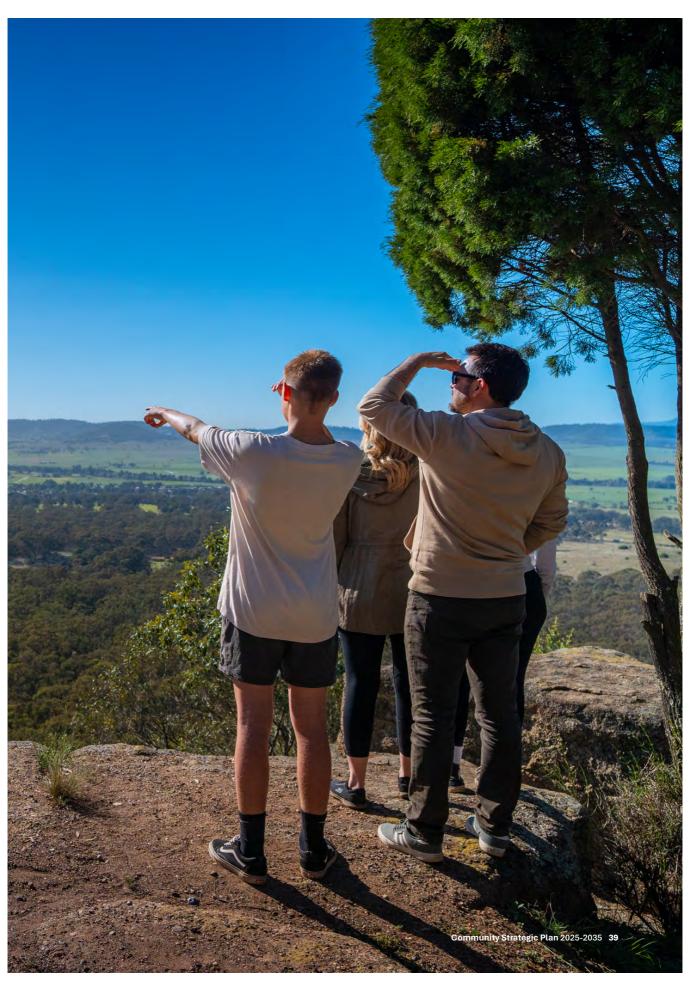
Community Strategic Plan 2025-2035 37

# 9. State and Regional Priorities

 $Our\ Community\ Strategic\ Plan\ aligns\ and\ integrates\ with\ the\ following\ State\ and\ Regional\ plans,\ strategies\ and\ priorities.$ 

State / Regional Plan	Strong	Regional centre	Thriving	Great place to live	Working together
NSW Government Hunter Regional Plan 2036	<b>✓</b>	<b>/</b>	<b>~</b>	<b>✓</b>	<b>✓</b>
Hunter Joint Organisation Strategic Plan 2032	<b>✓</b>		<b>✓</b>	<b>✓</b>	<b>✓</b>
Transport for NSW Future Transport Strategy	<b>✓</b>			<b>✓</b>	<b>✓</b>
Transport for NSW Draft Hunter Regional Transport Plan 2041	<b>✓</b>	<b>/</b>	<b>✓</b>	<b>✓</b>	
NSW Government Plan Net Zero Plan Stage 1: 2020-2030	<b>✓</b>		<b>✓</b>	<b>✓</b>	<b>✓</b>
Infrastructure NSW State Infrastructure Strategy 2022-2042	<b>✓</b>	<b>/</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>
Hunter Region Transport Plan	<b>✓</b>	<b>/</b>	<b>✓</b>	<b>✓</b>	

<sup>38</sup> Muswellbrook Shire Council



Attachment 10.2.2.1 Community Strategic Plan 2025-2035 - Ready for Endorsement



muswellbrook.nsw.gov.au



#### 10.2.3. Code of Meeting Practice for Adoption

Attachments: 1. Code of Meeting Practice [10.2.3.1 - 45 pages]

Responsible Officer: General Manager

Author: Manager Governance and Risk

Community Plan Issue: 6 - Community Leadership

Community Plan Goal:

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

expectations and anticipates the needs of the community

6.1.3 - Enhance Council's communication with the community

**Community Plan Strategy:** to build awareness and understanding of Council's activities and community needs.

Not applicable

#### **PURPOSE**

To submit for Council's consideration the attached *Code of Meeting Practice* for adoption, following 28 days of public exhibition.

#### OFFICER'S RECOMMENDATION

Council adopts the attached Code of Meeting Practice.

Moved:	Seconded:	
Moveu.	Seconder.	

#### **EXECUTIVE SUMMARY**

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Code of Meeting Practice no later than 12 months after each ordinary council election. A review of Council's Model Code of Meeting Practice has been conducted. The draft policy has completed 28 days of public exhibition, during which no submissions were received. The community has also been provided with 42 days in which to make submissions.

#### **PREVIOUS RESOLUTIONS**

The Draft Policy was reported to the 25 March 2025 Ordinary Council Meeting, where Council resolved as follows:

- Council endorses the attached Draft Code of Meeting Practice to be placed on public exhibition via Council's website for a period of 28 days and to provide members of the community with at least 42 days in which to make submissions; and
- 2. A further report be submitted to Council for consideration of submissions received during the exhibition period.

#### **BACKGROUND**

The Model Code of Meeting Practice for Local Councils in NSW is made under section 360 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021 (the Regulation).



This Code applies to all meetings of Council and Committees of Council of which all the members are Councillors (Committees of Council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the Council determines otherwise.

Councils must adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Code of Meeting Practice within 12 months of the Local Government Elections. A Council's adopted Code of Meeting Practice must not contain provisions that are inconsistent with the mandatory provisions.

A Council's adopted Code of Meeting Practice may also incorporate the non-mandatory provisions of the Model Code of Meeting Practice and any other supplementary provisions adopted by the council.

The Model Code of Meeting Practice contains provisions that allow Councils to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies. The provisions governing attendance at meetings by audio-visual link are non-mandatory. Councils can choose not to adopt them or to adapt them to meet their own needs.

Councils and Committees of Council (of which all the members are Councillors) must conduct their meetings in accordance with the Code of Meeting Practice adopted by the Council.

In accordance with the Local Government Act 1993, Section 361, before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

A review of Council's *Model Code of Meeting Practice* has been conducted with minimal amendments that included the removal of the word 'Model' from the title and formatting.

Council's Management Leadership Group endorsed the *Draft Code of Meeting Practice* at their meeting held on 5 March 2025.

#### CONSULTATION

Manager Governance and Risk

Governance Officer

**Business Improvement Officers** 

**Director - Community and Economy** 

Legal Counsel

Management Leadership Group

Community via public exhibition on Council's website 27 March 2025 to 8 May 2025

#### **REPORT**

At the Ordinary Council Meeting, held on 25 March 2025, Council endorsed the *Draft Code of Meeting Practice* to be placed on Public Exhibition, via Council's website for a period of 28 days and to provide members of the community with at least 42 days in which to make submissions.

The Policy was exhibited on Council's website from 27 March 2025 to 8 May 2025.

No submissions were received by Council during the submission period.

The Policy was also reviewed by Council's Audit, Risk and Improvement Committee and Council received comments that have been considered. No changes to the policy were made.



#### **FINANCIAL IMPLICATIONS**

Nil.

#### **POLICY IMPLICATIONS**

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Code of Meeting Practice within 12 months of the local government elections.

#### STATUTORY / LEGISLATIVE IMPLICATIONS

The recommended public exhibition of the Draft Code of Meeting Practice aligns with the requirements of the Local Government (General) Regulation 2021.

#### **RISK MANAGEMENT IMPLICATIONS**

Nil known.

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

Public exhibition of the Policy on Council's website from 27 March 2025 to 8 May 2025 provided the Community with an opportunity to make submissions. No submissions were received by Council during the submission period.



# Code of Meeting Practice

## MSC061E

#### **Authorisation Details**

Authorised by:		Internal/External:	External
Date:		Minute No:	
Review timeframe:	Within the first 12 months of the term of each new Council		
Department:	Governance and Risk		
Document Owner:	Manager - Governance and Risk		
Community Strategic	6. Collaborative and responsive community leadership that meets the		
Plan Goal	expectations and anticipates the needs of the community		
Community Strategic	6.2 Ensure Council is well managed, appropriately resourced, effective,		
Plan Strategy	efficient, accountable and responsive to its communities and stakeholders		
Delivery Program	6.2.5 Implement a comprehensive and targeted business improvement		
activity	program		

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# **Table of Contents**

1	Introduction5
2	Meeting Principles5
3	Before the Meeting5
	Timing of ordinary council meetings5
	Extraordinary meetings5
	Notice to the public of council meetings6
	Notice to councillors of ordinary council meetings6
	Notice to councillors of extraordinary meetings6
	Giving notice of business to be considered at council meetings6
	Questions with notice
	Agenda and business papers for ordinary meetings
	Statement of ethical obligations8
	Availability of the agenda and business papers to the public8
	Agenda and business papers for extraordinary meetings9
	Pre-meeting briefing sessions9
4	Public Forums10
5	Coming Together12
	Attendance by councillors at meetings
	The quorum for a meeting13
	Meetings held by audio-visual link14
	Attendance by councillors at meetings by audio-visual link
	Entitlement of the public to attend council meetings
	Webcasting of meetings
	Attendance of the general manager and other staff at meetings17
6	The Chairperson18
	The chairperson at meetings
	Election of the chairperson in the absence of the mayor and deputy mayor18
	Chairperson to have precedence
7	Modes of Address
8	Order of Business for Ordinary Council Meetings19



9	Consideration of Business at Council Meetings	20
	Business that can be dealt with at a council meeting	20
	Mayoral minutes	21
	Reports of committees of council	21
	Questions	21
10	Rules of Debate	22
	Motions to be seconded	22
	Notices of motion	22
	Chairperson's duties with respect to motions	22
	Motions requiring the expenditure of funds	23
	Amendments to motions	23
	Foreshadowed motions	23
	Limitations on the number and duration of speeches	24
11	Voting	25
	Voting entitlements of councillors	25
	Voting at council meetings	25
	Voting on planning decisions	26
12	Committee of The Whole	26
12 13	Committee of The Whole  Dealing with Items by Exception	
		27
13	Dealing with Items by Exception	27 27
13	Dealing with Items by Exception  Closure of Council Meetings to the Public	<b>27</b> <b>27</b> 27
13	Closure of Council Meetings to the Public	<b>27</b> <b>27</b> 27 28
13	Closure of Council Meetings to the Public.  Grounds on which meetings can be closed to the public.  Matters to be considered when closing meetings to the public.	<b>27</b> <b>27</b> 27 28 29
13	Dealing with Items by Exception  Closure of Council Meetings to the Public  Grounds on which meetings can be closed to the public  Matters to be considered when closing meetings to the public  Notice of likelihood of closure not required in urgent cases	<b>2727</b> 27 28 29 29
13	Dealing with Items by Exception  Closure of Council Meetings to the Public  Grounds on which meetings can be closed to the public  Matters to be considered when closing meetings to the public  Notice of likelihood of closure not required in urgent cases  Representations by members of the public	<b>2727</b> 27 28 29 29
13	Dealing with Items by Exception  Closure of Council Meetings to the Public  Grounds on which meetings can be closed to the public  Matters to be considered when closing meetings to the public  Notice of likelihood of closure not required in urgent cases  Representations by members of the public  Expulsion of non-councillors from meetings closed to the public	<b>2727</b> 27 28 29 29 30 31
13	Closure of Council Meetings to the Public	2727 27 28 29 29 30 31
13	Closure of Council Meetings to the Public  Grounds on which meetings can be closed to the public  Matters to be considered when closing meetings to the public  Notice of likelihood of closure not required in urgent cases  Representations by members of the public  Expulsion of non-councillors from meetings closed to the public  Obligations of councillors attending meetings by audio-visual link  Information to be disclosed in resolutions closing meetings to the public	2727 27 28 29 29 30 31 31
13 14	Closure of Council Meetings to the Public  Grounds on which meetings can be closed to the public  Matters to be considered when closing meetings to the public  Notice of likelihood of closure not required in urgent cases  Representations by members of the public  Expulsion of non-councillors from meetings closed to the public  Obligations of councillors attending meetings by audio-visual link  Information to be disclosed in resolutions closing meetings to the public  Resolutions passed at closed meetings to be made public	27 27 28 29 29 30 31 31 31
13 14	Closure of Council Meetings to the Public  Grounds on which meetings can be closed to the public  Matters to be considered when closing meetings to the public  Notice of likelihood of closure not required in urgent cases  Representations by members of the public  Expulsion of non-councillors from meetings closed to the public  Obligations of councillors attending meetings by audio-visual link  Information to be disclosed in resolutions closing meetings to the public  Resolutions passed at closed meetings to be made public  Keeping Order at Meetings	2727 228 229 230 31 31 31 3131
13 14	Closure of Council Meetings to the Public	2727 27 28 29 30 31 31 31 31 31 31
13 14	Closure of Council Meetings to the Public	2727 28 29 29 30 31 31 3131 32



	How disorder at a meeting may be dealt with33
	Expulsion from meetings
	How disorder by councillors attending meetings by audio-visual link may be dealt with34
	Use of mobile phones and the unauthorised recording of meetings34
16	Conflicts of Interest
17	Decisions of the Council35
	Council decisions
	Rescinding or altering council decisions35
	Recommitting resolutions to correct an error
18	Time Limits on Council Meetings
19	After the Meeting
	Minutes of meetings37
	Access to correspondence and reports laid on the table at, or submitted to, a meeting38
	Implementation of decisions of the council
20	Council Committees
	Application of this Part39
	Council committees whose members are all councillors
	Functions of committees
	Notice of committee meetings
	Attendance at committee meetings39
	Non-members entitled to attend committee meetings40
	Chairperson and deputy chairperson of council committees
	Procedure in committee meetings40
	Closure of committee meetings to the public
	Disorder in committee meetings
	Minutes of council committee meetings41
21	Irregularities
22	Definitions43
23	Version History45



## 1 Introduction

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

# 2 Meeting Principles

2.1 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.

# 3 Before the Meeting

Timing of ordinary council meetings

3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A of the Act.

#### **Extraordinary meetings**

3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 5 of 45 Date printed - 21 May 2025



#### Notice to the public of council meetings

3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

#### Note: Clause 3.3 reflects section 9(1) of the Act.

- 3.4 For the purposes of clause 3.3, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.
- 3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

#### Notice to councillors of ordinary council meetings

3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.6 reflects section 367(1) of the Act.

3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.7 reflects section 367(3) of the Act.

#### Notice to councillors of extraordinary meetings

3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 3.8 reflects section 367(2) of the Act.

#### Giving notice of business to be considered at council meetings

- 3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by 9am, 7 business days before the meeting is to be held.
- 3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed Page 6 of 45 Date printed - 21 May 2025



- meeting at which the notice of motion is to be considered by the council.
- 3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
  - (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
  - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

#### **Questions with notice**

- 3.13 A councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the general manager about the performance or operations of the council.
- 3.14 A councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.15 The general manager or their nominee may respond to a question with notice submitted under clause 3.13 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

#### Agenda and business papers for ordinary meetings

- 3.16 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.17 The general manager must ensure that the agenda for an ordinary meeting of the council states:
  - (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) if the mayor is the chairperson any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.9.
- 3.18 Nothing in clause 3.17 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 7 of 45 Date printed - 21 May 2025



- 3.19 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
  - (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

#### Note: Clause 3.20 reflects section 9(2A)(a) of the Act.

3.21 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

#### Statement of ethical obligations

3.22 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

#### Availability of the agenda and business papers to the public

3.23 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

#### Note: Clause 3.23 reflects section 9(2) and (4) of the Act.

3.24 Clause 3.23 does not apply to the business papers for items of business that the general manager has identified under clause 3.20 as being likely to be considered when the meeting is closed to the public.

#### Note: Clause 3.24 reflects section 9(2A)(b) of the Act.

3.25 For the purposes of clause 3.23, copies of agendas and business papers must

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 8 of 45 Date printed - 21 May 2025



be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

#### Note: Clause 3.25 reflects section 9(3) of the Act.

3.26 A copy of an agenda, or of an associated business paper made available under clause 3.23, may in addition be given or made available in electronic form.

#### Note: Clause 3.26 reflects section 9(5) of the Act.

#### Agenda and business papers for extraordinary meetings

- 3.27 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.28 Despite clause 3.27, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
  - (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.29 A motion moved under clause 3.28(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.30 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.28(a) can speak to the motion before it is put.
- 3.31 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.28(b) on whether a matter is of great urgency.

#### Pre-meeting briefing sessions

- 3.32 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.33 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.34 Pre-meeting briefing sessions may be held by audio-visual link.
- 3.35 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.36 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.37 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 9 of 45 Date printed - 21 May 2025



a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

### 4 Public Forums

- 4.1 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.
- 4.2 Public forums may be held by audio-visual link.
- 4.3 Public forums are to be chaired by the mayor or their nominee.
- 4.4 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 9.00 am two (2) days 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.
- 4.5 A person may apply to speak on no more than **3** items of business on the agenda of the council meeting.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 The chairperson can decide the maximum number of speakers to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.
- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 10 of 45 Date printed - 21 May 2025



- that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.11 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.
- 4.12 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed 2 minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to 2 minutes.
- 4.17 Speakers at public forums cannot ask questions of the council, councillors, or council staff.
- 4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to 2 minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker



- fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

Note: Public forums should not be held as part of a council or committee meeting.

Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.

# 5 Coming Together

Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.
  - Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.
- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.
- 5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed Page 12 of 45 Date printed - 21 May 2025



- 5.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

#### Note: Clause 5.6 reflects section 234(1)(d) of the Act.

5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

#### The quorum for a meeting

5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

#### Note: Clause 5.8 reflects section 368(1) of the Act.

5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

#### Note: Clause 5.9 reflects section 368(2) of the Act.

- 5.10 A meeting of the council must be adjourned if a quorum is not present:
  - (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 5.11 In either case, the meeting must be adjourned to a time, date and place fixed:
  - (a) by the chairperson, or
  - (b) in the chairperson's absence, by the majority of the councillors present, or
  - (c) failing that, by the general manager.
- 5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 13 of 45 Date printed - 21 May 2025



- 5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.2.

#### Meetings held by audio-visual link

- 5.15 A meeting of the council or a committee of the council may be held by audiovisual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.
- 5.16 Where the mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the general manager must:
  - (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
  - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
  - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audiovisual link and providing information about where members of the public may view the meeting.
- 5.17 This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.



#### Attendance by councillors at meetings by audio-visual link

- 5.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.19 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.20 Councillors may request approval to attend more than one meeting by audiovisual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.19.
- 5.21 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.22 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.23 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
  - (a) the meetings the resolution applies to, and
  - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.24 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.25 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.



- 5.26 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.27 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.28 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.29 A councillor must be appropriately dressed when attending a meeting by audiovisual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

#### Entitlement of the public to attend council meetings

5.30 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

#### Note: Clause 5.30 reflects section 10(1) of the Act.

- 5.31 Clause 5.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.32 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
  - (a) by a resolution of the meeting, or
  - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.32 reflects section 10(2) of the Act.

Note: If adopted, clauses 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 16 of 45 Date printed - 21 May 2025



#### Webcasting of meetings

- 5.33 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 5.34 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
  - (a) the meeting is being recorded and made publicly available on the council's website, and
  - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.35 The recording of a meeting is to be made publicly available on the council's website:
  - (a) at the same time as the meeting is taking place, or
  - (b) as soon as practicable after the meeting.
- 5.36 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 5.37 Clauses 5.35 and 5.36 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.
  - Note: Clauses 5.33 5.37 reflect section 236 of the Regulation.
- 5.38 Recordings of meetings may be disposed of in accordance with the *State* Records *Act* 1998.

#### Attendance of the general manager and other staff at meetings

5.39 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

#### Note: Clause 5.39 reflects section 376(1) of the Act.

5.40 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

#### Note: Clause 5.40 reflects section 376(2) of the Act.

5.41 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

#### Note: Clause 5.41 reflects section 376(3) of the Act.

- 5.42 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.
- 5.43 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 17 of 45 Date printed - 21 May 2025



at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

# 6 The Chairperson

#### The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
  - (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
  - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
  - (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

#### Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
  - (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 18 of 45 Date printed - 21 May 2025



 every councillor present must be silent to enable the chairperson to be heard without interruption.

#### 7 Modes of Address

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

# 8 Order of Business for Ordinary Council Meetings

- 8.1 The general order of business for an ordinary meeting of the council shall be:
  - 1. Application to Attend Via Audio Visual Link by Councillors
  - 2. Acknowledgement of Country
  - 3. Civic Prayer
  - 4. Apologies and applications for a leave of absence by councillors
  - 5. Confirmation of Minutes
  - 6. Disclosure of any Pecuniary or Non-Pecuniary Interests
  - 7. Mayoral Minute
  - 8. Public Participation
  - 9. Business Arising (from previous meetings)
  - 10. Business (Specific Reports)
    - 10.1 Planning & Environment
    - 10.2 Corporate Services
    - 10.3 Infrastructure & Property
    - 10.4 Community & Economy
  - 11. Correspondence
  - 12. Minutes of Committee Meetings
  - 13. Notices of Motion
  - 14. Councillors Reports
  - 15. Written Questions
  - 16. Questions for Next Meeting



- 17. Closed Council
- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
  - Note: If adopted, Part 13 allows council to deal with items of business by exception.
- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

# 9 Consideration of Business at Council Meetings

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
  - (a) unless a councillor has given notice of the business, as required by clause 3.9, and
  - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
  - (a) is already before, or directly relates to, a matter that is already before the council, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
  - (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 20 of 45 Date printed - 21 May 2025



#### Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

#### Staff reports

9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

#### Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.
- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

#### **Questions**

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to



- answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

### 10 Rules of Debate

#### Motions to be seconded

10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

#### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.9 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.9 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
  - (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
  - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

#### Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed Page 22 of 45 Date printed - 21 May 2025



10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

#### Motions requiring the expenditure of funds

10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

#### Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

#### Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed Page 23 of 45 Date printed - 21 May 2025



move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

#### Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
  - (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.



- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

## 11 Voting

#### Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

#### Voting at council meetings

- 11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.5 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.6 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.
- 11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.
- 11.8 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.5 of this code.
- 11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 25 of 45 Date printed - 21 May 2025



#### Voting on planning decisions

- 11.10 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.11 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.12 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.13 Clauses 11.10–11.12 apply also to meetings that are closed to the public.

Note: Clauses 11.10-11.13 reflect section 375A of the Act.

Note: The requirements of clause 11.10 may be satisfied by maintaining a register of the minutes of each planning decision.

#### 12 Committee of The Whole

12.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.



## 13 Dealing with Items by Exception

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

## 14 Closure of Council Meetings to the Public

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
  - (a) personnel matters concerning particular individuals (other than councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the council, or



- (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

#### Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:
  - (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
  - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

#### Note: Clause 14.3 reflects section 10B(1) of the Act.

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:
  - (a) are substantial issues relating to a matter in which the council or committee is involved, and
  - (b) are clearly identified in the advice, and
  - (c) are fully discussed in that advice.

#### Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 28 of 45 Date printed - 21 May 2025



discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

#### Note: Clause 14.5 reflects section 10B(3) of the Act.

- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
  - (a) a person may misinterpret or misunderstand the discussion, or
  - (b) the discussion of the matter may:
    - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
    - (ii) cause a loss of confidence in the council or committee.

#### Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

#### Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
  - (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
  - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
    - (i) should not be deferred (because of the urgency of the matter), and
    - (ii) should take place in a part of the meeting that is closed to the public.

#### Note: Clause 14.8 reflects section 10C of the Act.

#### Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

#### Note: Clause 14.9 reflects section 10A(4) of the Act.

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form.

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 29 of 45 Date printed - 21 May 2025



- Applications must be received by 12 noon of the day of the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than 8 speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.20 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than 8 speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed 2 minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

#### Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed Page 30 of 45 Date printed - 21 May 2025



#### Obligations of councillors attending meetings by audio-visual link

14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

#### Information to be disclosed in resolutions closing meetings to the public

- 14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
  - (a) the relevant provision of section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

#### Note: Clause 14.20 reflects section 10D of the Act.

#### Resolutions passed at closed meetings to be made public

- 14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public, must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

## 15 Keeping Order at Meetings

#### Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order either by upholding it or by overruling it.

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 31 of 45 Date printed - 21 May 2025



#### Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

#### Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

#### Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
  - (a) contravenes the Act, the Regulation in force or this code, or
  - (b) assaults or threatens to assault another councillor or person present at the meeting, or
  - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
  - insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
  - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 32 of 45 Date printed - 21 May 2025



#### Note: Clause 15.11 reflects section 182 of the Regulation.

- 15.12 The chairperson may require a councillor:
  - (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), (e) or
  - to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
  - (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

#### How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

#### **Expulsion from meetings**

- 15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.
- 15.15 Clause 15.14, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

#### Note: Clause 15.16 reflects section 233(2) of the Regulation.

- 15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 33 of 45 Date printed - 21 May 2025



presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.20 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.21 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.22 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.24 Without limiting clause 15.17, a contravention of clause 15.23 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.17. Any person who contravenes or attempts to contravene clause 15.23, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

#### 16 Conflicts of Interest

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed Page 34 of 45 Date printed - 21 May 2025



meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

#### 17 Decisions of the Council

#### Council decisions

17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 17.1 reflects section 371 of the Act.

17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

#### Rescinding or altering council decisions

17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

Note: Clause 17.3 reflects section 372(1) of the Act.

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

Note: Clause 17.5 reflects section 372(3) of the Act.

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed Page 35 of 45 Date printed - 21 May 2025



17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

#### Note: Clause 17.8 reflects section 372(7) of the Act.

- 17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.
- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than 12.00 noon, 2 days after the meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

#### Note: Clause 17.11 reflects section 372(6) of the Act.

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
  - (a) a notice of motion signed by three councillors is submitted to the chairperson, and
  - (b) a motion to have the motion considered at the meeting is passed, and
  - (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.
- 17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

#### Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
  - (a) to correct any error, ambiguity or imprecision in the council's resolution, or
  - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 36 of 45 Date printed - 21 May 2025



- wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

## 18 Time Limits on Council Meetings

- 18.1 Meetings of the council and committees of the council are to conclude no later than 9.00pm.
- 18.2 If the business of the meeting is unfinished at 9.00pm, the council or the committee may, by resolution, extend the time of the meeting.
- 18.3 If the business of the meeting is unfinished at 9.00pm, and the council does not resolve to extend the meeting, the chairperson must either:
  - (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
  - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.4 Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.5 Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
  - (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
  - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## 19 After the Meeting

#### Minutes of meetings

19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 37 of 45 Date printed - 21 May 2025



- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.
- 19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

#### Note: Clause 19.3 reflects section 375(2) of the Act.

- 19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

#### Note: Clause 19.5 reflects section 375(2) of the Act.

- 19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

#### Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

#### Note: Clause 19.8 reflects section 11(1) of the Act.

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

#### Note: Clause 19.9 reflects section 11(2) of the Act.

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed Page 38 of 45 Date printed - 21 May 2025



19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

#### Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of the council.

Note: Clause 19.12 reflects section 335(b) of the Act.

#### 20 Council Committees

#### Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

#### Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
  - (a) such number of members as the council decides, or
  - (b) if the council has not decided a number a majority of the members of the committee.

#### **Functions of committees**

20.5 The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

#### Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
  - (a) the time, date and place of the meeting, and
  - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

#### Attendance at committee meetings

20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 39 of 45 Date printed - 21 May 2025



- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

#### Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
  - (a) to give notice of business for inclusion in the agenda for the meeting, or
  - (b) to move or second a motion at the meeting, or
  - (c) to vote at the meeting.

#### Chairperson and deputy chairperson of council committees

- 20.11 The chairperson of each committee of the council must be:
  - (a) the mayor, or
  - (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
  - (c) if the council does not elect such a member, a member of the committee elected by the committee.
- 20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.
- 20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.
- 20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

#### Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed Page 40 of 45 Date printed - 21 May 2025



- taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

#### Closure of committee meetings to the public

- 20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

#### Disorder in committee meetings

20.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

#### Minutes of council committee meetings

- 20.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
  - (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
  - (b) details of each motion moved at a meeting and of any amendments moved to it,
  - (c) the names of the mover and seconder of the motion or amendment,
  - (d) whether the motion or amendment was passed or lost, and
  - (e) such other matters specifically required under this code.
- 20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the

Record Number: 955841 – Code of Meeting Practice Uncontrolled document when printed

Page 41 of 45 Date printed - 21 May 2025



- names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## 21 Irregularities

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
  - (a) a vacancy in a civic office, or
  - (b) a failure to give notice of the meeting to any councillor or committee member, or
  - (c) any defect in the election or appointment of a councillor or committee member, or
  - (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
  - (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.



## 22 Definitions

the Act	means the Local Government Act 1993		
act of disorder	means an act of disorder as defined in clause 15.11 of this code		
amendment	in relation to an original motion, means a motion moving an amendment to that motion		
audio recorder	any device capable of recording speech		
audio-visual link	means a facility that enables audio and visual communication between persons at different places		
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales		
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and		
	in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code		
this code	means the council's adopted code of meeting practice		
committee of the council	e means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1		
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW		



the Act	means the Local Government Act 1993		
day	means calendar day		
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion		
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment		
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion		
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means		
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act		
performance improvement order	means an order issued under section 438A of the Act		
question with notice	means a question asked by a Councillor that is in the public interest, and therefore the response is addressed in a report at a Council meeting as part of the agenda.		
question for clarification	means a question asked by a Councillor for the Councillor's clarification only, which is addressed outside of a Council meeting by the General Manager.		
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting		



the Act	means the Local Government Act 1993
the Regulation	means the Local Government (General) Regulation 2021
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

## 23 Version History

Version No.	Date changed	Modified by	Amendments/Previous adoption details
1	24/05/22	Council	Adopted by Council on 24/05/22, minute number 332
2	26/02/2025	Business Improvement Officer	Revised version for new Council term 2024- 2028. Public exhibition of draft code 27/03/25- 08/05/25.



#### 10.2.4. Draft Financial Reserve Management Policy for Public Exhibition

Responsible Officer: General Manager

Author: Financial Controller

Community Strategic Plan: 6 - Community Leadership

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

Delivery Program Goal: 6.2.1 - Maintain a strong focus on financial discipline to

enable Council to properly respond to the needs of

the communities it serves.

Operational Plan Action: 6.2.1.1 - Provide transparent reporting to the community

about Council's finances.

Attachments:

1. DRAFT Financial Reserve Management Policy MSC20E

[**10.2.4.1** - 13 pages]

#### **PURPOSE**

To request endorsement from Council to place the attached *Draft Financial Reserve Management Policy* on public exhibition as notice of intention to adopt the Policy.

#### OFFICER'S RECOMMENDATION

- 1. Council endorses the *Draft Financial Reserve Management Policy* for placement on public exhibition via Council's website for a period of 28 days.
- 2. If no submissions are received in relation to the *Draft Financial Reserve Management Policy* during the public exhibition period, then Council resolves to adopt the *Draft Financial Reserve Management Policy* on the day following the conclusion of the exhibition period.
- 3. If submissions are received in relation to the *Draft Financial Reserve Management Policy* during the public exhibition period, then a further report will be submitted to Council for consideration of submissions received during the exhibition period.

Moved:	Seconded:

#### **EXECUTIVE SUMMARY**

A review of the *Financial Reserve Management Policy* has been conducted, and amendments are shown as tracked changes in attachment 1. The draft policy has been endorsed by the Management Leadership Group for submission to Council for public exhibition.

#### **PREVIOUS RESOLUTIONS**

The Financial Reserve Management Policy was previously adopted by Council on 5 April 2022.

#### **BACKGROUND**

The *Financial Reserve Management Policy* (the Policy) provides the framework for the establishment and management of externally and internally restricted financial reserves and unrestricted cash.

The Policy was last adopted by Council on 5 April 2022, and is one of Council's key financial



policies that is required to be reviewed and readopted within the first 12 months of the term of each new Council.

#### CONSULTATION

Chief Financial Officer

**Director Infrastructure and Property** 

Financial Controller

**Group Manager Infrastructure and Operations** 

**Business Improvement Officers** 

Management Leadership Group 26 March 2025 and 14 May 2025

#### **REPORT**

A review of the *Financial Reserve Management Policy* has been undertaken with amendments that include:

- the addition of all of Council's current external and internal cash restriction in the schedules;
- the Risks being addressed section added;
- legislation updates and formatting;
- reallocation of the Stormwater Management Reserve from internal to external;
- removing "Road Assets" from the title of the Infrastructure Replacement Reserve;
- adding additional detail to the Road Reserve; and
- adding additional information to the Special Rate Variation Reserve and adding the SRV financial year details to the title.

All amendments are shown as tracked changes in attachment 1.

The *Draft Financial Reserve Management Policy* was endorsed by the Management Leadership Group on 14 May 2025.

#### **FINANCIAL CONSIDERATIONS**

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

1. Financial Implications - Capital

Nil known.

2. Financial Implications – Operational

Nil known.

#### **POLICY IMPLICATIONS**

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

#### STATUTORY / LEGISLATIVE IMPLICATIONS

Local Government Act 1993

Local Government (General) Regulation 2021



#### **RISK MANAGEMENT IMPLICATIONS**

The policy enables Council to:

- set funds aside to meet legislative requirements in Water Supply, Sewerage Network, Domestic Waste Services, and Stormwater Drainage;
- allocate funds against future projects and operational objectives. Without a Reserves
  Policy, there may be insufficient funds for infrastructure improvements or other long-term
  projects. Reserves can also assist with budget shortfalls;
- ensuring financial sustainability and manage unexpected expenses or emergencies such as natural disasters or economic downturns;
- a lack of reserves can negatively impact Council's credit rating, leading to higher borrowing costs; and
- reserves enable flexibility to respond to changing circumstances.

#### **COMMUNITY CONSULTATION / COMMUNICATIONS**

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



# DRAFT Financial Reserve Management Policy

## MSC20E

Adopted by Council:

Date: 05/04/2022

Minute No. 279

#### **Authorisation Details**

Authorised by:		Internal/External:	External
Date:		Minute No:	
Review timeframe:	Within the first 12 months of the term of each new Council	Review due date:	
Department:	Finance		
Document Owner:	Chief Financial Officer		
Community Strategic Plan Goal	6. Collaborative and responsive community leadership that meets the expectations and anticipates the needs of the community		
Community Strategic Plan Strategy	6.2 Ensure Council is well managed, appropriately resourced, effective, efficient, accountable and responsive to its communities and stakeholders		
Delivery Program activity	6.2.1 Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves		

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## **Table of Contents**

1.	Purpose3		
2.	Risks being addressed		
3.	Scope and Application		
4.	Definitions	3	
5.	Statement	4	
5.1	Classification of Financial Reserves	4	
5	5.1.1 Externally Restricted Reserves	4	
5	5.1.2 Internally Restricted Reserves	4	
5	5.1.3 Unrestricted cash	4	
5.2	Interest on Restricted Cash	4	
5.3	Borrowings from Restricted Cash	5	
5.4	Transfers to and from Restricted Cash5		
5.5	Reporting on Restricted Cash5		
6.	Roles, Responsibilities and Delegations5		
7.	Dispute Resolution6		
8.	Related Documents6		
8.1	Legislation and Guidelines6		
8.2	Policies and Procedures6		
8.3	Other Supporting Documents6		
9.	Version History6		
10.	Schedule 1 - Name and Purpose of External Cash Restrictions held8		
11.	Schedule 2 - Name and Purpose of Internal Cash Restrictions held10		

Doc ID: 1283495
Uncontrolled document when printed

Page 2 of 13



## 1. Purpose

To provide the framework for the establishment and management of externally and internally restricted financial Reserves and unrestricted cash.

## 2. Risks being addressed

A Financial Reserve policy will enable Council to:

- Set funds aside to meet legislative requirements in Water Supply, Sewerage Network, and Domestic Waste Services.
- Allocate funds against future projects and operational objectives. Without a reserves policy, there may be insufficient funds for infrastructure improvements or other long-term projects. Reserves can also assist with budget shortfalls.
- Ensuring financial sustainability and manage unexpected expenses or emergencies such as natural disasters or economic downturns.
- A lack of reserves can negatively impact Council's credit rating, leading to higher borrowing costs.
- Reserves provide flexibility to respond to changing circumstances.

## 3. Scope and Application

This policy covers both Statutory and Discretionary Financial Reserves.

This policy also covers unrestricted cash.

This policy excludes the Asset Revaluation Reserve that arises under the Australian Accounting Standards as it reflects the increments or decrements of fixed asset values as a result of an asset revaluation.

#### 4. Definitions

Term	Definition	
Cash Backed	Money available in the form of liquid cash held in bank accounts or as investments.	
Externally Restricted Financial Reserves	Reserves that are subject to external restrictions in their purpose. These Reserves are cash backed.	
Internally Restricted Financial Reserves	Reserves established by Council to ensure that sufficient funds are available when required for a specific purpose. These Reserves are cash backed.	
Unrestricted Cash	These are funds which are available to be used as operating capital or to cover unexpected or emergency expenses not provided for in the annual budget that is not covered by an available internal restriction.	

Doc-IDRecord Number: 1283495 - DRAFT Financial Reserve Management Policy - MSC20E

Page 3 of 13

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#### 5. Statement

The establishment and management of reserves for specific purposes are a sound and prudent management strategy. All Reserves must be cash backed and included in Council's investment portfolio.

#### 5.1 Classification of Financial Reserves

#### 5.1.1 Externally Restricted Reserves

The purpose of each external cash restriction is contained on Schedule 21.

The following criteria apply to externally restricted Reserves:

- a) The Reserve is subject to legal requirements that govern the use of the funds.
- b) A Reserve will be established for any value if there is a legal requirement or a requirement under Australian Accounting standards.
- c) Transfer of funds are restricted by the individual funding agreements. Council must authorise transfers by Council resolution.
- d) The Reserve includes funds that have not been utilised for the purpose for which they were received, and an obligation or requirement to return funds to the contributor exist.
- e) All Reserves must be fully cash backed.

#### 5.1.2 Internally Restricted Reserves

The purpose of each internal cash restriction is contained on Schedule 4.2

The following criteria apply to internally restricted Reserves:

- a) The Reserve is not subject to legal requirements that govern the use of the funds.
- b) Transfer of funds are restricted by the internal purpose of the Reserve. All transfers must be authorised by Council resolution.
- c) The Reserve has been established for a specific internal purpose, however, if that purpose does not eventuate, or Council changes its priorities, the funding can be diverted to other purposes by Council resolution.
- d) All Reserves must be fully cash backed.

#### 5.1.3 Unrestricted cash

Unrestricted cash refers to monies that are not tied to a particular use. Unrestricted cash can be used for any purpose since it is not earmarked for a specific use, and it is taken as an instant reservoir of the cash that can be used for the sudden monetary requirements. Unrestricted cash is extremely liquid, which that is why it can be used readily for any purpose when required.

#### 5.2 Interest on Restricted Cash

Interest must be applied to external cash restrictions where required by legislation or otherwise, such as section 7.11 developer charges.

If interest is paid on internally restricted cash, the interest is paid into the General Fund.

Doc ID Record Number: 1283495 - DRAFT Financial Reserve Management Policy - MSC20E

Page 4 of 13

Uncontrolled document when printed



#### 5.3 Borrowings from Restricted Cash

Council may borrow from internally restricted cash, (but not from externally restricted cash without consent from the Minister of Local Government). Any such borrowing must be authorised by resolution of Council and the full impact of the borrowing disclosed. Interest must be paid on any such borrowings.

#### 5.4 Transfers to and from Restricted Cash

Funds may only be transferred into or transferred out of a cash restriction, by resolution of Council.

The authority for such transfers may be given:

- a) By specific resolution in the case of a particular project that is the subject of a Council resolution, or
- b) In the budget process, by virtue of the adoption of the Annual Budget, or
- In the Quarterly Budget Review Statement, by virtue of the adoption of that statement by Council, or
- d) By the adoption of the annual financial statements containing a schedule of restricted cash showing transfers in and out.

A transfer contained in a Quarterly Budget Review Statement must show the restricted cash item audited opening balance, the amount transferred in or out, and the estimated closing balance.

#### 5.5 Reporting on Restricted Cash

The level of restricted cash shall be reported on in the Quarterly Budget Review Statement and annually in the Financial Statements.

Council must assess, at least annually, the adequacy of each internal cash restriction during the preparation of the Long Term Financial Plan and Aannual begunder.

## 6. Roles, Responsibilities and Delegations/Accountabilities

Accountability for cash reserve management shall be the responsibility of the Executive Leadership Team.

Specific responsibilities are as follows:

Role	Responsibility	
Mayor & Councillors	the voting of money to or from a Reserve for use on Council works, services or operations.	
General Manager & DLG	have a responsibility to ensure that all Reserve balance changes. Reserves to be established/removed are done in consultation with the finance team. and are approved by Council resolution.	
Chief Financial Officer and Finance Officers	have a responsibility to ensure Reserve balances are appropriately accounted for in accordance with Council <u>Budget Review</u> resolutions, and in the financial accounts and balances asre reported to Council quarterly.	

Doc ID Record Number: 1283495 - DRAFT Financial Reserve Management Policy - MSC20E

Page 5 of 13

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## 7. Dispute Resolution

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

### 8. Related Documents

#### **Legislation and Guidelines**

- Local Government Act 1993 (NSW)
- Local Government (General) Regulation 200521 NSW
- Australian Accounting Standards
- Local Government Code of Accounting Practice

#### **Policies and Procedures**

Investment (Financial Securities) Policy I20-1

#### **Other Supporting Documents**

- Annual Financial Statements
- Long Term Financial Plan
- Quarterly Budget Reviews

#### 7. Authorisation Details

Authorised by:	Council		
Minute No:	<del>279</del>		
<del>Date:</del>	5 April 2022		
Review timeframe:	Within the first 12 months of the term of each new Council		
Department:	Finance		
Document Owner:	Chief Financial Officer		

## 8.9. Details Version History

Version No.	Date changed	Modified by	Amendments made
1	05/04/2022	Council Minute	Adopted 05/04/22 minute number 279. Public Exhibition
		no 279	from 6/04/22 for 28 days, no submissions received
			therefore adopted by Council on 05/04/22.
2	01/05/2025	<u>Financial</u>	Review for new Council Term 2024-2028.
		<u>Controller</u>	

Doc ID Record Number: 1283495 - DRAFT Financial Reserve Management Policy - MSC20E

Page 6 of 13

Uncontrolled document when printed



# 9.10. Schedule 1 - Name and Purpose of External Cash Restrictions held

Name of External Cash Restriction	Purpose of Restriction	Calculation Basis
Developer Contributions	This Reserve contains section 7.11 and section 64 contributions received from developers in accordance with conditions applied to development applications, subject to constraints imposed by other legislation.	Funds will be allocated as part of the annual budget process Aany unspent funds received within any financial periods will be constrained for future use.  Any unspent Voluntary Planning Agreements (VPA) funds are also part of the developer contributions reserve.— VPAs are received from mining and energy companies in accordance with specific agreements on how funds will be spent. Meetings are held at least annually to decide on the proposed spending for the following year, except for Road Maintenance and Environmental Officer funding, where this funding is part of the revenue for the operating budget.
Domestic Waste	This reserve consists of funds set aside for future replacement of domestic waste related assets across the Council area and domestic waste capital works projects not completed in previous years.	Any surplus generated by the waste business, after allowing for operating and capital expenses, will be added to this reserve on an annual basis.  The annual transfer to this Reserve is based upon projects adopted in the IP&R strategies and plans.
Sewerage Services	This reserve consists of funds set aside for future replacement of sewer related assets across the Council area and sewer capital works projects not completed in previous years.	Any surplus generated by the sewer business, after allowing for operating and capital expenses, will be added to this reserve on an annual basis.  The annual transfer to this Reserve is based upon projects adopted in the IP&R strategies and plans.
Stormwater Management	Funds allow Council to undertake significant improvements to the drainage system to provide a cleaner and safer environment for the benefit of owners, residents and visitors.	Council charges a legislated drainage levy to every households and business to improve drainage through the local gostormwater management charge in

Doe IDRecord Number: 1283495 - DRAFT Financial Reserve Management Policy - MSC20E

Page 7 of 13

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Name of External Cash Restriction	Purpose of Restriction	Calculation Basis
		the vernmentstormwater management zone of the LGA. area.
Unexpended Government Grants and Contributions	This Reserve includes funds received from State or Federal Governments by way of a specific advance or grant or a contribution that is constrained or tied to a specific project or purpose, subject to contractual obligations or other legislation.	Funds will be expensed in line with funding conditions and individual funding agreements.
Water Supplies	This Reserve consists of funds set aside for future replacement of water related assets across the Council area and water capital works projects not completed in previous years.	Any surplus generated by the water business, after allowing for operating and capital expenses, will be added to this reserve on an annual basis.  The annual transfer to this Reserve is based upon projects adopted in the IP&R strategies and plans.

Dec IDRecord Number: 1283495 - DRAFT Financial Reserve Management Policy - MSC20E

Page 8 of 13

Uncontrolled document when printed



## 10.11. Schedule 2 - Name and Purpose of Internal Cash Restrictions held

Name of Internal					
Cash Restriction	Purpose of Restriction	Calculation Basis			
Carry Over Works – General Fund	To carry over unspent funds for uncompleted capital and operational works as agreed by Council resolution.	The annual transfer to this Reserve is the remaining (allocated) unspent budget required to complete the adopted Council works in progress at financial year end.			
Deposits, Retentions and Bonds	Funds that are temporarily held under Council policy arrangements.	Funds transferred to and from this Reserve represent deposits, retentions and bonds as part of Council's ongoing operations.			
Economic Development	Funds used to stimulate economic development in the LGA.	Residual funds from the formation of the Upper Hunter Economic Development Foundation.			
Election	To set aside funds for the local government elections which are normally conducted every four years.	An annual allocation from the general fund operating budget.			
Employee Leave Entitlement (ELE)	To ensure that adequate funds are available to fund employee leave entitlements such as long service leave, and annual leave.	The amount of this Reserve is based on a formula calculated by reference to average brackets and total leave accruals.			
		Age Band % of Gross Entitlemen t			
		60+ 100%			
		55-60 60%			
		50-55 30%			
		45-50 20%			
		<45 10%			

Doe IDRecord Number: 1283495 - DRAFT Financial Reserve Management Policy - MSC20E

Page 9 of 13

Uncontrolled document when printed



Name of Internal  Cash Restriction	Purpose of Restriction	Calculation Basis
Financial Assistance Grant	To record the financial impact of receiving the Financial Assistance Grant (FAG) in advance for the following year. The FAG is paid to local councils to help them deliver services to their communities.	Funds are paid annually by the Australian Government.
Financial Sustainability	Funds set aside from excess non-rate revenue for significant projects, investments or initiatives to achieve key strategies of Council.	Excess earnings from investment income relative to original operating budget.
Future Fund	This Reserve consists of funds set aside for the acquisition, development, demolition or disposal of commercial property assets and to sponsor projects and initiatives to create jobs and improve education and training outcomes in the local community.	Any surplus generated by the future fund business, after allowing for operating and capital expenses, will be added to this reserve on an annual basis.  The annual transfer to this Reserve is based upon projects adopted in the IP&R strategies and plans.
Information and Communications Technology (ICT)	To fund replacement of hardware and upgrades to the current IT system.	An annual transfer to this Reserve is the equivalent value of asset depreciation as per Note 9 of the Annual Financial Statements less the written down value of equipment sold throughout the relevant financial year or sale proceeds whichever is the higher.
Asset ReplacementInfrastructure Replacement	To ensure adequate funds are available to replace existing assets across the Council area to their previous level of service.	The annual transfer to this Reserve is based upon projects adopted in the IP&R strategies and plans.  The annual transfer may also consist of budget savings on completed works and budgeted projects not carried out.

Dec IDRecord Number: 1283495 - DRAFT Financial Reserve Management Policy - MSC20E

Page 10 of 13

Uncontrolled document when printed



Name of Internal  Cash Restriction	Purpose of Restriction	Calculation Basis
Insurance	To fund insurance excess amounts for public liability and property claims on Council assets.	The amount of this Reserve is based on three times the excess amount of the public liability and property insurance policies.
Legal <u>Matters</u>	To fund unexpected legal expenses above the annual budgeted amount.	The amount of the Reserve is based on past legal expenses trends and maintained at a minimum of \$50,000.
Mine Affected Roads	To fund the maintenance of roads in the LGA that are affected by the additional transport due to the local mining operations.	Surplus funds from voluntary planning agreements over prior years specific for mine affected roads.
Mine Affected Roads Study	To plan for the road network due to mining activity closing roads as part of their ongoing operations and the impact to the community.	Several mining companies have funded the study. The reserve is the residual from the original funding.
Natural Disaster	For emergency response expenditure in relation to the declared natural disaster: floods in 2022.	The reserve will be reimbursed by any claims received from the State and Federal Governments for emergency response.
Net Zero	Funds set aside for the purpose of reducing or offsetting Council's carbon emissions, including to implement energy efficiency, renewable energy, other sustainability projects, and establishing/operating a revolving energy fund for financing such projects—that generate cost savings.	Funds from National Carbon Bank Australia or other designated funding.
Other	Primarily Projects, Sustainability Contingency and minor other funds to be used to cover unforeseen overruns in project works and other urgent expenditure	Surplus funds from projects and internal transfer of accounts.

Dec IDRecord Number: 1283495 - DRAFT Financial Reserve Management Policy - MSC20E

Page 11 of 13

Uncontrolled document when printed



Name of Internal Cash Restriction	Purpose of Restriction	Calculation Basis	
	where no other budget monies are available.		
Plant & Vehicle Replacement	To be able to internally fund replacement of plant and vehicles at the optimal time.	plant and on an internal hire rate which is	
Risk Management	To fund identified risk mitigation programs (staff and/or infrastructure) which are aimed at reducing Council's liability.	The annual transfer to this Reserve is based on the value of StateWide and StateCover rebates and incentives received during the financial year.	
Road	To fund road infrastructure in the LGA.	Sale of road assets in the LGA, and is maintained at a minimum of \$500k as a contingency. Any surplus funds from Road Maintenance Contracts.	
Special Rate Variation 2019/2020	To address funding gaps for essential services and infrastructure maintenance that cannot be met within the standard rate peg limits.	An increase to the general income above the rate peg set by IPART.  SRV financial year 2019/2020 allocated as approved.	
Stormwater Management	Funds allow Council to undertake significant improvements to the drainage system to provide a cleaner and safer environment for the benefit of owners, residents and visitors.	Council charges a drainage levy to every households and business to improve drainage through the local government area.	
Sustainability Transition	Funds cover staff time and associated costs related to renewable energy projects. Funds will also be used to support temporary staff, contractors and consultants to ensure that critical projects included within and	Funding is received from—the EnergyCo to deliver renewable energy transition project work (operating expenditure)	

Dec IDRecord Number: 1283495 - DRAFT Financial Reserve Management Policy - MSC20E

Page 12 of 13

Uncontrolled document when printed

Date printed - 21 May 2025



Name of Internal  Cash Restriction	Purpose of Restriction	Calculation Basis
	outside the renewable energy focus continue to progress efficiently.	
Waste Management Centre	To fund future transfer stations and landfill new cell development and remediation.	Funds transferred to and from this Reserve represent any surplus or deficit operating results on operations for the financial year.



#### 10.2.5. Draft Modern Slavery Policy for Public Exhibition

Responsible Officer: General Manager

Author: Co-Ordinator - Procurement & Contracts

Community Strategic Plan: 6 - Community Leadership

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

Delivery Program Goal: 6.2.5 - Implement a comprehensive and targeted business

improvement program.

Operational Plan Action: 6.2.5.1 - Align Council's Procurement Framework with best

practice and monitor compliance with associated

policies and procedures.

Attachments: 1. DRAFT Modern Slavery Policy MSC076E [10.2.5.1 - 7

pages]

#### **PURPOSE**

To seek endorsement from Council to place the attached *Draft Modern Slavery Policy* on public exhibition as a notice of intention to adopt.

#### OFFICER'S RECOMMENDATION

- 1. Council endorses the *Draft Modern Slavery Policy* for placement on public exhibition via Council's website for a period of 28 days.
- 2. If no submissions are received in relation to the *Draft Modern Slavery Policy* during the public exhibition period, then Council resolves to adopt the *Draft Modern Slavery Policy* on the day following the conclusion of the exhibition period.
- 3. If submissions are received in relation to the *Draft Modern Slavery Policy* during the public exhibition period, then a further report will be submitted to Council for consideration of submissions received during the exhibition period.

Moved:	Seconded:	

#### **EXECUTIVE SUMMARY**

The *Draft Modern Slavery Policy* is a new policy that forms part of Council's Procurement Framework and outlines Council's commitment to addressing Modern Slavery risks in its operations and supply chains and complying with its legislative obligations. The draft policy was endorsed by the Management Leadership Group on 14 May 2025.

#### **PREVIOUS RESOLUTIONS**

Not applicable.

#### **BACKGROUND**

The purpose of the *Draft Modern Slavery Policy* (the Policy) is to outline Muswellbrook Shire Council's commitment to addressing Modern Slavery risks in its operations and supply chains and complying with its legislative obligations.



The policy applies to Council's operation as a whole, with particular focus on procurement processes undertaken by Council.

The Policy forms part of Council's Procurement Framework and should be read in conjunction with the Procurement Policy, Procurement Procedure, Contract Management Procedure, and Supplier Code of Conduct.

#### **CONSULTATION**

Chief Financial Officer

Co-Ordinator Procurement and Contracts

**Business Improvement Officers** 

Management Leadership Group 14 May 2025

#### **REPORT**

The *Draft Modern Slavery Policy* is a new policy that serves as a framework for identifying, preventing, mitigating, and remediating Modern Slavery risks, while fostering a culture of accountability and continuous improvement.

During a recent review of the Procurement Policy, it was decided to remove the Modern Slavery section from the Procurement Policy to be a standalone policy – the *Draft Modern Slavery Policy*. This amendment was based on the requirements by the Anti-slavery Commissioner (NSW) regarding the specificity of the Modern Slavery Policy, as outlined in the 'Guidance on Reasonable Steps'.

On14 May 2025, the Management Leadership Group endorsed the draft policy to be submitted to Council for Public Exhibition.

#### **FINANCIAL CONSIDERATIONS**

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

1. Financial Implications - Capital

Nil known.

2. Financial Implications - Operational

Nil known.

#### **POLICY IMPLICATIONS**

The *Modern Slavery Policy* forms part of Council's Procurement Framework and should be read in conjunction with the Procurement Policy, Procurement Procedure, Contract Management Procedure, and Supplier Code of Conduct.

#### STATUTORY / LEGISLATIVE IMPLICATIONS

Modern Slavery Act 2018 (NSW)

Local Government Act 1993 (NSW)

Local Government Regulation 2021 (NSW)

Public Works and Procurement Act 1912 (NSW)

#### **RISK MANAGEMENT IMPLICATIONS**

The Policy serves as a framework for identifying, preventing, mitigating, and remediating Modern Slavery risks, while fostering a culture of accountability and continuous improvement.



### **COMMUNITY CONSULTATION / COMMUNICATIONS**

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

# DRAFT Modern Slavery Policy

# MSC076E

Authorised by:	Internal/External: External
Date:	Minute No:
Review timeframe:	Twelve (12) months
Review due date:	
Department:	Office of the Chief Financial Officer
Document Owner:	Coordinator Procurement and Contracts

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# **Table of Contents**

1. Policy Objective	3
2. Risks being assessed	
3. Scope	
4. Definitions	
5. Policy Statements	
5.1 Key Principles	5
5.2 Implementation framework	
5.3 Monitoring and evaluation	
6. Roles, Responsibilities and Delegations	6
7. Dispute Resolution	7
8. Related Documents	7
Legislation and Guidelines	
Policies and Procedures	
Other Supporting Documents	
9. Version History	



# 1. Policy Objective

The purpose of this Modern Slavery Policy (**Policy**) is to outline Muswellbrook Shire Council's (**Council**) commitment to addressing Modern Slavery risks in its operations and supply chains and complying with its legislative obligations.

This Policy also serves as a framework for identifying, preventing, mitigating, and remediating Modern Slavery risks, while fostering a culture of accountability and continuous improvement.

The Policy forms part of Council's Procurement Framework and should be read in conjunction with the Procurement Policy, Procurement Procedure, Contract Management Procedure, and Supplier Code of Conduct.

# 2. Risks being assessed

This policy addresses the following risks:

- goods and services (including construction) procured by Council being produced in whole or in part by Modern Slavery;
- Council staff being unaware of Modern Slavery indicators and failing to report instances of Modern Slavery;
- non-compliance with the 'Guidance on Reasonable Steps' (GRS) issued by the Anti-slavery Commissioner NSW; and
- reputational damage sustained through involvement with a Supplier found guilty of Modern Slavery offences.

# 3. Scope

This policy applies to Council's operation as a whole, with particular focus on procurement processes undertaken by Council. It details Council's commitment to implementing the Modern Slavery mitigation measures outlined in the GRS.

The Policy applies to:

- Council staff, including any contractors and consultants carrying out work on Council's behalf;
- Council's operations and workforce management, including engagement of labour hire workers;
- procurement of goods and services (including construction) carried out on Council's behalf;
- Suppliers in Council's supply chain; and
- the Elected Body.

The Office of Local Government has determined that Council's Group classification is as a Large Rural Council, therefore Council has been classified as having a Low GRS Capability Level. This classification specifies the resource commitment to Modern Slavery mitigations expected by the Commissioner.

**Muswellbrook Shire Council**: DRAFT Modern Slavery Policy Record Number: 1234556 (Uncontrolled document when printed) Date printed: 21 May 2025

Page 3 of 7

#### 4. Definitions

Term	Definition				
Commissioner	Means the Anti-slavery Commissioner for NSW as appointed under part 2 of the <i>Modern Slavery Act 2018</i> (NSW).				
	As defined in the <i>Modern Slavery Act 2018</i> (NSW).  Offences of severe exploitation of other people for personal or commercial gain, by way of coercion, threats or deception with the goal to deprive individuals of freedom. Common forms of Modern Slavery include:				
Modern Slavery	<ul> <li>a) Deceptive recruitment</li> <li>b) Debt bondage</li> <li>c) Forced labour</li> <li>d) Human trafficking</li> <li>e) Descent-based slavery</li> <li>f) Slavery of children</li> <li>g) Forced and early marriage</li> </ul>				
GRS	The document 'Guidance on Reasonable Steps' published by the Commissioner.				
GRS Capability Level	The classification of an entity's capacity to manage Modern Slavery risks, determined based on size, resources, and procurement capability.				
IRIT	GRS Inherent Risk Identification Tool created by the Commissioner.				
Due Diligence Levels	The level of scrutiny required to manage Modern Slavery risks, categorized as Light, Minimal, Standard, or Heightened.				
Reasonable Steps	Measures identified in the GRS to be implemented by entities to prevent, identify, mitigate, and remedy Modern Slavery risks in operations and supply chains.				
Supplier	Any company providing goods and/or services to Council, including construction.				

# 5. Policy Statements

#### Council is committed to:

- 1. **Mitigating Modern Slavery:** Taking reasonable steps to ensure that Modern Slavery does not occur in Council's operations or supply chains;
- 2. **Proactively identifying risks:** Using tools such as the IRIT to assess inherent Modern Slavery risks in procurement activities;
- 3. **Counteracting harm:** Collaborating with Suppliers and stakeholders to address identified risks and improve practices;
- 4. **Remediating grievances:** Providing or enabling effective remedies in suspected or confirmed instances of Modern Slavery;
- 5. **Continuous education:** Providing resources to Council staff and Suppliers to educate on Modern Slavery risks and mitigation measures; and
- 6. **Promoting transparency:** Reporting annually on actions taken to address Modern Slavery risks, in accordance with legislative requirements.

**Muswellbrook Shire Council**: DRAFT Modern Slavery Policy Record Number: 1234556 (Uncontrolled document when printed) Date printed: 21 May 2025

#### 5.1 Key Principles

Council conducts its Modern Slavery mitigation measures in accordance with the following key principles:

- Human rights-centric approach: Council prioritises aiding individuals affected by Modern Slavery and strives to establish a speak-up culture amongst Council staff and Suppliers. Council's efforts focus on addressing salient Modern Slavery risks—those most likely to cause harm to workers and communities. Council is committed to supporting initiatives promoting ethical and sustainable practices across Council's supply chains.
- Proportionality: As a low GRS Capability Level entity, Council adopts streamlined approaches to due diligence and risk management, ensuring that measures are practical and achievable given our resource constraints.
- 3. **Collaboration:** Council will engage with other local councils, industry groups, and stakeholders to share knowledge, resources, and best practices for addressing Modern Slavery risks. Council is committed to learning from the performance and the experiences of others.
- 4. Continuous improvement: Council recognises that addressing Modern Slavery risks is an ongoing process. Council will regularly review and update this Policy, incorporating lessons learned from performance reviews, stakeholder feedback, and grievance mechanisms. In strengthening Council's systems and processes Council will continue to improve Modern Slavery mitigation performance.

#### 5.2 Implementation framework

Council implements this policy by establishing the following measures:

- Risk assessment: Utilising the IRIT to determine the GRS Inherent Modern Slavery Risk Level for each procurement category. Mapping supply chains to identify high-risk areas, particularly in categories such as construction, agriculture, and manufacturing and creating a Modern Slavery Action Plan.
- 2. **Due diligence:** Training Council staff to conduct risk assessments and due diligence for low to medium risk procurements and restricting procurements in high-risk categories to ensure involvement of the Procurement Function. Utilising Supplier self-assessment questionnaires and pre-qualification schemes to evaluate Supplier capabilities.
- 3. **Training and awareness:** Providing training for staff involved in procurement and risk management processes, to ensure Modern Slavery risks are addressed despite Council's centreled procurement structure. Developing accessible resources to educate the workforce and Suppliers about Modern Slavery risks and prevention measures.
- 4. **Grievance mechanisms:** Establishing a confidential and accessible grievance mechanism for Council staff and other stakeholders to report concerns related to Modern Slavery. Ensure timely investigation and resolution of reported issues.
- 5. **Reporting and accountability:** Including a statement in the Council's annual report detailing actions taken to address Modern Slavery risks. Reporting to the Commissioner as required by the GRS or subsequently issued guidance.

#### 5.3 Monitoring and evaluation

Implementation of this Policy will be measured through:

Muswellbrook Shire Council: DRAFT Modern Slavery Policy Record Number: 1234556 (Uncontrolled document when printed) Date printed: 21 May 2025

Page 5 of 7

- 1. **Performance metrics:** Track the percentage of procurement processes where Modern Slavery risks were assessed and addressed. Measure the percentage of the workforce trained on Modern Slavery awareness.
- 2. **Annual review:** Conduct an annual review of this policy and associated risk management practices. Update the policy based on feedback from stakeholders, lessons learned, and changes in legislative or operational contexts.

# 6. Roles, Responsibilities and Delegations

Role	Responsibility
Elected Body	Approve and endorse this Policy.
Management Leadership Group	<ul> <li>Ensure integration of Modern Slavery considerations into strategic governance and risk management frameworks.</li> <li>Review and approve the Modern Slavery Action Plan.</li> <li>Review and approve the grievance mechanism.</li> </ul>
Procurement Team	<ul> <li>Incorporate Modern Slavery risk management criteria into procurement processes and Supplier contracts.</li> <li>Use the IRIT to identify inherent Modern Slavery risks in procurement categories.</li> <li>Conduct risk assessment and due diligence on high Modern Slavery risk procurement.</li> <li>Establish the Modern Slavery Action Plan in collaboration with stakeholders.</li> <li>Develop a grievance mechanism in collaboration with the Manager Governance and Risk, and Manager People and Wellbeing.</li> <li>Develop resources and training for Suppliers.</li> <li>Survey the supply chain periodically to monitor key areas of risk.</li> <li>Monitor Supplier compliance with Modern Slavery obligations.</li> </ul>
Council staff	<ul> <li>Conduct risk assessment and due diligence on low to medium Modern Slavery risk procurement.</li> <li>Report suspected cases of Modern Slavery through established grievance mechanisms.</li> <li>Participate in training programs to increase awareness of Modern Slavery risks and mitigation strategies.</li> </ul>
Suppliers and Contractors	<ul> <li>Comply with the Supplier Code of Conduct.</li> <li>Provide information on Modern Slavery mitigation maturity as required by Council.</li> <li>Ensure operations comply with the requirements outlined in contracts and tender documents.</li> <li>Cooperate in investigating Modern Slavery allegations in the Suppliers operations and/or the supply chain, and support remediation efforts.</li> <li>Report any findings of Modern Slavery in the supply chain, as well as remediation measures undertaken.</li> <li>Take measures to continuously improve Modern Slavery mitigation in the supply chain.</li> </ul>

**Muswellbrook Shire Council**: DRAFT Modern Slavery Policy Record Number: 1234556 (Uncontrolled document when printed) Date printed: 21 May 2025

Page 6 of 7

# 7. Dispute Resolution

The Council will establish a grievance mechanism to address disputes or concerns related to Modern Slavery. The mechanism will be:

- Accessible: Mechanisms will be accessible to all stakeholders, including workers and Suppliers.
- Timely: Complaints will be addressed promptly, with time-bound responses for ongoing harms.
- Independent: Grievance handling will be independent of personnel involved in the issue.
- **Managed with confidentiality**: Safeguards will be implemented to protect confidentiality and prevent retaliation.

Any inconsistency between this Policy and other Council Policies will be referred to the General Manager for determination.

### 8. Related Documents

#### **Legislation and Guidelines**

- Modern Slavery Act 2018 (NSW)
- Local Government Act 1993 (NSW)
- Local Government Regulation 2021 (NSW)
- Public Works and Procurement Act 1912 (NSW)

#### **Policies and Procedures**

- Procurement Policy MSC01E
- Contract Management Procedure MSC02P
- Procurement Procedure MSC01P

#### **Other Supporting Documents**

- GRS Model Tender Clauses
- GRS Model Contract Clauses
- NSW Supplier Code of Conduct

# 9. Version History

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

V.	Date	Modified by	Amendments/Previous adoption details
1.	04/04/2025	Coordinator Procurement and Contracts	New policy development

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**Muswellbrook Shire Council:** DRAFT Modern Slavery Policy Record Number: 1234556 (Uncontrolled document when printed) Date printed: 21 May 2025



# 10.2.6. Progress Report for 2022 - 2026 Delivery Program and 2024- 2025 Operational Plan

Responsible Officer: General Manager

Author: Corporate Planning and Reporting Officer

**Community Strategic Plan:** 6 - Community Leadership

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

**Delivery Program Goal:** 6.2.1 - Maintain a strong focus on financial discipline to

enable Council to properly respond to the needs of

the communities it serves.

Operational Plan Action: 6.2.1.1 - Provide transparent reporting to the community

about Council's finances.

Attachments: 1. Progress Report for 2022 2026 Delivery Program and

2024 2025 Operational Plan O [10.2.6.1 - 36 pages]

#### **PURPOSE**

The adopted 2022/2026 Delivery Program and 2024/2025 Operational Plan has been reviewed, and a progress report is attached.

#### OFFICER'S RECOMMENDATION

Council NOTES the Progress Report on the 2022/2026 Delivery Program and 2024/2025 Operational Plan.

Moved:	Seconded:	

#### **EXECUTIVE SUMMARY**

Progress Report on 2022/2026 Delivery Program and 2024/2025 Operational Plan is provided for the information of Councillors.

#### **PREVIOUS RESOLUTIONS**

Not applicable.

#### **BACKGROUND**

The Local Government Act 1993 requires Council to review its Delivery Program every six months.

#### CONSULTATION

Council Officers

Councillors

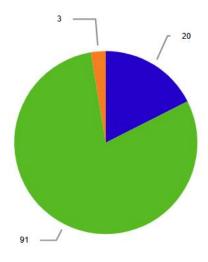
Directorate Leadership Group



#### **REPORT**

Please refer to the 2022/2026 Delivery Program and 2024/2025 Operational Plan for the full Operational Plan progress report.

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



(	Overall Results - of the 114 actions		
		91% are progressing	
		20% are completed	
		3% are not due to start	

## FINANCIAL CONSIDERATIONS

To be identified in the long term financial and annual budgets.

#### **POLICY IMPLICATIONS**

Not applicable.

#### STATUTORY / LEGISLATIVE IMPLICATIONS

Consistent with requirements under section 402 of the NSW Local Government Act, 1993.

#### **RISK MANAGEMENT IMPLICATIONS**

As described in the 2022 /2026 Delivery Program and 2024/2025 Operational Plan.

#### **COMMUNITY CONSULTATION / COMMUNICATIONS**

Consultation aligns with the adopted Community Engagement and Participation Plan.



Progress Report

2022 – 2026 Delivery Program and

2024 – 2026 Operational Plan

# **Economic Prosperity**

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

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
1.1 Support job growth within the Shire	1.1.1 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	Progressing	75%	Quarterly meetings held with Muswellbrook Coal representatives regarding economic opportunities on the Muswellbrook Coal site.	
		1.1.1.2 Work with BHP Mt Arthur, the State Government, and other parties to maximise the economic opportunities on the Mt Arthur mine site post closure	Progressing	65%	Meetings have been held and are ongoing with BHP and elected council representatives. Council officers have attended community workshops on the future of Mt Arthur.  Mt Arthur has received approval for its MOD2 application.	
		1.1.1.3 Work with AGL Macquarie, Singleton Shire Council, the State Government, and other parties to maximise the economic opportunities on the Bayswater and former Liddell Power Station sites	Progressing	75%	Planning Proposal to allow additional uses on the site exhibited, No submissions were received, and finalisation is expected in May 2025.	
		1.1.1.4 Collaboratively progress investment, infrastructure and industry opportunities for the Region	Progressing	70%	Ongoing discussions are occurring with a number of proponents regarding various sites. The State Parliamentary inquiry into Beneficial and Productive Post-mining Land Use has been completed and we await the report.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
1.2 Diversify the economy, facilitate the development of intensive agriculture innovative manufacturing, health services and other growth industries	1.2.1 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	Progressing	65%	Programs are being delivered in and from the Hunter Innovation Precinct, including the new STEM2Go program run over 5 weeks after school in the Wollombi Precinct.  - School and Home school classes, workshops, and events delivered to students including the Solar Oven engineering project.  - Curiosity kits & iPads purchased for use to support home learning through the library The MELT has hosted events and tours and gained funding for the Maker Program.	
		1.2.1.2 Develop an Economic Development Strategy	Progressing	75%	SGS Economics have been appointed as the consultants to develop the Economic Development Strategy. A Project Reference Group has been established to manage the project and meetings and information sharing is being undertaken with the consultants.	
		1.2.1.3 Progress opportunities to grow the visitor economy	Progressing	70%	The State Government has undertaken a review of the State Visitor Economic Strategy 2030 and the review findings have been presented to government. Following finalisation of the review, the Strategy will be updated and destination networks will then make any changes to their plans if required. Destinations will then be able to update/ develop Destination Management Plans to reflect the State Strategies priorities  Meetings have been participated in as a member of Destination Sydney Surrounds North and Upper Hunter Country Tourism to identify opportunities and initiatives in preparation for the development of a Destination Management Plan.  The brand development for the Upper Hunter Region is being finalised.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
economy, facilitate the development of intensive agriculture innovative manufacturing, health services and other growth industries	1.2.2 Complete the Employment Land Use Strategy	1.2.2.1 Deliver funded actions from the Employment Land Strategy	Progressing	70%	Discussions occurring with BHP and AGL about employment land opportunities on land they own but do not require for mining or power station purposes. Discussions have also recommenced with Idemitsu staff on employment land opportunities on the former Muswellbrook Coal mine site.	
	1.2.3 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	Progressing	50%	Initial draft prepared based on guidelines from Department of Planning, Housing and Infrastructure.	
	1.2.4 Implement the Muswellbrook and Denman Town Centre Masterplans and the Sandy Hollow Village Masterplan	1.2.4.1 Demolition of redundant buildings for Town Centre Pocket Park	Progressing	50%	A contract is being awarded for the demolition of redundant buildings to facilitate the development of the Pocket Park. Works are anticipated to commence in June 2025 with consultation with stakeholders underway for alternative car parking and traffic arrangements during demolition and construction works.	
		1.2.4.2 Construct Muswellbrook Town Centre Pocket Park	Progressing	35%	Construction of the Pocket Park will commence following availability of the site after demolition. Project preliminaries are being undertaken in preparation to tender for construction.	
					This includes preparation of Review of Environmental Factors (REF), tender documents, consultation with impacted adjacent property owners / operators, and planning for parking provisions and access within the area.	
		1.2.4.3 Improve drainage outcomes in the Muswellbrook Town Centre	Progressing	35%	Drainage design for the Muswellbrook Town Centre block and Possum Gully lower portion is continuing following the completion of the feasibility study.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
		1.2.4.4 Complete construction of an improved pedestrian link between Muswellbrook Marketplace, Bridge Street, and the Civic Precinct	Progressing	50%	Tenders have been advertised for the construction of an improved pedestrian link. The Tenders will be reported to the June meeting of Council to recommend a contractor for construction. Plans of survey, subdivision and other land status matters are progressing in parallel to formalise the ownership of the land to facilitate legal public access.	
		1.2.4.5 Construct roads and drainage improvement in Denman Recreation Area Reserve	Completed	100%	The project to construct internal roads and improve drainage in the Denman Recreation Area including the construction of a portion of Bell St Denman is now complete and open for use.	
	1.2.5 Review the Local Strategic Plan in response to changes to the NSW Planning Act	1.2.5.1 Commence a review of the Muswellbrook Local Strategic Planning Statement (LSPS) following release of the Hunter Regional Plan 2041	Progressing	70%	The Muswellbrook Shire Local Housing Strategy has been adopted by Council. Work has commenced to review the Muswellbrook Local Strategic Planning Statement in the second half of 2024-25.	
1.3 Facilitate greater access to higher education	1.3.1 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	Progressing	75%	Ongoing engagement is being conducted with key stakeholders, including the University of Newcastle and the Federal Office of a Future Made in Australia. Investigations are underway on the feasibility of establishing a business centre.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
1.4 Develop Muswellbrook as a Regional Centre	1.4.1 Complete current infrastructure projects and identify future opportunities	1.4.1.1 Construct Olympic Park Grandstand and Amenities	Progressing	25%	Development Application (DA) modification for amended design being lodged and update of Capital Expenditure Review underway.	
	for the Shire	1.4.1.2 Facilitate Olympic Park Development Advisory Committee meetings	Completed	100%	The Olympic Park Development Advisory Committee met periodically over several months and approved the amended design of the Olympic Park Grandstand for construction. As the project is now progressing towards construction the Committee has concluded its work.	
	1.4.2 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 Obstetrics and Maternity	Progressing	75%	The service has actively supported the relocation of registered nurses from overseas, interstate, and metropolitan areas to our region. This includes placements at Murrurundi and Scone Hospitals, Denman Multi-Purpose Service, and private aged care and retirement facilities such as Murravale Retirement Village (Murrurundi) and Merton Living (Denman). Ongoing collaboration with Hunter New England Health ensures alignment with regional workforce needs, alongside continued engagement with local medical clinics	

# **Social Equity and Inclusion**

#### An inclusive and interconnected community where everyone enjoys full participation

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
2.1 Improve the affordability, liveability, and amenity of the Shire Communities	02.01.01 Implement the funded outcomes of the Recreation Needs Study	2.1.1.1 Deliver funded components of the prioritised capital sport and recreation projects	Progressing	65%	The General Recreation Capital Program was reported to the November 2024 Ordinary Council and the funded prioritised capital sport and recreation projects are progressing.	
		2.1.1.2 Report a list of prioritised capital building and community projects	Completed	100%	The prioritised General Building Program was endorsed by Council at the 26 November 2024 Ordinary Council Meeting.	
	02.01.02 Promote and facilitate increased participation in active and passive recreation	2.1.2.1 Maintain an annual calendar of meetings with user groups	Progressing	75%	An updated schedule of meetings has been provided to Councillors and stakeholder representatives.	
	activities	2.1.2.2 Continue matched funding Sport and Recreation Grants Programmes	Progressing	80%	Annual Grant Program Outcome Letters have been sent to successful and unsuccessful applicants.	
		2.1.2.3 A program of activities are delivered that meets the needs of the community	Completed	100%	The following programs are offered at the pool; Learn to Swim (LTS); babies, children and adults, Aqua Aerobics, School holiday Intensive LTS and Boxing Classes. A Swim Coaching and Squad Training program has been introduced this reporting period, The program has been well received by the community, Junior and Senior Training Sessions both have good attendance and operate Monday- Friday, morning and afternoon.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
2.1 Improve the affordability, liveability, and amenity of the Shire Communities	2.1.3 Consider and deliver social inclusion principles across Council functions	2.1.3.1 Implement the actions contained in the Disability Inclusion Action Plan 2022-2026	Progressing	60%	2024/2025 Actions contained within the plan are progressing, The following actions were achieved this reporting period:  - Seven significant events delivered by Council included specific accessibility provisions, such as designated seating and reserved areas, walkways and time out spaces;  - Accessibility Audits were undertaken of events to ensure that all abilities could access events with ease;  - The Muswellbrook Shire International Women's Day Guest speaker this year was an Artist with a disability;  - International Day of People with a Disability was promoted five times on Council's social media, conveying positive messaging;  - During the Local Government Election period, two positive social posts were made, encouraging people with disabilities nominating for Council;  - Local Disability organisations have been engaged to participate and provide input into the development of the Innovative Precinct as well as being consulted about projects at the grant application stage.	
	2.1.4 Advocate for affordable housing	2.1.4.1 Implement funded recommendations from the Regional Housing Delivery Plan in the Local Housing Strategy	Progressing	75%	The Muswellbrook Shire Local Housing Strategy has been adopted by Council. Work has commenced on preparation of a Temporary Workers Accommodation Policy given the number of enquiries being received by Council.	
		2.1.4.2 Advocate with the State Government including EnergyCo and TfNSW for temporary accommodation including options for the development of a Council site	Progressing	75%	Potential Council development sites and privately owned sites have been shared with EnergyCo and other proponents. Regular meetings are being held with EnergyCo in order to progress temporary worker accommodation.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
		2.1.4.3 Advocate for affordable housing including identification of Council blocks of land that could be developed	Progressing	30%	A review of suitable Council blocks is being conducted to be reported to Council.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
cohesion and improve needs of peo	2.2.1 Advocate for the needs of people in social housing	2.2.1.1 Support the Upper Hunter Homelessness Forum	Completed	100%	Council was acknowledged as a partner in addressing homelessness with Upper Hunter Homeless Support five times in social posts during Homeless Week 2024.  Council provided four posts promoting '16 Days of Activism Against Gender Violence' in November 2024 as well as lighting the Council Administration Centre in orange and the installation of the Domestic Violence awareness street banners.	
		2.2.1.2 Deliver at least 12 targeted social, recreational and educational programs that encourage inclusive community participation for focused audience groups, including youth, seniors, people with disability, and culturally and linguistically diverse communities	Completed	100%	The Library has delivered 27 targeted programs for focused audience groups including collaborative programs for Youth Week, Seniors Week & Harmony Week in addition to regular Seniors brain training, intergenerational programming and Friday morning activities for local community members living with disabilities. All programs have been delivered in consultation with user groups and through Community feedback collected in partnership with MSC Community Services.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
	2.3.1 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	75%	Construction is well underway and is anticipated to be completed by the end of July 2025.	
		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%	Muswellbrook Child Care Centre has received funding through a Voluntary Planning Agreement. These funds sit with Muswellbrook Child Care Centre, and will assist in the development of a business plan for their future operations.	
2.4 Advocate to enhance the delivery of services to support older people to live in the Muswellbrook Shire	2.4.1 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 Muswellbrook Shire Seniors Festival was conducted 3-16 March 2025. Festival brochures were distributed to the community in hard copy at numerous focal points and were made available on Council's website. The Festival was also promoted on Council's social media platforms.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
2.5 Enhance relationships and engagement with the local indigenous communities	2.5.1 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	25%	The development of an organisational Reconciliation Action Plan will be included in the local Indigenous consultation process. Engagement and governance frameworks are being developed for consultation.	
2.6 Investigate opportunities to expand services and facilities for youth and children within the Shire	2.6.1 Engage with young people in the Shire to better inform projects and programs for youth and children	2.6.1.1 Prepare a Youth Engagement Program	Progressing	60%	The Youth Engagement Program is being developed and delivered by areas across the organisation including STEM 2 GO and the development of the Community Strategic Plan. Activities around youth and other engagement are regularly reported to Council.	
		2.6.1.2 Construct the new Muswellbrook Youth Venue	Progressing	65%	A contract has been awarded, and work is scheduled to commence in June 2025.	
		2.6.1.3 Implement the Child Safe Action Plan	Progressing	40%	The Child Safe Working Group have met on two occasions during this reporting period. The Working Group has developed a Draft Child Safe Policy and a draft Child Safe Code of Conduct, The group consists of five internal Council employees.	

# **Environmental Sustainability**

#### An environmentally sensitive and sustainable community

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
3.1 Advocate for best practice mined-land rehabilitation to include local workforce participation, progressive, quality final landforms, and fewer and shallower voids	3.1.1 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	Progressing	75%	Staff hold two meetings a year (generally March and Sept) with the Resources Regulator to discuss rehabilitation occurring on mine sites in the Shire.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
3.2 Improve native vegetation connectivity across the Upper Hunter Region	3.2.1 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	Progressing	90%	Council provided \$8000 to the McCully's Gap Rehabilitation & Sustainability Group Inc. A dung beetle workshop, with 10 people attending, was held in November, with beetles being given to property owners. Another workshop is planned to be held.  In March 2025, Council approved the following grant funding: • Muswellbrook Public for \$4,000 to upgrade taps to save water; • Muswellbrook Preschool & Kindergarten for \$4000 for bus trips to various locations relating to Landcare; • Little Kindy for \$2,716.94 to upgrade a garden; • Hunter Region Landcare Network for \$4000 to hold Birds, Bees, and Butterflies walks and a Seed Propagation Workshop; and • St Joseph's Primary School Denman for \$2,686.64 for various items to enhance sustainability.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
		3.2.1.2 Provide funds to education providers or groups for the purpose of education or training local people about Landcare activities	Progressing	90%	Provided kitchen caddy bin for MOOSH, bin liners for Sandy Hollow Public School, and bins for Council Administration building. Council provided funds to the following organisations. See attachments. Little Kindy Muswellbrook for \$3630. The bush tucker garden and watering system is now complete. Sandy Hollow Public School for \$3325.18. Waste audit completed, Nude Food lunch boxes, mulcher, and water tanks purchased and installed. Muswellbrook South Public School P&C Association for \$1800.85. Vegepods, composting kits, water timers, tools, fencing and gardening equipment purchased and used. Denman Children Centre for \$590. Bins for waste separation purchased. EduKare Childcare Muswellbrook for \$3283.50. Water refill station purchased.	
		3.2.1.3 Provide planting sites, coordination, preparation, and materials for National Tree Day Activities	Progressing	95%	National Tree Day activities seedlings were maintained in Denman and Muswellbrook.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
3.3 Enhance our local rivers and creeks to improve environmental outcomes and access for recreation	3.3.1 Implement funded actions of the adopted Urban Riparian Masterplan	3.3.1.1 Maintain rehabilitation works along Muscle Creek, Tarinpa, Karoola and Denman Wetlands, and recommendations from any adopted Catchment Management Plan	Progressing	75%	Maintenance of the rehabilitated natural and riparian areas continues along Muscle Creek, Tarinpa, Karoola Park, Denman Wetlands, and Denman Lookout continues.	
	3.3.2 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	Completed	100%	Council has adopted the Catchment Management Plan for Muscle Creek and Possum Gully. Discrete projects arising from the Catchment Management Plan are being prioritised and costed	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
3.4 Support initiatives which reduce the community's impact on the environment	3.4.1 Continue Community Education Program on water, waste and energy reduction	3.4.1.1 Assist Council, households, community groups, schools and businesses to manage waste effectively and use water and energy efficiently	Progressing	90%	Over 1700 people visited the Hub in 2024, including Muswellbrook Preschool, Polly Farmer Foundation, Little Kindy, Sandy Hollow and Martindale Public Schools, Aurora Supports, Hunter and Warrior Disability Services. Activities with Denman Children Centre, EduKare, Little Kindy, MOOSH, Martindale, Denman and Sandy Hollow Public, St Joseph's Denman and Richard Gill Schools. Conducted waste audits with Sandy Hollow Public and Scone Grammer Schools. Engaged real estates regarding FOGO. Council staff attended: • Curiosity Kit Launch Day. • The Cultural Spectacular. • Bengalla Community Day. • Muswellbrook Show Promoted garden improver, Reuse Hunter and Reuse Shop and produced a newsletter. Sustainable Futures - Muswellbrook Facebook page has 1900 likes and 2,100 followers. Staff worked to make events run or sponsored by Council more sustainable. Clean Up Australia Day with 20 people and 440 students.	
	3.4.2 Require all development proposals to avoid and mitigate against potential environmental impacts and facilitate improved environmental outcomes where possible	3.4.2.1 Council will implement FOGO collection	Completed	100%	Food Organics Garden Organics (FOGO) collections commenced from 1 July 2024.	
	3.4.3 Advocate and support Circular Economy principles and Waste Management Initiatives	3.4.3.1 Improve sustainability of Goods, Services, and Works procured	Progressing	75%	Drafting of Supplier Code of Conduct in progress, Implementation of supplier reporting suite will commence in 2025-26.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
		3.4.3.2 Council will undertake probity review in preparation of Food Organics and Garden (FOGO) infrastructure construction	Not Due To Start	0%	Food Organics Garden Organics (FOGO) infrastructure review has not yet commenced.	
		3.4.3.3 Establish a Revolving Energy Fund (REF) to support continued investment in sustainability initiatives	Progressing	60%	Staff have participated in training on revolving energy funds. Funding sources are being identified.	
		3.4.3.4 Council progresses towards the implementation of Council's Net Zero Roadmap	Progressing	75%	Council has procured 100% renewable energy with Iberdrola for all large sites and green power via Shell for all small sites. These contracts will commence January 1, 2025.	
		3.4.3.5 Develop a DRAFT local Waste Strategy that embeds community feedback and required actions from the NSW Waste & Sustainable Materials Strategy 2041	Progressing	20%	The development of the DRAFT Local Waste Strategy, embedding community feedback, has commenced. A framework document, incorporating national, state, and regional waste strategic targets has been prepared, which will provide the regulatory structure to assist the next step into community engagement and participation.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
3.5 Support Federal and State initiatives to reduce the human impacts of climate change	3.5.1 Increase the proportion of the energy used by Council from renewable sources	3.5.1.1 Council install solar panels to suitably identified Council sites	Progressing	75%	Solar panels installed at Weeraman Fields and Highbrook Park. Aquatic Centre tender specifications have been prepared. Grant funding opportunities are monitored for the provision of additional solar panel installation across Council sites.	
		3.5.1.2 Develop a Fleet Decarbonisation Strategy	Progressing	70%	Fleet decarbonisation strategy awarded to Evenergi, Evenergi have completed the first two stages of the project. There are cars in Council's fleet that are suitable for transitioning. Trials of EVs will occur with suitable vehicles. A report is being prepared for Council.	
	3.5.2 Develop a Recycled Water Plan for community parks	3.5.2.1 Finalise the Recycled Water Management plan for Muswellbrook	Progressing	50%	Draft document version is under review in consultation with the Department of Climate Change, Energy, the Environment and Water (DCCEEW).	
		3.5.2.2 Develop concept design for connection of Olympic Park to recycled water	Progressing	5%	This is being investigated to be included in Olympic Park upgrades	

# **Cultural Vitality**

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

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
4.1. Conserve the heritage and history of the Shire	4.1.1 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	Progressing	90%	Projects have been awarded 2024/2025 Financial Year Local Heritage Grant funding. Grant projects are in the final stages, with recipients to provide evidence of the completed project works to finalise the release of the awarded grant funds.	
		4.1.1.2 Return tenants to Loxton House following refurbishments works	Progressing	30%	DA modification for Ground Floor Lodged. A further modification request will be lodged for the Lower ground floor following receipt of approval for the ground floor. Tenders will be called for the ground floor as optional works to not delay proceeding with works.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
4.2 Facilitate options to improve participation in cultural activities in the Shire	4.2.1 Progress a Regional Entertainment and Conference Centre	4.2.1.1 Progress resubmission of the Regional Entertainment Centre Development Application	Progressing	30%	Concept design scope finalised and reported to Council. Following the Council resolution, design development and value engineering are progressing to inform the development application.	
		4.2.1.2 Facilitate Regional Entertainment Centre Development Advisory Committee meetings	Progressing	75%	The Regional Entertainment Centre Advisory Committee met periodically over several months and approved the revised and relocated concept. As the project is now progressing towards development approval the Committee has concluded its work.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
4.3 Host and support a diverse range of cultural activities and events which create a sense of identity and belonging, engage the local community and attract visitors	4.3.1 Develop and implement a program of Shire events to engage more locals and attract visitors	4.3.1.1 Work in partnership to deliver events which support the community and attract visitors to the Shire	Progressing	80%	A diverse range of cultural activities and events across the Muswellbrook Shire have been undertaken with partner and stakeholder groups. These include the Blue Heeler Film Festival in location partnership with Two Rivers Vineyards; Denman Food and Wine Festival with the Denman Chamber of Commerce; New Years Eve event in Muswellbrook; The Citizenship Ceremony at the Donald Horne Building; Australia Day Ceremony at the Denman Community Hall, and the Gather in the Glow Event in the Innovation Precinct.	
	4.3.2 Deliver an arts program	4.3.2.1 Develop a 12-month Art Program	Progressing	75%	Exhibitions Oct-Mar: Viola Bromley Art Prize 2024 Summer Studio: Todd Fuller and Max Watters Our Place: 100 Years of Martindale Public School Women's Work II: from the Muswellbrook Collections Swallow the Rain: Patricia Casey Muswellbrook Art Prize 2025 Art Tracks VIII: Boundless Boundaries Beyond Words: Challenge Disability Services  Programs Oct-Mar Art Station 8 Oct Spring Nights Exhibition Launch 26 Oct Two More Trains for Singleton 28 Nov Spring Nights 29 Nov Annual Launch Event 18 Jan Art Station 23 Jan International Women's Day Morning Tea 7 Mar International Women's Day Workshop 8 Mar Arts Upper Hunter Professional Development Workshop 14 Mar	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
		4.3.2.2 Implement a program of continuous preservation of the gallery's collection	Progressing	75%	Collections Officer position developed and recruitment to position in progress. Project staff budget developed - Collections Officer supported by Casual Gallery Assistant. Scope of work developed for conservation project. Preservation of work - matting for gallery frames - initiated. 6 works treated.  Preservation of work - solander box storage, distribution of works and protective measures - initiated.	
	4.3.3 Support Arts Upper Hunter as the peak organisation of Artist endeavour	4.3.3.1 Work with Arts Upper Hunter to increase support provided to local artists through activities and networking opportunities	Completed	100%	The Muswellbrook Regional Arts Centre hosted a series of two professional development workshops facilitated by Arts Upper Hunter in March, with a total of 25 participants in attendance.	

# **Community Infrastructure**

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

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
5.1 Construct and maintain well-planned community infrastructure that is safe, reliable and provides agreed	5.1.1 Review, develop and maintain liveable town and village precincts	5.1.1.1 Continually improve development outcomes for infrastructure to meet the needs of the community	Progressing	75%	Consistency and innovation has been implemented in ensuring development activity meets the needs of the community. Current Auspec design specifications are being reviewed and updated to ensure rigorous quality is maintained in public infrastructure, and to provide further support and certainty in design and construction outcomes.	
levels of service	5.1.2 Maintain and continually improve asset management	5.1.2.1 Review Strategic Asset Management Plan	Completed	100%	A review of the Strategic Asset Management Plan has been completed as a component of the Resourcing Strategy, and has been reported to the 22 April 2025 Ordinary Council Meeting.	
		5.1.2.2 Regularly review Asset Management Plans in collaboration with Key Asset Managers	Progressing	65%	Asset managers across Council's infrastructure teams are collecting and reviewing asset data to progress the drafting of asset management plans across Council's asset areas, NSW Public Works has been engaged to assist with the drafting of the asset management plans.	
		5.1.2.3 Prepare a Roads Asset Management Plan for the consideration of Council	Progressing	65%	The Asset team is updating condition data, with the draft asset management plan in progress following valuation of this asset group, with support from NSW Public Works, This work is coinciding with updated data from investigations of around 20-25% of total assets relating to Road Assets and Transport Assets from external consultants.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
		5.1.2.4 Reclassification of identified local roads to State Roads (including Bell Street, Muswellbrook)	Progressing	65%	On the 18 July 2024 the Minister for Regional Transport and Roads announced the reclassification of Bengalla and Wybong (west) Roads. Council and Transport for NSW (TfNSW). A Memorandum of Understanding (MOU) to facilitate the reclassification process and handover of road assets has been drafted to be reported to the May 2025 meeting of Council seeking endorsement. TfNSW have advised that further road classifications in Muswellbrook Shire are not proposed at this point in time and that TfNSW is not proposing to classify the Wybong Road east/ stair street route as state road in the short term. However, Council has been advised that once the reclassification process is reviewed and finalised, Council may nominate the route for consideration for reclassification in accordance with the assessment criteria.	
	5.1.3 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	25%	A preliminary concept development is underway for the Arts Centre Storage at Council's Emergency and Community Services site. Concurrently the Development Application for the extension of the Muswellbrook Regional Arts Centre is being progressed for future funding opportunities.	
		5.1.3.2 Develop an Electric Vehicle Strategy for Muswellbrook Shire	Progressing	70%	This is occurring in tandem with the fleet decarbonisation strategy. A report is planned to be submitted to Council in the first half of 2025-26.	
	5.1.4 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	Progressing	75%	Recurrent capital works programmes are focused on renewal of assets, particularly rural and urban renewals.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
		5.1.4.2 Conduct regular asset condition assessment inspections	Progressing	85%	Asset condition inspections continue to be undertaken. Full stormwater drainage asset inspection is nearing completion.	
		5.1.4.3 Closely collaborate with NSW Public Works towards the planning and delivery of upgrades to the Muswellbrook and Denman levees	Progressing	60%	Vegetation maintenance works have been scoped and funded, and Public Works will commence work on site in the fourth quarter of 2024-25.	
		5.1.4.4 Concept design for staged infrastructure improvements outlined in the Waste Facility Masterplan and supported by the Waste Strategy	Progressing	25%	Investigating grant funding opportunities to assist with this work alongside reviewing design implications of the proposed Infrastructure Depot.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
5.2 Improve all abilities access to Council facilities	5.2.1 Facilitate and implement improved all abilities access across the Shire	5.2.1.1 Implement funded priorities from the access audit of Council owned buildings and public spaces	Progressing	35%	Access audit completed in 2013 has been reviewed and funded priorities have progressed significantly.  Documentation for a revised access audit is underway. The concept design for the funded Country Women's Association (CMA) ramp has been completed. Staff are progressing the requirements to transfer property to enable works.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
5.3 Provide safe, secure and reliable	5.3.1 Water, sewerage and waste services are	5.3.1.1 Ensure legislative	Progressing	75%	Council conducts quarterly meetings with NSW Health and the Department of Climate Change, Energy, the Environment and	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
sewer services	provided in compliance with regulatory requirements	compliance with Health Guidelines and Environment Protection Authority (EPA) Licence requirements			Water (DCCEEW). The most recent meetings were held on 17 February 2025 (Quarter 3) and on 5 May 2025 (Quarter 4). Annual Water Quality Report 2024 submitted to NSW Health in April 2025. Water Quality data published on Council's website. Annual licence return for Muswellbrook EPL#1593 was submitted to the NSW Environment Protection Authority (EPA) on 28 April 2025. The Pollution Incident Response Management Plan (PIRMP) for Denman Sewage Treatment Plant (STP) was completed and tested on 26 February 2025. The Denman STP PIRMP has been sent to the EPA for concurrence. Service Level reports for Water and Wastewater are reported separately to Council.	
		5.3.1.2 Ensure performance monitoring of water supply and sewage services aligns with the new NSW DCCEEW (Dept. of Climate Change, Energy, the Environment and Water) Regulatory and Assurance Framework for Local Water Utilities	Progressing	75%	Local Water Utility annual water and sewer performance monitoring data submission to NSW DCCEEW was submitted in October 2024.  The submission for 2024/25 is due in October 2025. Quarterly meetings and reporting being conducted with NSW Health, and the Department of Climate Change, Energy, Environment and Water (DECCEW) to ensure water and wastewater services align with the Regulatory and Assurance Framework for Local Water Utilities.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
	continually improve the Shire's shared pathway	5.4.1.1 Implement priority funded portions of the Active Transport Plan	Progressing	25%	Awaiting finalisation of the Active Transport Plan, which is anticipated to be completed in the first quarter of 2025-26.	
allow for the safe movement of residents and visitors	connectivity	5.4.1.2 Commence planning for the Tarinpa to CBD Shared Pathway	Progressing	20%	A project brief is being prepared to advertise for quotations from suitable consultants to prepare the design including preliminary concept design for preferred pathway route for Council endorsement.	

### **Community Leadership**

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

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
6.1 Enable genuine and well-informed community participation in decision making	6.1.1 Engage with the community and other stakeholders to determine service level expectations and appropriate	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 2024 survey replicated a baseline study conducted in 2021 and 2023 to ensure comparability over time.	
	measures	6.1.1.2 Develop a Service Review Program	Completed	100%	The adopted Service Review Program for 2025/2026 has been reviewed and is being implemented,	
		6.1.1.3 Planning for new Muswellbrook Cemetery	Progressing	20%	Council is progressing the planning with the preparation of a concept plan for Council's consideration.	
	6.1.2 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%	The new Community Engagement and Participation Plan 2024-2028 has been finalised and endorsed by Council on 25 February 2025. Engagement is being delivered in accordance with the adopted plan.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
		6.1.2.2 Monitor and report on business unit compliance with Customer Request Management System (CRM) Key Performance Indicators	Progressing	75%	Review of Customer Request Management System (CRM) workflows and responsibilities are being updated where required, and is ongoing.  The average number of CRMs received during each month is Quarter 2 was 277 which dipped from Quarter 1, followed by an increase beyond Quarter 1 in Quarter 3 with an average of 359 CRMs received each month during this period.  In Quarter 1, the average percentage of CRMs closed within the allocated timeframe was 60% with 40% overdue. Quarters 2 and 3 saw an average of 40% of CRM's closed within the allocated timeframe, with 60% overdue.	
	6.1.3 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 has had a renewed focus on media which has flowed through to our digital media platforms which have expanded to include Instagram and Linked In. Community engagement has increased in line with this expansion.  Council's IP& R documents are all in the process of being updated following significant consultation with the Community and Council. Council will meet legislative requirements of adopting the suite of documents by 30 June 2025.	
		6.1.3.2 Report on Council's Integrated Planning and Reporting (IP&R) requirements	Progressing	80%	The new suite of Integrated Planning and Reporting documents have been developed. The Community Strategic Plan, after extensive consultation with the Community, will be submitted to Council for adoption at the 27 May 2025 Ordinary Council Meeting. The 2024-2025 Annual Report to the Community was submitted to the November 2024 Ordinary Council Meeting. The 2025-2026 Delivery Program, 2025-2029 Resourcing Strategy, and the 2025-2026 Operational Plan were endorsed to be placed on Public Exhibition at the 23 April 2025 Ordinary Council Meeting and are to be adopted by 30 June 2025. Council and the Audit, Risk and Improvement Committee receive quarterly progress reports on the status of implementing the Delivery Program and Operational Plan.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
		6.1.3.3 Review and update Council's approach to managing and expending Planning Agreement Contributions received from State Significant Development	Progressing	60%	The Muswellbrook Shire Community Benefit Fund Policy was adopted by Council in July 2024. Work has commenced on the draft Procedure, with a target to report a draft for exhibition in the fourth quarter of 2024-25.	
		6.1.3.4 Seek to improve Council's relationship with, and utilisation of, Local Suppliers	Completed	100%	The Revised Procurement Policy has been placed on public exhibition.	
		6.1.3.5 Integrate a "Buy Australian" clause into Council's Procurement Policy	Completed	100%	New 'Buy Australian' clause included in the Procurement Policy placed on public exhibition following the March Council meeting.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
well managed, appropriately resourced, effective, efficient, accountable  focus on finance discipline to en Council to propried respond to the	6.2.1 Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it	6.2.1.1 Provide transparent reporting to the community about Council's finances	Progressing	75%	Financial and Investment reports are prepared and submitted to the Finance and Governance Advisory Committee and to Council on a monthly basis.	
	serves	6.2.1.2 Commence General Ledger Restructure Project	Progressing	40%	The GL Restructure Project is progressing with the first cut to be completed by the end of the fourth quarter of 2024-25.  Presentations to business units will continue during May and June.	
		6.2.1.3 Implement E- Invoicing	Not Due To Start	0%	The implementation of E-Invoicing will occur after the GL Restructure has been implemented.	
Ir ir A Ir		6.2.1.4 Seek funding opportunities to support the interests and aspirations of the Shire as identified in the Community Strategic Plan and Delivery Program	Progressing	75%	Council continues to submit funding applications for projects and programs, mainly to State and Commonwealth grant programs, and provides progress reports and acquittals as per the grant funding agreements. A monthly grants status report is submitted monthly to Council's Finance and Governance Committee and to Council.	
	6.2.3 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	Progressing	25%	The adopted internal audit plan for 2025-26 has been reviewed and is being implemented, Internal Audits are currently being scoped and are under development for commencement. Continuous reviews will be undertaken to ensure new and emerging risks are prioritised, and the plan will be adjusted in consultation with the Audit, Risk and Improvement Committee.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
		6.2.3.2 Prioritise the review of Open Management letter and Internal audit actions	Completed	100%	The internal audit actions have now been audited and entered into the database, regular updates are being provided by responsible staff and reported quarterly to the Audit Risk and Improvement Committee.	
	3.2.4 Undertake regulatory activities to maintain public safety and companion animal wellbeing	6.2.4.1 Swimming Pool Safety Fence inspections are carried out	Progressing	75%	A Contractor has been engaged to complete requested inspections.  Monthly information status reports are submitted to Council.	
		6.2.4.2 Food shops are inspected on an annual basis	Progressing	15%	A Contractor has been engaged to undertake food inspections. A new staff member has also commenced to assist to undertake inspection	
	6.2.5 Implement a comprehensive and targeted business improvement program	6.2.5.1 Align Council's Procurement Framework with best practice and monitor compliance with associated policies and procedures	Progressing	75%	Revised Procurement Policy reported to Council to be placed on public exhibition. Drafting of Modern Slavery Policy in progress.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
		6.2.5.2 Improve Council's contract management framework to improve compliance and align with best practice	Progressing	60%	Implementation of the Contract Management Software Vendor Panel Advanced Contract Management system has commenced, with a scheduled go-live date in June 2025.  Significant revision of the Contract Management Procedure is in progress.	
		6.2.5.3 Develop and review policies in accordance with statutory and operational requirements	Progressing	75%	Since the election of the new Council, nine polices have been reviewed and adopted by Council. A policy update report was submitted to the Audit, Risk and Improvement Committee on 6 March 2025. Work continues with various teams to review Policies to ensure they are readopted within twelve months of the local government election, in line with legislation and Council timeframes. Of the four policies required by legislation to be adopted within the first twelve months, three have been adopted and one has been placed on public exhibited and will tabled at the 27 May 2025 Ordinary Council Meeting for adoption.	
		6.2.5.4 Increase effectiveness of Council's Information and Communication Technology (ICT) systems	Progressing	50%	Council's server infrastructure has been successfully upgraded.  Further improvements are being identified and improvements being implemented on a regular basis.	
		6.2.5.5 Coordinate Council's statutory reporting obligations	Progressing	80%	Reporting tasks for external agencies are allocated to responsible officers to ensure that reports are provided within the required timeframe. The Compliance Calendar is maintained and updated as required.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
		6.2.5.6 Provide governance support services for the elected Council and executive	Progressing	60%	A Councillor Induction Program has been developed and implemented. Councillors have completed Chairperson training, and Individual professional development programs are being developed.	
		6.2.5.7 Facilitate Council's participation in the Local Government Professionals/ Price Waterhouse Coopers Performance Excellence Program	Completed	100%	Council was notified in August 2024 that Local Government Professionals and Price Waterhouse Coopers will not be conducting the Local Government Performance Excellence Program for 2024-25 and Council's commitment to the program has ended.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
6.3 Ensure Council is a best practice employer providing safe, happy, suitably resourced and productive workplace	6.3.1 Continue to prioritise safety and risk management initiatives, employee welfare initiatives, and upgrades to Council Facilities	6.3.1.1 Seek Development Approval for new Community Infrastructure Depot at the Muswellbrook Waste and Recycling Centre	Progressing	50%	Development Application was lodged in April for a new Community Infrastructure Depot at the Muswellbrook Waste and Recycling Centre.	
		6.3.1.2 Carry out an emergency management scenario drill to test the effectiveness of Council's Emergency Operations Centre	Progressing	75%	Local Emergency Management Committee meets quarterly, and a scenario drill will be included in the Agenda for planned meeting in the fourth quarter.	
		6.3.1.3 Engage a probity advisor to assist with preliminary work in order to proceed to a Build Own Operate Tender for a FOGO Processing Facility	Not Due To Start	0%	Food Organics Garden Organics (FOGO) infrastructure review has not yet commenced.	

CSP Goal	DP Strategy	OP Action	Status	Progress	Comments	Traffic Lights
		6.3.1.4 Collaborate with NSW Rural Fire Services and State Emergency Services to ensure Council facilities meet the needs of emergency services	Progressing	60%	Ongoing meetings are held with the Rural Fire Service (RFS) and State Emergency Services (SES) to inform the needs of the services. Meetings held with SES at Denman as they look to restart the Denman branch	
		6.3.1.5 Submit development application for landfill leachate collection and storage system	Progressing	10%	Staff have engaged with NSW Environment Protection Authority (EPA) on storage pond design suitability.	
		6.3.1.6 Seek competitive proposals for a landfill gas capture solution	Progressing	25%	Council is investigating the presence of legacy landfill gas at the old landfill, and is examining landfill gas capture projects at other council landfills, which will inform the proposals sought.	
	6.3.2 Continue to prioritise employee welfare initiatives	6.3.2.1 Implement Health and Wellbeing Program	Progressing	50%	A staff survey has recently been conducted which will provide valuable insight in updating the Health and Wellbeing Procedure. Once the Health and Wellbeing Policy and Procedure is endorsed, an annual calendar will be distributed to all staff of health and wellbeing initiatives Council will focus on. The calendar will be reviewed on a yearly basis.	
		6.3.2.2 Carry out organisational contingency and succession planning review	Progressing	30%	The People and Wellbeing Unit are reviewing training requirements and will implement a Learning and Professional Development Framework, alongside a Performance Management Framework. This will allow for a structured approach for contingency and succession planning review.	



#### 10.2.7. March 2025 Quarterly Budget Review

Responsible Officer: General Manager

Author: Financial Controller

Community Plan Issue: 6 - Community Leadership

Community Plan Goal: Collaborative and responsive leadership that meets the

expectations and anticipates the needs of the community.

6.2.1 - Maintain a strong focus on financial discipline to

Community Plan Strategy: 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.

**Attachments:** 1. March 25 QBR attachment [**10.2.7.1** - 13 pages]

#### **PURPOSE**

Under Clause 203 of the *Local Government (General) Regulation 2005*, Council is required to revise the estimates at the end of the September, December, and March quarters.

The aim of these reviews is to:

- include new and/or expanded projects and programs as adopted by Council in the budget, along with their related funding source; and
- to adjust original estimates in line with actual receipts and expenditures to date.

When completing Budget Reviews, staff aim to ensure that the net impact of all the proposed changes maintain or improve the adopted budget.

#### OFFICER'S RECOMMENDATION

Council ENDORSES	S the proposed c	hanges in the M	1arch 2025 Qua	rterly Budget Re	eview.

Moved:	Seconded:
--------	-----------

#### **CONSULTATION**

All Directors and Managers with budget responsibility, as well as the Director Leadership Group (DLG) team.



#### RESPONSIBLE ACCOUNTING OFFICER'S STATEMENT

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulation 2005.

It is my opinion that the Budget Review Statement for Muswellbrook Shire Council for the quarter ended 31 March 2025 indicates that Council's projected financial position will be satisfactory at year end, having regard to the projected estimates of income and expenditure (including identified savings) and the original budgeted income and expenditure.

Josh Hogan

Responsible Accounting Officer, Muswellbrook Shire Council 09 May 2025

#### **REPORT**

#### **Financial Performance Overview**

The Muswellbrook Shire Council March 2025 Quarterly Budget Review shows a consolidated operating result of \$1.92M. There is no change from the December 2024 operating budget review. Offsets have been identified for any unfavourable variances.

#### **General Fund**

General Fund March Quarterly Budget Review (QBR) shows nil net change against the December budget review.

#### Revenue

March 25 QBR revenue projections of \$58.3M show a favourable variance of \$0.3M against the December budgets. A sizeable portion of this increase pertains to user fees and charges in Regulatory Services, Waste Management Services, and sundry income (transferred to reserve).

#### **Expenses**

Conversely, the March 25 QBR General Fund expense projections of \$58.3M show an unfavourable variance of \$0.3M against the December budgets, primarily offset by additional grant funding or other income.

#### **Water and Sewer Fund**

The Water and Sewer Funds show no net change in the March 25 budget review from the December budget estimates. All changes have been absorbed in the existing budget.

#### **Future Fund**

The Future Fund shows no net change in the March budget review from the original budget estimates, updated from the December review. The increase in materials has been offset by other costs and user charges.

**Capital** – The timelines of capital works program has been reviewed, and budgets have been moved to future years accordingly. The estimated capital expenditure in the current financial year has been revised down by \$18.10M and moved to future years. Related projects include Community Infrastructure Depot, Olympic Park, Regional Entertainment Centre, Muswellbrook Town Centre Beautification, Reactivation of Campbells Corner, and other smaller projects.

### **Budget Review for the Quarter Ended 31 March 2025**

### Income & Expenses - Consolidated



All figures are in \$000's	Original Budgets 2024-25	Carryovers	Revised Budget 2024-25	Sep Quarterly Budget Review Adopted Changes	Dec Quarterly Budget Review Adopted Changes	Recommended changes for Council Resolution Mar 25	Projected Year end Results	Actual YTD *
Revenue								
Rates and Charges	(35,994)	-	(35,994)	(430)	-	-	(36,423)	(36,362)
User Charges and Fees	(21,294)	-	(21,294)	75	(8)	(578)	(21,805)	(17,361)
Interest and Investments Revenues	(3,510)	-	(3,510)	-	-	-	(3,510)	(2,718)
Other Revenues	(300)	-	(300)	(38)	(21)	(35)	(394)	(269)
Operating Grants and Contributions	(8,029)	(1,437)	(9,466)	(267)	(564)	(95)	(10,392)	(5,142)
Internal Revenue**	(4,610)	(3,415)	(8,026)	(650)	208	527	(7,940)	(6,421)
Total Income from continuing operations	(73,736)	(4,852)	(78,589)	(1,310)	(386)	(180)	(80,465)	(68,272)
Expenses								
Wages and Salaries	18,002	-	18,002	167	295	(557)	17,907	14,401
Materials and Contracts	21,655	4,784	26,438	1,346	111	1,181	29,076	18,380
Borrowing Costs	2,674	-	2,674	-	(73)	-	2,601	2,060
Depreciation	16,252	-	16,252	-	-	-	16,252	13,183
Overheads	5,919	-	5,919	-	-	(174)	5,744	4,729
Other Costs	7,409	69	7,478	(223)	(29)	(269)	6,957	4,623
Total Expenses from continuing operations	71,911	4,852	76,763	1,290	305	180	78,538	57,376
Net Operating Result from continuing operations	(1,825)	-	(1,825)	(20)	(81)	-	(1,926)	(10,895)

Reconciliation to Cash Budget								
Net Operating Result, excluding depreciation	18,078	-	18,078	20	81	-	18,179	
Minus Budget Items not Included in Income Statement:								
Capital Expenditure and Purchases	48,252	19,097	67,349	(13,177)	56	(18,100)	36,128	
Contribution from General Fund to Future Fund	775	_	775	_	-	-	775	
Loan Principal Repayments	3,934	-	3,934	-	-	-	3,934	
Sub-Total	52,961	19,097	72,059	(13,177)	56	(18,100)	40,838	

#### Plus:

Grants and Contributions - Capital	27,915	8,618	36,533	(14,555)	56	(8,769)	13,265
Cash Surplus/(Deficit)	(6,969)	(10,480)	(17,449)	(1,358)	81	9,331	(9,394)
Funded by:							
Borrowings	-	531	531	-	-	(531)	-
Transfers from Reserves	6,193	9,949	16,143	1,378	-	(8,189)	9,331
General Fund Contribution to Future Fund	775	-	775	-	_	-	775
Sub-Total	6,968	10,480	17,448	1,378	-	(8,720)	10,106
Total Capital Funding	52,961	19,097	72,058	(13,157)	137	(17,489)	41,550
Cash Surplus/(Deficit)	-	-	- [	19.74	81.23	611.58	712.55

### Provisional and contingent items identified but not yet Included in the figures above.

Capital project variations

Legal liabilities (up to \$1M)

#### Notes:

<sup>\*</sup> Year to Date at 08 May 2025

<sup>\*\*</sup> Internal Revenue includes internal recoveries and transfers from reserves

### 2024/25 Budget - Capital Estimates (in 000's)



\$\frac{2024-25}{Budget} \frac{2024-25}{Budget} \frac{2024}{Budget} \frac{2024}{QBR} \frac{QBR}{QBR} \frac{QBR}{QBR} \frac{QBR}{QBR} \frac{QBR}{Budget} \frac{2025-26}{Budget} \frac{2026-27}{Budget} \frac{Budget}{Budget}	0007.00
Contributions         (2,909)         (2,486)         (5,395)         250         -         1,991         (3,154)         (2,314)         (407)           Grants         (25,006)         (6,132)         (31,138)         14,305         (56)         6,778         (10,111)         (27,943)         (28,994)           Loans         -         (531)         -         -         531         -         -         -           Reserves - Transfer from Other         (8,946)         (9,829)         (18,776)         (1,478)         -         8,189         (12,064)         (5,914)         (1,386)           Other         (775)         -         (775)         -         -         -         (775)         (900)         (700)           Capital Funding Total         (55,714)         (18,977)         (74,692)         13,077         (56)         17,489         (44,182)         (54,620)         (43,801)	2027-28 Budget Estimates
Grants       (25,006)       (6,132)       (31,138)       14,305       (56)       6,778       (10,111)       (27,943)       (28,994)         Loans       -       (531)       -       -       531       -       -       -       -         Reserves - Transfer from       (8,946)       (9,829)       (18,776)       (1,478)       -       8,189       (12,064)       (5,914)       (1,386)         Other       (775)       -       (775)       -       -       -       (775)       (900)       (700)         Capital Funding Total       (55,714)       (18,977)       (74,692)       13,077       (56)       17,489       (44,182)       (54,620)       (43,801)	(17,214)
Loans - (531) (531) 531	(110)
Reserves - Transfer from Other       (8,946)       (9,829)       (18,776)       (1,478)       -       8,189       (12,064)       (5,914)       (1,386)         Other       (775)       -       (775)       -       -       -       (775)       (900)       (700)         Capital Funding Total       (55,714)       (18,977)       (74,692)       13,077       (56)       17,489       (44,182)       (54,620)       (43,801)	(2,741)
Other (775) - (775) (775) (900) (700)  Capital Funding Total (55,714) (18,977) (74,692) 13,077 (56) 17,489 (44,182) (54,620) (43,801)	-
Capital Funding Total (55,714) (18,977) (74,692) 13,077 (56) 17,489 (44,182) (54,620) (43,801)	(550)
	(700)
Expenditure	(21,316)
Expenditure - New Assets 34,328 8,031 42,359 (16,722) 56 (14,443) 11,250 31,180 29,631	4,387
Expenditure - Renewals 13,924 11,066 24,990 3,545 - (3,657) 24,878 19,506 12,022	14,780
Investment purchases	-
Loan Principal Repayments 3,934 3,934 2,148	2,148
Reserves - Transfer to 2,753 (120) 2,633 100 2,733	-
Other 775 - 775 775 775	-
Expenditure Total 55,714 18,977 74,692 (13,077) 56 (18,100) 43,571 54,620 43,801	21,316
(Surplus)/Deficit (612) (612)	-



			Funding From			
		Mar 25 QBR	Grants & Cash F			Cash Result -
Program	Type	changes	Reserves	Contributions	Loans	Operating
Aquatic Centres Programme	Expenditure - Renewals	(205)	-	-	-	205
Arts Centre off site Storage	Expenditure - New Assets	(822)	-	822	-	-
Bridges Renewal programme	Expenditure - Renewals	(142)	-	-	-	142
Recreation Capital Works	Expenditure - Renewals	(20)	-	-	-	20
Loxton House	Expenditure - Renewals	268	-	-	-	(268)
Buildings New and Replacement	Expenditure - Renewals	(50)	-	-	-	50
Buildings New and Replacement	Expenditure - Renewals	(9)	-	-	-	g
Buildings New and Replacement	Expenditure - Renewals	(10)	-	-	-	10
Buildings New and Replacement	Expenditure - Renewals	(9)	-	-	-	g
Buildings New and Replacement	Expenditure - Renewals	(21)	-	-	-	21
Buildings New and Replacement	Expenditure - Renewals	(25)	-	2	-	23
Buildings New and Replacement	Expenditure - Renewals	(24)	-	-	-	24
Buildings New and Replacement	Expenditure - Renewals	(55)	-	-	-	55
Recreation Capital Works	Expenditure - Renewals	(97)	-	-	-	97
Simpson Park Softfall	Expenditure - Renewals	(100)	100	-	-	-
Simpson Park Changing Places Amenities	Expenditure - New Assets	(204)	-	204	-	-
Kerb and Gutter Replacement programme	Expenditure - Renewals	(180)	-	-	-	180
Muswellbrook Youth Centre & Indoor Sports Centre	Expenditure - New Assets	(233)	-	233	-	-
New Footpath and Cycleway programme	Expenditure - New Assets	(144)	-	-	-	144
Community Infrastructure Depot	Expenditure - New Assets	(4,264)	-	4,264	-	-
Olympic Park Project	Expenditure - New Assets	(3,193)	3,193	-	-	-
Olympic Park Project	Expenditure - Renewals	(911)	194	717	-	-
Denman Tourist Park	Expenditure - New Assets	(547)	404	142	-	-
Regional Entertainment and Conference Centre	Expenditure - New Assets	(2,633)	836	1,797	-	-
Roads to Recovery program	Expenditure - Renewals	(751)	-	751	-	-
Mbk Town Centre - Design, beautification.	Expenditure - New Assets	(1,985)	584	870	531	-
Urban Road Renewal programme	Expenditure - Renewals	(202)	-	-	-	202
Purchase of Vehicles	Expenditure - Renewals	10	-	-	-	(10)
Hunter Beach to CBD pathway	Expenditure - New Assets	(400)	-	400	-	-
Resilience Works Karoola Park	Expenditure - New Assets	(430)	430	-	-	-
Regional Road Repair Program	Expenditure - Renewals	69	-	(69)	-	-
Reactivation of Campbells Corner	Expenditure - New Assets	(718)	700	18	-	-
Resources for Regions 7	Expenditure - Renewals	550	-	(550)	-	-
Denman Rec Area	Expenditure - Renewals	(231)	231	-	-	-
Denman Rec Area	Expenditure - Renewals	(526)	526	-	-	-
Sewer Pump Stn 1 Replacement	Expenditure - Renewals	(987)	987	-	-	-
GLE Pipeline	Expenditure - New Assets	(863)	-	863	-	-
Demolition for Civic Precinct	Expenditure - New Assets	1,077	-	(1,077)	-	-
Pocket Park - Construction	Expenditure - New Assets	215	-	(215)	-	-
Possum Gully Realignment	Expenditure - New Assets	200	-	(200)	-	-
Bylong Valley Way Road Safety Project	Expenditure - New Assets	200	-	(200)	-	-
Corrosive Chemicals Facilities Audit	Expenditure - New Assets	300	-	-	-	(300)
<u>.                                      </u>		(18,100)	8,187	8,771	531	612

# Contract, Consultancy and Legal March 2025 QBR Disclosures



Contractor	Contract detail & purpose	Contract value	Commencem ent date	Duration of contract	Budgeted (Y/N)
Total Drain Cleaning Services Pty Ltd	Stormwater Drainage Condition Assessment	\$237,150.00	7/01/2025	2 months	Y
KCE Pty Ltd	Replacement of Rainbow Creek Timber Bridge with RCBC on Sandy Creek Road	\$363,800	6/02/2025	Until final Certificate issued	Y
KCE Pty Ltd	Design and Construction of Sewage Pumping Station 1 Muswellbrook	\$3,284,597	7/03/2025	Until final Certificate issued	Y

#### **Notes**

- 1. Minimum reporting level is 1% of estimated income from continuing operations or \$50,000 whichever is the lesser.
- 2. Contracts to be listed are those entered into during the quarter and have yet to be fully performed, excluding contractors that are on Council's Preferred supplier list'.
- 3. Contracts for employment are not required to be included.
- 4. Where a contract for services etc was not included in the budget, an explanation is to be given (or reference made to an explanation in another Budget Review Statement).

# PART B - Consultancy and Legal expenses

#### Consultancy and Legal expenses

Expense	Expenditure YTD	Budgeted (Y/N)	
Consultancies	\$194,767	Υ	
Legal Fees	\$170,406	Υ	

#### **Definition of consultant:**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision- making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

NOTE: Where any expenses for Consultancy or Legal fees (including Code of Conduct expenses) have not been budgeted for, an explanation is to be given. Report on external expenses only (not internal expenses).

This document forms part of Muswellbrook Shire Council's Quarterly Budget Review Statement for the quarter ended 31/12/22 and should be read in conjunction with other documents in the QBRS.

#### Cash and Investments March 2025 QBR



Council's cash and investment balance as at 31 March 2025 was \$ 100,725,134.43

### **Cash & Investment Budget Review Statement**

Budget review for the quarter ended 31 March 2025

Details	\$
Cash at Bank (as per bank statements)	285,080.99
less: Unpresented Bank File Transactions	-101,779.21
Add: Unpresented Authority cashbook transactions	9,034.59
Less: Presented (but not yet updated) Receipts	-1,100.04
General Fund Cash as per General Ledger	191,236.33



### **General Fund**

\$000's	YTD Actuals	2024/25 Total Budget	2024/25 Carryovers	Sep Changes	Dec Change	Mar change	2025 Review I
Revenue	(48,881)	(51,326)	(4,852)	(1,394)	(386)	(325)	(58,283)
Rates and Charges	(27,217)	(26,686)	-	(430)	-	-	(27,116)
<b>User Charges and Fees</b>	(7,897)	(8,598)	-	(8)	(8)	(548)	(9,162)
Operating Grants and Conti	(5,059)	(8,160)	(1,437)	(267)	(356)	(95)	(10,315)
Interest and Investments Ro	(2,019)	(2,563)	-	-	-	-	(2,563)
Internal Revenue	(6,421)	(5,023)	(3,415)	(650)	-	353	(8,735)
Other Revenues	(268)	(296)	-	(40)	(21)	(35)	(393)
Expenses	42,718	51,326	4,852	1,375	386	325	58,264
Wages and Salaries	12,539	15,320	-	167	295	(557)	15,225
Materials and Contracts	15,187	16,360	4,784	1,240	114	890	23,388
<b>Borrowing Costs</b>	520	762	-	-	5	-	768
Depreciation	9,401	11,485	-	-	-	-	11,485
Other Costs	3,212	5,099	69	(32)	(29)	(8)	5,098
Overheads	1,859	2,301	-	-	-	-	2,301
Surplus/(Deficit)	(6,163)	-	-	(20)	-	-	(20)



### **Water Fund**

\$000's	YTD Actuals	2024/25 Total Budget	2024/25 Carryovers	Sep Changes	Dec Change	Mar change	March 2025 Review Budget
Revenue	(6,095)	(8,082)			-	-	(8,082)
Rates and Charges	(2,379)	(2,379)	-	-	-	-	(2,379)
User Charges and Fees	(3,225)	(5,440)	-	-	-	-	(5,440)
Operating Grants and Conti	(44)	(38)	-	-	-	-	(38)
Interest and Investments Ro	(447)	(637)	-	-	-	-	(637)
Internal Revenue	-	413	-	-	-	-	413
Expenses	6,455	7,851		-	-	-	7,851
Wages and Salaries	1,149	1,460	-	-	-	-	1,460
Materials and Contracts	2,219	2,459	-	-	-	226	2,684
<b>Borrowing Costs</b>	-	-	-	-	-	-	-
Depreciation	1,820	2,183	-	-	-	-	2,183
Other Costs	261	542	-	-	-	(226)	316
Overheads	1,006	1,208	-	-	-	-	1,208
Surplus/(Deficit)	360	(232)	-	-	-	-	(232)



### **Sewer Fund**

\$000's	YTD Actuals	2024/25 Total Budget	2024/25 Carryovers	Sep Changes	Dec Change	Mar change	March 2025 Review Budget
Revenue	(7,424)	(7,534)	-		-	174	(7,360)
Operating Grants and Conti	(39)	170	-	-	(208)	-	(39)
Rates and Charges	(6,765)	(6,929)	-	-	-	-	(6,929)
Interest and Investments Ro	(252)	(310)	-	-	-	-	(310)
User Charges and Fees	(368)	(465)	-	-	-	-	(465)
Internal Revenue	-	-	-	-	208	174	382
Expenses	5,189	7,524				(174)	7,350
Borrowing Costs	491	587	-	-	3	-	590
Depreciation	1,818	2,395	-	-	-	-	2,395
Materials and Contracts	1,002	1,597	-	-	(3)	-	1,594
Other Costs	447	818	-	-	-	-	818
Wages and Salaries	598	956	-	-	-	-	956
Overheads	831	1,172	-	-	-	(174)	998
Surplus/(Deficit)	(2,235)	(10)	-	-	-	-	(10)



### **Future Fund**

\$000's Revenue	YTD Actuals (5,872)	2024/25 Total Budget (6,794)	2024/25 Carryovers	Sep Changes	Dec Change	Mar change (30)	March 2025 Review Budget (6,739)
User Charges and Fees	(5,871)	(6,790)	-	83	-	(30)	(6,738)
Internal Revenue	-	-	-	-	-	-	-
Other Revenues	(1)	(4)	-	2	-	-	(2)
Expenses	4,054	5,210		(85)	(81)	30	5,074
Wages and Salaries	123	267	-	-	-	-	267
Materials and Contracts	994	1,239	-	(28)	-	65	1,277
<b>Borrowing Costs</b>	1,049	1,325	-	-	(81)	-	1,244
Depreciation	144	190	-	-	-	-	190
Other Costs	713	951	-	(57)	(0)	(35)	859
Overheads	1,032	1,238	-	-	-	-	1,238
Surplus/(Deficit)	(1,817)	(1,584)	-	-	(81)	-	(1,665)



### March 2025 Quarterly Budget Review

### **Overview of Changes**

avourable)/Unfavourable	Revenue	Labour Costs	Non-Labour Costs	Net Change
General Fund	(325)	(557)	882	
Activating Hunter Innovation	(63)		63	
Audit Fees - Offset by Vacancy Savings			34	34
Audit Fees Increase- Vacancy Savings Offset		(48)	14	(34
Denman Wine, Food and Film - Additional Expenditure	(30)	2	62	34
Denman Wine, Food and Film - Transfer from Rockin' the Brook			(34)	(34)
Environment and Planning - Miscellaneous Adjustments	(131)	(23)	70	(84
ERM - Enterprise Risk Management & Internal Audit			52	52
ERM - Vacancy savings - offset Enterprise Risk Management & Internal Audit		(52)		(52
HR Resourcing		83	18	101
Mbk Sustainability Futures Network	(27)		27	
Net Zero Fleet Transition & HR Software	120	(120)	-	
New Year's Eve Event	(20)		20	
Records Management - Reallocation from IT to Governance		(272)		(272)
Records Management - Reallocation to Governance from IT		272		272
Regional Housing Strategic Planning Income			(35)	(35)
Software Solutions - Offset by vacancy savings			118	118
Software Solutions - Vacancy offsets		(108)	(9)	(118
Sundry Income - Allocate to Reserve	(268)			(268)
Sundry Income - Allocated to Reserve	268			268
Waste Management	(104)		104	
Other Immaterial Offset Changes	(70)	61	27	18
Recreation - Vacancy Savings		(179)		(179
Recreation - Increased Materials and Services Costs			179	179
Roads & Drainage - Vacancy Savings - Offset by Additional Materials & Services Costs		(173)		(173
Roads & Drainage - Additional Materials & Services Costs - Offset by Vacancy Savings			173	173



### March 2025 Quarterly Budget Review

### **Overview of Changes**

over them or enumber			
\$000's			
(Favourable)/Unfavourable	Revenue	Labour Costs  Non-Labour Costs	Net Change
Future Fund	(30)	- 30	
Future Fund Adjustments	(30)	30	-
Other Immaterial Offset Changes	-		-
Sewer Fund	174	(174)	
Sewer Adjustments		-	-
Sewer overheads reduction		(174)	(174)
Transfer to Sewer Reserve	174		174
Water Fund			
Water Pumping Costs		(253)	(253)
Water Treatment Costs		537	537
Other Water Adjustments		- (284)	(284)
Other Immaterial Offset Changes	-		-
Net Change	(180)	(557) 738	-



### 10.2.8. Report on Investments held as at 30 April 2025

Responsible Officer: General Manager

Author: Financial Controller

Community Strategic Plan: 6 - Community Leadership

24.1 - Maintain a strong focus on financial discipline to enable

Council to properly respond to the needs of the

communities it serves.

**Delivery Program Goal:** 6.2.1 - Maintain a strong focus on financial discipline to

enable Council to properly respond to the needs of the

communities it serves.

Operational Plan Action: 6.2.1.1 - Provide transparent reporting to the community

about Council's finances.

1. Portfolio Valuation Report - 30 April 2025 [10.2.8.1 - 3

pages]

2. Trading Limit Report - 30 April 2025 [10.2.8.2 - 8 pages]

#### **PURPOSE**

**Attachments:** 

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 the Investments as at 30 April 2025	Council notes	ne Investments a	as at 30 April 2025.
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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 30 April 2025, are shown in the attachments.

#### **COMMENT:**

As at 30 April 2025, Council held \$98M in cash and investments, with a weighted running yield of 5.06%.

Investment interest rates have shown a decline reflected in a reduced yield on new investments

The Reserve Bank of Australia (RBA) current cash rate is 4.10%. It is most likely to change when the RBA meets on 20 May 2025. Inflation is trending downwards within the RBA's desired range so it is most likely the cash rate will be reduced.



During the month of April 2025, the following investment movements occurred:

- 1. The maturity of a \$3M floating rate note with Macquarie Bank on 7 April 2025 was reinvested with a 5 year Greater Newcastle Mutual Group with a yield of 1.25% plus BBSW (bank bill swap rate) which was 4.10% at the time of purchase, so the total yield was 5.35%.
- 2. A new investment was issued on 11 April 2025 by the Credit Union of SA for \$500k for six months with an interest rate of 4.80% pa.
- 3. Two term deposits matured on 30 April 2025 for a total of \$2M, invested with the AMP Bank and Rabobank. These monies were not reinvested due to Council's cash requirements.

Council has gone over its trading limit by \$500k for one short term investment with the Credit Union of SA due to the reduction in the overall portfolio balance. This investment matures in October 2025.

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 Yie <b>l</b> d	Weighted Running Yie <b>l</b> d
At Call Deposit	·										-
	Westpac Bus Prem At Call		1,984,724.20	1.00000000	1,984,724.20	100.000	0.000	1,984,724.20	1.98%	4.44%	
	Westpac Muswellbrook Trading Acct At Call		2,133,824.40	1.00000000	2,133,824.40	100.000	0.000	2,133,824.40	2.13%	0.00%	
			4,118,548.60		4,118,548.60			4,118,548.60	4.11%		2.14%
Fixed Rate Bond							-				
	BOQ 4.7 27 Jan 2027 Fixed	AU3CB0296168	4,000,000.00	1.00000000	4,000,000.00	100.770	1.207	4,079,080.00	4.07%	4.77%	
	BOQ 5.3 30 Apr 2029 Fixed	AU3CB0308955	2,000,000.00	1.00000000	2,000,000.00	102.834	0.000	2,056,680.00	2.05%	5.31%	
	JUDO 6.4 26 Sep 2025 Fixed	AU3CB0292480	500,000.00	1.00000000	500,000.00	100.291	0.609	504,500.00	0.50%	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	0.410	2,008,200.00	2.01%	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	0.410	1,506,150.00	1.50%	1.10%	
			10,000,000.00		10,000,000.00			10,154,610.00	10.14%		3.67%
Floating Rate Note											
	AMP 1.27 13 Sep 2027 FRN	AU3FN0091674	1,000,000.00	1.00000000	1,000,000.00	99.950	0.709	1,006,590.00	1.01%	5.37%	
	Auswide 1.5 07 Nov 2025 FRN	AU3FN0073037	1,000,000.00	1.00000000	1,000,000.00	100.182	1.283	1,014,650.00	1.01%	5.71%	
	Auswide 1.5 17 Mar 2026 FRN	AU3FN0076352	2,000,000.00	1.00000000	2,000,000.00	100.282	0.677	2,019,180.00	2.02%	5.61%	
	Auswide 1.6 22 Mar 2027 FRN	AU3FN0086104	1,500,000.00	1.00000000	1,500,000.00	100.477	0.580	1,515,855.00	1.51%	5.72%	
	Auswide 1.33 13 Sep 2027 FRN	AU3FN0091575	1,000,000.00	1.00000000	1,000,000.00	99.917	0.717	1,006,340.00	1.01%	5.44%	
	BAL 1.55 22 Feb 2027 FRN	AU3FN0075461	5,500,000.00	1.00000000	5,500,000.00	100.452	1.011	5,580,465.00	5.57%	5.64%	
	BAL 1.7 21 Feb 2028 FRN	AU3FN0085031	2,000,000.00	1.00000000	2,000,000.00	100.753	1.088	2,036,820.00	2.03%	5.80%	
	CUA 1.65 09 Feb 2027 FRN	AU3FN0074787	6,000,000.00	1.00000000	6,000,000.00	101.090	1.267	6,141,420.00	6.13%	5.80%	
	CACU 1.7 21 Sep 2026 FRN	AU3FN0081287	1,750,000.00	1.00000000	1,750,000.00	100.023	0.637	1,761,550.00	1.76%	5.81%	
	MYS 0.65 16 Jun 2025 FRN	AU3FN0061024	3,000,000.00	1.00000000	3,000,000.00	99.994	0.574	3,017,040.00	3.01%	4.76%	
	NPBS 1.85 14 Feb 2029 FRN	AU3FN0085023	2,000,000.00	1.00000000	2,000,000.00	101.646	1.239	2,057,700.00	2.06%	5.95%	
	NPBS 1.25 21 Jan 2030 FRN	AU3FN0094827	4,000,000.00	1.00000000	4,000,000.00	99.675	0.114	3,991,560.00	3.99%	5.19%	
	PCU 1.15 08 Nov 2027 FRN	AU3FN0093423	1,000,000.00	1.00000000	1,000,000.00	99.527	1.159	1,006,860.00	1.01%	5.35%	
	Qld Police 1.35 19 May 2025 FRN	AU3FN0069175	750,000.00	1.00000000	750,000.00	100.030	1.090	758,400.00	0.76%	5.53%	
	Qld Police 1.75 06 Dec 2025 FRN	AU3FN0073979	2,000,000.00	1.00000000	2,000,000.00	100.503	0.884	2,027,740.00	2.03%	5.87%	
	Qld Police 1.65 18 Sep 2026 FRN	AU3FN0081295	3,000,000.00	1.00000000	3,000,000.00	100.903	0.679	3,047,460.00	3.04%	5.76%	
	UBS Aust 0.87 30 Jul 2025 FRN	AU3FN0055307	1,650,000.00	1.00000000	1,650,000.00	100.092	0.000	1,651,518.00	1.65%	4.67%	
	UBS Aust 1.55 12 May 2028 FRN	AU3FN0077970	4,000,000.00	1.00000000	4,000,000.00	101.932	1.214	4,125,840.00	4.12%	5.66%	
			43,150,000.00		43,150,000.00			43,766,988.00	43.71%		5.57%
Term Deposit											
	AMP 5.35 16 Jun 2025 732DAY TD		4,000,000.00	1.00000000	4,000,000.00	100.000	4.646	4,185,857.52	4.18%	5.35%	
	AMP 5.2 17 Jun 2025 308DAY TD		1,500,000.00	1.00000000	1,500,000.00	100.000	3.704	1,555,561.65	1.55%	5.20%	
	AMP 5.25 01 Dec 2025 732DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	2.143	1,021,431.51	1.02%	5.25%	
	AMP 4.95 21 Jan 2026 365DAY TD		1,250,000.00	1.00000000	1,250,000.00	100.000	1.343	1,266,782.54	1.27%	4.95%	



	Fixed Interest Security	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yie <b>l</b> d	Weighted Running Yie <b>l</b> d
	BOQ 4.9 01 Oct 2025 761DAY TD		3,000,000.00	1.00000000	3,000,000.00	100.000	3.222	3,096,657.54	3.09%	4.90%	
	BVIC 5.1 13 Nov 2025 335DAY TD		3,000,000.00	1.00000000	3,000,000.00	100.000	1.928	3,057,846.57	3.05%	5.10%	
	CCU 4.75 04 Mar 2026 365DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.742	1,007,417.81	1.01%	4.75%	
	CUSA 4.8 13 Oct 2025 185DAY TD		500,000.00	1.00000000	500,000.00	100.000	0.250	501,249.32	0.50%	4.80%	
	DFB 5.45 04 Dec 2025 730DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	7.645	2,152,898.64	2.15%	5.45%	
	JUDO 5.7 11 Jul 2025 730DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	4.560	1,045,600.00	1.04%	5.70%	
	JUDO 4.65 11 Mar 2026 365DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.637	1,006,369.86	1.01%	4.65%	
	JUDO 4.65 30 Mar 2026 369DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.446	1,004,458.90	1.00%	4.65%	
	PCUSA 5.11 27 Nov 2025 365DAY TD		1,500,000.00	1.00000000	1,500,000.00	100.000	2.156	1,532,340.00	1.53%	5.11%	
	RABO 5.05 15 May 2025 275DAY TD		1,500,000.00	1.00000000	1,500,000.00	100.000	3.597	1,553,958.90	1.55%	5.05%	
	RABO 5.04 29 Jul 2025 274DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	2.541	1,025,407.12	1.02%	5.04%	
	RABO 5.33 30 Jul 2025 365DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	4.001	2,080,023.02	2.08%	5.33%	
	RABO 5.31 30 Sep 2025 425DAY TD		3,000,000.00	1.00000000	3,000,000.00	100.000	3.957	3,118,711.23	3.11%	5.31%	
	RABO 5 28 Oct 2025 365DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	2.521	1,025,205.48	1.02%	5.00%	
	RABO 4.71 25 Feb 2026 365DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	0.826	1,008,258.63	1.01%	4.71%	
	RABO 5.25 05 Jul 2027 1096DAY TD		2,000,000.00	1.00000000	2,000,000.00	100.000	4.315	2,086,301.36	2.08%	5.25%	
	RABO 5.2 31 Jul 2028 1462DAY TD		1,000,000.00	1.00000000	1,000,000.00	100,000	3.904	1,039,035.62	1.04%	5.20%	
	RABO 5.07 27 Oct 2028 1460DAY TD		1,000,000.00	1.00000000	1,000,000.00	100,000	2.556	1,025,558.36	1.02%	5.07%	
	RABO 5.4 04 Jul 2029 1826DAY TD		2,000,000.00	1.00000000	2,000,000.00	100,000	4.438	2,088,767.12	2.09%	5.40%	
	RABO 5.25 30 Jul 2029 1826DAY TD		1,000,000.00	1.00000000	1,000,000.00	100,000	3.941	1,039,410.96	1.04%	5.25%	
	RABO 4.97 05 Feb 2030 1826DAY TD		1,500,000.00	1.00000000	1,500,000.00	100,000	1.144	1,517,156.72	1.52%	4.97%	
	SCC 5.37 13 Jun 2025 365DAY TD		1,000,000.00	1.00000000	1,000,000.00	100.000	4.723	1,047,226.58	1.05%	5.37%	
			40,750,000.00		40,750,000.00			42,089,492.95	42.03%	-	5.15%
Fixed Interest Total			98,018,548.60		98,018,548.60	,		100,129,639.55	100.00%		5.06%



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Report Code: TBSBP100EXT-01.21
Report Description: Portfolio Valuation As At Date
Parameters:
Term Deposit Interest Included
Cash Excluded
Cash Excluded



### 1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded Limit For (with Issuer Group) Book or Face Value Entity Notional	Trading Limit Trading Limit Type	Trading Limit Va <b>l</b> ue	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)		Trading Limit Exceeded (\$)
AMP Bank Ltd	BBB+ to BBB-		8,750,000.00 Book	10.00 % of 98,018,548.60	9,801,854.86	89.00	11.00	1,051,855	0.00	0
ANZ Banking Group Ltd	AA+ to AA-		0.00 Book	30.00 % of 98,018,548.60	29,405,564.58	0.00	100.00	29,405,565	0.00	0
Australian Unity Bank (BPSS20)	BBB+ to BBB-		0.00 Book	10.00 % of 98,018,548.60	9,801,854.86	0.00	100.00	9,801,855	0.00	0
Auswide Bank Limited	BBB+ to BBB-		5,500,000.00 Book	10.00 % of 98,018,548.60	9,801,854.86	56.00	44.00	4,301,855	0.00	0
Bank Australia Limited	BBB+ to BBB-		7,500,000.00 Book	10.00 % of 98,018,548.60	9,801,854.86	77.00	23.00	2,301,855	0.00	0
Bank of Melbourne	AA+ to AA-	Westpac Banking Corporation Ltd	4,118,548.60 Book	30.00 % of 98,018,548.60	29,405,564.58	14.00	86.00	25,287,016	0.00	0
Bank of Queensland Ltd	A+ to A-		9,000,000.00 Book	10.00 % of 98,018,548.60	9,801,854.86	92.00	8.00	801,855	0.00	0
BankSA	AA+ to AA-	Westpac Banking Corporation Ltd	4,118,548.60 Book	30.00 % of 98,018,548.60	29,405,564.58	14.00	86.00	25,287,016	0.00	0
BankVic	BBB+ to BBB-		3,000,000.00 Book	10.00 % of 98,018,548.60	9,801,854.86	31.00	69.00	6,801,855	0.00	0
BankWest Ltd	AA+ to AA-	Commonwealth Bank of Australia Ltd	0.00 Book	30.00 % of 98,018,548.60	29,405,564.58	0.00	100.00	29,405,565	0.00	0
Bendigo & Adelaide Bank Ltd	A+ to A-		0.00 Book	10.00 % of 98,018,548.60	9,801,854.86	0.00	100.00	9,801,855	0.00	0
Beyond Bank Australia Ltd	BBB+ to BBB-		0.00 Book	10.00 % of 98,018,548.60	9,801,854.86	0.00	100.00	9,801,855	0.00	0
Coastline Credit Union Ltd	BBB+ to BBB-		1,000,000.00 Book	10.00 % of 98,018,548.60	9,801,854.86	10.00	90.00	8,801,855	0.00	0
Commonwealth Bank of Australia Ltd	AA+ to AA-		0.00 Book	30.00 % of 98,018,548.60	29,405,564.58	0.00	100.00	29,405,565	0.00	0
Credit Suisse Sydney	BBB+ to BBB-		0.00 Book	20.00 % of 98,018,548.60	19,603,709.72	0.00	100.00	19,603,710	0.00	0
Credit Union Australia Ltd t/as Great Southern Bank	BBB+ to BBB-		6,000,000.00 Book	10.00 % of 98,018,548.60	9,801,854.86	61.00	39.00	3,801,855	0.00	0
Credit Union SA Limited	BBB+ to BBB-		500,000.00 Book	0.00 AUD	0.00	0.00	0.00	0	100.00	500,000
Defence Bank Ltd	BBB+ to BBB-		2,000,000.00 Book	10.00 % of 98,018,548.60	9,801,854.86	20.00	80.00	7,801,855	0.00	0
Greater Bank - a division of Newcastle Greater Mutual Group Limited	BBB+ to BBB-	Newcastle Greater Mutual Group Ltd	6,000,000.00 Book	10.00 % of 98,018,548.60	9,801,854.86	61.00	39.00	3,801,855	0.00	0
Heritage and People's Choice Limited	BBB+ to BBB-		0.00 Book	10.00 % of 98,018,548.60	9,801,854.86	0.00	100.00	9,801,855	0.00	0
Illawarra Credit Union Ltd	BBB+ to BBB-		1,750,000.00 Book	10.00 % of 98,018,548.60	9,801,854.86	18.00	82.00	8,051,855	0.00	0
ING Bank Australia Limited	A+ to A-		0.00 Book	10.00 % of 98,018,548.60	9,801,854.86	0.00	100.00	9,801,855	0.00	0
Investec Bank Australia Limited	A+ to A-		0.00 Book	10.00 % of 98,018,548.60	9,801,854.86	0.00	100.00	9,801,855	0.00	0
Judo Bank	BBB+ to BBB-		3,500,000.00 Book	10.00 % of 98,018,548.60	9,801,854.86	36.00	64.00	6,301,855	0.00	0
Macquarie Bank Ltd	A+ to A-		0.00 Book	20.00 % of 98,018,548.60	19,603,709.72	0.00	100.00	19,603,710	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 98,018,548.60	9,801,854.86	92.00	8.00	801,855	0.00	0
Members Banking Group Limited t/as RACQ Bank	BBB+ to BBB-		0.00 Book	10.00 % of 98,018,548.60	9,801,854.86	0.00	100.00	9,801,855	0.00	0
MyState Bank Ltd	BBB+ to BBB-		3,000,000.00 Book	10.00 % of 98,018,548.60	9,801,854.86	31.00	69.00	6,801,855	0.00	0
National Australia Bank Ltd	AA+ to AA-		0.00 Book	30.00 % of 98,018,548.60	29,405,564.58	0.00	100.00	29,405,565	0.00	0
Newcastle Greater Mutual Group Ltd	BBB+ to BBB-		6,000,000.00 Book	10.00 % of 98,018,548.60	9,801,854.86	61.00	39.00	3,801,855	0.00	0

Laminar Capital Confidential / Printed 1 May 2025 / Page 1 of 8



### 1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded Limit (with Issuer Group) Book Face Value Entity Notional	or T	rading Limit ype	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
Northern Territory Treasury Corporation	AA+ to AA-		3,500,000.00 Book	30.00 %	of 98,018,548.60	29,405,564.58	12.00	88.00	25,905,565	0.00	0
NSW Treasury Corporation	AA+ to AA-		0.00 Book	100.00 %	of 98,018,548.60	98,018,548.60	0.00	100.00	98,018,549	0.00	0
P&N Bank Ltd	BBB+ to BBB-		0.00 Book	10.00 %	of 98,018,548.60	9,801,854.86	0.00	100.00	9,801,855	0.00	0
Police Bank Ltd	BBB+ to BBB-	•	1,000,000.00 Book	10.00 %	of 98,018,548.60	9,801,854.86	10.00	90.00	8,801,855	0.00	0
Police Credit Union	N/R		1,500,000.00 Book	5.00 %	of 98,018,548.60	4,900,927.43	31.00	69.00	3,400,927	0.00	0
QPCU LTD t/a QBANK	BBB+ to BBB-	•	5,750,000.00 Book	10.00 %	of 98,018,548.60	9,801,854.86	59.00	41.00	4,051,855	0.00	0
Rabobank Australia Ltd	A+ to A-		18,000,000.00 Book	20.00 %	of 98,018,548.60	19,603,709.72	92.00	8.00	1,603,710	0.00	0
Rabobank Nederland Australia Branch	A+ to A-		0.00 Book	20.00 %	of 98,018,548.60	19,603,709.72	0.00	100.00	19,603,710	0.00	0
Royal Bank of Scotland	A+ to A-		0.00 Book	5.00 %	of 98,018,548.60	4,900,927.43	0.00	100.00	4,900,927	0.00	0
Rural Bank Ltd	A+ to A-	Bendigo & Adelaide Bank Ltd	0.00 Book	10.00 %	of 98,018,548.60	9,801,854.86	0.00	100.00	9,801,855	0.00	0
Southern Cross CU	N/R		1,000,000.00 Book	5.00 %	of 98,018,548.60	4,900,927.43	20.00	80.00	3,900,927	0.00	0
St George Bank Limited	AA+ to AA-	Westpac Banking Corporation Ltd	4,118,548.60 Book	30.00 %	of 98,018,548.60	29,405,564.58	14.00	86.00	25,287,016	0.00	0
Suncorp Bank (Norfina Ltd) - Subsidiary of ANZ	AA+ to AA-	ANZ Banking Group Ltd	0.00 Book	20.00 %	of 98,018,548.60	19,603,709.72	0.00	100.00	19,603,710	0.00	0
UBS Australia Ltd	AA+ to AA-		5,650,000.00 Book	20.00 %	of 98,018,548.60	19,603,709.72	29.00	71.00	13,953,710	0.00	0
Westpac Banking Corporation Ltd	AA+ to AA-		4,118,548.60 Book	30.00 %	of 98,018,548.60	29,405,564.58	14.00	86.00	25,287,016	0.00	0
		_	125,374,194.40			740,040,041.93			615,165,854		500,000
		(Excluding Parent Group Duplicates)	98,018,548.60								



#### **2 Security Rating Group Trading Limits**

Security Rating Group	Already Traded Limit For Face Value Book or Notional Trading Entity	Trading Limit Trading Limit Type	Trading Limit Va <b>l</b> ue	Trading Limit Used (%)	Trading Limit Available (%)		Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AAA	0.00 Book	100.00 % of 98,018,548.60	98,018,548.60	0.00	100.00	98,018,549	0.00	0
AA+ to AA-	0.00 Book	100.00 % of 98,018,548.60	98,018,548.60	0.00	100.00	98,018,549	0.00	0
A+ to A-	18,500,000.00 Book	70.00 % of 98,018,548.60	68,612,984.02	27.00	73.00	50,112,984	0.00	0
A1+	4,118,548.60 Book	100.00 % of 98,018,548.60	98,018,548.60	4.00	96.00	93,900,000	0.00	0
A1	11,150,000.00 Book	100.00 % of 98,018,548.60	98,018,548.60	11.00	89.00	86,868,549	0.00	0
A2	32,000,000.00 Book	70.00 % of 98,018,548.60	68,612,984.02	47.00	53.00	36,612,984	0.00	0
АЗ	1,000,000.00 Book	60.00 % of 98,018,548.60	58,811,129.16	2.00	98.00	57,811,129	0.00	0
BBB+ to BBB-	28,750,000.00 Book	60.00 % of 98,018,548.60	58,811,129.16	49.00	51.00	30,061,129	0.00	0
N/R	2,500,000.00 Book	10.00 % of 98,018,548.60	9,801,854.86	26.00	74.00	7,301,855	0.00	0
	98,018,548.60		656,724,275.62			558,705,728		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.

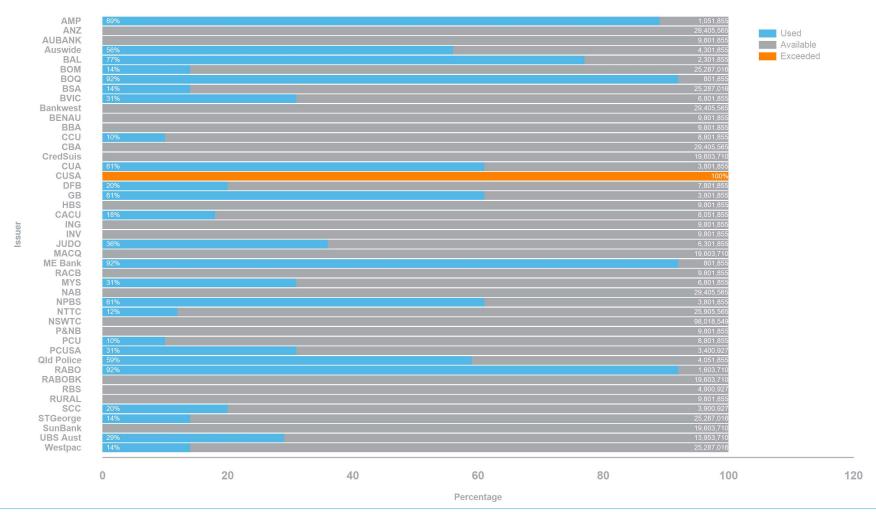


#### **3 Term Group Trading Limits**

Term Group	Already Traded Limit For Face Value Book or Notional Trading Entity	Trading Limit Trading Limit Type	Trading Limit Va <b>l</b> ue		Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
0-1 Year	50,768,548.60 Book	100.00 % of 98,018,548.60	98,018,548.60	52.00	48.00	47,250,000	0.00	0
1-3 Year	28,750,000.00 Book	70.00 % of 98,018,548.60	68,612,984.02	42.00	58.00	39,862,984	0.00	0
3-5 Year	18,500,000.00 Book	40.00 % of 98,018,548.60	39,207,419.44	47.00	53.00	20,707,419	0.00	0
5+ Year	0.00 Book	10.00 % of 98,018,548.60	9,801,854.86	0.00	100.00	9,801,855	0.00	0
	98,018,548.60		215,640,806.92			117,622,258		0
					_	_		

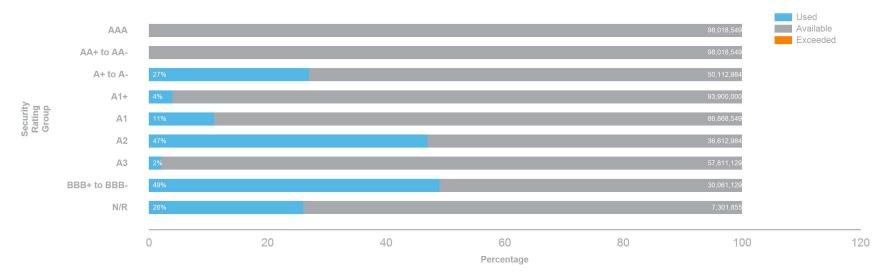


#### **Issuer Trading Limits**



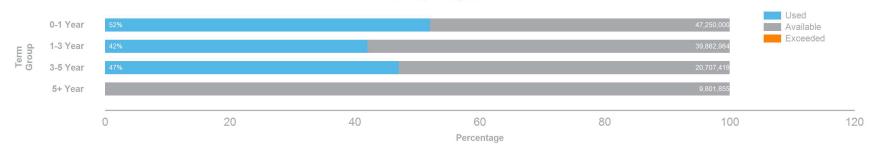


#### **Security Rating Group Trading Limits**











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Report Code: TBSBP125EXT-00.16
Report Description: Trading Limit Performance As At Date Parameters:
As At/Scenario Date: 30 April 2025
Balance Date: 30 April 2025
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



#### 10.2.9. Monthly Financial Report - April 2025

Responsible Officer: General Manager

Author: Finance Business Partner

**Community Strategic Plan:** 6 - Community Leadership

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

Delivery Program Goal: 6.2.1 - Maintain a strong focus on financial discipline to

enable Council to properly respond to the needs of the

communities it serves.

Operational Plan Action: 6.2.1.1 - Provide transparent reporting to the community

about Council's finances.

Attachments: 1. Monthly Report - April 2025 [10.2.9.1 - 10 pages]

#### **PURPOSE**

To provide an overview of the monthly financial performance of Council's General, Water, Sewer, and Future Funds, and to identify and explain any material variances against Council's approved budget for the month ending 30 April 2025.

#### OFFICER'S RECOMMENDATION

	•	<b>.</b>	
Moved:		Seconded:	

Council notes the Financial Reports for the month ending 30 April 2025.

#### **REPORT**

Please refer to the attachment for April 2025 details of:

- Monthly and Year-to-Date operating performance by Fund;
- Capital Project Spend; and
- Outstanding Debtor Balances.

#### **Overview**

The 2025-2026 Budget and long-term financial plan are complete and now on public exhibition. The March quarterly budget review is almost complete and will be presented at the 17 May 2025 Ordinary Council meeting.

The rates and charges are budgeted and levied in the month of July for the whole year. Presently, revenue shows variance against budget, which is expected to be received later in the year.



#### **Material Exceptions:**

#### **General Fund**

#### Revenue:

- Total revenue is \$48.77M against the April budget of \$52.80M, resulting in a negative variance of \$4.03M.
  - Rates and Charges are budgeted and recognised in July.
  - User Charges and Fees overall are in positive variance. However, the Transport for NSW ordered works program is having negative variance due to timings, which is expected to be received later in the financial year.
  - Operating grants: 85% of Financial Assistance Grant was received in advance and was transferred to the reserve.
  - o VPA funding is expected to be received later in the year.
  - o Internal Revenue: YTD unfavourable variance is related to transfers from reserves, which will occur later in the year.

#### **Expenses:**

- Overall costs are 71% against annual budgets, having a favourable variance of \$6.99M, with the major contribution from materials (principally, Roads & Drainage, Property & Building, and Waste Management).
- The positive variance includes savings from legal costs (\$582k).
- The variance under the above includes \$150K from Transport for NSW ordered works. Works are scheduled for later in the year. The variance also includes \$790K from regional emergency road repaid fund.

#### **Water Fund**

- Overall, water revenue shows an unfavourable variance against budget of \$1.07M.
- Water User Charges and Fees revenue show an unfavourable variance of \$1.30M after the second billing cycle in Jan 25. The shortfall is expected to be recovered in the final billing cycle. The full-year result will be known after the May 2025 billing cycle (third and final water billing cycle for the financial year).
- Expenses show a favourable variance of \$172K due to the timing in the receipt of utility invoices and savings in labour cost.
- Materials and contracts have negative variance due to chemical and lime sludge removal costs. This is being reviewed in the March budget review.

#### **Sewer Fund**

- Overall, Sewer Costs show a favourable variance against budget of \$1.15M.
- The sewer costs positive variance includes from utilities bill (\$241k) due to a difference in timings. Materials and contracts are having favourable variance due to YTD savings in sewer treatment costs.
- Revenue is short against budget, with a negative variance in rates and charges, user fees and charges. Business water and sewer charges are expected to be received in the month of May billing cycle, which will cover the variance. Also, user charges for sewerage, including reuse sales charges, are expected to be received in the next two months.



#### **Future Fund**

#### Revenue:

• Overall revenue is in line with budget, having favourable variance of \$0.27M.

#### **Expenses:**

• Overall expenses show a favourable variance of \$0.22M.

#### **Capital Projects**

• YTD Capital Spend is \$19.57M, which equates to 33% of the total updated Capital Budget, including carryovers.



					ncil Consolidat			
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original Budget	December Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
_		YTD				Full Year		
Revenue								
Rates and Charges	\$36,361,840	\$36,423,336	(\$61,496)	0%	\$35,993,634	\$36,423,336	100%	* Rates and charges budgets are allocated and levied in July.
User Charges and Fees	\$17,303,384	\$17,682,283	(\$378,899)	-2%	\$21,294,328	\$21,227,231	82%	Revenue is showing an unfavourable variance against budget.
Interest and Investments Revenues	\$2,703,705	\$2,923,721	(\$220,016)	-8%	\$3,509,869	\$3,509,869	77.03%	This is due to outstanding ordered works for Transport for NSW for the period (\$452k), Water usage charges(\$1310k), and 85%
Other Revenues	\$265,324	\$299,301	(\$33,977)	-11%	\$299,668	\$359,305	74%	of Financial Assistance Grant (FAG) has been received in the 2024 in advance. These monies were transferred to the FAG
Operating Grants and Contributions	\$5,079,069	\$8,577,492	(\$3,498,423)	-41%	\$9,465,797	\$10,297,109	49%	Reserve.
Internal Revenue	\$6,382,780	\$7,053,428	(\$670,648)	-10%	\$8,025,590	\$8,467,501	75%	See individual funds for commentary specific to that fund
Total Revenue	\$68,096,102	\$72,959,562	(\$4,863,460)	-7%	\$78,588,886	\$80,284,351	85%	
Expenses								
Wages and Salaries	\$14,057,821	\$15,380,886	\$1,323,065	9%	\$18,002,105	\$18,464,449	76%	Overall costs have a favourable variance against the annual
Materials and Contracts	\$18,294,646	\$23,125,536	\$4,830,890	21%	\$26,438,356	\$27,761,748	66%	budget after the December Quarterly Budget Review. There is a favourable variance in Wages and Salaries due to staff
Other Costs	\$4,591,987	\$6,330,310	\$1,738,323	27%	\$7,478,047	\$7,359,632	62%	vacancies. Materials and Contracts is showing favourable
Borrowing Costs	\$2,060,370	\$2,167,010	\$106,640	5%	\$2,674,278	\$2,601,453	79%	variance due to delays for Transport for NSW ordered works and some other projects.
Overheads	\$4,728,670	\$4,930,150	\$201,480	4%	\$5,918,547	\$5,918,547	80%	
Depreciation	\$13,183,207	\$13,538,031	\$354,824	3%	\$16,252,138	\$16,252,138	81%	See individual funds for commentary specific to that fund
Total Expenses	\$56,916,701	\$65,471,923	\$8,555,222	13%	\$76,763,471	\$78,357,967	73%	
Result	\$11,179,401	\$7,487,638	\$3,691,763		\$1,825,415	\$1,926,384		



				i ilianoi	ai Neport - April	2020		· · · · · · · · · · · · · · · · · · ·
				(	General Fund			•
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original Budget	December Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
		YTD				Full Year		
Revenue								
Rates and Charges	\$27,217,391	\$27,115,706	\$101,685	0%	\$26,686,004	\$27,115,706	100%	*Rates and charges budgets are allocated and levied in July.
User Charges and Fees	\$7,845,723	\$7,175,569	\$670,154	9%	\$8,598,475	\$8,614,129	91.08%	*Overall revenue is short of YTD budgets by 8%. User Charges
Interest and Investments Revenues	\$2,011,667	\$2,134,728	(\$123,061)	-6%	\$2,562,699	\$2,562,699	78%	and Fees: overall in positive variance, however shortfall in budget for Transport NSW works program(\$452k); expected to
Other Revenues	\$264,720	\$297,967	(\$33,247)	-11%	\$296,026	\$357,703	74%	be received later; <b>Operating Grants &amp; Contributions:</b> 85% of FAG monies were received in advance and has been
Operating Grants and Contributions	\$4,996,152	\$8,513,537	(\$3,517,385)	-41%	\$9,597,109	\$10,220,332	49%	transferred to the Reserve; VPA funds are expected to be
Internal Revenue	\$6,382,780	\$7,570,442	(\$1,187,662)	-16%	\$8,438,166	\$9,088,166	70%	received later in the year. <b>Internal Revenue:</b> YTD unfavourable variance is related to transfers from reserves, which will occur later in the year.
Total Revenue	\$48,718,433	\$52,807,949	(\$4,089,516)	-8%	\$56,178,479	\$57,958,735	84%	
Expenses								
Wages and Salaries	\$12,235,701	\$13,146,568	\$910,867	7%	\$15,319,851	\$15,782,195	77.53%	
Materials and Contracts	\$14,207,193	\$18,740,306	\$4,533,113	24%	\$21,143,497	\$22,497,366	63%	Overall costs have a favourable variance of 14% against annual
Other Costs	\$3,173,974	\$4,392,133	\$1,218,159	28%	\$5,167,345	\$5,106,198	62.16%	budgets. <b>Materials &amp; contracts</b> : Grants funds not yet spent - Denman Children's Centre(\$1000k) & Regional Emergency
Borrowing Costs	\$519,714	\$639,509	\$119,795	19%	\$762,266	\$767,718	68%	Repair(\$790k). <b>Other costs</b> : Legal costs (\$ 582k), Utility bills yet to be received (\$1610k).
Overheads	\$1,859,260	\$1,916,731	\$57,471	3%	\$2,300,997	\$2,300,997	81%	you to be received (\$1010kg).
Depreciation	\$9,409,585	\$9,566,608	\$157,023	2%	\$11,484,523	\$11,484,523	82%	
Total Expenses	\$41,405,427	\$48,401,854	\$6,996,427	14%	\$56,178,479	\$57,938,997	71%	
Result	\$7,313,006	\$4,406,095	\$2,906,911		\$0	\$19,738		



				1 IIIdiidi	ai Neport - April	2020		The second secon
					Water Fund			
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original Budget	December Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
_		YTD				Full Year		
Revenue								
Rates and Charges	\$2,379,127	\$2,379,111	\$16	0%	\$2,379,111	\$2,379,111	100%	
User Charges and Fees	\$3,222,607	\$4,531,600	(\$1,308,993)	-29%	\$5,440,096	\$5,440,096	59%	*Rates and Charges budgets are allocated and levied in July.
Interest and Investments Revenues	\$442,884	\$530,997	(\$88,113)	-17%	\$637,451	\$637,451	69%	*Water User Charges and Fees revenue show an
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	unfavourable variance, due to water billing cycles. The second water account has been raised in Jan 25. The shortfall is
Operating Grants and Contributions	\$43,843	\$31,885	\$11,958	38%	\$38,277	\$38,277	115%	expected to be recovered in May 25 billing cycle.
Internal Revenue	\$0	(\$343,676)	\$343,676	-100%	(\$412,576)	(\$412,576)	0%	
Total Revenue	\$6,088,461	\$7,129,917	(\$1,041,456)	-15%	\$8,082,359	\$8,082,359	75%	
Expenses								
Wages and Salaries	\$1,120,109	\$1,216,295	\$96,186	8%	\$1,460,138	\$1,460,138	77%	
Materials and Contracts	\$2,170,383	\$2,047,935	(\$122,448)	-6%	\$2,458,506	\$2,458,506	88%	
Other Costs	\$260,033	\$461,018	\$200,985	44%	\$541,556	\$541,556	48%	* Overall, costs are in line with annual budgets. <b>Materials &amp; Contracts</b> : negative variance due to chemical costs and lime
Borrowing Costs	\$0	\$0	\$0	0%	\$0	\$0	0%	sludge removal Other costs: Utilities (\$157k) positive variance due to timing difference in billing.
Overheads	\$1,006,373	\$1,005,972	(\$401)	0%	\$1,207,649	\$1,207,649	83%	ade to uning unleterice in billing.
Depreciation	\$1,819,867	\$1,818,413	(\$1,454)	0%	\$2,182,969	\$2,182,969	83%	
Total Expenses	\$6,376,765	\$6,549,634	\$172,869	3%	\$7,850,818	\$7,850,818	81%	
Result	(\$288,304)	\$580,283	(\$868,587)		\$231,541	\$231,541		



					arreport /tpm	_0_0		and the second s
					Sewer Fund			
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original Budget	December Review Budget	YTD as % of FY Budget	Variance Commentary (By material exception)
		YTD				Full Year		
Revenue								
Rates and Charges	\$6,765,322	\$6,928,519	(\$163,197)	-2%	\$6,928,519	\$6,928,519	98%	*Revenue is in negative variance, expected to be covered by
User Charges and Fees	\$368,050	\$387,760	(\$19,710)	-5%	\$465,498	\$465,498	79%	end of the year.
Interest and Investments Revenues	\$249,154	\$257,996	(\$8,842)	-3%	\$309,719	\$309,719	80%	Rates and charges: budgets are levied in July. Business water and sewer charges are expected to be received in the month of
Other Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	May, which will cover the variance.  User fees and charges: user charges for sewerage,include
Operating Grants and Contributions	\$39,074	\$32,071	\$7,004	22%	(\$169,589)	\$38,500	101%	reuse sales charges are expected to be received in following
Internal Revenue	\$0	(\$173,338)	\$173,338	-100%	\$0	(\$208,089)	0%	months.
Total Revenue	\$7,421,600	\$7,433,007	(\$11,407)	0%	\$7,534,147	\$7,534,147	99%	
Expenses								
Wages and Salaries	\$583,566	\$795,951	\$212,385	27%	\$955,523	\$955,523	61%	
Materials and Contracts	\$955,192	\$1,327,793	\$372,601	28%	\$1,596,924	\$1,593,989	60%	* Overall, costs show a favourable variance of 18% against
Other Costs	\$445,437	\$697,315	\$251,878	36%	\$817,889	\$817,889	54%	annual budgets. Other costs: Utilities (\$241k) positive
Borrowing Costs	\$491,392	\$491,493	\$101	0%	\$587,093	\$590,028	83%	variance due to timing difference in billing. Materials & contracts: positive variance due to sewer treatment costs(
Overheads	\$831,283	\$976,105	\$144,822	15%	\$1,171,795	\$1,171,795	71%	\$264k)
Depreciation	\$1,818,253	\$1,994,740	\$176,487	9%	\$2,394,646	\$2,394,646	76%	
Total Expenses	\$5,125,123	\$6,283,397	\$1,158,274	18%	\$7,523,870	\$7,523,870	68%	
Result	\$2,296,477	\$1,149,610	\$1,146,867		\$10,277	\$10,277		



Thanbarroport 7ph 2020											
					Future Fund						
Account Group	YTD Actuals	YTD Budget	YTD Var	YTD % Spend vs Budget	Full-Year Original Budget	December 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	\$5,867,004	\$5,587,354	\$279,650	5%	\$6,790,259	\$6,707,508	87%				
Interest and Investments Revenues	\$0	\$0	\$0	0%	\$0	\$0	0%	* Overall revenue is in line with the budgets.			
Other Revenues	\$604	\$1,334	(\$730)	-55%	\$3,642	\$1,602	38%	Overall revenue is in line with the budgets.			
Operating Grants and Contributions	\$0	\$0	\$0	0%	\$0	\$0	0%				
Internal Revenue	\$0	\$0	\$0	0%	\$0	\$0	0%				
Total Revenue	\$5,867,608	\$5,588,689	\$278,919	5%	\$6,793,901	\$6,709,110	87%				
Expenses											
Wages and Salaries	\$118,445	\$222,072	\$103,627	47%	\$266,593	\$266,593	44%				
Materials and Contracts	\$961,878	\$1,009,502	\$47,624	5%	\$1,239,429	\$1,211,887	79%				
Other Costs	\$712,543	\$779,844	\$67,301	9%	\$951,257	\$893,989	80%	* Overall, costs show a favourable variance of 5 % against the budgets. Borrowing costs have increased due to loan			
Borrowing Costs	\$1,049,264	\$1,036,008	(\$13,256)	-1%	\$1,324,919	\$1,243,707	84%	refinancing this financial year.			
Overheads	\$1,031,754	\$1,031,342	(\$412)	0%	\$1,238,106	\$1,238,106	83%				
Depreciation	\$135,502	\$158,270	\$22,768	14%	\$190,000	\$190,000	71%				
Total Expenses	\$4,009,386	\$4,237,038	\$227,652	5%	\$5,210,304	\$5,044,282	79%				
Result	\$1,858,222	\$1,351,651	\$506,571		\$1,583,597	\$1,664,828					

Financial Report - April 2025 Capital Costs (Incl. Loan Repayments & excl. Revenue)



	YTD Actuals	Carry Overs	Total Budget	September Review Budget	Dec Review Change	December Review Budget	Mar Review Budget	June Review Budget	YTD % Spend	Over Budget		Com
ral Fund Projects				Daugot		Daugot						
nning, Community and Corporate Services Projects												
Adventure Playground - Wollombi Road	27,530	21,200	21,200	24,000	-	24,000	24,000	24,000	130%	(3,530) 7	To be reviewed and adjusted in the QBR	
Aquatic Centres Programme	169,375	89,953	409,953	409,953	-	409,953	409,953	409,953	41%		·	
Art Acquistions	58,039	-	70,000	70,000	-	70,000	70,000	70,000	83%			
Art Centre Offsite Storage	-	-	821,893	821.893	-	821.893	821.893	821.893	0%			
Buildings New and Replacement	176,385	1.523.248	2.023.248	1.773.248	-	1.773.248	1.773.248	1.773.248	9%			
Bushfire Assets	170,303	1,020,240	2,023,240	1,773,240	-	1,773,240	1,773,240	1,773,240	0%			
Bylong Valley Way Kerrabee Safety Improvements	8,173		- :				200,000	200,000	0%			
Capital Works Contingency	54,833		130,000	130,000		130,000	130,000	130,000	42%			
	34,033		130,000	130,000		130,000	130,000	130,000	0%			
CBD Stage 7 (Town Centre)	(000 000)	4 705 000										
Civic Precinct (Town Square)	(368,080)	1,705,062	2,885,362	2,885,362	-	2,885,362	2,885,362	2,885,362	-13%			
Corporate Services General Programme		-			-				0%			
Aquatic Centre Loan	142,749	-	142,749	142,749	-	142,749	142,749	142,749	100%			
Denman Childrens Centre - Expansion (Contribution)	-	-	-	-	-	-	-	-	0%			
Denman Heritage Shed	-	-	- 000 470	-	-	-	-	-	0%			
Denman Netball Courts	-	-	280,173	-	-	-	-	-	0%			
Denman Tourist Park	47,998	-	546,766	546,766	-	546,766	546,766	546,766	9%			
Demolish Existing Amenity Builing - Bowman Park	168,806	-			-				0%			
Future Fund Contribution	-		775,000	775,000	-	775,000	775,000	775,000	0%			
General Design Program	-	45,513	95,513	95,513	-	95,513	95,513	95,513	0%			
Hunter Beach		10,161	10,161	10,161	-	10,161	10,161	10,161	0%			
Information Technology Strategy	181,940		200,000	200,000	-	200,000	200,000	200,000	91%			
Karoola Park Citizens Walk Pathway		9,004	9,004	9,004	-	9,004	9,004	9,004	0%			
Karoola Park-Community Assets Program (CAP)	887,097			1,569,375	-	1,569,375	1,569,375	1,569,375	0%			
Library Books General Capital Purchases (General)	41,025	18,403	108,403	108,403	-	108,403	108,403	108,403	38%			
Library Subsidy Projects	40,676	106,668	106,668	106,668	36,215	142,883	142,883	142,883	38%			
Local Priority Grant	14,791	61,943	72,943	72,943	19,690	92,633	92,633	92,633	20%			
Loan - Staff Housing	33,343	-	40,013	40,013	-	40,013	40,013	40,013	83%			
Loan - 140 Bridge Street	2,669	-	5,414	5,414	-	5,414	5,414	5,414	49%			
Loan - 88 Bridge Street	26,727	-	54,210	54,210	-	54,210	54,210	54,210	49%			
Loan - Campbells Corner	111,022	-	225,180	225,180	-	225,180	225,180	225,180	49%			
Loan - Donald Horne	112,763	-	229,044	229,044	-	229,044	229,044	229,044	49%			
Major Landcare Projects	68,135		75,000	75,000	-	75,000	75,000	75,000	91%			
Muscle Creek Catchment Strategy	340	82,081	82,081	82,081	-	82,081	82,081	82,081	0%			
Muscle Creek Emergency Stabilisation	-	-	250,000	250,000	-	250,000	250,000	250,000	0%			
Purchase Paxton Street Denman	-	-	-	-	-	-	-	-	0%			
Mbk and Dnm Indoor Sports Centre Upgrades	-	-	-	-	-	-	-	-	0%			
MSC Depot					-				0%			
Olympic Park Project	175,389	459,362	5,064,705	5,064,705	-	5,064,705	5,064,705	5,064,705	3%			
Performance and Convention Centre	54,845	502,747	3,102,747	3,102,747	-	3,102,747	3,102,747	3,102,747	2%			
Public Art Sculpture		-			-				0%			
Puchase of Land - Companion Animal Impounding Facili	48,244		150,000	150,000	-	150,000	154,557	154,557	32%			
Recreation Capital Works	984,134	891,888	1,266,888	1,264,088	-	1,264,088	1,264,088	1,264,088	78%			
Resources for Regions 9 - Denman Rec Area	1,529,591	1,832,546	1,832,546	2,446,063	-	2,446,063	2,446,063	2,446,063	83%			
Resources for Regions 9 - Depot	189,165	313,714	4,513,714	4,513,714	-	4,513,714	4,513,714	4,513,714	4%			
Resources for Regoins 9 - Campbells Corner	60,666	167,521	867,521	867,521	-	867,521	867,521	867,521	7%			
STEM Equipment Replacement	-	140,324	250,324	250,324	-	250,324	250,324	250,324	0%			
Simpson Park	4,732	-	403,871	403,871	-	403,871	403,871	403,871	1%			
Waste Flip Screen	-	102,960	102,960	102,960	-	102,960	102,960	102,960	0%			
Sport and Rereation Small Capital Grants Program	-	-	-	-	-	-	-	-	0%			
al Planning, Community and Corporate Services	5,053,102	8,084,298	27,225,254	28,877,973	55,905	28,933,878	29,138,435	29,138,435	19%	(3,530)	Variance due to Adventure Playgrou Rd to be reviewed and adjusted in the	

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



Roads and Drainage Projects Bridge St Footpath Bridges Renewal Programme Carpark Renewal Programme CPTIGS - Bus Shelter	52,400 5,300	Carry Overs	Total Budget	September Review Budget	Dec Review Change	December Review Budget	Mar Review Budget	June Review Budget	YTD % Spend	Over Budget	Comments
Bridge St Footpath  Bridges Renewal Programme Carpark Renewal Programme	5,300					•				•	
Bridge St Footpath  Bridges Renewal Programme Carpark Renewal Programme	5,300										
Bridges Renewal Programme Carpark Renewal Programme	5,300		69.926	69.926	_	69.926	69.926	69,926	75%		
Carpark Renewal Programme					•						
		92,496	342,496	342,496	-	342,496	342,496	342,496	2%		
		-	100,000	100,000	-	100,000	100,000	100,000	0%		
	-	198,916	198,916	198,916	-	198,916	198,916	198,916	0%		
Drainage		-	-	-	-	-	-	-	0%		
Drainage Devices Programme	54,510	-	500,000	500,000	-	500,000	500,000	500,000	11%		
Dry Creek Road-Replacement of Road Causeway	612,892	<del>.</del>		705,157	-	705,157	705,157	705,157	0%		
Flood Warning Systems	120,045	147,856	147,856	147,856	-	147,856	147,856	147,856	81%		
FOGO - Design and EIS	-	-	-	-	-	-	-	-	0%		
Footpath and Cycleway Renewal Programme	201,688	-	200,000	200,000	-	200,000	200,000	200,000	101%	(1,688) To be reviewed and adjusted in the QBR	
Heavy Patching Programme	356,629	-	750,000	716,944	-	716,944	716,944	716,944	48%		
Hunter Beach to CBD Pathway	-	-	600,000	600,000	-	600,000	600,000	600,000	0%		
Kamilaroi, Cassidy, Thompson Shared Path	28,000	-	-	100,625	-	100,625	100,625	100,625	0%		
Palace Street Rehabilitation	978,049	-	-	1,510,954	-	1,510,954	1,510,954	1,510,954	0%		
Resilience Works Karoola Park	20,491	443,014	443,014	443,014	-	443,014	443,014	443,014	5%		
Kerb and Gutter Replacement Programme	200,571	-	535,000	535,000	-	535,000	535,000	535,000	37%		
Kirk and Peberdy Bridges	-	-	-	-	-	-	-	-	0%		
Large Plant Items	355,613	1,223,878	1,923,878	1,923,878		1,923,878	1,923,878	1,923,878	18%		
Leachate Dam	-	25,795	475,795	475,795		475,795	475,795	475,795	0%		
LISF - Roads Infrastructure Backlog			-	-		-	-	-	0%		
ARGN 960 Natural Disaster Event - Baerami Creek Cau	-	672.039	672,039	672,039		672.039	672.039	672,039	0%		
New Footpath and Cycleway Programme	310	-	145,000	145,000		145,000	145,000	145,000	0%		
Purchase of Vehicles	402,718	207,993	607,993	607,993	-	607,993	607.993	607,993	66%		
Rainbow Creek Bridge	118,621	274.687	374,687	666,113	- :	666,113	666,113	666,113	32%		
Regional Road Renewal Programme	110,021	2/4,00/	69,000	69,000	- :	69,000	69,000	69,000	0%		
Resources for Regions - Round 5	- :		69,000	-	- :	69,000	69,000	09,000	0%		
<u> </u>					•						
Resources for Regions- Round 7	773,222	828,733	828,733	828,733	-	828,733	828,733	828,733	93%		
Resources for Regions 9	1,354,612	1,687,822	1,687,822	1,687,822	-	1,687,822	1,687,822	1,687,822	80%		
Road Resealing Programme	986,701	-	1,000,000	1,000,000	-	1,000,000	1,000,000	1,000,000	99%		
Roads Capital Contingency	-	-	150,000	150,000	-	150,000	150,000	150,000	0%		
Roads to Recovery Program	-	577,898	1,155,796	751,270	-	751,270	751,270	751,270	0%		
Rosebrook Bridge	-	-	-	-	-	-	-	-	0%		
Rural Road Regravelling Programme	134,580	-	250,000	250,000	-	250,000	250,000	250,000	54%		
Rural Road Renewal Programme	361,146	264,886	764,886	764,886	-	764,886	764,886	764,886	47%		
Safety Device Renewal Programme	-	-	-	-	-	-	-	-	0%		
Stormwater Drainage (new)	-	-	150,000	150,000	-	150,000	150,000	150,000	0%		
Transport Vehicles	156,788	160,000	360,000	360,000	-	360,000	360,000	360,000	44%		
Urban Road Renewal Programme	572,886	355,132	755,132	755,132	-	755,132	755,132	755,132	76%		
Victoria Street Rehab	-		-	-	-	-	-	-	0%		
Widden Creek Stabilisation Works	-	144,880	144,880	144,880	-	144,880	144,880	144,880	0%		
Widden Bridge/Traffic Singals/Kenilworth St	-	-	90,250	90,250	-	90,250	90,250	90,250	0%		
Wilkinson Bridge	93,733	-	112,617	112,617	-	112,617	112,617	112,617	83%		
Yarraman Road Upgrade	5,277	71,882	71,882	71,882	-	71,882	71,882	71,882	7%		
Footpath - Turtle St Denman	-	-	-		-	,,			0%		
Total Roads and Drainage	7,946,782	7,377,907	15,677,598	17,848,178	=	17,848,178	17,848,178	17,848,178	51%	(1,688)	
Total General Fund	12,999,884	15,462,205	42,902,852	46,726,151	55,905	46,782,056	46,986,613	46,986,613	30%	(5,218)	

#### Financial Report - April 2025



0%

49%

31%

104,299

5,207,694

Capital Costs (Incl. Loan Repayments & excl. Revenue) Dec Review Mar Review June Review YTD % Over YTD Actuals Carry Overs Total Budget Review Comments Review Budget Budget Budget **Budget Future Fund Projects** Donald Horne Building 0% Brook Street Plaza 62,624 74,993 74,993 74,993 74,993 74,993 84% Town Education Campus 41,662 49,995 49,995 49,995 49,995 49,995 83% Seven Hills 220,278 446,776 446,776 446,776 446,776 446,776 (525,828) Loan to be reviewed and adjusted in the March QBR Marketplace 1,581,868 1,056,040 1,056,040 1,056,040 1,056,040 1,056,040 150% Renewal of Existing Assets/New Acquisitions 264,618 337,187 665,412 665,412 665,412 665,412 665,412 51% Throsby ACT 433,333 520,000 520,000 520,000 520,000 520,000 83% Upgrade of Loxton House 136,066 (136,066) Included in the Civic Precinct Budget Total Future Fund 2,813,018 264,618 2,813,216 2,813,216 2,813,216 2,813,216 2,813,216 100% (661,894) Sewer Fund Access & Security Improvements RWTW 51,980 150,000 150,000 50,000 200,000 200,000 200,000 35% Mains Renewal and Replacement 7,206 200,000 200,000 (50,000)150,000 150,000 150,000 4% 31,236 62% Operations Contingency Project 50,000 50,000 50,000 50,000 50,000 Sewer Plant and Equipment 80,000 180,000 180,000 180,000 180,000 180,000 Solar Array 573.330 699.622 699.622 699.622 699.622 699.622 699.622 82% System Plant Asset Renewals 81,515 108,017 528,017 528,017 528,017 528,017 528,017 15% Transportation System Improvement 201,876 95,964 595,964 595,964 595,964 595,964 595,964 34% Loan - Sewer RWTW 590,921 712,698 712,698 712,698 712,698 712,698 83% Upgrade Sewer Pump Station 1 87,094 1,987,094 1,987,094 1,987,094 1,987,094 1,987,094 0%

104,299

5,207,694

104,299

5,207,694

CCTV Inspection on of Mains

Skellatar Main

Total Sewer Fund

51,518

1,070,697

1,589,582

104,299

104,299

5,207,694

Financial Report - April 2025
Capital Costs (Incl. Loan Repayments & excl. Revenue)



			L.	apitai Costs (i	nci. Loan Repa	yments & exc	i. Revenue)				· · · · · · · · · · · · · · · · · · ·
	YTD Actuals	Carry Overs	Total Budget	September Review Budget	Dec Review Change	December Review Budget	Mar Review Budget	June Review Budget	YTD % Spend	Over Budget	Comments
Water Fund											
Asbestos, Earthworks, Security	40,299	-	150,000	150,000	-	150,000	150,000	150,000	27%		
Laboratory Equipment	-	-	20,000	20,000	-	20,000	20,000	20,000	0%		
BP0154 Betterment Denman	63,147	-	-	-	-	-	445,200	445,200	0%		
BP0156 Betterment Muswellbrook	67,310	-	-	-	-	-	262,122	262,122	0%		
Mains Renewal and Replacement (inc Carryover)	209,294	390,285	890,285	890,285	(150,000)	740,285	740,285	740,285	24%		
Office Upgrade	-	-	-	-	-	-	-	-	0%		
Operations Contingency Project	27,805	-	50,000	50,000	-	50,000	50,000	50,000	56%		
Replacement of Water Meters Programme	46,901	-	65,000	65,000	-	65,000	65,000	65,000	72%		
GLE Pipeline	20,016	1,362,625	18,362,625	1,362,625	-	1,362,625	1,362,625	1,362,625	0%		
South Muswellbrook Reservoir	-	-	-	-	-	-	-	-	0%		
System Plant Asset Renewals	251,639	331,398	881,398	881,398	-	881,398	881,398	881,398	29%		
Upgrade Fluoride Dosing System WTP	14,628	150,598	150,598	150,598	-	150,598	150,598	150,598	10%		
Vehicle-Equipment Replacement	32,208	65,000	165,000	165,000	150,000	315,000	315,000	315,000	20%		
Water Stop Valve Replacement	39,740	-	200,000	200,000		200,000	200,000	200,000	20%		
Total Water Fund	812,987	2,299,906	20,934,906	3,934,906	-	3,934,906	4,642,228	4,642,228	4%	-	
Consolidated Total	18,215,471	19,097,426	71,858,668	58,681,967	55,905	58,737,872	59,649,751	59,649,751	31%	(667,112)	Primarily timing on Marketplace loan, to be adjusted in the QBR



## **Debtor Balances as at 30 April 2025**

Account	120 days	90 days	60 days	30 days	Current	Balance
Waste Depot Charges	\$59,289	\$42,802	\$25,672	\$217,969	\$374,876	\$720,607
Inspection Fees	\$18,043	\$0	(\$100)	\$0	\$0	\$17,943
Sam Adams College Rent	\$1,305	\$0	\$0	\$0	\$0	\$1,305
Council Properties - Future Fund *	\$157,706	\$8,824	\$33,742	\$23,488	\$196,338	\$420,098
Council Properties - Marketplace *	\$132,485	\$179,623	\$21,113	\$23,984	\$293,426	\$650,631
Council Properties - Education Fund	\$4,811	\$0	\$0	\$0	\$7,101	\$11,912
Recreation	\$638	\$59	\$171	\$6,930	\$263	\$8,062
Sundries**	\$459,127	(\$2,714)	\$2,422,232	\$4,621	\$2,365,101	\$5,248,367
Water Tanker Sales	\$2,364	\$0	\$791	\$1,067	\$20,329	\$24,551
Trade Waste Charges	\$342	\$0	\$0	\$0	\$0	\$342
Muswellbrook Sewer	\$8,473	\$0	\$0	\$0	\$39,140	\$47,614
GST Tax Debtor	\$0	\$0	\$0	\$0	\$158,484	\$158,484
TOTAL	\$844,584	\$228,593	\$2,503,621	\$278,059	\$3,455,058	\$7,309,915

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

<sup>\*\*</sup>Grant funding expected to be received soon



#### 10.3. Infrastructure and Property

#### 10.3.1. Public Amenities and Changing Places Facility at Simpson Park

Responsible Officer: General Manager

Author: Community Infrastructure Engineer

Community Strategic Plan: 5 - Community Infrastructure

Effective and efficient infrastructure that is appropriate to the

needs of our community

Delivery Program Goal: 5.1.4 - Maintain and continually improve community

infrastructure across the Shire.

Operational Plan Action: 5.1.4.1 - Prioritise Capital works program to demonstrate

continual improvement in community

infrastructure.

Attachments: 1. 3019 0101 COVERSHEET A [10.3.1.1 - 1 page]

2. 3019 0301 FLOOR PLAN - GROUND B [10.3.1.2 - 1 page]

3. 3019 0302 FLOOR PLAN - GROUND 1-50 A [10.3.1.3 - 1

page]

4. 3019 0401 ELEVATIONS - SHEET 1 A [10.3.1.4 - 1 page]

#### **PURPOSE**

To request Council's consideration and approval to proceed with the proposed replacement of the public amenities at Simpson Park.

#### OFFICER'S RECOMMENDATION

#### Council:

- 1. Endorses the proposed concept design as attached and described in the report;
- 2. Notes the budget available for the carrying out of the project; and
- 3. Supports progressing to tender for detailed design and construction.

Moved:	Seconded:

#### **EXECUTIVE SUMMARY**

The report outlines the proposed replacement of the existing public amenities at Simpson Park. The current facility is outdated and does not meet adequate accessibility standards, limiting its use for a wide range of visitors. Simpson Park's location and presentation has made it a popular stop for travellers.

The proposed replacement of public amenities includes the addition of a Changing Places toilet to support users with high support needs, making the park, together with the recent installation of accessible playground equipment, more inclusive, functional, and a welcoming space for all users.



A concept design has been prepared for the proposed public amenities, which includes, in addition to the Changing Places toilet:

- two unisex ambulant toilets;
- one accessible toilet; and
- one accessible toilet with shower intended to be available for occasional use by individuals experiencing homelessness, in coordination with homeless support programs.

The design considers the site constraints and aims to minimise impacts on surrounding trees. An environment assessment process, including an arborist review, will be required.

Subject to Council approval, the facade is also proposed to include visual elements and could depict local aboriginal and non-aboriginal history, strengthening the connection to community and the precinct.

A budget of \$539,439 is available for the project.

#### **PREVIOUS RESOLUTIONS**

Nil known.

#### **BACKGROUND**

Simpson Park is an important cultural, recreational, and rest stop area in Muswellbrook, serving both the local community and travellers passing through the shire. Its central location and existing amenities make it a popular stop for families, visitors, and long-distance travellers. Simpson Park also holds important cultural significance, including the Muswellbrook Reconciliation Mural and Scarred Tree.

The existing amenities block is past its useful life and lacks adequate accessibility inclusions. Replacing the amenities, including the addition of a Changing Places toilet, will make the park more inclusive and welcoming.

Introducing a Changing Places facility at Simpson Park would make it the only such amenity along the New England Highway between East Maitland and Tamworth/Quirindi, further strengthening Simpson Park's importance as a welcoming and accessible stop for travellers.

#### CONSULTATION

Works Coordinator - Parks

**Recreation and Assets Officer** 

Project Manager – Property and Building

Manager Community Services

**Director Infrastructure and Property** 

#### **REPORT**

Following internal stakeholder consultation, an architect was engaged to prepare a concept design for the public amenities and changing places facility at Simpson Park. A concept design plan showing the proposed amenities block at the existing public toilet location is attached to the report.

The new amenities are proposed to be constructed within the footprint of the existing public toilet site, taking into account several key considerations. A linear and compact design has been proposed, incorporating a minimal concrete slab and a reduced roof awning on the rear



and side elevations. This compact design ensures the facility fits within the limited available site space, while reducing interference with the root protection zones of the surrounding mature trees.

The proposed facility will include the following:

- 1. One (1) Changing Places Block a specialised facility designed in accordance with the Changing Places Standards for people with high support needs.
- 2. Two (2) Unisex Ambulant Toilet Blocks suitable for the general public, including people with limited mobility.
- 3. One (1) Accessible Toilet Block providing inclusive access for individuals with disabilities.
- 4. One (1) Accessible Toilet and Shower Facility intended for occasional use by individuals experiencing homelessness, in coordination with homeless support programs, and featuring a numbered key access system.

The new amenities proposed to be constructed will use an anti-vandal prefabricated panel system, with final specifications to be confirmed during the detailed design phase. It is also proposed that the facade will incorporate visual elements, possibly depicting local aboriginal and non-aboriginal history, strengthening the community's connection to the precinct. Given that Simpson Park is a popular travellers stop, there may also be an opportunity to feature local attractions.

Although the proposed design has considered the interferences with the root protection zone of the surrounding mature trees, some encroachment may be unavoidable. This will be assessed further during the Review of Environmental Factors (REF) process. Arborist advice will be sought as required prior to finalising the detailed design.

#### **FINANCIAL CONSIDERATIONS**

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

#### 1. Financial Implications - Capital

The current budget balance available for the Simpson Park Amenities is \$249,439. This was funded through a previous financial year Bengalla Mining Voluntary Planning Agreement (VPA) funding.

Council has also been successful with a grant application of \$140,000.

Bengalla Mining (VPA) funding for 2025-2026 includes a \$150,000 contribution.

The total available budget is \$539,439.

#### 2. Financial Implications - Operational

The operational costs are expected to be manageable and accommodated within existing operational budgets, as it is the replacement of the existing amenities with modest additions.

#### **POLICY IMPLICATIONS**

Nil known.

#### STATUTORY / LEGISLATIVE IMPLICATIONS

Nil Known

#### **RISK MANAGEMENT IMPLICATIONS**

Risk management will be managed through each stage of the design and construction process.



#### **COMMUNITY CONSULTATION / COMMUNICATIONS**

A communication plan will be developed during the implementation phase of the project.

# MUSWELLBROOK SHIRE COUNCIL SIMPSON PARK, MUSWELLBROOK

DRAWING LIST	
DRAWING NO	DRAWING NAME
0101	COVERSHEET
0201	SITE ANALYSIS
0301	FLOOR PLAN - GROUND
0302	FLOOR PLAN - GROUND 1-50
0401	ELEVATIONS - SHEET 1
1005	PRECEDENTS



SIMPSON PARK, MARKET STREET, MUSWELLBROOK, NSW 2333 THE COUNTRY OF WONNARUAY WANARUAH

NOT TO SCALE



PRELIMINARY ONLY

NOT FOR CONSTRUCTION

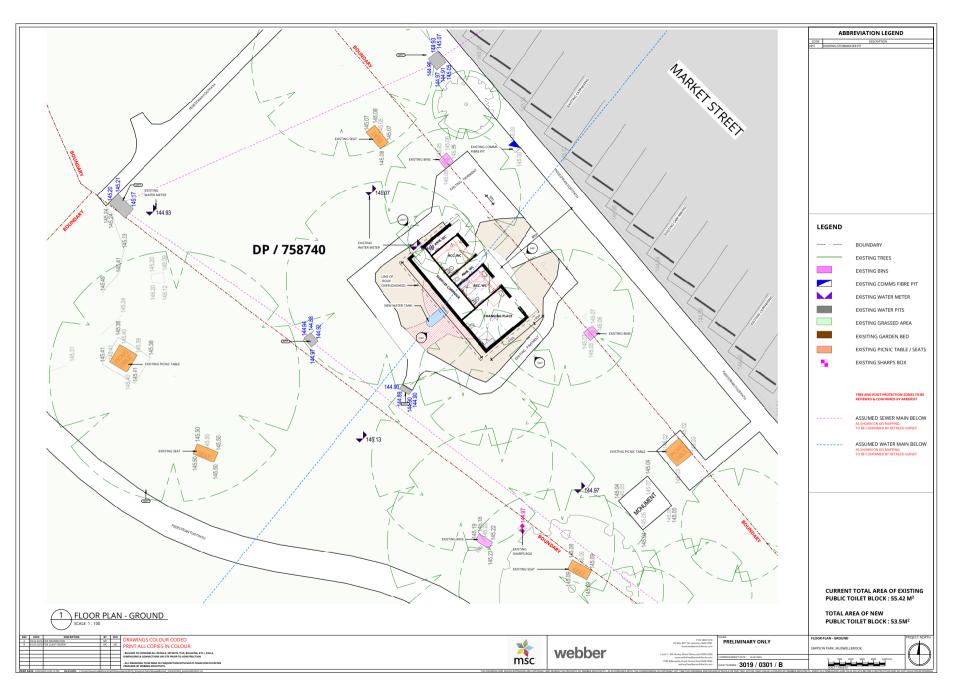
MENCEMENT DATE: 12.02.2025

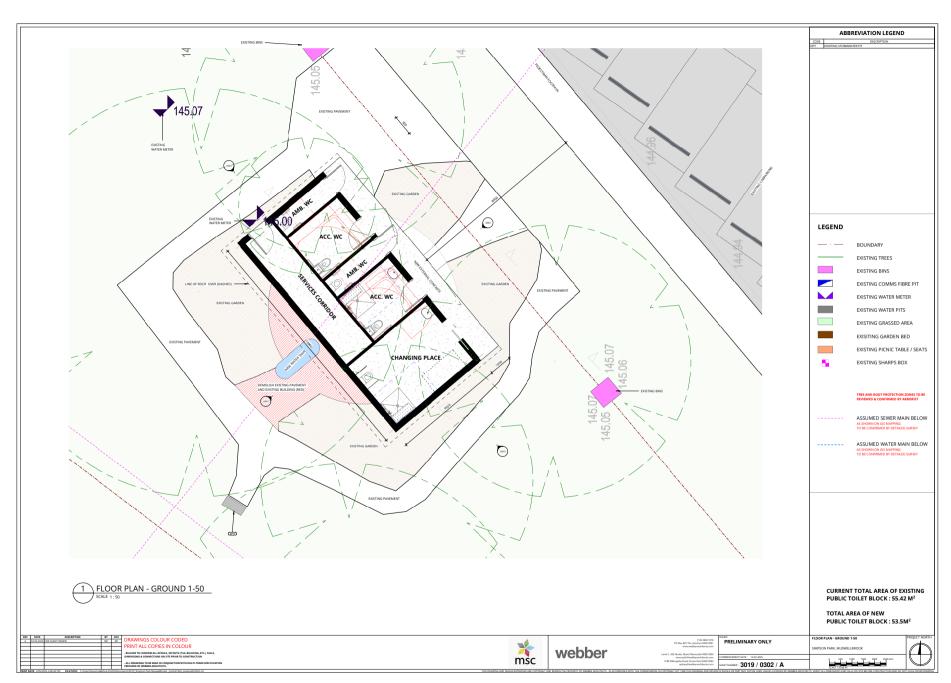
ET NUMBER: 3019 / 0101 / A

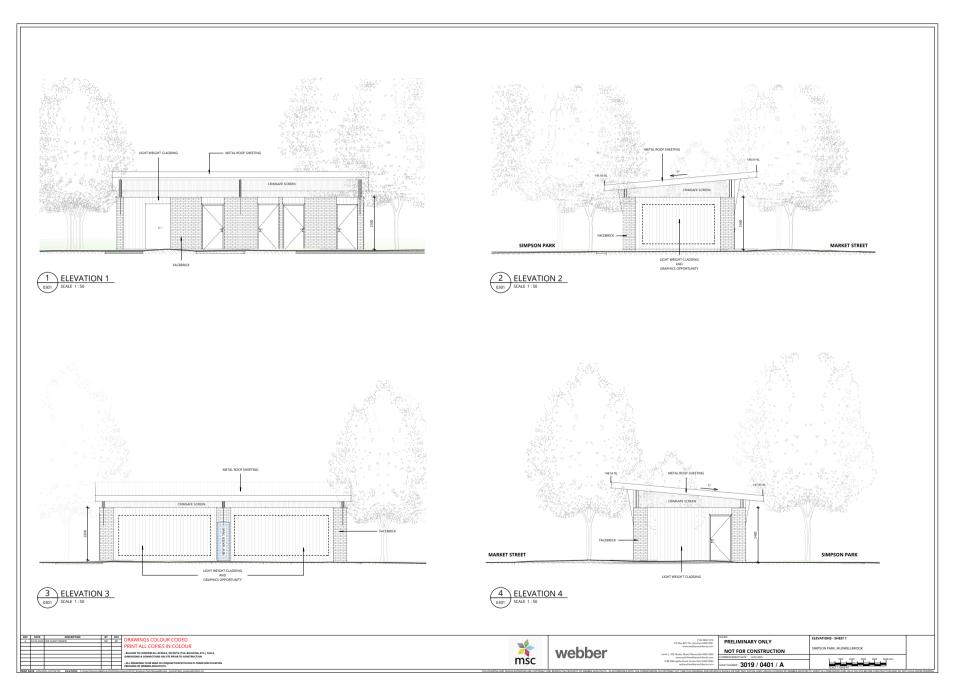
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#### 10.3.2. Signage and Wayfinding Master Plan

Responsible Officer: Director - Infrastructure & Property

Author: {position}

Community Strategic Plan: 5 - Community Infrastructure

Effective and efficient infrastructure that is appropriate to the

needs of our community

Delivery Program Goal: 5.1.4 - Maintain and continually improve community

infrastructure across the Shire.

Operational Plan Action: Not applicable

Attachments: 1. Master Signage and Wayfinding Plan - 20250502

[**10.3.2.1** - 51 pages]

#### **PURPOSE**

To report draft concept developed for the Master Signage and Wayfinding Plan for the Muswellbrook Town Centre Precinct for public exhibition.

#### OFFICER'S RECOMMENDATION

 Council Places the draft concept developed Master Signage and Wayfinding Plan for the Muswellbrook Town Centre Precinct on public exhibition for a minimum period of 28 days, and

2.	A further report	be submitted to	Council to	llowing publ	ic exhibition.
----	------------------	-----------------	------------	--------------	----------------

Moved:	Seconded	

#### **BACKGROUND**

The Activating the Hunter Innovation Precinct project in Muswellbrook received grant funding under the Community Improvement District Pilot Program to trial, assess, and refine policies for sustainable economic growth and business engagement encompassing:

- support surrounding businesses through the construction stage,
- prepare for the Muswellbrook bypass to be completed by 2027,
- activate the precinct and encourage more people to use the space,
- engage with local business and community organisations and facilitate capacity building,
- embed meaning through art,
- increase awareness of the surrounding facilities,
- provide safe spaces for youth, and
- increase passive surveillance.

Short-term goals for the project included gauging the feasibility of proposed strategies, understanding their immediate impact on local businesses and community organisations, and identifying challenges unique to the regional context. In the long term, successful outcomes



include a revitalised/thriving precinct, characterised by increased economic activity, job creation, and enhanced community well-being.

The pilot aims to establish a replicable model for similar initiatives, facilitating broader Muswellbrook Shire and wider Upper Hunter region engagement. As part of the project a funding allocation was made towards developing an integrated wayfinding and signage strategy for the precinct which could be implemented as part of the project and be used for future stages of the precinct development.

#### CONSULTATION

**Director Community and Economy** 

**Group Manager Infrastructure and Operations** 

Recreation and Assets Officer

Works Coordinator - Buildings

Coordinator Media and Communications

Community Improvement District Pilot Program - Internal Working Group

**Director Infrastructure and Property** 

#### **REPORT**

The draft Master Signage and Wayfinding Plan concepts have been designed as part of the Community Improvement District pilot program – Activating the Hunter Innovation Project in preparation of the completion of the Muswellbrook Town Centre precinct with the option to roll out to the wider Muswellbrook Shire.

This concept embodies Muswellbrook Shire's vision for a dynamic, adaptable region that honours its history and embraces the future. It showcases this fusion through contrasting materials and textures, as well as the balance of open and closed forms.

Taking inspiration from innovative technologies, it incorporates colour coding, precision in manufacturing, and the seamless integration of technology. The interplay between past and future creates a narrative of evolution, where industrial heritage converges with cutting-edge advancements to shape a renewed town identity.

The design has been developed under the influence of consultation; that included Muswellbrook Shire Council Directors, staff, and members from the CID Community Reference Group.

The Community Reference group raised colours and maintaining uniformity across Muswellbrook Shire as important. The original draft concepts presented had three style options that were assessed and discussed, then modified from consultation.

An adapted version of the Muswellbrook Shire Council brand colour palette has been themed off the Manor Red used for the exterior of the Donald Horne Building. The stone base with honed finish matches the existing stone pavers used in Muswellbrook Shire landscapes and will adjust to reflect the location of each individual sign.

A zone roll out has been suggested using colour to create different zones throughout the town based on their function.

Example:

Blue – Residential

Red - Innovation



Orange - Retail

Green - Park

The internal CID working group worked with the consultants to refine the design considering, construction cost, legibility, maintenance, ease of upgrades and vandalism. The result has been a unique and consistent signage package which can be rolled out across many applications, the draft Master Signage and Wayfinding Plan is provided in attached document to the report. Following public consultation, the intent will be to implement the new signage suite on a replacement and upgrade program. Any regulatory signs of course will take precedence where applicable.

#### **FINANCIAL CONSIDERATIONS**

The implications of capital and operational expenses will be considered in the progressive realisation of the concept plans following adoption by Council.

#### **POLICY IMPLICATIONS**

Nil known.

#### STATUTORY / LEGISLATIVE IMPLICATIONS

Nil known.

#### **RISK MANAGEMENT IMPLICATIONS**

Nil known.

#### **COMMUNITY CONSULTATION / COMMUNICATIONS**

Community Reference Group was established for the Community Improvement District pilot program activating the Hunter Innovation Project. The Community Reference Group provided input that was implemented into current draft concept.



#### **Contents**

1	Graphic Language	3
2	Finishes	6
3	Colour Options	8
4	Logo Studies	13
5	Signage Hierarchy	16
6	Sign Types	18
	WF.1 - Wayfinding Totem	19
	WF.2 - Wayfinding Finger Pole	24
	CP:1 - Car Park Identification	27
	CP.2 - Car Park Entry Identification	3
	P.1 - Digital Signage	35
	P.2 - Directory Board	38
	ID.1 - Precinct Identification	40
7	Masterplan Allocations	47

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PROJECT: ST/
Muswellbrook Innovation Precinct
Stage 1

CLIENT:
Muswellbrook Shire Council

STAGE:

ISSUE:

1 Design Development
2 Design Development

DATE: DRAWN: REVIEWED: 23.04.25 FS AL,BF 02.05.25 FS AL,BF

SIG-GEN-000-001

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Contents

2



# MuswellBrook Shire Council Brand Assets

The latest Branding for MuswellBrook Shire Council.

Logo



#### Colour Palette - Primary



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PROJECT:
Muswellbrook Innovation Precis
Stage 1

CLIENT:
Muswellbrook Shire Council



ISSUE:

1 Design Developmer
2 Design Developmer

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SIG-DRW-GEN-002



Brand Asset

2

#### MuswellBrook Shire Council **Brand Assets**

For the typeface used across the signage suite, we have used Circular STD - Book with a tracking of 50pt.

The arrows are strong & sharp, speaking to the Innovation precinct's future focused approach.

Typeface: Circular Std

## Circular Std

# THE FIVE BOXING WIZARDS JUMP QUICKLY.

The five boxing wizards jump quickly.

1234567890

Arrows



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Stage 1 OLIENT: DD

SIG-DRW-GEN-003



Muswellbrook City Council Innovation Precinct
Stage 1 - Design Development



### **Finishes**



#### M1

Stone base with a honed finished matched to the existing stone pavers used in the landscape.

Contractor is to supply samples for BEST and the client to approve prior to construction.



Hot dipped galvanised steel with a tinted finish. Tint colour to align with stone TBC.

Contractor is to supply samples for BEST and the client to approve prior to construction.



Powder-coated white matched to dulux: Dover White™ - Matt | 2721384M

Contractor is to supply samples for BEST and the client to approve prior to



#### М4

Powder-coated red matched to dulux: Desert - Satin | 90N4227S

Contractor is to supply samples for BEST and the client to approve prior to



### М5

Profile cut white SAV applied to the face of the panels with a 2 pack protective clear coat matte finish. Colour to match M3 finish

Contractor is to supply samples for BEST and the client to approve prior to construction.



Profile cut coloured SAV applied to the face of the panels with a 2 pack protective clear coat matte finish. Colour to match M4 finish.

Contractor is to supply samples for BEST and the client to approve prior to construction.

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23.04.25 02.05.25

SIG-GEN-000-004





### **Panel colours**

An adapted version of the Muswellbrook Council brand colour palette has been made based off the red used for the exterior of the Donald Horne Building.

Shown are the application of this colour palette across the WF.1 & CP.1 Signage.













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Stage 1 OLIENT: Muswellbrook Shire Council



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SIG-DRW-GEN-005



ISSUE:

## **Colour Explorations Internal Colour & Pattern Options**

Due to the hollow nature of the signs, we are able to add accent colour or patterns on the interior of the signs.



Sign internal option 1: Simple internals

Sign internal option 2: Coloured

Sign internal option 3: Coloured + pattern internal

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SIG-DRW-GEN-006



# Colour Applications: Option 1 - Zoned roll out

Using colour we can create different zones throughout the town based on their function.

Blue - Residential Red - Innovation Orange - Retail Green - Park

In these areas, signage colours would change to notify the user of the change in zone.



\*Indicative zoning only



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PROJECT: ST Muswellbrook Innovation Precinct Stage 1 CLIENT:

DD

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 1
 Design Development
 23

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DRAWN: REVIEWED: FS AL,BF FS AL,BF

SIG-DRW-GEN-007



Zone Roll ou

2

# **Colour Applications:**

## **Option 2 - Consistent colour**

Another option would be to have a continuous colour across all of Muswellbrook's signage.

This would help to create a single core identity for Muswellbrook.



\*Indicative zoning only



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SIG-DRW-GEN-008



Muswellbrook City Council Innovation Precinct Stage 1 - Design Development



### **Logo Studies**

Original Logo Coloured





Black & White











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DD OLIENT: Muswellbrook Shire Council

SIG-DRW-GEN-009



### **Logo Studies**

The logo may be applied to the signage suite in a variety of ways, whether it is engraved into the sandstone base or coloured self-adhesive vinyl, matching panel colours or logo.



Option 1: Engraved



Option 2: Centred middle



Centred bottom



Option 4: Logo icon Original logo bottom right centred bottom



Option 6: Original logo icon bottom right

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**Best** 

Stage 1 OLIENT: Muswellbrook Shire Council

DD

REVIEWED:

Innovation

Precinct

Train Station
Aquatic Centre

SIG-DRW-GEN-010





### Signage Hierarchy





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Muswellbrook City Council Innovation Precind Stage 1 - Design Development

# WF.1 - Wayfinding Totem



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Sydney +612 9633 5888

PROJECT:
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Stage 1
CLIENT:

DD

SSUE:

Design Development
Design Development

TE: DRAWN: RE :04.25 FS AL :05.25 FS AL

SIG-DRW-WF.1-001



WF.1 - Wayfinding Totem In-context Visuals 2

### WF.1 - Wayfinding Totem



6 - ISOMETRIC VIEW SCALE NTS



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SCALE 1:20

responsibility of the builder or engineer. These drawings relay design intent information only and should not be used as clarification of other. All dimensions noted are to be confirmed on site prior

1 - TYPICAL ELEVATION



SCALE 1:5



Sandstone base with a honed finish matched to the finish used in the landscape. Finish: M1 Council Logo to be engraved 10mm into the stone base.

6mm thick rolled steel sheet sShroud to be mechanically fixed to the sandstone base. Sheet to protrude down the front of the sandstone base

10mm thick plates powdercoated to match finish M3 & M4 mechanically fixed through the metal sheet and capped at either end.

Powdercoated screw caps to conceal all fixings and reduce theft. Finish: M3 & M4

Profile cut SAV applied to the face of the panels with a 2 pack protective clear coat matte finish.

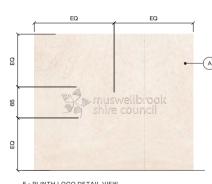
Profile cut SAV applied to the face of the panels with a 2 pack protective clear coat matte finish. Finish: M6

#### NOTES:

-(0)

Indicative message only Fonts: Circular STD - Book Tracking: 50pt

No welds or joins to be visible. Fixings to be countersunk and painted to match background or concealed with screw caps.



5 - PLINTH LOGO DETAIL VIEW SCALE 1:5

REVIEWED: 23.04.25 02.05.25 SIG-DRW-WF.1-002 DD Stage 1 OLIENT: Muswellbrook Shire Council

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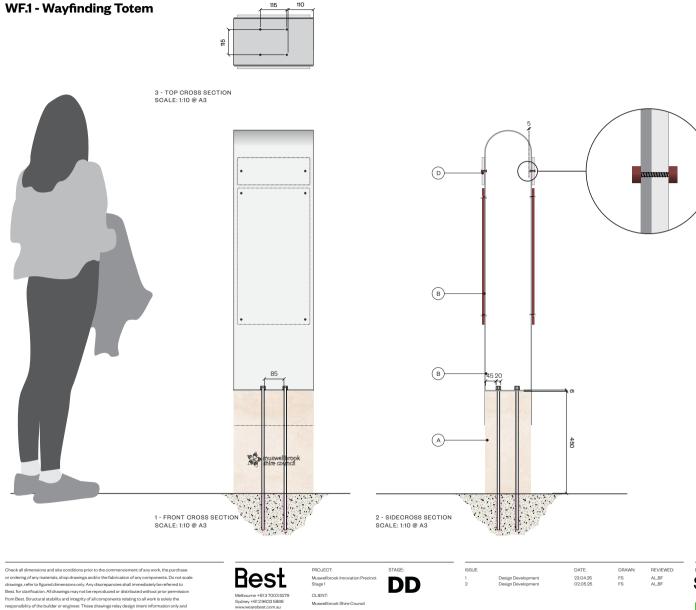
4 - DETAIL SIDE VIEW

SCALE 1:5



2 - SIDE VIEW

SCALE 1:20



- Sandstone base with a honed finish matched to the finish used in the landscape. Finish: M1 Council Logo to be engraved 10mm into the stone base.
- 6mm thick rolled steel sheet,sShroud to be mechanically fixed to the sandstone base. Sheet to protrude down the front of the sandstone base
- 10mm thick plates powdercoated to match finish M3 & M4 mechanically fixed through the metal sheet and capped at either end.
- Powdercoated screw caps to conceal all fixings and
- reduce theft. Finish: M3 & M4
- Profile cut SAV applied to the face of the panels with a 2 pack protective clear coat matte finish.
- Profile cut SAV applied to the face of the panels with a 2 pack protective clear coat matte finish. Finish: M6

#### NOTES:

Indicative message only Fonts: Circular STD - Book Tracking: 50pt

No welds or joins to be visible. Fixings to be countersunk and painted to match background or concealed with screw caps.

responsibility of the builder or engineer. These drawings relay design intent information only and should not be used as clarification of other. All dimensions noted are to be confirmed on site prior

SIG-DRW-WF.1-003



# WF.1 - Wayfinding Totem Local Map Local Map 6 - Train Station 7 - Muswellbrook Aquatic 1 - Innovation Precint1 - Information Centre 6 - Train Station7 - Muswellbrook Aquatic Muswellbrook Aquatic & Fitness Centre Hunter River Muscle Creek St Alban's Anglican Church St Johns Church 1 - Donald Horne Building & Fitness Centre 1 - Donald Horne Building 2 - Shopping Precinct 3 - Muswellbrook Regional Arts Centre 4 - Upper Hunter Community 8 - Hunter River 9 - Muscle Creek 10 - St Alban's Anglican Church 11 - St Johns Church 2 – Shopping Precinct 3 – Muswellbrook Regiona Arts Centre 4 – Upper Hunter Community

1 - MAP OPTION 1 SCALE: 1:2 @ A3

2 - MAP OPTION 2 SCALE: 1:2 @ A3

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Services 5 – Public Toilets

**Best** Melbourne +613 7003 5279 Sydney +61296335888 www.wearebest.com.au

12 - St James Church

Stage 1 OLIENT: Muswellbrook Shire Council DD

REVIEWED: 23.04.25 02.05.25

SIG-DRW-WF.1-004



12 - St James Church

ISSUE: 2

# WF.2 - Wayfinding Finger Pole



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PROJECT: Muswellbrook Innovation Pre Stage 1 CLIENT: STAGE:

ISSUE:

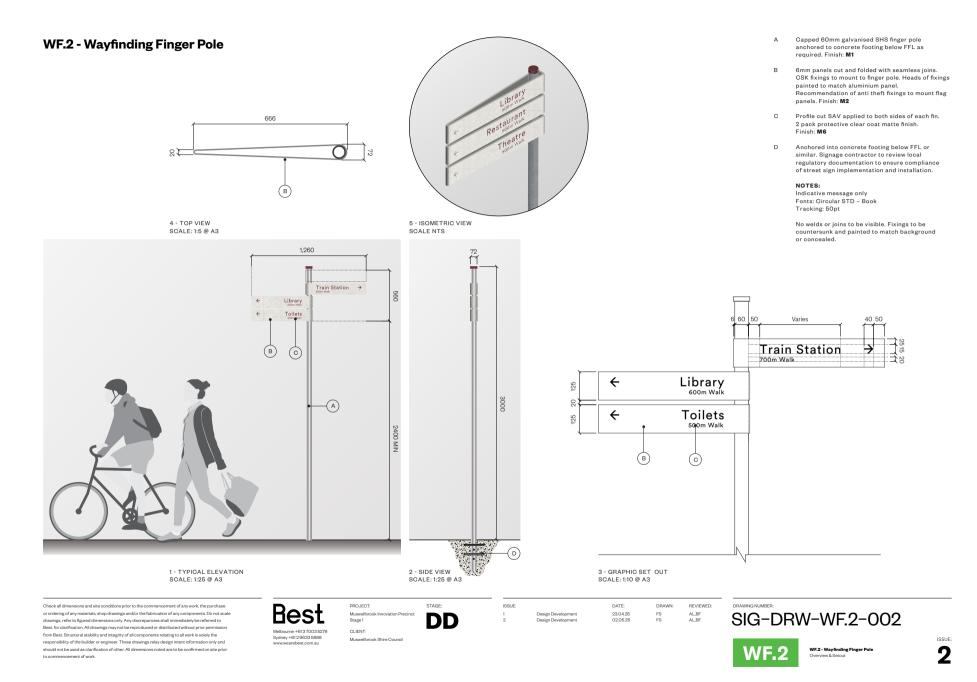
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2 Design Der

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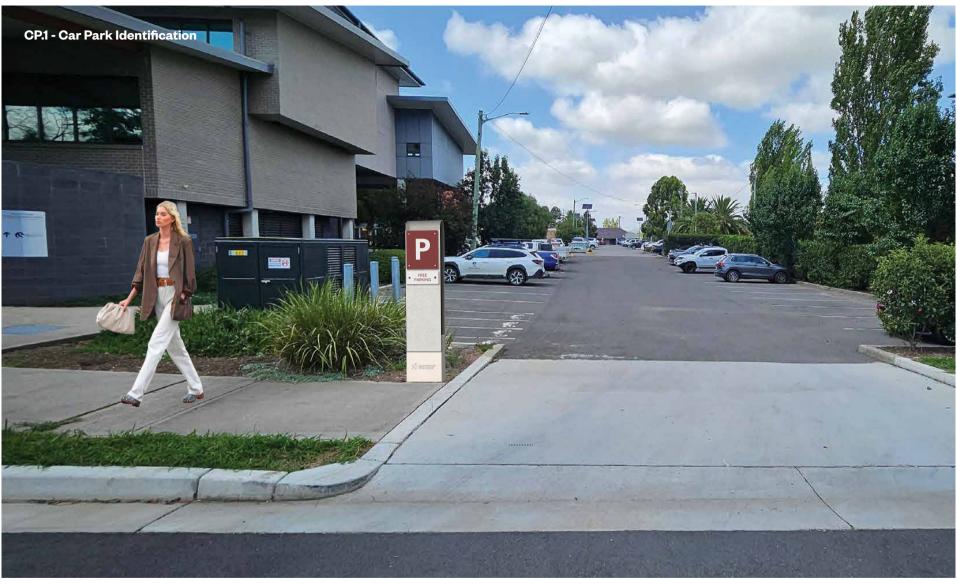


WF.2 - Wayfinding Finger Pole In-context Visuals 2



Muswellbrook City Council Innovation Precind Stage 1 - Design Development

# **CP.1 - Car Park Identification**



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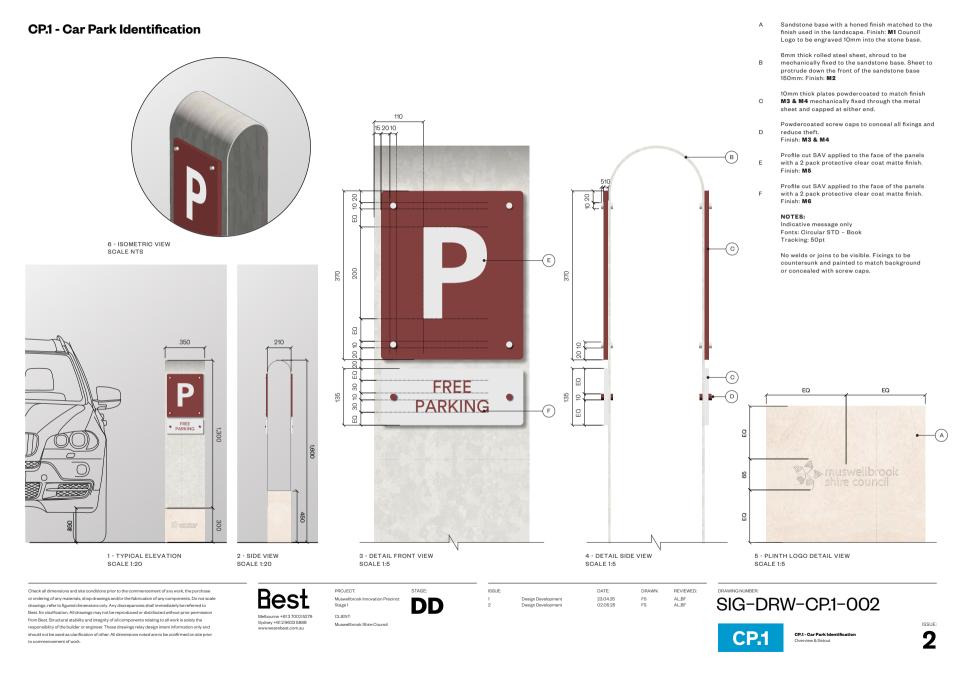
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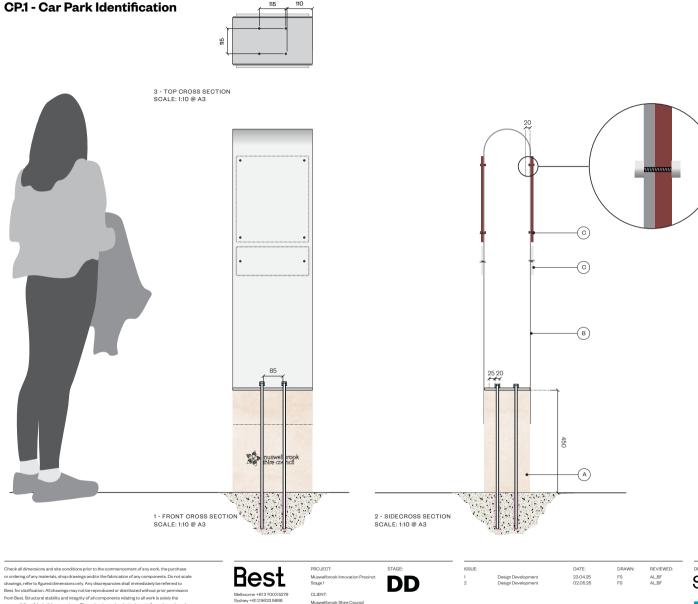
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SIG-DRW-CP.1-001



CP.1 - Car Park Identification In-context Visuals 2





- Sandstone base with a honed finish matched to the finish used in the landscape. Finish: M1 Council Logo to be engraved 10mm into the stone base.
- 6mm thick rolled steel sheet, shroud to be mechanically fixed to the sandstone base. Sheet to protrude down the front of the sandstone base
- 10mm thick plates powdercoated to match finish M3 & M4 mechanically fixed through the metal sheet and capped at either end.
- Powdercoated screw caps to conceal all fixings and
- reduce theft. Finish: M3 & M4
- Profile cut SAV applied to the face of the panels with a 2 pack protective clear coat matte finish.
- Profile cut SAV applied to the face of the panels with a 2 pack protective clear coat matte finish. Finish: M6

#### NOTES:

Indicative message only Fonts: Circular STD - Book Tracking: 50pt

No welds or joins to be visible. Fixings to be countersunk and painted to match background or concealed with screw caps.

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# **CP.2 - Car Park Entry Identification**



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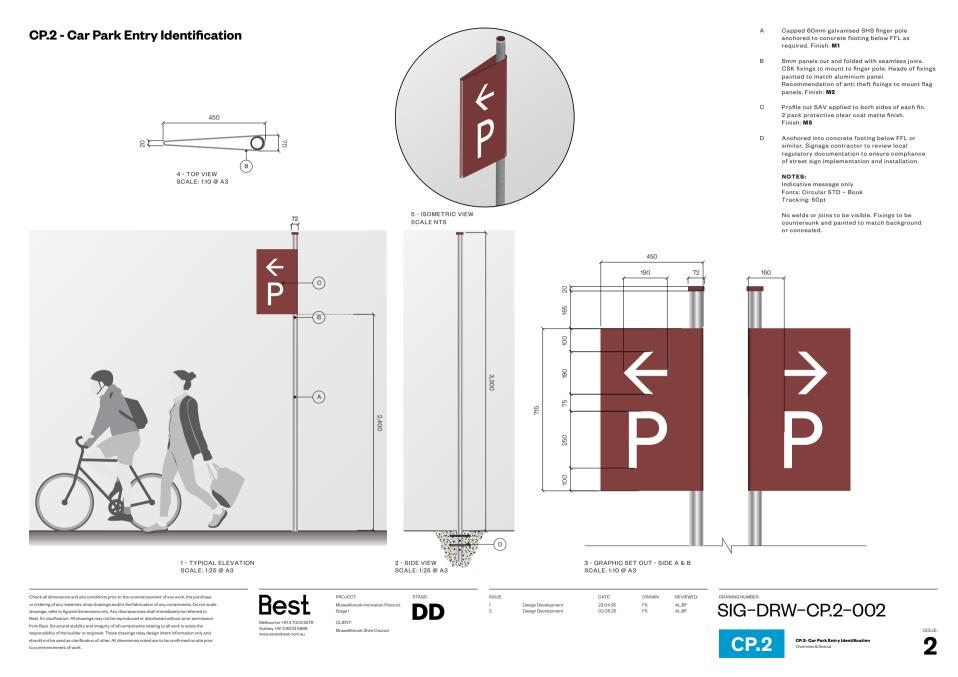


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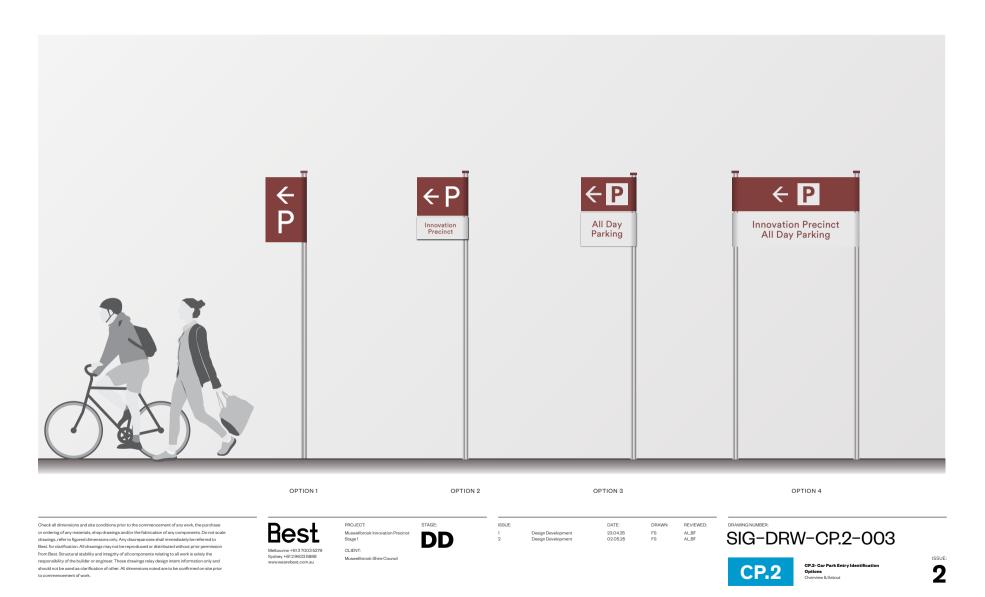
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SIG-DRW-CP.2-001





## **CP.2 - Car Park Entry Identification**



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Muswellbrook City Council Innovation Precinc Stage 1 - Design Developmer

# P.1 - Digital Signage

### P.1 - Digital Signage



- Sandstone base with a honed finish matched to the finish used in the landscape. Finish: M1
- Fabricated 6mm thick shroud with a 10mm deep recess to the sides. Shroud to be mechanically fixed to the sandstone base. Sheet to protrude down the front of the sandstone base 150mm; M2
- Profile cut SAV applied to the face of the panels with a 2 pack protective clear coat matte finish. Finish: M6
- Outdoor Digital LED screen placed within the shroud. Indicative screen is based off Samsung 55 inch OHA Outdoor Display: https://www.samsung.com/au/business/smart-sign age/outdoor-signage/smart-signage-oh55a-lh55oh aebgbxxy/
- Perforated pattern to act as ventilation. Contractor to ensure suitable ventilation based on screen specifications.

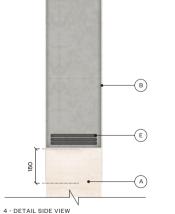
#### NOTES:

Indicative message only Fonts: Circular STD - Book Tracking: 50pt

No welds or joins to be visible. Fixings to be countersunk and painted to match background or concealed with screw caps.



VIOLA BROMLEY ART PRIZE (0) muswellbrook shire council 3 - DETAIL FRONT VIEW SCALE 1:10 SCALE 1:10





6 - SAMSUNG 55 INCH OHA OUTDOOR DISPLAY SCALE 1:20

or ordering of any materials, shop drawings and/or the fabrication of any components. Do not scale drawings, refer to figured dimensions only. Any discrepancies shall immediately be referred to  $from \, Best. \, Structural \, stability \, and \, integrity \, of \, all \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, the \, components \, relating \, to \, all \, the \, components \, to \, all \, the \, components \, the \, compon$ responsibility of the builder or engineer. These drawings relay design intent information only and should not be used as clarification of other. All dimensions noted are to be confirmed on site prior

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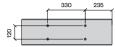
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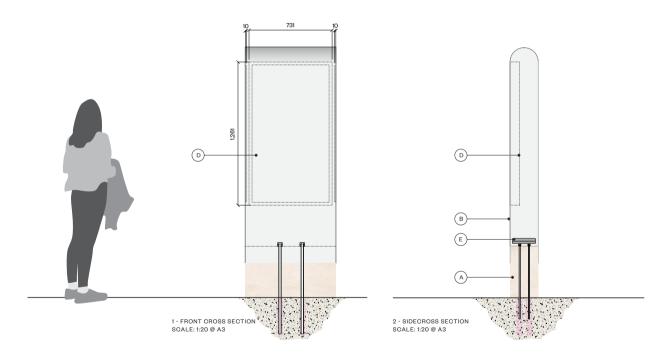
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### P.1 - Digital Signage



3 - TOP CROSS SECTION SCALE: 1:20 @ A3



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STAGE:

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23.04.25 02.05.25 REVIEWED: DRAW

SIG-DRW-P.1-002



P.1-Digital Signage Overview & Setout

Sandstone base with a honed finish matched to the

finish used in the landscape. Finish: M1

Fabricated 6mm thick shroud with a 10mm deep recess to the sides. Shroud to be mechanically fixed to the sandstone base. Sheet to protrude down the front of the sandstone base 150mm: M2

Profile cut SAV applied to the face of the panels with a 2 pack protective clear coat matte finish.

Outdoor Digital LED screen placed within the shroud. Indicative screen is based off Samsung 55

https://www.samsung.com/au/business/smart-signage/outdoor-signage/smart-signage-oh55a-lh55oh

Perforated pattern to act as ventilation. Contractor to ensure suitable ventilation based on screen

No welds or joins to be visible. Fixings to be countersunk and painted to match background or concealed with screw caps.

Finish: M6

aebgbxxy/

specifications.

NOTES:
Indicative message only
Fonts: Circular STD - Book
Tracking: 50pt

inch OHA Outdoor Display:

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Muswellbrook City Council Innovation Precinc Stage 1 - Design Developmer

# P.2 - Directory Board



Muswellbrook City Council Innovation Precind Stage 1 - Design Development

# **ID.1 - Precinct Identification**

### **ID.1 - Precinct Identification Text Variations**



drawings, refer to figured dimensions only. Any discrepancies shall immediately be referred to  $from \, Best. \, Structural \, stability \, and \, integrity \, of \, all \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, relating \, to \, all \, work \, is \, solely \, the \, components \, to \, all \, work \, is \, solely \, the \, components \, the \, c$  $responsibility \ of the \ builder \ or \ engineer. \ These \ drawings \ relay \ design \ intent \ information \ only \ and$ should not be used as clarification of other. All dimensions noted are to be confirmed on site prior

or ordering of any materials, shop drawings and/or the fabrication of any components. Do not scale

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Text Variations
Overview & Setout

# ID.1 - Precinct Identification Option 1

- A Sandstone base with a honed finishh matched to the finish used in the landscape. Finish: **M1** "MUSWELLBROOK" to be engraved 10mm into the stone base.
- B 125mm high fabricated steel letters to match finish
  M2. Letters to be mechanically fixed into the base.
- C IP64 outdoor rated LED Strip light embedded into steel top plate, casting light across face of letters.

#### NOTES:

Indicative message only Fonts: Circular STD - Book Tracking: 50pt

No welds or joins to be visible. Fixings to be countersunk and painted to match background or concealed with screw caps.





125 B

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4 - ISOMETRIC VIEW SCALE NTS

SIG-DRW-ID.1-002



ID.1 - Precinct Identification
Option 1
Overview & Setout

1SSUE: **2** 

## ID.1 - Precinct Identification Option 1

- 3 TOP CROSS SECTION SCALE: 1:25 @ A3

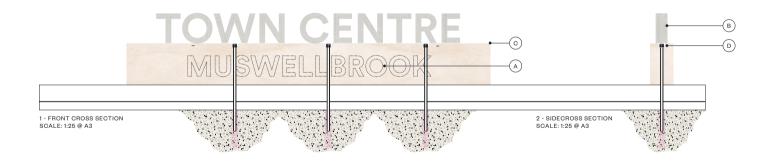
- A Sandstone base with a honed finish matched to the finish used in the landscape. Finish: M1 "MUSWELLBROOK" to be engraved 10mm into the stone base.
- B 125mm high fabricated steel letters to match finish

  M2. Letters to be mechanically fixed into the base.
- C Each letter fixed to steel top plate, top plate fixed to stone.
- D Countersunk Bolts, hidden within Sandstone block
- E IP64 outdoor rated LED Strip light embedded into steel top plate, casting light across face of letters.

#### NOTES:

Indicative message only Fonts: Circular STD – Book Tracking: 50pt

No welds or joins to be visible. Fixings to be countersunk and painted to match background or concealed with screw caps.



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SIG-DRW-ID.1-003



ID.1 - Precinct Identification
Option 1
Overview & Setout

## ID.1 - Precinct Identification Option 2

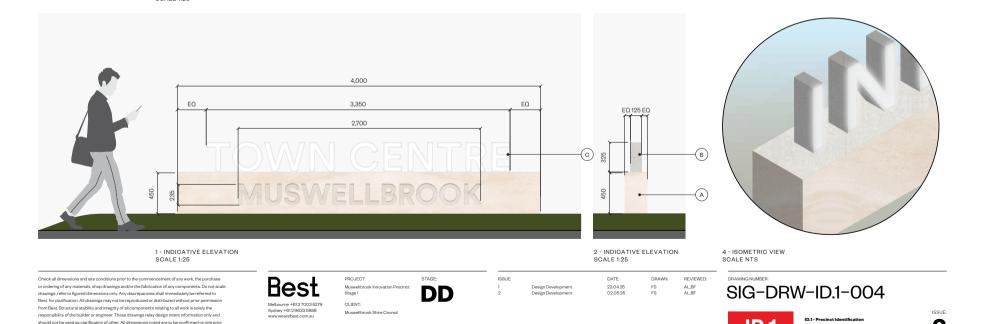
3 -TOP VIEW

- A Sandstone base with a honed finish matched to the finish used in the landscape. Finish: M1 "MUSWELLBROOK" to be engraved 10mm into the stone base.
- B 125mm high fabricated steel letters to match finish
  M2. Letters to be mechanically fixed into the base.
- C LED Front Face panel inset 10mm from galvanised steel. Ensure even illumination with no hot spotting.

#### NOTES:

Indicative message only Fonts: Circular STD - Book Tracking: 50pt

No welds or joins to be visible. Fixings to be countersunk and painted to match background or concealed with screw caps.



## ID.1 - Precinct Identification Option 2

finish used in the landscape. Finish: **M1**"MUSWELLBROOK" to be engraved 10mm into the stone base.

Sandstone base with a honed finish matched to the

- B 125mm high fabricated steel letters to match finish
  M2. Letters to be mechanically fixed into the base.
- C LED Front Face panel inset 10mm from galvanised steel. Ensure even illumination with no hot spotting.
- D Each letter fixed to steel top plate, top plate fixed to stone.
- E Countersunk Bolts, hidden within Sandstone block

#### NOTES:

Indicative message only Fonts: Circular STD – Book Tracking: 50pt

No welds or joins to be visible. Fixings to be countersunk and painted to match background or concealed with screw caps.



3 - TOP CROSS SECTION SCALE: 1:25 @ A3



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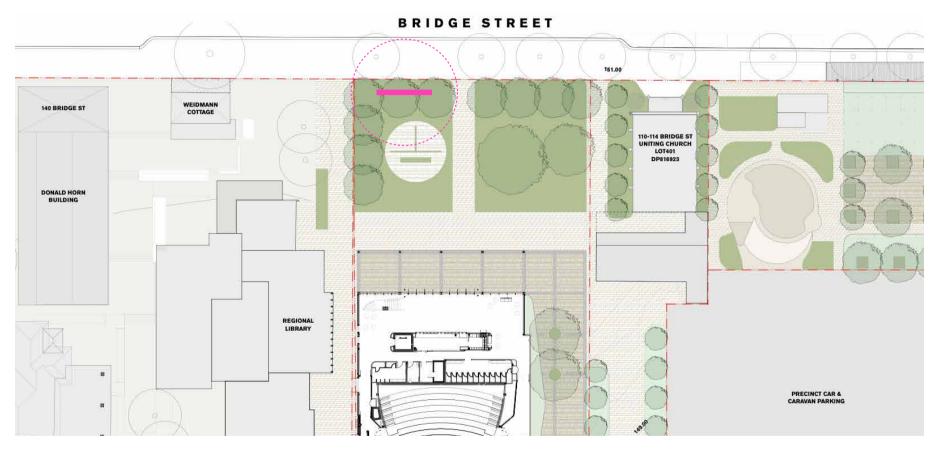
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ID.1 - Precinct Identification
Option 2
Overview & Setout

## ID.1 - Precinct Identification Allocation



1 - INDICATIVE ALLOCATION SCALE 1:25

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ID.1 - Precinct Identification Allocation

Muswellbrook City Council Innovation Precinct Stage 1 - Design Development



#### Stage 1 Allocation



CP2_01_001	SIGN CODE	SECULENCE		SIGN NAME	STAGE	QTY	MESSAGING	NOTES
CP2_01_001	JIGHT AUDIT	JEGOLNGE		JION WAINE	JIAGE	QI.	SIDE A:	NOTES .
SIDE 8:   Sight Arrow   Parking Picto   Sight Arrow   Sight Arro	CP2 01 001	001	CP2	Car Park Entry ID	01	1	Left Arrow [Parking Picto]	TO BE CONFIRMED
SIDE A:   RIGGHT  Car Park   RIGGHT  RIG	01.2_01_001	_001		our runk Emily ID		·		TO DE CONTITUIED
RIGHT  Car Park   100m   100								
LEFT   Lotator House   Som   LEFT   Lotator House   Som   LEFT   Lattery							[RIGHT] Car Park	
WF2_01_002								
WF 2_01_002							50m	
WF2_01_002								
LEFT  Car Park   100m	WF.2_01_002	_002	WF.2	Wayfinding Finger Pole	01	1		TO BE CONFIRMED
100m								
							100m	
WF2_01_003							50m	
LEFT  Library   20m   LEFT  Library   20m   RIGHT  Car Park   20m   20							[RIGHT] Library	
200								
RIGHT  Tertary Education Centre   RIGHT  Cert Park   RIGHT  Shopping Precinct   RIGHT  Shoppi								
RIGHT  Car Park   SOOn							[RIGHT] Tertiary Education Centre	
WF2_01_003								
SIDE 8.   RIGHT] Library   SUBMIT   SIDE 8.   RIGHT]   SUBMIT   SIDE 8.   RIGHT]   SUBMIT   SIDE 8.   RIGHT]   SUBMIT					L.	L.		
Son   LEFT] Tartiany Education Centre   LEFT] Car Park   Side   LEFT] Car Park   Side   LEFT] Car Park   Side   LEFT] Car Park   Side   LEFT] Learny   Side   LEFT] Learny   LEFT] Donald Forme Building   Lodon House   LEFT] Learny   Lea	WF.2_01_003	_003	WF.2	Wayfinding Finger Pole	01	1	SIDE B:	TO BE CONFIRMED
LEFT  Tertary Education Centre   100m   LEFT  Care Park Education Centre   100m   LEFT  Care Park   100m							[RIGHT] Library	
LEFT Car Park   300m   SISE								
INNOVATION PRECINCT   UIP] Donal Home Building   UIFT] LIDRY   VIFT_01_004   JOHN							300m	
UPT   Donald Flore Building   Lotton House   Lott							SIDE A:	
LEFT  Library   Teltrally Education Centre   Car Park   Tobac   Car							[UP] Donald Horne Building	
Tertiany Education Centre   Car Pairs								
RIGHT  Shopping Predict   TOWN WIDE MAP    Town Park   Town Park   Town Park   Town Park   Town Park   Town Park   Town WIDE MAP    Town WID							Tertiary Education Centre	
TOWN WIDE MAP   Ner-ORIATION   NAP NER-ORIATION							Car Park	
MAP IN CRANATION   MUSPELLEROOK SHIRE COUNCIL   10 BE CONFIRMED								
WF1_01_004							[TOWN WIDE MAP]	
WE   10   1004   WE   Wayfinding Totem   01   1   1   1   1   1   1   1   1								
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INNOVATION PRECINCT   RIGHT  Ubany   Right		_					-	
Terfany Education Centre   Car Park   Car							INNOVATION PRECINCT	
Car Pair, UIP  Regional Entertainment Centre   UIP  UIP  Regional Entertainment Centre   UIP  UIP  UIP  Regional Entertainment Centre   UIP  UIP  UIP  UIP  UIP  UIP  UIP  UI							[RIGHT] Library	
Posisum Park   Procedure Park   Proced							Car Park	
PIPCTO   Musewithcox Station							[UP] Regional Entertainment Centre	
[MAP INFORMATION]								
[MAP INFORMATION]							ITOWN WIDE MAPI	
CP1_01_005							[MAP INFORMATION]	
CP1_01_005	<b>—</b>	<del>                                     </del>			<del>                                     </del>	<b>-</b>	[Parking Picto]	
MUSWELLBROOK SHIRE COUNCIL.	CP 1 01 00#	005	CD1	Car Park ID	01	,	FREE PARKING	
LOGO    SIDE A:   LEFT  Library   LEFT  Regional Entertainment Centre   LEFT	U	_000	CIT.	Our I dik ID		ľ.	[MUSWELLBROOK SHIRE COUNCIL	
LEFT  Lutrary   Som   Som   LEFT  Durary   Som   LEFT  Durary   Som   LEFT  Donald Home Building   RIGHT  Regional Entertainment Centre   150m   15								
LEFT] Donald Home Building   Store   LEFT] Donald Home Building   Store   LEFT] Donald Home Building   Store   LEFT] Regional Entertainment Centre   150m   Store   LEFT] Regional Entertainment Centre   100m   REGHT] Donald Home Building   LEFT] Regional Entertainment Centre   100m   REGHT] Donald Home Building   LEFT] Regional Entertainment Centre   100m   REGHT] Donald Home Building   100m   100	1						[LEFT] Library	
300m   30							I FFTI Donald Home Building	
WF2_01_008008 Wr2 Wayfinding Finger Pole 01 1 SIDE B: RIGHT] Library Som RIGHT] Library Som LLEFT] Regional Entertainment Centre	1						300m	
WF2_01_006         006         WF2         Wayfinding Finger Pole         01         1         SIDE 8: [RIGHT] Library         10 BE COMFRIMED           SIDE 9: RIGHT] Donald Home Building 300m LEFT] Regional Entertainment Centre         1	1							
RIGHT] Library   Som	WF.2_01_006	_006	WF.2	Wayfinding Finger Pole	01	1		TO BE CONFIRMED
Som	1						IRIGHTI Library	
300m [LEFT] Regional Entertainment Centre	1						50m	
	1						300m	
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		1			1	1	TOOM!	

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Stage 1

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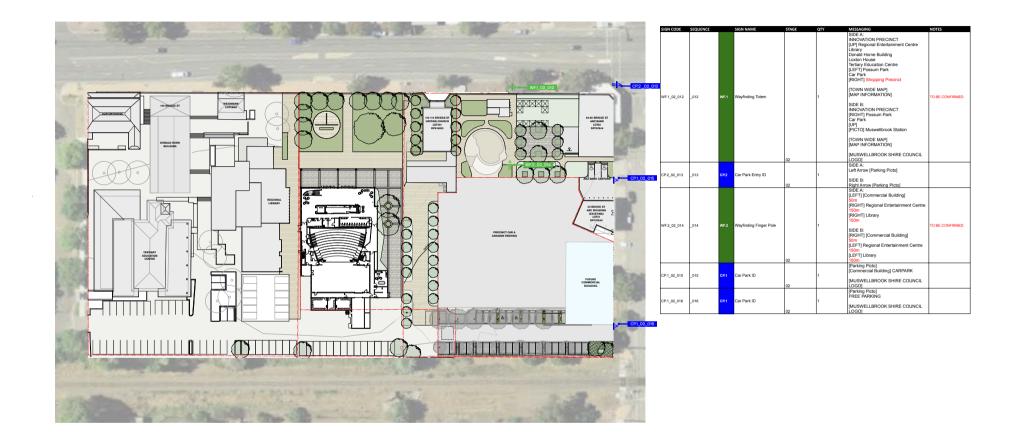
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Stage 1 Allocation Overview & Setout

#### Stage 2 Allocation



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 1
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SIG-DRW-PLN-002



#### **Stage 3 Allocation**



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SIG-DRW-PLN-003



Stage 3 Allocation Overview & Setout





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We acknowledge Indigenous and Torres Strait Islander peoples as Australia's First Nations Peoples and the Traditional Owners and Custodians of the land in which we are designing for, and where we design from.

We give respect to all Elders — past, present and emerging.



# 10.3.3. Memorandum of Understanding - Reclassification of Bengalla and Wybong Roads

Responsible Officer: Director - Infrastructure & Property

Author: Group Manager - Infrastructure & Operations

Community Strategic Plan: 5 - Community Infrastructure

Effective and efficient infrastructure that is appropriate to the

needs of our community

Delivery Program Goal: 5.1.3 - Facilitate investment in high quality community

infrastructure necessary to a Regional Centre.

Operational Plan Action: 1.1.1.4 - Collaboratively progress investment,

infrastructure and industry opportunities for the

Region.

Attachments: 1. road-management-arrangements [10.3.3.1 - 2 pages]

2. Draft Bengalla and Wybong Road TfNSW and MSC MOU

Feb 2025 [10.3.3.2 - 10 pages]

#### **PURPOSE**

Request Council consider the draft 'Memorandum of Understanding (MOU) for the reclassification of Bengalla Link Road and Wybong Road (west) (MR 709) attached to the report and seek Council's endorsement of the document.

#### OFFICER'S RECOMMENDATION

#### Council:

- 1. Endorses the Memorandum of Understanding Bengalla Link Road and Wybong Road (MR 709) February 2025; and
- 2. Delegates authority to the General Manager to sign the Memorandum of Understanding.

Moved:	Seconded:

#### **EXECUTIVE SUMMARY**

The Minister for Regional Transport and Roads announced the reclassification of Bengalla Link Road and Wybong Road (west) in a media release dated 18 July 2024. The roads subject to reclassification are significant to the Port to Central West Orana Renewable Energy Zone Project, as they are needed to transport essential infrastructure to and from the zone.

In preparation for the gazettal of these local roads and asset knowledge transfer/handover, it is understood that there are various matters that will require agreement to facilitate the transfer. A Memorandum of Understanding (MOU) has been drafted, and this document will ensure both Muswellbrook Shire Council and Transport for New South Wales are clear on the responsibilities of each organisation.



#### **PREVIOUS RESOLUTIONS**

Council's State Significant Development Committee resolved on 3 November 2021:

Authorises staff to object to all State Significant Development (SSD) that nominates the use of local roads in the Shire for transport of components to another LGA, until EnergyCo, Transport for NSW and Department of Planning Industry and Environment find a more strategic solution to managing transport issues that is acceptable to Council.

#### **BACKGROUND**

The Port to Central West Orana Renewable Energy Zone (CWO REZ) route largely uses the Golden Highway through Muswellbrook Shire. However, due to known height and width restrictions on the Denman Bridge over the Hunter River, the Golden Highway at this location is not accessible for over size over mass vehicles (OSOM). The alternate route for OSOM transportation is Bengalla Link Road and Wybong Road (west) to join the Golden Highway at Sandy Hollow.

Since 2021, Council has been approached by many renewable energy proponents seeking to use local roads to transport renewable energy project components, such as blades, batteries, transformers, and towers via routes west and north through Muswellbrook.

Currently, there are approximately 2,265 known proposed OSOM (blade) movements proposed through Muswellbrook Shire using Council local roads to access the Central West-Orana REZ.

Council resolved to authorise staff to object to all State Significant Development (SSD) that nominates the use of local roads in the Shire for transport of components to another local government area until EnergyCo, Transport for NSW, and the Department of Planning, Industry and Environment finds a more strategic solution to managing transport issues that is acceptable to Council. Over the proceeding timeframe, Council has continued to liaise with these departments in order facilitate a strategic solution.

In lieu of the construction of a new bridge over the Hunter River on the Golden Highway, it is proposed to use the Bengalla Link Road and Wybong Road (west) route for the transportation of wind farm development components to the CWO REZ and to reclassify the impacted local roads to become State Roads.

#### **CONSULTATION**

Transport for NSW - Regional Director North

Transport for NSW - Senior Manager Community and Place Partner, New England

Muswellbrook Shire Council - Legal Counsel

General Manager

#### **REPORT**

The Minister for Regional Transport and Roads announced the reclassification of Bengalla Link Road and Wybong Road (west) in a media release dated 18 July 2024. As stated in the media release, the intent of the reclassification of these roads is that 'the NSW Labor Government is helping take the pressure of Muswellbrook Shire Council by assuming responsibility for two (2) local roads critical to the State's future energy needs.'

It is confirmed that Bengalla Link Road and the western section of Wybong Road, from the intersection of Bengalla Link Road to the Golden Highway, will be reclassified as State Roads and referred to as Main Road 709. Roads are officially reclassified once they are notified through the NSW Government Gazette.



It is proposed for gazettal to occur after Council has delivered the road construction improvement works as part of the Regional Roads Transport Recovery funding, referred to as the Betterment Works – Wybong Road. Council was successful in receiving funding from this program, which aims to meet continuing impacts of natural disasters by planning, developing, and delivering priority transport infrastructure resiliency works on eligible infrastructure directly damaged by February and March 2022 Severe Weather and Flooding (AGRN 1012).

It is acknowledged that as part of the reclassification process and to facilitate a smooth transfer, there are various matters to be confirmed. Muswellbrook Shire Council (MSC) and Transport for NSW (TfNSW) have given in-principle support to use a Memorandum of Understanding (MOU) for this purpose. The MOU has been prepared for Council's consideration in preparation for the future gazettal of these local roads and to guide the knowledge transfer and handover of assets.

This agreement will ensure both Muswellbrook Shire Council and Transport for New South Wales are clear on the responsibilities of each organisation.

The TfNSW Standard TS 00051 – Transfer of Asset Management Functions between Transport for NSW and other Road Authorities has been referred to as the guiding document to assist with the process and to support the MOU.

The MOU has also been prepared with consideration to not place any detrimental financial or operational obligations on Council, nor for the reclassification to have any adverse impacts, particularly in terms of the burden of cost to the community and risk to Council.

#### **FINANCIAL CONSIDERATIONS**

The reclassification of the roads will release Council from the cost burden associated with the ongoing maintenance and management of the roads.

## 1. Financial Implications – Capital –

Nil.

#### 2. Financial Implications - Operational

Council will continue to incur operational costs until the roads are formally gazetted.

Item 24 of the MOU acknowledges that MSC is agreeable to considering a Road Maintenance Council Contract (RMCC) between TfNSW and MSC for Wybong Road (west) and Bengalla Link Road after the gazettal of Bengalle Link Road and Wybong Road (west) as State Roads. This is an opportunity for Council to participate in the management of the roads, as Council does with Denman Road and the section of the Golden Highway located within Muswellbrook Shire.

#### **POLICY IMPLICATIONS**

Nil known.

#### STATUTORY / LEGISLATIVE IMPLICATIONS

Road management in NSW is undertaken in accordance with the key legislation, being the Roads Act 1993 and Roads Regulation 2018. Road management between Transport for NSW (TfNSW) and Councils in NSW provides for three categories of road: State, Regional, and Local, and is managed in accordance with the 'NSW road management arrangements' (see document attached).

In the case of State Roads, TfNSW takes responsibility for managing the primary traffic function, including funding and determining priorities, and regulates the activities of third parties on the road and access to adjoining land to promote road safety, traffic efficiency, and protecting the



#### road asset.

The following applies to State Roads;

- Are maintained by either TfNSW's own Road Services organisation or by contractual arrangements with councils and private contractors.
- Including the land under the road reserve are capitalised by the TfNSW as a TfNSW asset.
- Under the Roads Act 1993, councils are the owners and roads authority for State Roads other than Freeways. However, the Act allows TfNSW to exercise roads authority functions to the extent necessary for the functioning of a road as a State Road.
- TfNSW generally funds and manages: the road formation and associated drains in the rural areas; the main carriageway between kerbs in the Sydney built up area; the central lands through towns elsewhere, including traffic lights, roundabouts, signs, and line markings.
- Councils retain responsibility for the road reserve of State Roads, including service roads, footpaths, and control of noxious weeds.

#### **RISK MANAGEMENT IMPLICATIONS**

The Memorandum of Understanding (MOU) is not intended to be legally binding on the parties unless otherwise agreed in writing or reproduced or documented subsequently in the nature of a binding agreement.

#### **COMMUNITY CONSULTATION / COMMUNICATIONS**

Further communications with the community would need to be undertaken following the reclassification of the roads.

## **NSW Road Management Arrangements**



December 2008

## Road management between the RTA and councils in NSW provides for three categories of road: State, Regional and Local.

#### **State Roads**

- State Roads are the major arterial links throughout NSW and within major urban areas. They are the principle traffic carrying and linking routes for the movement of people and goods within the Sydney, Newcastle, Wollongong and Central Coast urban areas and which connect between these urban centres, the major regional towns, the major regions of the State and the major connections interstate.
- The RTA takes responsibility for managing the primary traffic function of State Roads including funding and determining priorities, and regulates the activities of third parties on the road and access to adjoining land to promote road safety, traffic efficiency and protect the road asset.
- The Federal Government contributes some funding for a sub set of State Roads designated as part of the Federal AusLink network.
- State Roads are maintained by either the RTA's own Road Services organisation or by contractual arrangements with councils and private contractors.
- In carrying out work under the contract arrangements, councils work in the capacity of a contractor, rather than as the road authority.
- State Roads, including the land under the road reserve are capitalised by the RTA as an RTA asset.
- Under the Roads Act 1993, councils are the owners and roads authority for State Roads other than Freeways. However, the Act allows the RTA to exercises roads authority functions to the extent necessary for the functioning of a road as a State Road. The RTA generally funds and manages:
  - the road formation and associated drains in rural areas
  - the main carriageway between kerbs in the Sydney built up area
  - the central lanes through towns elsewhere, including traffic lights, roundabouts, signs and line markings.
- Councils retain responsibility for the road reserve of State Roads, including service roads, footpaths and
  control of noxious weeds except in situations where the RTA has specified to, or agreed with, council
  that the RTA would be responsible for specific other assets, works or activities within the road reserve.

#### **Regional Roads**

- Regional Roads are routes of secondary importance between State Roads and Local Roads which together with the State Roads, provide the main connections to and between smaller towns and districts and perform a sub arterial function in major urban areas
- Regional Roads are the responsibility of councils to fund, determine priorities and carry out works. They
  are capitalised as a council asset.
- Regional Roads are eligible for annual assistance grants from the State Government in recognition of their relative importance. This funding assistance comprises an identified funding pool comprising the Block Grant Program and the REPAIR Program.
- Each council receives an annual formula based Regional Road Block Grant for use according to council's priorities on Regional Roads. The formula takes into account road length and traffic usage, and, in the country, timber bridges, and includes a supplementary component which provides an equivalent level of funding to that which each council received under the former 3X3 Council Determined Program. The

- grant also includes a formula determined component towards the cost of traffic facilities on both Regional and Local Roads.
- Councils may apply for a 50 per cent contribution for specific maintenance and construction works under the REPAIR Program. Projects are prioritised by consultative committees of local councils within the six RTA Regions.
- Councils also apply other sources of funding to works on Regional Roads including local rates, developer contributions and funding from the Federal Government.

#### **Local Roads**

- Local Roads comprise the remaining council controlled roads which provide for local circulation and access.
- · Local Roads are the responsibility of Councils to fund, determine priorities and carry out works.
- The State Government provides only limited assistance under special programs eg Urban Bus Routes.
- The Federal Government has a long standing role in providing road funds to councils. It provides annual
  financial assistance grants to councils that include a significant identified roads component. In 2000, the
  Federal Government introduced the Roads to Recovery Program to provide additional funding to
  councils. Councils have discretion to use their Federal funds for works on any category of road. In
  2006, the Federal Government introduced the AusLink Strategic Regional Program under which councils
  may seek additional funding.

#### The State Government provides additional funding to councils including:

- Road Safety Councils may apply for specific grants for local area safety initiatives including the Federal Blackspots Program. Councils may also apply for contributions towards the employment of road safety officers.
- Traffic Route Lighting Subsidy Scheme Councils receive an annual formula based subsidy towards the provision of street lighting to a higher than normal level on important traffic routes.
- Traffic Management Councils may apply for specific grants for pedestrian and urban amenity works, provision of bicycle paths and rail crossings improvements, and provision of specific traffic facilities.
- Heavy Vehicle Compliance An annual formula based grant is provided to council weight of loads groups to support their operation of enforcing heavy vehicle compliance on public roads.
- Natural Disasters Councils may apply for restoration funding for Regional and Local Roads damaged in declared natural disasters.
- Urban Bus Routes Councils in the greater metropolitan area receive an annual formula based grant in part recognition of the use of urban Regional and Local roads by buses.

#### The RTA is also responsible for:

- 188 State Asset Bridges and ferries on Regional and Local Roads. These assets historically have been managed by the State in view of their significance.
- About 2,900 km of Regional and Local Roads in the unincorporated area of NSW where there is no council.

There are other roads in NSW which are the responsibility of agencies other than councils and the RTA. These include crown roads (responsibility of the Minister for Lands), and roads available to the public managed by State Forests, National Parks and Wildlife Service, Sydney Foreshore Authority and Olympic Park Authority.

Page 1 of 10

# Muswellbrook Shire Council Bengalla and Wybong Road (MR 709)

Memorandum of Understanding

Transport for NSW | February 2025







#### Page 3 of 10

## **Document Summary Information**

### Version history

Version	Author	Date	Details
0.1	Dimitri Perdikaris	October 2024	Draft for Muswellbrook review
0.2	Dimitri Perdikaris	February 2025	Incorporate Council review comments

#### Page **4** of **10**

## Contents

1	BAC	CKGROUND	5
	1.1	Key Contacts	5
	1.2	Status of this document	6
2	EXI	STING CONTEXT	7
	2.1	Natural Disaster/Betterment Funding	7
	2.2	Keys Bridge	7
	2.3	Other Structures	8
	2.4	Bengalla Link Road	8
	2.5	OSOM Movements	g
	2.6	Hand over	g
	2.7	Routine Maintenance	10
	2.8	Residual Risk Transfer	10
3	AGF	REEMENT	12
	3.1	Transport for NSW	12
	3.2	Muswellbrook Shire Council	12

Page **5** of **10** 

### 1 Background

As part of the Premier's Priority for the transition to renewables energy, TfNSW has investigated the State Road corridor for oversize overmass (OSOM) movements to support the Central West Orana Renewable Energy Zone (CWO REZ).

This relies on the use of the Golden Highway which passes through the local government area of Muswellbrook Shire Council.

There is an existing bridge structure near Denman (Denman Bridge) that presents a height constraint for some of the OSOM movements.

There is a detour available (that has been used historically), and this relies on local roads (Bengalla Link Rroad and Wybong Road – to the west) to support the work.

With the substantial increase in volume of vehicles using these roads, TfNSW has agreed to reclassify the roads to State Roads.

Reclassification (via gazettal) has been paused, until there is shared understanding and agreed process for the management of the route between TfNSW and Muswellbrook Shire Council (MSC). The purpose of this memorandum of understanding (MOU) is to provide this clarity.

### 1.1 Key Contacts

#### **Primary Transport for NSW Contact:**

Name:	Michael Papadopoulos	
Position	Senior Manager Community Place Partner	
Mobile	0438 640 685	
Email	Michael.Papadopoulos@transport.nsw.gov.au	
Address	375 Goonoo Goonoo Rd, Hillvue NSW 2340	

Name:	
Position	
Mobile	
Email	
Address	

#### Page **6** of **10**

#### Primary Council Contact/s:

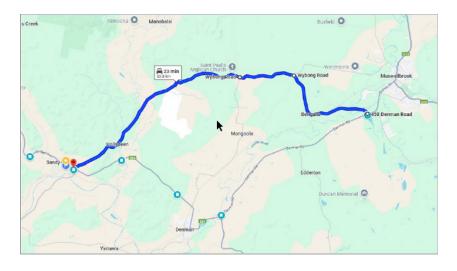
Name	Derek Finnigan	
Position	General Manager	
Telephone	0419 465 572	
Email	Derek.finnigan@muswellbrook.nsw.gov.au	
Address	60-82 Bridge Street, Muswellbrook, NSW, 2333	

Name:	Kellie Scholes	
Position	Group Manager Infrastructure and Operations	
Telephone	0407 252 142	
Email	Kellie.scholes@muswellbrook.nsw.gov.au	
Address	60-82 Bridge Street, Muswellbrook, NSW, 2333	

#### 1.2 Status of this document

This document is a memorandum of understanding and represents the understanding between TfNSW and MSC regarding the gazettal of Wybong Road (west) and Bengalla Link Road as MR709.

The memorandum of understanding it is not intended to be legally binding on the parties unless otherwise agreed in writing or reproduced or documented subsequently in the nature of a binding agreement.



Page **7** of **10** 

### 2 Existing Context

In preparation for the gazettal of these local roads and knowledge transfer/handover, it is understood that there are various matters that will require agreed ways forward during this time. This will ensure both Muswellbrook Shire Council and Transport for New South Wales are clear on the responsibilities of each organisation. These are covered off in the subsequent sections.

#### Natural Disaster/Regional Roads Transport Recovery Package (Betterment Funding)

**Background –** Muswellbrook Shire Council has received approved funding from the Regional Roads and Transport Recovery Package (RRTRP) to carry out works to one (1) location along Wybong Road. In addition, council will receive funding under the Disaster Recovery Funding Arrangements (Category B) to carry works out on two (2) sites. The works are required to be completed regardless of road status.

#### Agreement under MoU

- 1. MSC will, subject to Council approval, enter into the RRTRP Funding Deed.
- 2. MSC will use reasonable endeavors to comply with the terms and conditions of the RRTRP Funding Deed.
- MSC can engage TfNSW as the contractor to complete the works required to be undertaken in accordance with the RRTRP Funding Deed. This will be the subject of a separate agreement.
- 4. TfNSW and MSC agree in principle that the gazettal and reclassification of Bengalla Link Road wybong Road West will not occur until after the satisfactory completion of the EPAR and RRTRP Funding Deed works.

#### 2.2 Keys Bridge

Background – Keys Bridge is a current precast concrete bridge structure located along Bengalla Road,—believed to have been built around 1999. Bengalla, as a requirement of Bengalla's development consent, it is understood that New Hope Mine-currently maintains the structure, as Muswellbrook Shire Ceouncil (MSC) has yet to accept handover of the bridge. Bengalla New Hope Mininge Company currently owns and maintains this structure. There are existing defects to be rectified that are known to the structure owner and Ceouncil. Planning and design of potential rectification is being undertaken by Bengalla New Hope Mininge Company. TfNSW will need to carry out structural assessments around the potential capacity and condition of this structure as part of the asset transfer and review for ongoing use by Oversize Overmass (OSOM) vehicles, including the additional movements generated by the Renewable Energy transition. There are existing constraints with the capacity, condition and design of this structure as evidenced by the history of applications for OSOM and non-approval of some applications on this route by MSC.

#### Agreement under MoU

- 5. Bengalla New Hope Mining Company to submit scope of works and program to MSC and TfNSW for concurrence.
- Intention is for Bengalla New Hope Mining Company to complete all works ready for handover by March 2025.
- 7. Following the completion of the Bengalla-New Hope Mining Company works, as anticipated by this clause 2.2, TfNSW will undertake its own investigations, including Level 3 Inspection, structural assessment and load assessments (particularly in relation to existing applications and future REZ OSOM requirements) to determine current operating capacity.

#### Page 8 of 10

- TfNSW will determine further works required to meet the REZ OSOM capacity requirements (to strengthen, repair), develop brief and cost estimate).
- For the avoidance of doubt, Council is not responsible for undertaking works required to meet the REZ OSOM capacity requirements, target additional works (by September 2025)

Commented [AH1]: Council requires the inclusion of this clause.

#### 2.3 Bengalla Link Road

**Background** - On 3 March 2015, the NSW Minister for Planning granted State Significant Development Approval (SSD-5170) to Bengalla Mining Company (BMC) for the Bengalla Coal Mine - Continuation Project. Development Consent for Modification 4 Bengalla Continuation Project was granted in December 2018 for extension of coal extraction to the west which would require closure of a section of the Bengalla Link Road from the mine access to Wybong Road.

The approval included transport related environmental performance conditions that included the design and construction of a realigned Bengalla Link Road, and associated intersection works. Due to changes in the project footprint since the approval, Bengalla Coal Mine needs to lodge a modification to the SSD.

The SSD modification is time sensitive to meet Bengalla Coal Mine's anticipated timeframe for mining expansion and to enable works to occur on Bengalla Link Road prior to commencement of future scheduled OSOM movements associated with the proposed Renewable Energy Zones (REZ). Current timing for lodgment of the modification is February 2025 with construction of the road realignment to be completed in 2026.

#### Agreement under MoU

- 10. Recognise the work undertaken by Bengalla Coal Mine and Muswellbrook Shire Council (MSC) in progressing the road design for Bengalla Link Road realignment in accordance with existing development approvals.
- 11. Agree that MSC will be the Roads Authority for Bengalla Road and provide s138 consent to the proposed road upgrade (design and delivery) in accordance with the Roads Act.
- 12. Subject to Bengalla receiving approval of a modification to their SSD which allows for the realignment of part of Bengalla Link Road ("BLR"), MSC will use reasonable endeavours to enter into a road closure and works deed with Bengalla that is satisfactory to MSC and subject to MSC approval.
- 13. Subject to the satisfaction of clause 12, MSC will consult with TfNSW on the design of the realignment of part of BLR. TfNSW may identify any matters arising in connection with the design and request modifications to the design such that the realignment of BLR is fit for OSOM movements (this may include vertical clearance, bridge design, pavement design and swept paths).

#### 2.4 Hand over

**Background:** To ensure that the handover of asset information supports a seamless road transfer without operational interruptions.

#### Agreements under MoU

- 14. MSC will use its reasonable endeavours to provide all available and up-to-date asset documentation as requested by TfNSW, including but not limited to condition reports, maintenance history, and asset registers.
- 15. MSC will provide any updates to asset information that occur between the time of initial documentation submission and the formal handover, ensuring that TfNSW has the most current data.
- 16. MSC will collaborate with TfNSW during the handover process to address any reasonable questions or clarifications regarding the asset information, ensuring both parties have a mutual understanding of the data being transferred.
- 17. TfNSW and MSC will establish a mutually agreed and reasonable timeline for the finalisation of asset documentation, ensuring that all information is transferred within an agreed period prior to the road transfer.
- 18. MSC will provide TfNSW with details of any planned or ongoing works under their forward works program, ensuring transparency and continuity of maintenance efforts leading up to the handover. OFFICIAL

#### Page **9** of **10**

 MSC will provide any additional documentation or information reasonably requested by TfNSW post-handover to support ongoing network operations, ensuring safety and continuity.

#### 2.5 Routine Maintenance

**Background:** The transfer of maintenance authority from MSC to TfNSW will require coordination to ensure uninterrupted maintenance of the road and a clear understanding of liability.

#### Agreement under MoU

- 20. MSC will maintain BLR and Wybong Road West in accordance with the Roads Act 1993 (NSW), associated Regulations and Muswellbrook Shire Council standards and policies until the date by way of gazette the relevant roads are classified as State Roads and or a mutually agreed date.
- 21. For the avoidance of doubt, MSC is not obligated to undertake any maintenance works on BLR or Wybong Road West as directed by TfNSW while MSC is the roads authority. TfNSW acknowledges that BLR and Wybong Road West will be transferred in an 'as is' condition.
- 22. TfNSW agrees that, on and from the gazettal date reclassifying BLR and Wybong Road West as state roads, TfNSW assumes all responsibilities and liabilities associated with BLR and Wybong Road being gazetted state roads in accordance with the Roads Act 1993, Road Regulations and associated with the relevant roads, including maintenance responsibilities.
- 23. TfNSW will keep MSC informed as to the intended gazettal date reclassifying Bengalla Road and Wybong Road West as State Roads
- 24. TfNSW and MSC acknowledge that MSC isare agreeable to considering a road maintenance council contract between TfNSW and MSC for Wybong Road West and BLR after the gazettal of BLR and Wybong Roadt West as State Roads.

Page <b>10</b> of <b>10</b>		
3 AGREEMENT		
3.1 Transport for NSW		
Anna Zycki Director Region North	Date:	
Dan Champness Director Regional Community Partnering	Date:	
3.2 Muswellbrook Shire Council		
Kellie Scholes Group Manager Infrastructure and Operations	Date:	
Derek Finnigan General Manager	Date:	
OFFICIAL		



#### 10.3.4. Joint Water Treatment Plant MSC/UHSC Update

Responsible Officer: Director - Infrastructure & Property

Author: Manager - Water & Wastewater

Community Strategic Plan: 5 - Community Infrastructure

Effective and efficient infrastructure that is appropriate to the

needs of our community

Delivery Program Goal: 5.1.4 - Maintain and continually improve community

infrastructure across the Shire.

5.3.1 - Water, sewerage and waste services are provided in

compliance with regulatory requirements.

Operational Plan Action: 5.1.4.1 - Prioritise Capital works program to demonstrate

continual improvement in community infrastructure.

Attachments: 1. CONFIDENTIAL REDACTED - 7628 Joint WTP Business

Case Cost Estimating - Final Draft Issued [10.3.4.1 - 106

pages]

#### **PURPOSE**

To provide Council with an update on the progress of a Business Case for a Joint Water Treatment Plant with Upper Hunter Shire Council (UHSC).

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

#### Council:

- 1. Notes the information contained in the report;
- 2. Approves further concept development of a Joint Water Treatment Plant and related facilities in partnership with Upper Hunter Shire Council; and
- 3. Authorises the General Manager to write to the Minister for Water, requesting inclusion of the Joint Water Treatment Plant in the Greater Hunter Regional Water Strategy.

Moved:	Seconded:

#### **EXECUTIVE SUMMARY**

Aberdeen, Scone, Murrurundi and Muswellbrook source their town water from Glenbawn Dam. Upper Hunter Shire Council's (UHSC) (Scone, Aberdeen and Murrurundi's) primary water supply is via a pipeline direct from Glenbawn Dam, with chlorination as the treatment barrier. Muswellbrook Shire Council's (MSC) water supply is drawn from the Hunter River downstream of Glenbawn Dam and treated through a conventional water treatment plant.

Since early 2023, MSC and UHSC have been collaboratively considering a joint water treatment plant that will source water from Glenbawn Dam and provide safe and reliable drinking water for both communities, ensuring secure, high quality water supply for future generations.

To enable this new project, pipelines and pumps would be required, in addition to a full conventional treatment plant to supply water from the water treatment plant and to deliver safe drinking water to Muswellbrook, Aberdeen, Scone, and Murrurundi.

In order for an informed decision to be made regarding whether to pursue a joint water treatment facility, a full range of water supply options have been examined, considering both joint treatment facilities. These options include each Council pursuing individual separate water supply systems, utilising their existing assets, or building new plants. All the options are outlined in the attached Business Case Cost Estimating Report.

The proposed joint water treatment plant offers several benefits for both Councils that enhance water security, public health, operational efficiency, and cost savings for the communities it serves.

#### **PREVIOUS RESOLUTIONS**

At the 28 February 2023 Ordinary Council Meeting, Council considered a proposal to carry out a feasibility study for the potential development of a shared water treatment plant with Upper Hunter Shire Council, and resolved as follows:

#### 9.2.3. Upper Hunter Water Treatment Plant Concept

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

Council

- Notes the information contained in the report and supports the investigation of a shared water treatment plant with Upper Hunter Shire Council:
- 2. Approves an initial budget of \$20,000 to commence investigations; and
- Delegates to the Acting General Manager authority to approve expenditure for the feasibility study.

In Favour: Cr S. Reynolds, Cr J. Lecky, Cr A. Barry, Cr M. Bowditch, Cr D. Douglas,

Cr J. Drayton, Cr L. Dunn, Cr G. McNeill, Cr R. Mahajan, Cr D. Marshall,

Cr R. Scholes and Cr B. Woodruff.

Against: Nil.

At the 23 July 2024 Ordinary Council meeting, Council considered a proposal to prepare a Business Case with Upper Hunter Shire Council to consider the development of a Joint Water Treatment Plant, and resolved as follows:

#### 10.2.2. Joint Water Treatment Plant - Business Case

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

Council APPROVES proceeding with the preparation of a business case with Upper Hunter Shire Council to consider the development of a joint water treatment plant.

treatment plant

In Favour Cr S. Reynolds, Cr J. Lecky, Cr A. Barry, Cr M. Bowditch, Cr D. Douglas,

Cr J. Drayton, Cr L. Dunn, Cr G. McNeill, Cr R. Mahajan, Cr D. Marshall,

Cr R. Scholes and Cr B. Woodruff

Against: Nil

In November 2022, Muswellbrook Shire Council approached Upper Hunter Shire Council to discuss the possibility of developing a joint water treatment plant. The basis for the discussion was a report, entitled 'Muswellbrook Regional Supply Options Assessment Report', commissioned by Muswellbrook Shire Council in 2016. This report identified a site at Brushy Hill, located in Upper Hunter Shire approximately 3 km from Glenbawn Dam, as potentially the most feasible option for a shared water treatment plant.

On 2 December 2022, a meeting was held with Upper Hunter Shire Council, during which it was proposed that a joint water treatment plant option should be investigated to determine whether this option was more cost effective than continuing to operate separate water treatment plants within each Shire.

At the meeting, a Project Control Group (PCG) was formed, comprising the Mayors of Muswellbrook Shire Council and Upper Hunter Shire Council, and senior management and engineering representatives. The PCG decided to facilitate a formal assessment of the merits of the proposal. The first meeting of the PCG was conducted on 24 January 2023, to receive an update on the project and to consider procedural matters associated with the formation of the Group.

Following Council meetings in both MSC and UHSC in February 2023, the following steps were agreed to be undertaken:

#### Phase 1a

- Confirm if Brushy Hill site is possible from an ownership and compliance perspective;
- Document the role and decision-making process for the PCG;
- Agree principal cost sharing agreement for the design phase;
- Determine the ability to pay for a final construction;
- Determine design parameters, water quantity and quality;
- High level site investigations;
- Feasibility concept design and cost estimates; and
- Technical Business Case.

#### Phase 1b

• Financial Business Case.

#### Phase 2

Detailed design - tasks to be determined after Phase 1.

In Phase 1a, the engineering feasibility of two sites for the proposed Joint Water Treatment Plant were explored. The investigations confirmed that either of the two sites are technically feasible for the construction and operation of a joint plant. Phase 1a was completed in August 2023 and reviewed by the Project Control Group in November 2023.

In Phase 1b, a scope of work for the financial business case was developed, which included a matrix of the required output of the process. The financial business case consultant brief was reviewed and approved by the Project Control Group in July 2024. At the Council meetings for both MSC and UHSC in July 2024, the decision to progress with a financial business case was approved.

A Business Case Cost Estimating Report prepared by BECA Hunter H2O was received in February 2025 and accepted by Project Control Group in March 2025.



#### **CONSULTATION**

Mayor, Cr Jeffrey Drayton (MSC)

Mayor, Cr Maurice Collison (UHSC)

General Manager MSC

General Manager UHSC

Director Infrastructure and Property (MSC)

Manager Water & Wastewater (MSC)

Manager Water and Sewer (UHSC)

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

**NSW Health** 

#### **REPORT**

Muswellbrook, Aberdeen, Scone, and Murrurundi source their potable water from Glenbawn Dam. Upper Hunter Shire Council's (UHSC) primary water supply is via a pipeline direct from Glenbawn Dam with chlorination as the treatment barrier. Muswellbrook Shire Council's (MSC) water supply is drawn from the Hunter River downstream of Glenbawn Dam and treated through a conventional water treatment plant.

Since early 2023, MSC and UHSC have collaboratively considered the otential for a joint water treatment plant that would source water from Glenbawn Dam and provide reliable, high quality drinking water for future generations.

To consider this project, a Project Control Group (PCG), comprising the Mayors of Muswellbrook Shire Council and Upper Hunter Shire Council, and senior management and engineering representatives of Muswellbrook Shire Council and Upper Hunter Shire Council was created to progress project development. Several PCG meetings have been held to date, with two reports to Muswellbrook Shire Council prepared in February 2023 and July 2024. At the 23 July 2024 Ordinary Council Meeting, the decision was made to progress with a financial Business case preparation. The financial Business Case was completed in February 2025 and is appended to this report.

To make an informed decision on whether to progress with a Joint Water Treatment Plant, a full range of water supply options have been examined,. These have included joint water treatment plants on two sites, and options that allow each Council to pursue individual separate water supply systems utilising their existing assets or building new plants.

The Joint Water Treatment Plant capacity has been estimated based on predicted future water requirements for each Shire. A 20.5 ML/day production assessment was assumed for each Council.

Business Case Cost Estimating analysis has included the following options:

- Option 1 Base Case or "Do nothing" (both UHSC and MSC following their existing capital works programs);
- Option 2 Brushy Hill (BH) Joint WTP of 41 ML/d capacity;
- Option 3 Gundy Road (GR) Joint WTP of 41 ML/d capacity;
- Option 4a GR 20.5 ML/d + 20.5 ML/d Raw Water Main to new MSC Plant;
- Option 4b GR 20.5 ML/d + 20.5 ML/d Raw Water Main to MSC existing Plant;



- Option 5 GR 20.5 ML/d, MSC existing;
- Option 6a 20.5 ML/d Raw Water Main to new MSC Plant, UHSC existing system; and
- Option 6b 20.5 ML/d Raw Water Main to MSC existing plant, UHSC existing system.

All the options are outlined in detail in the attached Business Case Cost Estimating Report prepared by BECA HunterH2O.

The proposed Joint Water Treatment Plant offers benefits for both MSC and UHSC that enhance water security, public health, operational efficiency, and cost savings. The proposed benefits are summarised below:

- ✓ **Improved Water Security:** The joint plant addresses risks of water supply failure caused by toxic algae blooms or turbidity, ensuring reliable access to clean water. This reduces the reliance on costly emergency measures like bottled water and portable treatment plants;
- ✓ Improved Public Health: By meeting modern Australian Drinking Water Guidelines, the joint plant mitigates risks of waterborne diseases, significantly reducing the social and economic burden on the community. For UHSC, fluoridation will also improve oral health outcomes;
- ✓ **Economic Savings:** Shared resources and economies of scale from a joint facility lower both capital and operational expenditures. Additionally, the project eliminates the need for household water filtration systems in UHSC, reducing costs for residents;
- ✓ **Operational Efficiency:** Improved raw water quality (e.g., reduced turbidity, pathogens, and hardness) simplifies plant operations and complexity, lowers chemical treatment costs, and enhances long-term reliability.

Cost estimation analysis, including Capital Expenditure, Operational expenditure, and Benefit-to-Cost ratio (BCR) value has been conducted. For the options where MSC pursues a joint WTP facility with UHSC (Options 2 & 3) total capital costs range from ~\$177M to ~\$192M, while in options with building their own WTP (Options 4a, 4b, 6a or 6b), CAPEX is estimated to be up to ~\$194M to ~\$218M.

Considering a joint water treatment plant with UHSC, Brushy Hill site (Option 2) presents the best value option (lowest CAPEX and highest BCR) to MSC, however, this option comes at a slight premium for UHSC (an extra ~\$2.4M in CAPEX). For Joint WTP (Options 2 & 3) with no Government funding, the BCR ranges between 0.28 - 0.44, depending on the discount rate used. With 90% funding, the BCR increases to 1.10 - 1.37.

Preliminary estimates of Operational Expenditure (OPEX) have been calculated for all options. Calculations have been based on estimates of the current water infrastructure operating expenditure that were provided by both UHSC and MSC. MSC OPEX for Joint WTP at Option 3 was ~\$1.67M, compared to Option 2 with a slightly higher value of ~\$1.78M. OPEX values for both joint WTPs were estimated lower than any other options considered.

Additionally, cost feasibility analysis has been undertaken, considering different State Government funding scenarios. This included calculation of a cost per kL of potable water for each option, and the subsequent impact on the current residential water bills.

The funding scenarios assessed include:



- No state government funding.
- 60% state government funding.
- 90% state government funding.
- 100% state government funding.

The funding was applied to capital expenditure only, excluding renewals and replacements for the new infrastructure, however, included planned upgrades and replacements that form part of the base case options.

The Business Case Cost Estimating report shows that the total financial capital costs for each council are significantly beyond what could be afforded without external funding. Therefore, to progress the project, it will require a strong political and strategic approach.

The next step to consider is the inclusion or consideration of the Joint Water Treatment Plant project into the Greater Hunter Regional Water Strategy. Following this, appropriate State Government funding could be sought to progress the concept. This report recommends writing to the Minister for Water to support inclusion.

#### **FINANCIAL CONSIDERATIONS**

Any treatment plant, including a joint treatment plant, would incur significant capital costs, and councils would need to seek external funding. However, shared infrastructure with Upper Hunter Shire Council could offer greater water security and opportunity for more efficient operations.

#### **POLICY IMPLICATIONS**

Nil known.

#### STATUTORY / LEGISLATIVE IMPLICATIONS

Local Government Act 1993.

#### **RISK MANAGEMENT IMPLICATIONS**

Future water security and water quality are critically important for Council in its role as a Local Water Utility. Strategic planning of the Joint Water Treatment Plant could improve water security and management of risks for both councils.

#### **COMMUNITY CONSULTATION / COMMUNICATIONS**

Community consultation will be conducted at key stages of the project.



### 10.4. Community and Economy

# 10.4.1. Awarding of Sponsorship - Muswellbrook Chamber of Commerce and Industry Business Awards

Responsible Officer: General Manager

Author: Grants and Community Engagement Advisor

**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.

Attachments: 1. Sponsorship Request Muswellbrook Chamber of

Commerce and Industry 2025 Business Awards

[**10.4.1.1** - 1 page]

#### **PURPOSE**

To submit for the consideration of Council an application for cash Sponsorship received from the Muswellbrook Chamber of Commerce and Industry for the 2025 Muswellbrook Business Awards.

#### OFFICER'S RECOMMENDATION

Council APPROVES cash Sponsorship of \$2,950.00 (including GST) to Muswellbrook Chamber of Commerce and Industry for the staging of the 2025 Muswellbrook Business Awards to be held on Friday, 20 June 2025 at the Muswellbrook RSL.

Seconded:

#### **EXECUTIVE SUMMARY**

Council has received an application from the Muswellbrook Chamber of Commerce and Industry requesting Sponsorship of \$2,950.00 (including GST) for the staging of the 2025 Muswellbrook Business Awards to be held on Friday, 20 June 2025 at the Muswellbrook RSL.

#### **PREVIOUS RESOLUTIONS**

Nil

#### **BACKGROUND**

Muswellbrook Chamber of Commerce and Industry has been staging the Business Awards for over 20 years, with four independent judges who assess entries on both their written application and a face-to-face interview at their business premises. There are usually around 25-30 finalists, with around 200 people attending the presentation evening. Applications opened on 7 April and closed on 2 May.



#### **CONSULTATION**

Consultation on the awarding of the Sponsorship was carried out with Council's Acting Manager Economy and Tourism, Director Community and Economy, and Chief Financial Officer.

#### **REPORT**

Attached to this report is a letter from the Muswellbrook Chamber of Commerce and Industry requesting Sponsorship of \$2,950.00 (including GST) for the staging of the 2025 Muswellbrook Business Awards to be held on Friday, 20 June 2025 at the Muswellbrook RSL with a gala dinner and entertainment.

The awards are open to all Muswellbrook Chamber of Commerce Members operating within the Shire of Muswellbrook, except those associated with major sponsors, the Chamber Board, and the panel of judges.

Award categories are designed to be inclusive and reflect the business mix of the area. The 2025 Muswellbrook Business Awards Categories are provided below, and winners of Award Categories marked with an \* automatically become finalist in the Hunter Business Awards:

- \*Excellence in Micro Business (Less than 5 Employees)
- \*Excellence in Small Business (5 to 20 Employees)
- \*Excellence in Large Business (21 or more Employees)
- \*Outstanding Community Organisation
- \*Outstanding Employee

**Outstanding New Member** 

**Excellence in Tourism** 

Excellence in Retail

**Excellence in Professional Services** 

Excellence in Health & Beauty

**Excellence in Education & Training** 

Making Muswellbrook Award – (Voted by the MCCI Board)

Outstanding Customer Experience – (Judges Choice)

Business of the Year – (Highest scoring entry from all the finalists)

Should Council support the request for sponsorship, Muswellbrook Shire Council's name and logo will appear on all promotional material associated with the 2025 Muswellbrook Business Awards.

#### **CONCLUSION**

Council may choose to support the recommendation or identify other priorities.

#### **SOCIAL IMPLICATIONS**

Applications for funding from not-for-profit community groups, organisations, and sporting groups should address priority issues in the community and work towards enhancing the social, cultural, and recreational well-being of the communities of Muswellbrook Shire. Organisations receiving funding for events must comply with Council's Sustainable Event Management Procedure.



#### **FINANCIAL CONSIDERATIONS**

There are sufficient funds available in the Sponsorship budget to cover the request from the Muswellbrook Chamber of Commerce and Industry.

#### **POLICY IMPLICATIONS**

Council approved the new Awarding of Sponsorship, Grants, and Contributions Policy (MSC05E) at the 27 February 2024 Ordinary Council Meeting.

#### STATUTORY / LEGAL IMPLICATIONS

The total amount of sponsorships, grants, and contributions made in accordance with the Awarding of Sponsorships, Grants & Contributions Policy will be listed in Council's Annual Report, and individual amounts over \$1,000 will be itemised separately. Where applications are successful, organisations will be required to enter into a Sponsorship agreement with Muswellbrook Shire Council.

#### **RISK MANAGEMENT IMPLICATIONS**

Applicants must identify and declare any actual, potential, or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct. Any actual, potential, or perceived conflict of interest posed by the potential sponsorship, grant, or contribution of an event/activity will be identified as part of the assessment. Applicants are required to have appropriate insurance cover for the intended activity or event being supported by Sponsorship from Muswellbrook Shire Council.

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

Organisations which have received funding from Muswellbrook Shire Council are required to acknowledge the funding provided by Council in a manner approved by Council's Communications Team in any communication about the project. Council reserves the right to publicise approved projects in any media form it chooses.

PO Box 683, Muswellbrook NSW 2333 Phone :0438 517 311

Email: <u>info@muswellbrookchamber.com.au</u>
Web: www.muswellbrookchamberofcommerce.com.au

17 April 2025

Mr Derek Finnigan Muswellbrook Shire Council 60-82 Bridge St MUSWELLBROOK NSW 2333

Dear Derek

I am writing to you as a long standing sponsor of the Muswellbrook Business Awards, seeking your sponsorship again this year.

Our awards will be presented on Friday 20 June, 2025, at the Muswellbrook RSL, with a gala dinner and entertainment.

Muswellbrook Chamber of Commerce has been staging the Business Awards now for over 20 years and we feel it is a highlight of the year. We usually have around 25-30 finalists, with around 200 attending the presentation evening.

We have 4 independent judges and entries are judged on both their written application and a face-to-face interview at their business premises, which is a unique aspect of our awards. The entries will again be lodged on-line which enables the judges to access the entries once they are lodged, and it is easier for the business to fill out the on-line form. Applications opened on the 7<sup>th</sup> April and will remain open until 2<sup>nd</sup> May.

We are looking for \$2,950.00 (incl GST) in sponsorship as a major sponsor of the event.

Your prompt response to this request would be greatly appreciated so that we can include your name and logo in all promotion of the 2025 Muswellbrook Business Awards.

Yours sincerely

Jane Finn

Jane Finn Administration Assistant



#### 10.4.2. Awarding of a Community Grant - Rainbow Bricks LUG Inc

Responsible Officer: General Manager

Author: Grants and Community Engagement Advisor

Community Strategic Plan: 6 - Community Leadership

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

**Delivery Program Goal:** 6.2.1 - Maintain a strong focus on financial discipline to

enable Council to properly respond to the needs of the

communities it serves.

Operational Plan Action: 6.2.1.4 - Seek funding opportunities to support the interests

and aspirations of the Shire identified by the Community Strategic Plan and Delivery Program.

#### **PURPOSE**

To submit for the consideration of Council an application for a Community Grant (Fee Waiver) from the Rainbow Bricks LUG (LEGO User Group) for the staging of the 2025 Lego Brickfest in Muswellbrook.

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

Council APPROVES a Community Grant (Fee Waiver) equivalent to \$562.50 for Rainbow Bricks LUG for the staging of the 2025 Lego Brickfest in Muswellbrook.

Moved:	Seconded:	

#### **EXECUTIVE SUMMARY**

Council has received an application from the Rainbow Bricks LUG for the staging of the 2025 Lego Brickfest to be held on Sunday, 19 October 2025 at the Muswellbrook Indoor Sports Centre, Rutherford Road, Muswellbrook.

#### **PREVIOUS RESOLUTIONS**

Nil.

#### **BACKGROUND**

Rainbow Bricks LUG has run this event in Muswellbrook between 2013 and 2016, which attracted people from Tamworth to Maitland. The event then moved to Singleton and was organised as a fundraiser by Singleton Primary School to refreshen the event, which is a normal process. Now is the time for this event to return to Muswellbrook.

Rainbow Bricks LUG is a group that arranges exhibits in many towns, with around 8-10 shows a year, with the purpose of raising funds for charities.



### **CONSULTATION**

Consultation on the awarding of the grant was carried out with Council's Acting Manager Economy and Tourism, Manager Community Services, Director Community and Economy, and Chief Financial Officer.

### **REPORT**

Attached to this report is an application requesting a Community Grant (Fee Waiver) equivalent to \$562.50 for Rainbow Bricks LUG for the staging of the 2025 Lego Brickfest to be held on Sunday, 19 October 2025 at the Muswellbrook Indoor Sports Centre, Rutherford Road, Muswellbrook. The fee waiver covers set up on Saturday 19 October 2025 and pack up on Sunday, 19 October. The Lego Brickfest involves:

- An exhibition of Lego which has been created by around 30 exhibitors. Exhibitors contribute
  to the local community through accommodation and food costs, and with people travelling
  to these shows from other areas additional funds will contribute to our community.
- The key audience is for all ages as Lego is for all. They encourage all ages and genders and family groups to strengthen the bonds in the respective families by having a fair and reasonable entry price (\$35 for family of 4) with unlimited time at the event and a free build play area for children (and adults) to create objects from Lego blocks.

This year they have selected United Hospital Auxiliary Inc Muswellbrook Branch as the charity. The Auxiliary provides funds to Muswellbrook Hospital for the purchase of equipment to benefit the local community and health services. They usually raise around \$3,000.

### **CONCLUSION**

Council may choose to support the recommendation or identify other priorities.

### **SOCIAL IMPLICATIONS**

Applications for funding from not-for-profit community organisations should address priority issues in the community and work towards enhancing the social, cultural, and recreational well-being of the communities of Muswellbrook Shire. Organisations receiving funding for events must comply with Council's Sustainable Event Management Procedure.

### **FINANCIAL CONSIDERATIONS**

There are sufficient funds available in the Community Grants GL1075.1881.568 budget to cover the request from Rainbow Bricks LUG.

### **POLICY IMPLICATIONS**

Council approved the Awarding of Grants and Contributions Policy (MSC072E) at the 25 February 2025 Ordinary Council Meeting,

### STATUTORY / LEGISLATIVE IMPLICATIONS

The total amount of sponsorships, grants, and contributions made in accordance with the Council Policies will be listed in Council's Annual Report, and individual amounts over \$1,000 will be itemised separately.

Where applications are successful, community organisations will be required to enter into a grant agreement with Muswellbrook Shire Council.

### **RISK MANAGEMENT IMPLICATIONS**

Applicants must identify and declare any actual, potential, or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct. Any actual, potential, or perceived



conflict of interest posed by the potential sponsorship, grant, or contribution of an event/activity will be identified as part of the assessment. Applicants are required to have appropriate insurance cover for the intended activity or event being supported by a Community Grant or Contribution from Muswellbrook Shire Council.

### **COMMUNITY CONSULTATION / COMMUNICATIONS**

Organisations which have received funding from Muswellbrook Shire Council are required to acknowledge the funding provided by Council in a manner approved by Council's Communications Team in any communication about the project. Council reserves the right to publicise approved projects in any media form it chooses.

From: MSC Website

Muswellbrook Shire Council

Subject: Community Grants and Contributions Application - - Rainbow Bricks LUG Inc - Submission 2413

Date: Wednesday, 9 April 2025 11:27:42 AM Attachments:

Fees-Charges-2024-2025.pdf Certificate-of-Currency-to-be-provided.docx

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

Customer reference number: 2413

# **Application**

Applicant Details	
Applicant Type	
Organisation	
Organisation Details	
Organisation Name	
Rainbow Bricks LUG Inc	
Organisation Contact	
Phil Joy	
Organisation Contact Position	
Member	
Organisation Contact Email	
philjoy7@bigpond.com	
Organisation Contact Phone	
0417490461	
Organisation Address	
7 Mataro Ave Muswellbrook, NSW 2333 <u>Map It</u>	
Organisation Website	
http://www.rainbowbricks.com.au	
Organisation Social Media Page	
https://www.facebook.com/rainbowbricks	
Is the organisation a not-for-profit community-based organisation?	
Yes	
ABN	

79 342 304 149

### **Project Details**

### Provide a summary of your project

Our project is to exhibit Lego which have been created by around 30 exhibitors. We are a group who arrange exhibits in many towns with around 8-10 shows a year with our purpose to raise funds for many charities. We have selected United Hospital Auxiliary Inc Muswellbrook Branch who provide funds to Muswellbrook Hospital for purchase of equipment which helps our greater community.

Our key audience is of all ages as Lego is for all. We encourage family groups to strengthen the bonds in the respective families by having a fair and reasonable entry price with a play area for children (and adults) to create from Lego blocks anything they like.

### Please provide the key date(s) related to your project

Saturday 18/10/2025 from 1pm (for set up) and Sunday 19/10/25 from 8am to 530pm for final setup, show time and pack up

### Proposed project location(s)

Muswellbrook Indoor Sports Centre, Rutherford Rd Muswellbrook

### Is this a Community Rural Halls application?

No

### Is this application for an event?

Yes

# Which goal(s) outlined in the Muswellbrook Shire Community Strategic Plan 2022-2032 does your application address?

• Goal 2: An inclusive and interconnected community where everyone enjoys full participation

# How does your application align with the goal(s) in the Muswellbrook Shire Community Strategic Plan 2022-2032?

The Lego Brickfest appeals to all ages and genders and encourages individual and families to attend with reasonable entry cost of \$35 for family of 4 with unlimited time at event. Our play area encourages family interaction with parents assisting their children in the free build area.

### How does this project benefit the Muswellbrook Shire community and who does it benefit?

We have run this event locally in 2013-2016 which attracted people from Tamworth to Maitland (as evidenced by raffle ticket sales), event moved to Singleton to refreshen which is a normal trend and now is the time for this to return. I was the original instigator to hold in Muswellbrook but had to pass the reins to Singleton Primary School for their fund raising due to time restraints and medical issues.

Exhibitors contribute to local community through accommodation and food costs and with people travelling to these shows from other areas additional funds will contribute to our community.

Funds raised will be donated to United Hospital Auxiliary Inc Muswellbrook Branch and spent in conjunction with hospital requirements to benefit the local community and health services. We usually raise in this area around \$3,000.

### **Financial Information**

### **Application Type Fee waiving**

• Fee waiving

### **Requested Fee Waiving Amount**

\$ 562.50

### **Total Requested from Council**

\$ 562.50

### Cash co-contribution

\$ 0.00

### In-kind co-contribution

\$ 0.00

### Total amount of applicant co-contribution

\$ 0.00

### Does your project include funding from another source?

### **Total Project Cost**

\$ 562.50

### Evidence of total project cost

Cost for event is for sports centre hire only being Saturday hire \$199.50 and Sunday hire \$363.00 total cost \$562.50. All other costs are paid for by exhibitors and tables are provided by one of our exhibitors. Event is low cost and hopefully a good return for United Hospital Auxiliary Inc Muswellbrook Branch who will provide us volunteers to man the door entry for entry and raffle tickets.

Rainbow Bricks hold relevant public liability insurance and will obtain in need a certificate of currency

### Supporting documentation of total project cost

• Fees-Charges-2024-2025.pdf

### **Supporting Information**

### **Public Liability Insurance**

• Certificate-of-Currency-to-be-provided.docx

### Does your project require Development Consent and/or other approvals?

### Does this application include any activities where adults work with children?

Yes

### Working with Children



If this application is successful, I will provide Council with the WWCC information, as required

### Does the organisation owe Muswellbrook Shire Council any outstanding money or acquittal reports?

Nο

### Further comments/details

I am yet to obtain Certificate of Currency but will provide once to hand, confirm it is held as is a requirement for our shows.

### **Terms and Conditions**

### Consent to terms

I agree to the terms and conditions listed above

### Financial Declaration

I declare that our organisation is financially solvent and is able to meet the co-contribution requirements of this application.

### Organisation Declaration

I am authorised to sign this application for and on behalf of the Organisation.

### **True and Correct Declaration**

I certify that the information provided in and supporting this application is true and correct.



# 10.4.3. Awarding of a Community Grant - Rotary Club of Muswellbrook - Science and Engineering Challenge

Responsible Officer: General Manager

Author: Grants and Community Engagement Advisor

**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.

Attachments: 1. Community Grants and Contributions Application -

Science and Engineering Challenge [10.4.3.1 - 12

pages]

### **PURPOSE**

To submit for the consideration of Council an application for a Community Grant (Cash and Fee Waiver) from the Rotary Club of Muswellbrook for costs associated with staging the 2025 Science and Engineering Challenge.

### OFFICER'S RECOMMENDATION

Council APPROVES a Community Grant (Cash and Fee Waiver) equivalent to \$4,149.00 for costs associated with staging the 2025 Science and Engineering Challenge in Muswellbrook.

Moved:	Cacandadi
Movea:	Seconded:

### **EXECUTIVE SUMMARY**

Council has received an application from the Rotary Club of Muswellbrook for costs associated with staging the 2025 Science and Engineering Challenge at the Muswellbrook Indoor Sports Centre from 29 to 31 July 2025.

### **PREVIOUS RESOLUTIONS**

Nil

### **BACKGROUND**

The Science and Engineering Challenge event days target High School students in years 9 and 10, and has proven to have an impact on increasing the participation rates in the enabling sciences and mathematics. Discovery Days target years 5 and 6 Primary School students. This annual event has been successfully held in Muswellbrook in previous years and has upwards of 500 to 1,000 students attending over the 3 day program.

### **CONSULTATION**

Consultation on the awarding of the grant was carried out with Council's Acting Manager Economy and Tourism, Manager Community Services, Director Community and Economy, and Chief Financial Officer.



### **REPORT**

Attached to this report is an application for a Community Grant from the Rotary Club of Muswellbrook for \$4,149.00 being costs associated with staging the 2025 Science and Engineering Challenge. The event program is designed to support growth in STEM related education and encourage participation across regional Australia.

The event will be held from 29 to 31 July 2025 and the Club is requesting to hold the event at the Muswellbrook Indoor Sports Centre at Rutherford Road, Muswellbrook, and access would be required on the afternoon and evening of the 28 July for arrival and set up, and then site access would be required from 7.30am to 5pm on the following 3 days.

The details of the application are as follows:

Fee waiver (venue hire)	Fee waiver (hire of tables and chairs)	Costs of catering (BBQ lunch and water for students, volunteers etc) over the 3 days	Total application
\$1,089.00	\$1,560.00	\$1,500.00	\$4,149.00

### **CONCLUSION**

Council may choose to support the recommendation or identify other priorities.

### **SOCIAL IMPLICATIONS**

Applications for funding from not-for-profit community organisations should address priority issues in the community and work towards enhancing the social, cultural, and recreational well-being of the communities of Muswellbrook Shire. Organisations receiving funding for events must comply with Council's Sustainable Event Management Procedure.

### **FINANCIAL CONSIDERATIONS**

There are sufficient funds available in the Community Grants GL1075.1881.568 budget to cover the request from the Rotary Club of Muswellbrook.

### **POLICY IMPLICATIONS**

Council approved the Awarding of Grants and Contributions Policy (MSC072E) at the 25 February 2025 Ordinary Council Meeting,

### STATUTORY / LEGISLATIVE IMPLICATIONS

The total amount of sponsorships, grants, and contributions made in accordance with Council Policies will be listed in Council's Annual Report, and individual amounts over \$1,000 will be itemised separately.

Where applications are successful, community organisations will be required to enter into a grant agreement with Muswellbrook Shire Council.

### **RISK MANAGEMENT IMPLICATIONS**

Applicants must identify and declare any actual, potential, or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct. Any actual, potential, or perceived conflict of interest posed by the potential sponsorship, grant, or contribution of an event/activity will be identified as part of the assessment. Applicants are required to have appropriate insurance cover for the intended activity or event being supported by a Community Grant or Contribution from Muswellbrook Shire Council.



### **COMMUNITY CONSULTATION / COMMUNICATIONS**

Organisations which have received funding from Muswellbrook Shire Council are required to acknowledge the funding provided by Council in a manner approved by Council's Communications Team in any communication about the project. Council reserves the right to publicise approved projects in any media form it chooses.



Muswellbrook Shire Council ABN 86 864 180 944 02 6549 3700 · council@muswellbrook.nsw.gov.au PO Box 122 Muswellbrook NSW 2333 Campbell's Corner 60-82 Bridge Street Muswellbrook www.muswellbrook.nsw.gov.au

# Sponsorship, Grant and Contributions Application and Agreement Form

Use this form to apply for Council Sponsorship, Grants (including fee waving and in-kind support) and Contributions. Applications are only accepted during the specified application rounds for each specific program and must include this application form and the specific programs application form. Application dates are advertised on Council's website. Please ensure your application meets the requirements of the specific programs guidelines and the Awarding of Sponsorship, Grants and Contributions Policy.

Name of organisation	Rotary Club of Musw	vellbrook Inc	
Contact name/position	matthew jeans	Position	Secretary
Postal address	Po Box 107 Muswell		
Email address	matthew.o.jeans@na	ab.com.au	
Phone number	0400 909 919	<u> </u>	
Organisation website and/or Facebook page	rotary club of muswe	ellbrook	
Is your organisation not	-for-profit community-based or	rganisation?	•Yes /ONo
Incorporation Number	V4404040	Australian Business Nu	00 400 000 040
การ ราง จาก เราะบาร เหตุ เหตุ เราะบาร	ogram you are applying for a	or participation and the adoption of the formation of the property of the contract of the participation of the formation of t	
Note: Applications will only  Community Grant  Project / eve  Fee Walving	ν be accepted for specific progra ent funding	ams during the application  Sponsorship Project Fee W	n periods advertised on Council's website.  It / event funding /aiving
Note: Applications will only  Community Grant  Project / eve	ν be accepted for specific progra ent funding	ams during the application  Sponsorship Projec Fee W In-kind	n periods advertised on Council's website.  It / event funding /aiving
Note: Applications will only ■ Community Grant ■ Project / eve □ Fee Waiving ■ In-kind	y be accepted for specific progra ent funding	ams during the application  Sponsorship Projec Fee W In-kind Local Heritage	n periods advertised on Council's website.  It / event funding /aiving
Note: Applications will only  Community Grant  Project / eve  Fee Waiving In-kind  Landcare Grant	y be accepted for specific progra ent funding on Grant	ams during the application  Sponsorship Project Fee W In-kind Local Heritage	n periods advertised on Council's website.  It / event funding /aiving It Assistance Fund
Note: Applications will only Community Grant Project / eve Fee Waiving In-kind Landcare Grant Sustainable Educatio Other Sustainability Application details Please attach supporti	y be accepted for specific progra ent funding on Grant Program ng documentation (e.g. cost	ams during the application  Sponsorship Project Fee W In-kind Cocal Heritage Sport and Reco	n periods advertised on Council's website.  It / event funding /aiving It Assistance Fund reation Small Capital Grant reation Large Capital Grant
Note: Applications will only Community Grant Project / eve Fee Waiving In-kind Landcare Grant Sustainable Educatio Other Sustainability Application details Project location or location	y be accepted for specific programent funding on Grant Program ong documentation (e.g. cost ons: a STEM related outreach program	ams during the application  Sponsorship Projec Fee W In-kind Local Heritage Sport and Reco	n periods advertised on Council's website.  It / event funding /aiving It Assistance Fund reation Small Capital Grant reation Large Capital Grant
Note: Applications will only Community Grant Project / eve Fee Walving In-kind Landcare Grant Sustainable Education Other Sustainability Application details Please attach supporti Project location or location Jni of Newcastle provides a	y be accepted for specific programent funding on Grant Program ong documentation (e.g. costons: a STEM related outreach programs sevent.	ams during the application  Sponsorship Project Fee W In-kind Sport and Rect Sport and Rect Sport and Rect estimates/quotes, letter	n periods advertised on Council's website.  It / event funding /aiving It Assistance Fund reation Small Capital Grant reation Large Capital Grant ters of support, photos)



Provide a summary of your project and The Rotary club of Muswellbrook is seeking - Hiring 30 tables (3 days x 30 tables x \$8 - Hiring 100 chairs (3 days x 100 chairs x \$2 - Venue hire costs (3 x \$363 = \$1,089)	the councils favourable consideration in = \$720)	waiving any a	ssociated fees with	
(fees sourced from 24-25 council schedule	of fees)			
in addition, the Rotary club of Muswellbrook students, volunteers) over the 3 days	s is seeking a grant of \$1,500 to cover the	costs of cate	ring (bbq lunch and water to	)
What is the total cost of your project	\$4,149			
Amount of funding requested	Cash \$1,500	and/or In	-kind \$ 2,649	
Amount of applicant co-contribution	Cash \$ 0	and/or In	-kind \$ <b>0</b>	
You must provide evidence of how you attached cost estimates/quotes?	arrived at the total project costs. Have	e you	•Yes / ONo	
Have you attached a current copy of yo Currency with cover of at least \$20m?	ur Public Liability Insurance Certificat	te of	<b>⊙</b> Yes / <b>○</b> No	
Does your project need Development A	pproval?		Yes / No	
If yes, does your project have Developr	nent Approval yet?		OYes /ONo / ON/A	
Does your organisation owe Muswellbromoney/acquittal reports? If yes, please			Yes / No	
How does this project benefit the Must benefit?  program designed to support gro				
participation across regional aus		rana in pe	intodiai cirocarago	
How does your event, activity or project Strategic Plan 2022-2032?	ct align with the goals and actions in	the <u>Muswell</u> l	prook Shire Community	
the event is educational and pro supports the councils vision of c the uni of Newcastle in Muswellk	reating an educational hub (thr	ough the ta	afe and TEC) and ho	using
If this is a Rural Halls application, pleas it.	e include details around (a) what gro	ups use you	r hall and (b) how often th	ney use
n/a				
If this application is for an event, have y Please contact Council's sustainability			Event Management Pro	cedure.
n/a	<u> </u>			
Please note: Council is not a supplie bins. Any request that Council provi Council. If this is the case, Council n	de funding for bins must be made a	as part of a	request that is approve	

Attachment 10.4.3.1 Community Grants and Contributions Application - Science and Engineering Challenge

Muswellbrook Shire Council - Sponsorship, Grant and Contributions Application and Agreement Form

Page 2 of 4



Have you been dealing with any other ( f yes, who?	Council staff member regarding thi	is project? Yes / No
i yes, wilo:		
Please provide any further details/comr	ments to support your application	
		·

### Terms and conditions:

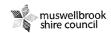
- 1. This constitutes a signed agreement as part of the application/project process.
- 2. Council reserves the right to request further information in considering any application, as well as the right to reject any application that does not meet the criteria.
- 3. Applicants must identify and declare any actual, potential, or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct, which is available on Council's website.
- The grant may only be used for the purpose specified in the application. Any change must be approved in writing by Council before the activity is undertaken.
- 5. Applicants will be required to acknowledge the funding provided by Council in a manner approved by Council's Communication Team in any communication about the project.
- 6. Council reserves the right to publicise approved events, activities, projects etc. in any media form it chooses.
- 7. The successful applicant will be responsible for project management and all costs in excess of the approved grant, with all activities undertaken being required to comply with Council policies as listed at <a href="https://www.muswellbrook.nsw.gov.au/policies/">www.muswellbrook.nsw.gov.au/policies/</a>. Works may be subject to inspection and verification.
- 8. Funded projects must be completed within 12 months of the funding being awarded.
- Successful applicants must submit an acquittal report to Council's General Manager within 1 month of project completion. The report should provide evidence of how the grant funds were spent and include photos (for example before, during and after) that showcase the outcomes of the project.

### Successful Applicants must abide by the following funding conditions:

- 1. An offer of funding/acceptance must be accepted within two (2) weeks or it will be withdrawn.
- 2. You must discuss your project with Council before commencing work.
- Where necessary you must obtain the relevant planning/development approvals for your project before commencement.
- 4. Once your project is complete you must acquit the monies received with evidence of expenses, ie receipts, and photos of the project before and after. Documentation is to be submitted to Council's General Manager within 1 month of project completion.
- 5. You must advise Council of any changes to the approved project, including changes to financial circumstances which may affect project completion.
- 6. Council considers the full cost of the project to be the GST-inclusive amount.
- 7. You must submit an invoice for payment. You also agree that unless requested, and agreed to by Council, all cheques or electronic transfers will be made payable to your ABN registered organisation.

Muswellbrook Shire Council - Sponsorship, Grant and Contributions Application and Agreement Form

Page 3 of 4



- You agree that this financial assistance may be reviewed or revoked at any time under one or more of the following circumstances:
  - Unsatisfactory work
  - Failure to meet time schedules
  - Non-disclosure or misleading or false disclosure of information
  - Inadequate matching funding being provided by your organisation
- You also agree that you are obliged to refund sponsorship/grant monies within 30 days of receiving a notice of funding revocation.
- 10. You agree to acknowledge the funding assistance during the project and upon completion in any form required and approved by Council.
- 11. You agree to participate in work to develop a case study about your project if required.
- 12. You agree to participate in workshops to promote your project if required (would be limited to the period within 12 months of completion of the project).
- 13. Council may publicise your project through its newsletter, website, social media, media releases and liaison with journalists.
- 14. You agree to insure and keep insured at all times the item/s for which this funding is granted, unless Council proves otherwise.
- 15. You agree to comply with all requirements of other regulatory agencies and you agree that this agreement and any related matters do not override your requirement to do so.

Signature	Name and Position			Date		
Signed on behalf of N	//uswellbrook Shire Council:	(at the time th	e sponsorship, (	grant or cor	ntribution is awa	
Applicant's Signatu	re Name and Position	( Cons	Secret	Date	1/2/2	

### Privacy notification

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

The intended recipients of the personal information may be:

Officers within the Council
Data service providers engaged by the Council from time to time
Any other agent of the Council

Financial institution involved in the process
 The supply of the information by you is voluntary. However, if you cannot provide

or do not wish to provide the information sought, the Council may be unable to process your application.

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

Council approved services

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

Address enquires concerning privacy matters to the Public Officer.

Muswellbrook Shire Council - Sponsorship, Grant and Contributions Application and Agreement Form

Page 4 of 4



### **Certificate of Currency**

Date of Issue: 8 July 2024

We hereby certify that the under mentioned insurance policy is current as at the date of this certificate, please refer to the important notices below.

**Policy Type** 

Public and Products Liability

Insured

The Rotary Club of Muswellbrook

Insurer

QBE Insurance (Australia) Limited

Policy Number(s)

AP RODIAUS PLB

Period of Insurance

From: 4.00 pm 30/06/2024 Local Standard Time

4.00 pm 30/06/2025 Local Standard Time

Interest Insured

QBE will pay in respect of Personal Injury or Property Damage first happening

during the Period of Insurance and caused by an Occurrence within the

Territorial Limits in connection with Your Business.

**Limits of Liability** 

Public: \$50,000,000 any one Occurrence

Products: \$50,000,000 any one Occurrence & in the aggregate for all injury or

damage occurring during the Period of Insurance.

**Territorial Limit** 

Anywhere in the World but subject to the Terms, Conditions and Exceptions of

the Policy

**Special Conditions** 

Subject to the existing Terms, Conditions and Exceptions of the Policy.

The above-noted Insured is one of multiple insureds covered by policy number

AP RODIAUS PLB.

The limits of liability are aggregate limits for all named insureds under this

Noting Muswellbrook Shire Council as Interested Party for their respective rights and interests but only in respect of their vicarious liability for any

negligent acts, errors or omissions of the Insured.

**Further Information**Should you have any further queries, please contact your District Insurance Officer

### Important notes

- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the Insurance Contracts Act 1984 (Cth).
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- Subject to full payment of premium This certificate does not:
- - represent an insurance contract or confer rights to the recipient;
  - amend, extend or alter the Policy; or contain the full policy terms and conditions

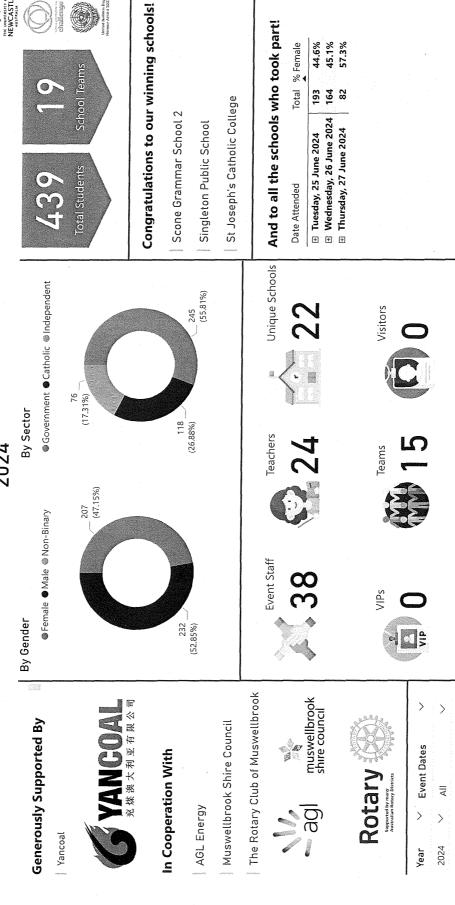
Aon Reference: AONBNE190JW

Version: B063520

Aon Corporation Australia Limited ABN 58 004 756 772 GPO Box 65, Brisbane QLD 4001

# Upper Hunter (Muswellbrook) Science and Engineering Challenge Discovery Day

NEWCASTLE AUSTRALIA



45.1% 57.3%

## Local Committee Whole Event Score Beyond Our Control Whole Event Score Team Leader Whole Whole Event Score Responsibilities Whole Event Event Score 100.0% Upper Hunter (Muswellbrook) Science and Engineering Challenge Discovery Day 2024 100.0% 100.0% 100.0% One school was not aware of the date change - it might be useful to confirm major changes verbally if schools do not respond to Confirming the volunteer list early will allow volunteers to be allocated to activities and be more prepared by completing the Overall Event Score 96.8% > Activity personnel were excellent! Highly proactive and enthusiastic! 2024 Year The Rotary lunch was well organised and efficient! The extra tables and chairs were essential **Next Year Notes** Tune-Up Tips **Best Bits** Comment training. email. Responsibilities Beyond our control Local Committee Overall Daily 93.7% Team Leader 100.0% 100.0% 88.5% Daily

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Daily Evaluation Items

THE CO.	DAA +707 DIDE CT '65555.	
☐ Beyond our control		
Equipment reliable / no shortages		
No reportable/major incidents or accidents	Yes	
Schools arrive at venue on time		
Schools stay until end of presentation		
☐ Local Committee		
16-24 Activity Personnel		
Accurate information provided to schools		
Activity Personnel all arrive on time		
All Activity Personnel followed scoring and event procedures	Yes	
Received 80% of DDEC hotors, productive, respective		
1	No	
-  leam Leader		
Briefed all Activity Coordinators before start	Yes	
Event Briefing takes place	Yes	
Scoring procedure followed		
Vital information exchanged with all add at Table 1		Yes The Control of th
at leacher's Meeting	Yes	Yes

# Upper Hunter (Muswellbrook) Science and Engineering Challenge Discovery Day 2024

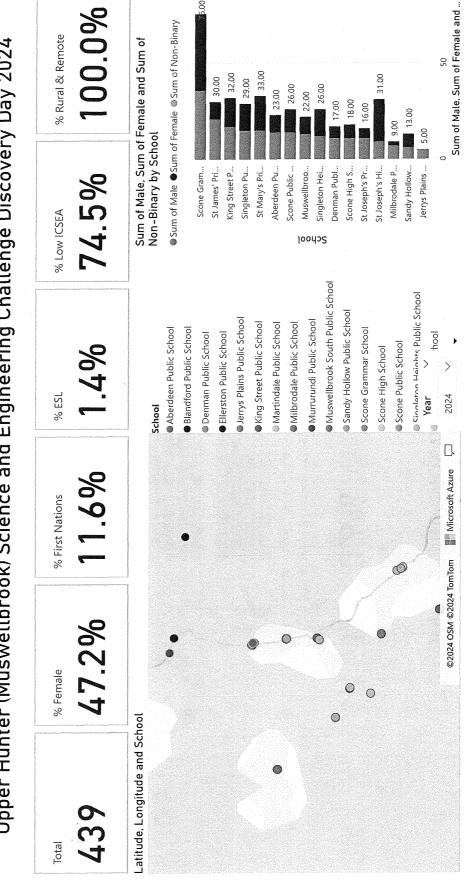
Team Leader Responsibilities

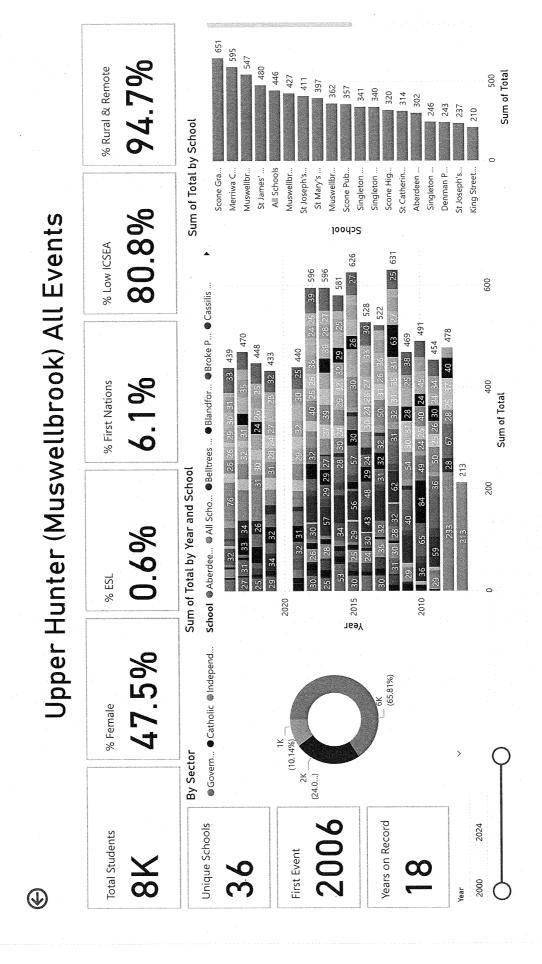
# Whole Event Evaluation Items

Local Committee Responsibilities

	Evaluation Impact	Item	Evaluation Impact
	At Standard 1	Audibility of MC (operation of PA)	At Standard
Layout & resources (tables, chairs, bins, lighting, toilets)	At Standard 4	Challenge safety	At Standard
Morning tea for teachers/Event Staff	At Standard 2	Event runs to time (lunch and ending)	At Standard
Personnel available to set/pack up	At Standard 4	Quality of trophy/certificates	At Standard
Prep. of local organiser; adequate communication with TL	At Standard 5	Upload photographs to server promptly   At Standard	ly   At Standard
	At Standard 3		
Sponsors banners on display	At Standard 2	Beyond our Control	
Students able to find venue & rooms: size and sign-posting At Standard	At Standard 3		
Suitable space for students to eat lunch	At Standard 2	ltem Ē	<b>Evaluation Impact</b>
Teams successfully complete activities	At Standard 4		<b>★</b>
Venue caters for all weather conditions	At Standard 4	Behaviour of participants	At Standard 4
Venue seating for presentation	At Standard 4	nal testing	At Standard
	At Standard 1	No external interruptions A	At Standard 5

Upper Hunter (Muswellbrook) Science and Engineering Challenge Discovery Day 2024







# 10.4.4. Awarding of a Community Grant - Wanaruah Local Aboriginal Land Council - 2025 NAIDOC Day Celebrations

Responsible Officer: General Manager

Author: Grants and Community Engagement Advisor

Community Strategic Plan: 6 - Community Leadership

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

Delivery Program Goal: 6.2.1 - Maintain a strong focus on financial discipline to

enable Council to properly respond to the needs of the

communities it serves.

Operational Plan Action: 6.2.1.4 - Seek funding opportunities to support the interests

and aspirations of the Shire identified by the Community Strategic Plan and Delivery Program.

### **PURPOSE**

To submit for the consideration of Council an application for a Community Grant (Fee Waiver) from the Wanaruah Local Aboriginal Land Council for the staging of the 2025 NAIDOC Week celebration.

### OFFICER'S RECOMMENDATION

Council APPROVES a Community Grant (Fee Waiver) of \$1,393.00 for the holding of the 2025 NAIDOC Week celebration in Muswellbrook on Sunday, 13 July 2025.

Moved:	Seconded:

### **EXECUTIVE SUMMARY**

Council has received a request from Wanaruah Local Aboriginal Land Council for a Community Grant (Fee Waiver) equivalent to \$1,393.00 for the staging of NAIDOC Week celebrations at the Stan Thiess Centre and Victoria Park in Muswellbrook on Sunday, 13 July 2025 from 10am to 2pm.

### **PREVIOUS RESOLUTIONS**

Nil

### **BACKGROUND**

NAIDOC Week in 2025 will be celebrated from 6 to 13 July and the theme for the week is "The Next Generation: Strength, Vision & Legacy". NAIDOC Week is a celebration of the history, culture, and achievements of Aboriginal and Torres Strait Islander peoples in Australia.

### **CONSULTATION**



Consultation on the awarding of the grant was carried out with Council's Tourism and Events Coordinator, Manager Community Services, Co-ordinator Community Partnerships, Director Community and Economy, and Chief Financial Officer.

### **REPORT**

Attached to this report is an application requesting a Community Grant (Fee Waiver) equivalent to \$1,393.00 for the staging of a NAIDOC Week celebration at the Stan Thiess Centre and Victoria Park in Muswellbrook on Sunday, 13 July 2025 from 10am to 2pm. The event will include a free sausage sizzle, entertainment, kids rides, and cultural activities.

The NAIDOC Family Fun Day brings immense benefits to the Muswellbrook Shire community by fostering inclusivity, cultural awareness, and community spirit. Here's how it makes an impact:

- It provides an opportunity to celebrate and honour the rich history, culture, and achievements of Aboriginal and Torres Strait Islander peoples, promoting understanding and respect among all community members;
- Events like these bring people together, creating a sense of unity and belonging. They
  encourage interaction between diverse groups, strengthening community bonds;
- Through activities like storytelling, art, and performances, attendees can learn about Indigenous traditions and perspectives, fostering enhanced cultural awareness;
- It benefits everyone in the community by offering a day of enjoyable activities that are both entertaining and meaningful; and
- By celebrating NAIDOC Week with events like this, the Muswellbrook Shire community not only honours its Indigenous heritage but also builds a stronger, more inclusive future.

### CONCLUSION

Council may choose to support the recommendation or identify other priorities.

### **SOCIAL IMPLICATIONS**

Applications for funding from not-for-profit community organisations should address priority issues in the community and work towards enhancing the social, cultural, and recreational well-being of the communities of Muswellbrook Shire. Organisations receiving funding for events must comply with Council's Sustainable Event Management Procedure.

### **FINANCIAL CONSIDERATIONS**

There are sufficient funds available in the Community Grants GL1075.1881.568 budget to cover the request from the Wanaruah Local Aboriginal Land Council.

### **POLICY IMPLICATIONS**

Council approved the Awarding of Grants and Contributions Policy (MSC072E) at the 25 February 2025 Ordinary Council Meeting,

### STATUTORY / LEGISLATIVE IMPLICATIONS

The total amount of sponsorships, grants, and contributions made in accordance with the Council Policies will be listed in Council's Annual Report, and individual amounts over \$1,000 will be itemised separately. Where applications are successful, community organisations will be required to enter into a grant agreement with Muswellbrook Shire Council.

### **RISK MANAGEMENT IMPLICATIONS**

Applicants must identify and declare any actual, potential, or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct. Any actual, potential, or perceived



conflict of interest posed by the potential sponsorship, grant, or contribution of an event/activity will be identified as part of the assessment. Applicants are required to have appropriate insurance cover for the intended activity or event being supported by a Community Grant or Contribution from Muswellbrook Shire Council.

### **COMMUNITY CONSULTATION / COMMUNICATIONS**

Organisations which have received funding from Muswellbrook Shire Council are required to acknowledge the funding provided by Council in a manner approved by Council's Communications Team in any communication about the project. Council reserves the right to publicise approved projects in any media form it chooses.

From: MSC Website

To: <u>Muswellbrook Shire Council</u>

Subject: Community Grants and Contributions Application - - Wanaruah Local Aboriginal Land Council - Submission

2459

**Date:** Thursday, 8 May 2025 10:09:53 AM

**Attachments:** <u>\$68-2025-4859-Fee-Estimate-20250326</u> \$68-2025-4859.pdf

7376278-129080-Wanaruah-Local-Aboriginal-Lands-Council-Insurance.pdf

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

Customer reference number: 2459

## **Application**

Applicant Details
Applicant Type
Organisation
Organisation Details
Organisation Name
Wanaruah Local Aboriginal Land Council
Organisation Contact
De-anne Douglas
Organisation Contact Position
CEO
Organisation Contact Email
ceo@wanaruahlandcouncil.com.au
Organisation Contact Phone
0429773900
Organisation Address
19 Maitland street Muswellbrook, New South Wales 2333 <u>Map It</u>
Is the organisation a not-for-profit community-based organisation?
Yes
ABN
33251730169
Project Details

Provide a summary of your project

NAIDOC day celebrations.

Sunday 13th July 2025 from 10:00am-2:00pm

Free sausage sizzle, entertainment, kids rides and cultural activities.

### Please provide the key date(s) related to your project

Sunday 13th July 2025

### Proposed project location(s)

Stan Theiss Centre, Victoria Park Muswellbrook. 161-169 Hill Street, Muswellbrook.

### Is this a Community Rural Halls application?

Nο

### Is this application for an event?

Yes

# Which goal(s) outlined in the Muswellbrook Shire Community Strategic Plan 2022-2032 does your application address?

- Goal 2: An inclusive and interconnected community where everyone enjoys full participation
- Goal 5: Effective and efficient infrastructure that is appropriate to the needs of our community
- Goal 6: Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community

# How does your application align with the goal(s) in the Muswellbrook Shire Community Strategic Plan 2022-2032?

My application contributes to creating spaces and opportunities where all members can actively engage, ensuring full participation regardless of backgrounds, abilities, or circumstances.

It emphasizes the importance of preserving and celebrating the community's unique identities, history, and cultural diversity, strengthening the ties that bind individuals together.

My application aims to address the practical needs of the community by enhancing accessibility, functionality, and sustainability in infrastructure and services.

It reflects a commitment to understanding and responding to the community's evolving needs, offering thoughtful leadership that prioritizes collaboration, transparency, and proactive decision-making.

### How does this project benefit the Muswellbrook Shire community and who does it benefit?

A NAIDOC Family Fun Day brings immense benefits to the Muswellbrook Shire community by fostering inclusivity, cultural awareness, and community spirit. Here's how it makes an impact:

It provides an opportunity to celebrate and honor the rich history, culture, and achievements of Aboriginal and Torres Strait Islander peoples, promoting understanding and respect among all community members.

Events like these bring people together, creating a sense of unity and belonging. They encourage interaction between diverse groups, strengthening community bonds.

Through activities like storytelling, art, and performances, attendees can learn about Indigenous traditions and perspectives, fostering greater cultural awareness.

It benefits everyone in the community—families, children, and individuals of all ages—by offering a day of enjoyable activities that are both entertaining and meaningful.

By celebrating NAIDOC Week with events like this, the Muswellbrook Shire community not only honors its Indigenous heritage but also builds a stronger, more inclusive future.

### **Financial Information**

### Application Type Fee waiving

Fee waiving

### **Requested Fee Waiving Amount**

\$ 2.652.00

### **Total Requested from Council**

\$ 2.652.00

### Total amount of applicant co-contribution

\$ 0.00

### Does your project include funding from another source?

Nο

### **Total Project Cost**

\$ 2,652.00

### Evidence of total project cost

Hire Fees

As previously discussed, we confirm that a fee of \$1393.00 is payable.

Invoice to follow. Council's payment terms are strictly within thirty (30) days of the date of invoice.

Bond & Key Deposit

We confirm that a \$1184.00 bond and \$75.00 key deposit also applies.

# WILL NOT LET ME ADD THIS TO SUPPORTING DOCUMENTS OF TOTAL PROJECT COST Dear De-anne.

Thank you for your booking form for Victoria Park and the Stan Thiess Centre.

Booking Confirmation Date: Sunday, 13 July 2025 Time: 10:00AM – 2:00PM

**Event: NAIDOC Week Celebrations** 

Location: Stan Thiess Centre and Victoria Park 2

Further Information

Please be advised, prior to your event taking place we require the following documents:

Public Liability Certificate of Currency;

Public Liability Certificate of Currency for any Food Vendors, Rides or other third party

Risk Assessment.

Hire Fees

As previously discussed, we confirm that a fee of \$1393.00 is payable.

Invoice to follow. Council's payment terms are strictly within thirty (30) days of the date of invoice.

Bond & Key Deposit

We confirm that a \$1184.00 bond and \$75.00 key deposit also applies.

This is amount will be refunded to you once an inspection has taken place and the key has been returned to Council

### Supporting documentation of total project cost

• <u>\$68-2025-4859-Fee-Estimate-20250326\_\$68-2025-4859.pdf</u>

### **Supporting Information**

### **Public Liability Insurance**

• 7376278-129080-Wanaruah-Local-Aboriginal-Lands-Council-Insurance.pdf

### Does your project require Development Consent and/or other approvals?

No

Does this application include any activities where adults work with children?

Yes
Working with Children

If this application is successful, I will provide Council with the WWCC information, as required

Does the organisation owe Muswellbrook Shire Council any outstanding money or acquittal reports?

No

### **Terms and Conditions**

### Consent to terms

I agree to the terms and conditions listed above

### Financial Declaration

I declare that our organisation is financially solvent and is able to meet the co-contribution requirements of this application.

### **Organisation Declaration**

I am authorised to sign this application for and on behalf of the Organisation.

### True and Correct Declaration

I certify that the information provided in and supporting this application is true and correct.



### 10.4.5. Awarding of a Community Grant - Upper Hunter Where There's a Will

Responsible Officer: General Manager

Author: Grants and Community Engagement Advisor

Community Strategic Plan: 6 - Community Leadership

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

**Delivery Program Goal:** 6.2.1 - Maintain a strong focus on financial discipline to

enable Council to properly respond to the needs of the

communities it serves.

Operational Plan Action: 6.2.1.4 - Seek funding opportunities to support the interests

and aspirations of the Shire identified by the Community Strategic Plan and Delivery Program.

Attachments: 1. Community Grants and Contributions Application -

Upper Hunter Where There's a Will - Submission Numb

[**10.4.5.1** - 4 pages]

2. Where There's a Will - May 2025 [10.4.5.2 - 16 pages]

### **PURPOSE**

To submit for the consideration of Council an application for a Community Grant from Upper Hunter Where There's a Will for the purchase of a printer.

### OFFICER'S RECOMMENDATION

Council APPROVES a Community Grant (cash) for the purchase of a Brother MFC-L8690CDW Wireless Multi-Function Colour Laser Printer and delivery valued at a total of \$764.

Moved:	Seconded:	

### **EXECUTIVE SUMMARY**

Council has received a request for a Community Grant (cash) for the purchase of a Brother MFC-L8690CDW Wireless Multi-Function Colour Laser Printer and delivery priced at \$664 plus delivery of \$100.

### **PREVIOUS RESOLUTIONS**

Nil

### **BACKGROUND**

The mission of Upper Hunter Where There's a Will is to embed evidence-based wellbeing practices and literacy across Upper Hunter schools, families, and the wider community.



They work closely with schools, preschools, and early learning centres across the region, including Muswellbrook, Denman, Martindale, Merriwa, Murrurundi, Aberdeen, Scone, Ellerston, and Belltrees.

Their goal is to promote long-term cultural change through positive education, and they are proud to be leading efforts to make the Upper Hunter the largest positive education and wellbeing cluster globally.

### **CONSULTATION**

Consultation on the awarding of the grant was carried out with Council's Manager Community Services, Co-ordinator Community Partnerships, Director Community and Economy, and Chief Financial Officer.

### **REPORT**

Attached to the report is an application from Upper Hunter Where There's a Will for a Community Grant (cash) for the purchase of a Brother MFC-L8690CDW Wireless Multi-Function Colour Laser Printer priced at \$664 plus delivery of \$100.

A printer is an essential tool in their office, allowing them to efficiently distribute educational resources, mental health awareness materials, and intervention tools to schools and educators across the Upper Hunter Region. It also supports general administrative tasks, ensuring that Where There's a Will remains a viable and effective charity in the community.

This essential piece of equipment would make a meaningful difference in the delivery of their programs.

### CONCLUSION

Council may choose to support the recommendation or identify other priorities.

### **SOCIAL IMPLICATIONS**

Applications for funding from not-for-profit community organisations should address priority issues in the community and work towards enhancing the social, cultural, and recreational well-being of the communities of Muswellbrook Shire.

### **FINANCIAL CONSIDERATIONS**

There are sufficient funds available in the Community Grants budget to cover the request from Upper Hunter Where There's a Will.

### **POLICY IMPLICATIONS**

Council approved the Awarding of Grants and Contributions Policy (MSC072E) at the 25 February 2025 Ordinary Council Meeting,

### STATUTORY / LEGISLATIVE IMPLICATIONS

The total amount of sponsorships, grants, and contributions made in accordance with the Council Policies will be listed in Council's Annual Report, and individual amounts over \$1,000 will be itemised separately. Where applications are successful, community organisations will be required to enter into a grant agreement with Muswellbrook Shire Council.

### **RISK MANAGEMENT IMPLICATIONS**

Applicants must identify and declare any actual, potential, or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct. Any actual, potential, or perceived conflict of interest posed by the potential sponsorship, grant, or contribution of an event/activity will be identified as part of the assessment. Applicants are required to have



appropriate insurance cover for the intended activity or event being supported by a Community Grant or Contribution from Muswellbrook Shire Council.

### **COMMUNITY CONSULTATION / COMMUNICATIONS**

Organisations which have received funding from Muswellbrook Shire Council are required to acknowledge the funding provided by Council in a manner approved by Council's Communications Team in any communication about the project. Council reserves the right to publicise approved projects in any media form it chooses.

From: Muswellbrook Shire Council

o: <u>Info</u>

Subject: Community Grants and Contributions Application - Muswellbrook Shire Council Submission Number 2468

**Date:** Tuesday, 13 May 2025 11:44:18 AM

Caution! This message was sent from outside your organization.

Report

Dear

Thank you for submitting a Community Grants and Contributions application.

### **Key application details:**

• Your submission ID is: 2468

• Total Requested from Council: \$ 764.00

### **Next steps:**

- Council will review your application and assess it against the Grants and Contributions Guidelines.
- If further information is required, we will contact you.

### **Complete Application Form Responses:**

Applicant Details		
Applicant Type		
Organisation		
Organisation Details		
Organisation Name		
UPPER HUNTER WHERE THERE'S A WILL		
Organisation Contact		
Amanda Lane		
Organisation Contact Position		
ADMINISTRATION		
Organisation Contact Email		
info@uhwheretheresawill.com.au		
Organisation Contact Phone		
0434375344		
Organisation Address		
90 Kelly Street Scone, New South Wales (NSW) 2337 <u>Map It</u>		

### **Organisation Website**

https://uhwheretheresawill.com.au/

### **Organisation Social Media Page**

https://www.facebook.com/uhwheretheresawill/

### Is the organisation a not-for-profit community-based organisation?

Yes

### ABN

19613051148

### **Project Details**

### Provide a summary of your project

I am writing on behalf of Where There's a Will, a local charity dedicated to enhancing mental health and wellbeing in the Upper Hunter region.

We are seeking your consideration for a donation of a printer to help us continue our vital work within the community. We have obtained a quotation from Harvey Norman for a Brother MFC-L8690CDW Wireless Multi-Function Colour Laser Printer, priced at \$664. Additionally, the delivery costs are expected to range from \$50 to \$100, given the size and weight of the unit.

A printer is an essential tool in our office, allowing us to efficiently distribute educational resources, mental health awareness materials, and intervention tools to schools and educators across the region. It

### Please provide the key date(s) related to your project

As a charity our monetary allocations are based upon grants which obviously don't cover office equipment. There is no specified date as the use of the printer is for everyday administration functions of the office.

### Proposed project location(s)

Our office is located in Scone NSW 2337. However as mentioned above our service area includes MBK shire as well.

### Site plan (if applicable)

• Quote-Harvey-Norman.png

### Is this a Community Rural Halls application?

No

### Is this application for an event?

No

# Which goal(s) outlined in the Muswellbrook Shire Community Strategic Plan 2022-2032 does your application address?

• Goal 2: An inclusive and interconnected community where everyone enjoys full participation

# How does your application align with the goal(s) in the Muswellbrook Shire Community Strategic Plan 2022-2032?

Where there's a Will plays a key role in fostering a more inclusive and interconnected Upper Hunter community by embedding Positive Education and mental health literacy across schools and early learning centres. This approach enhances the liveability of Shire communities by creating safer, more

supportive environments that build resilience, reduce the incidence of mental health issues, and strengthen social cohesion. Leadership initiatives promote civic engagement and intergenerational connection, while early childhood educators are equipped with evidence-based tools to support children's emotional development—enhancing the quality and appeal of local childcare services and schools. We are proud to note that the Upper Hunter community of schools and early learning services now represents the largest Positive Education and wellbeing cluster globally.

The work of Where there's a Will supports a vibrant and inclusive Shire where people of all ages, backgrounds and experiences are empowered to participate fully in community life. Central to this is the understanding that wellbeing is not about being permanently happy, but about navigating life's ups and downs with confidence, compassion and resilience. Through a shared language, strong relationships and a community-wide culture of care, the Upper Hunter is embracing the belief that good mental health means celebrating the good times and drawing on inner strength during the more challenging ones.

### How does this project benefit the Muswellbrook Shire community and who does it benefit?

Where There's a Will, our mission is to embed evidence-based wellbeing practices and literacy across Upper Hunter schools, families, and the wider community. We work closely with schools, preschools, and early learning centres across the region, including Muswellbrook, Denman, Martindale, Merriwa, Murrurundi, Aberdeen, Scone, Ellerston, and Belltrees. Our goal is to promote long-term cultural change through positive education, and we are proud to be leading efforts to make the Upper Hunter the largest positive education and wellbeing cluster globally.

### **Financial Information**

### **Application Type**

Funding

### **Requested Funding Amount**

\$ 764.00

### **Total Requested from Council**

\$ 764.00

### Total amount of applicant co-contribution

\$ 0.00

### Does your project include funding from another source?

Nο

### **Total Project Cost**

\$ 764.00

### Evidence of total project cost

Quote from Harvey Norman: Brother MFC-L8690CDW Wireless Multi-Function Colour Laser Printer Pricing for this unit will be \$664 Delivery will range from \$50 - \$100 due to weight an size of unit.

Kailee Dickson | Sponsorships Coordinator Sponsorships Department T: Direct +61 (2) 9201 6416 E: Kailee.dickson@au.harveynorman.com

### Supporting documentation of total project cost

• Harvey-Norman-Printer-.png

### **Supporting Information**

### **Public Liability Insurance**

• COC-General-Liability.pdf

Does your project require Development Consent and/or other approvals?

No

Does this application include any activities where adults work with children?

No

Does the organisation owe Muswellbrook Shire Council any outstanding money or acquittal reports?

No

### **Terms and Conditions**

### Consent to terms

I agree to the terms and conditions listed above

### **Financial Declaration**

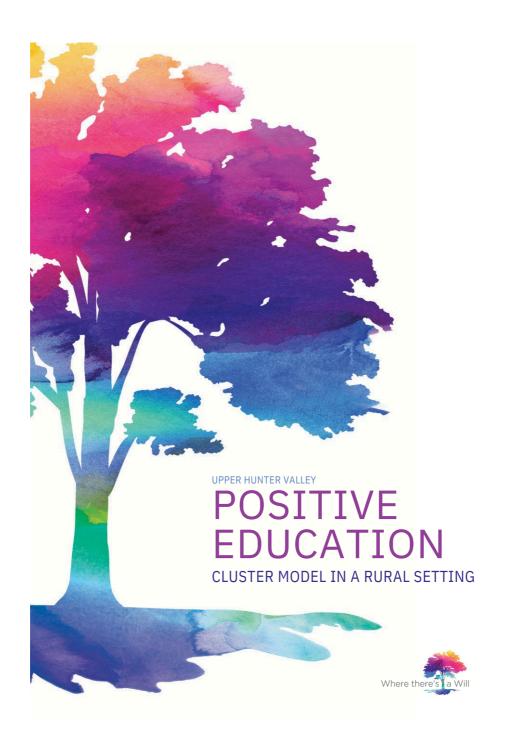
I declare that our organisation is financially solvent and is able to meet the co-contribution requirements of this application.

### **Organisation Declaration**

I am authorised to sign this application for and on behalf of the Organisation.

### **True and Correct Declaration**

I certify that the information provided in and supporting this application is true and correct.





#### **CONTENTS**

Where There's A Will	03
The Cluster Model	04
Mental Health Continuum	07
WTAW Framework	09
Visable Wellbeing	10
Intervention & Awareness	11
Student Leadership	12
Acheivements & Accomplishments	14

CLUSTER MODEL IN A RURAL SETTING



## UPPER HUNTER WHERE THERE'S A WILL

Established August 2016

Charity DGR Status 1

Governance - Board of Directors

Paid Administration Staff

Team of Volunteers

Principals, Teachers, Educators

Students

**Community Members** 

**Local Businesses** 

National Professional Associations

The above was established prior to our 2017 Community Appreciative Inquiry (AI) Summit – it was then further strengthened by the AI Summit with more than 100 community members in the room.

We consult with our educators, our teachers, and our community. We co-create what is needed through the consultation process and then we seek the funding and offer the support to work towards successful implementation of these initiatives and sustained growth in Positive Education and wellbeing.

The strength and success that this community has achieved belongs to the Upper Hunter community. We are committed to sharing our model with other communities however, Where there's a Will belongs to the Upper Hunter community. We will continue to lead, sustain and grow Positive Education and Wellbeing in our community as an example of what can be achieved through community connection, collaboration and commitment to thriving futures.

### THE CLUSTER MODEL

## THE UPPER HUNTER COMMUNITY HAS THE LARGEST POSITIVE EDUCATION AND WELLBEING CLUSTER GLOBALLY.

The Cluster Model allows for all participants to receive the same information at the same time, creating one common language for all participants. The Cluster Model offers a setting of connectivity and inclusion united through one language. For the Upper Hunter this means that all our educators across all educational settings are receiving the same information, promoting one language that is shared.

One of the strengths of the Cluster Model is the ability to keep all schools involved, regardless of size or geographical location within the cluster. Smaller schools that would not have the resources to engage are able to share knowledge with their larger partner schools to develop Positive Education initiatives in their schools to suit their education space. Additionally, schools that have experienced significant changes that would perhaps impact their ability to move forward, have been able to continue to move forward through the sharing networks created among the cluster. In the world of Positive Education and Positive Psychology, a cluster model is revered as the preferred and optimum way forward for sustained Positive Education and Wellbeing. The Upper Hunter, through the support and funding of Where there's a Will is the GLOBAL LEADER in this space.

What has been achieved in the Upper Hunter leads discussion at significant National and

International
Forums and Conferences in the
fields of Positive Education and
Psychology. We are consistently
being advocated as the way forward.

Schools and our Early Learning, Day Care, Family Day Care were previously working in their own silos. Since the Cluster Model was formed, we now have a thriving Education Wellbeing network in the Upper Hunter. This encompasses, Day Care, Family Day Care, Early Learning, Child Care, Primary and Secondary Education. It reaches across Public, Private, Catholic and Independent.

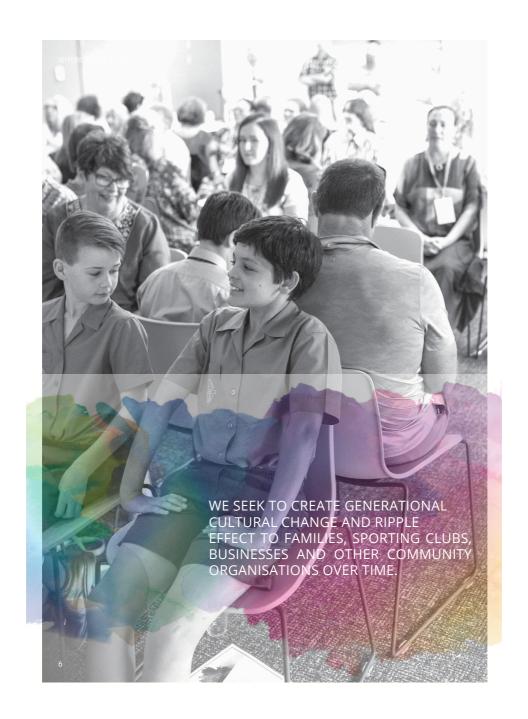
Our community continues to grow and understand the significance of living life in a way that nurtures wellbeing and understands the importance of contributing to the wellbeing of others in the community.



supports wellbeing while also recognising and improving awareness of the critical need for early intervention.

#### THE UPPER HUNTER **COMMUNITY CLUSTER MODEL**





### MENTAL HEALTH CONTINUUM

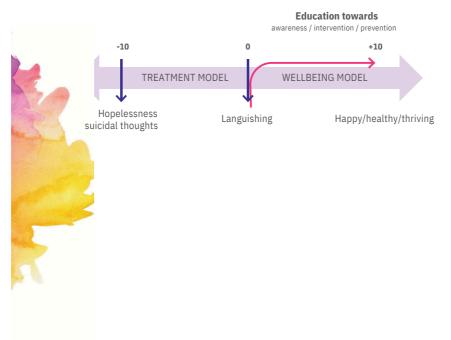
To effectively articulate the space in which Where there's a Will support, we have developed our own version of the continuum, similar to that used by the Cancer Council of Australia (with their Slip, Slop, Slap campaign).

Where there's a Will works in the space to the right of the continuum, prevention, supporting and funding Positive Education initiatives in our schools, Early Learning and Child Care Centres.

Thriving at one end of the scale and hopelessness at the other end. A range of states in between.

#### MENTAL HEALTH CONTINUUM

Where there's a Will works here



# POSITIVE EDUCATION (PESA)

WTAW defines Positive Education as follows:

An approach that weaves the research from Positive Psychology and Wellbeing science into schools. Positive Education does not ignore or suggest that young people will not experience difficult and painful experiences, it teaches young people the skills they need to support and manage their mental health and wellbeing, assisting them to make a successful transition into (and to maintain) a healthy adult lifestyle.

It is important to note, we take the premise of this definition from PESA – Positive Education Schools Association. The peak body for Positive Education in Australia

## PESA – POSITIVE EDUCATION SCHOOLS ASSOCIATION

PESA is the peak body for Positive Education in Australia (and other countries)

Similarly, to WTAW, they are governed by a Board of Directors and chaired by Anne Johnstone – Principal of Ravenswood School for Girls, they have a CEO and Administration support.

As we (WTAW) were becoming established, there were many individual schools across Australia that had already adopted the principals of Positive Education to promote both improved academics and wellbeing. Primarily, these were wealthy Private/Independent schools based in major capital cities. Due to the predominance of early adopters of Positive Education being private, there was a misconception that Positive Education was only for the wealthy.

While Pauline Carrigan was researching mental health education (as she understood it to be at the time), as a way forward for Upper Hunter schools, PESA were looking at a broader community cluster model. A model that could give way to a new future with an understanding of Positive Education for schools across Australia.

PESA were pivotal in the early days of the establishment of the Upper Hunter cluster. They continue to be a significant partner of WTAW and play an important role in the growth and sustainability of our schools. They continue to lead the way with new developments and best practice in the field of Positive Education.

Each year, PESA hold a conference that WTAW has funded and supported our educators to attend to keep informed of best practice for Positive Education and wellbeing.

www.pesa.edu.au



# UPPER HUNTER WHERE THERE'S A WILL FRAMEWORK

#### **PERMAH**

Pillars for thriving (Dr Martin Seligman, Founder of Positive Psychology)

According to Martin Seligman (founder of Positive Psychology), PERMA makes up five important elements (building blocks) of wellbeing and happiness. Health has since been added as a sixth element. This is the core of our Where there's a Will philosophy.

Positive emotions - feeling good

Engagement – being completely absorbed in activities

Relationships – being authentically connected to

others Meaning – purposeful existence

Achievement – a sense of accomplishment and success Health - exercise, nutrition, relaxation & sleep



- E ENGAGEMENT
- R RELATIONSHIPS
- M MEANING
- A ACCOMPLISHMENT
- H HEALTH



#### **SEARCH**

Educational pathways to PERMA (Professor Lea Waters AM, Phd)

Prof Lea Waters developed the Visible Wellbeing program, which combines wellbeing with learning and teaching to enable schools to build wellbeing in students, staff, parents and their community. Teachers from each of our schools across the Upper Hunter have trained in Visible Wellbeing.

SEARCH outlines the six pathways and tools we need to build PERMAH - the elements of wellbeing and happiness.



teachers chose Visible Wellbeing as the project that they wanted to undertake in their schools. As such, the Cluster Model was born.

More than 430 educators took part in the initial training of Visible Wellbeing with Professor Lea Waters AM PhD

A further 200 teachers trained in Strength Stars framework for Early Education.

Our teachers and educators have been afforded the knowledge and confidence to seek out or build an age-appropriate science-based wellbeing practice, project or

The SEARCH framework is a guide to the 6 identified necessary education pathways that require integration

At the PESA Conference in 2017, our throughout the education system as an understanding and practice that enables all students, schools, and the wider community to flourish.

> The framework has assisted our schools to maintain relevant material from the past merge with new data driven material coming at them daily. The 'all teacher' training in Visible

Wellbeing has also given way to a new confidence that sees our teachers designing their own strategies and lessons based on research and science but within their own school context.

This community framework is allowing for planning for ageappropriate mapping of the 6 pathways across a school journey in the Upper Hunter

www.leawaters.com/visiblewellbeing

CLUSTER MODEL IN A RURAL SETTING

## INTERVENTION & AWARENESS

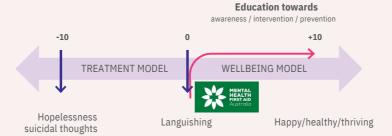
#### TEEN MENTAL HEALTH FIRST AID

By giving teenagers the ability and knowledge of what to do when a peer or loved one is experiencing a difficult time, we are giving them the skills to help create a happy, healthy and thriving secondary school community.

WTAW educates Year 8 students annually in Teen MHFA and offer Youth MHFA when both numbers and funds permit.

Teen mental health first aid is not about treating a mental health condition but rather empowering awareness and skills for critical early intervention.

#### MENTAL HEALTH CONTINUUM





MISSION AUSTRALIA FOUND YOUNG PEOPLE IDENTIFIED MENTAL HEALTH AS THE TOP ISSUE FACING YOUTH.

STUDENT Now more than ever, schools and communities need to support youth wellbeing and mental health in a way that give them voice and agency in their communities and schools. in their communities and schools approach.

> Assumptions are sometimes made by wellbeing leaders in schools and communities about what is best for youth with little or no consultation with the youth themselves who should be considered the main stakeholders in their own wellbeing.



We need to challenge the top-down initiatives that while well intentioned are based on the premise that staff are expected to design and implement wellbeing strategies with students being passive recipients.

At Where there's a Will, we believe that all young people have the ability to lead, and we recognise that to achieve this, we need to be able to offer the appropriate initiatives and resources.

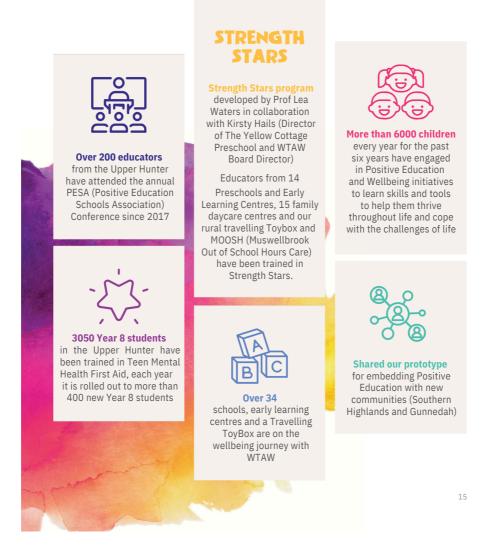
We have developed a Student Leadership initiative based on Positive Education best practice to work towards developing these skills with our youth from Year 5 to Year 12.

The programs and initiatives that we support through Student Leadership help to build confidence in our youth and teach them to lead with their natural strengths. All the initiatives that we support are open to all students, not only those that hold existing leadership roles in their school.

We proudly advocate that Upper Hunter students are now the main stakeholders in their own wellbeing, they are consulted to encourage voice and agency for their own futures.

# ACHIEVEMENTS & ACCOMPLISHMENTS









#### 10.4.6. Council Grant and Community Engagement Update

Nil

Responsible Officer:	Director - Community & Economy		
Author:	Grants and Community Engagement Advisor		
Community Strategic Plan:	6 - Community Leadership		
	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community.		
Delivery Program Goal:	6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.		
Operational Plan Action:	6.2.1.4 - Seek funding opportunities to support the interests and aspirations of the Shire identified by the Community Strategic Plan and Delivery Program.		

#### **PURPOSE**

**Attachments:** 

To advise Council of recent grant applications submitted, grant funding recently announced or to be announced shortly, upcoming grant opportunities, and key community engagement. opportunities.

#### OFFICER'S RECOMMENDATION

Council notes the information contained in the report and endorses Council staff to review and apply for funding opportunities identified in the report.

Moved:	Seconde	ed:

#### **EXECUTIVE SUMMARY**

To advise Council of recent grant applications submitted, grant funding recently announced or to be announced shortly, and of upcoming grant opportunities.

Council has been successful with the following:

- Council has obtained funding to assist with the construction of a permanent Changing
   Places facility in Simpson Park, Muswellbrook and is able to apply for funding of 50% of
   the total build costs of the Changing Places facility; and
- Council has been successful with its Expression of Interest under the Commonwealth National Water Grid Fund (NWGF) for the construction of the Denman to Sandy Hollow Pipeline. We will now progress to full application stage.

Grant applications recently submitted include:

An application for almost \$200,000 under the NSW Level Crossing Improvement Program



(Regional Council Minor Works) for **repairs to the approaches to level crossings at Sandy Hollow**.

Grant funding opportunities for review and submission in May, June, and beyond include:

 The Community Energy Upgrades Fund (CEUF) Round 2 for upgrades to the roof at Campbell's Corner and the installation of solar panels.

#### **PREVIOUS RESOLUTIONS**

Nil.

#### **BACKGROUND**

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

#### CONSULTATION

Grant applications are aligned to projects identified by the Muswellbrook Shire Community Strategic Plan and Delivery Program and are prepared in consultation with Council's senior managers and key staff in relevant sections. Councillors are regularly consulted regarding grant applications via Council and Committee meetings.

#### **REPORT**

#### **Grant Applications Recently Announced**

Council has been informed that applications for funding under the following grant programs have been **successful**:

- Council has obtained funding to assist with the construction of a permanent Changing
   Places facility in Simpson Park, Muswellbrook and is able to apply for funding of 50% of
   the total build costs of the Changing Places facility. Simpson Park Changing Places facility
   will be the only such facility on or near the New England/Kamilaroi Highways between East
   Maitland and Tamworth/Quirindi; and
- Council has been successful with its Expression of Interest under the Commonwealth National Water Grid Fund (NWGF) for the construction of the Denman to Sandy Hollow Pipeline. Council will now progress to full application stage.

Council has been informed that applications for funding under the following grant programs have been **unsuccessful**:

Council applied for funding under the second stream of the Australian Government's \$500 million Housing Support Program, which had the theme Community Enabling Infrastructure Stream (CEI). Council's unsuccessful application requested \$8,601,800 for the Denman to Sandy Hollow Water Pipeline Project.

#### **Grant Applications Recently Submitted**

Council has recently submitted the following applications for grant funding:

 \$200,000 under the NSW Level Crossing Improvement Program (Regional Council Minor Works) for repairs to the approaches at one level crossing on Bylong Valley Way near to the intersection with the Golden Highway at Sandy Hollow and two crossings nearby on Goulburn Drive.



#### **Upcoming Grant and Funding Opportunities**

The following are current potential grant and other funding opportunities:

- The Create NSW 2-Year Multi-year funding provides core investment to the NSW arts and cultural sector to support sustainable growth of the industry, with a focus on all NSW citizens being given the opportunity to contribute to and experience arts and culture. Organisations that have not previously received annual or multi-year organisational funding from Create NSW (for example, the Muswellbrook Regional Arts Centre) can apply for \$60,000 up to \$100,000 per year. Council staff are working with Arts Upper Hunter and the Upper Hunter Conservatorium of Music on a collaborative arts project exploring the intersection of art and sound which could be submitted via this fund or later in the year via the Create NSW Cultural Access program or other funding opportunities. Applications close Monday, 26 May and further information is available at <a href="https://www.nsw.gov.au/grants-and-funding/2-year-multi-year-funding">https://www.nsw.gov.au/grants-and-funding/2-year-multi-year-funding</a>;
- At the end of September last year (Tranche 1) and in January this year (Tranche 2), Council submitted applications under the Commonwealth Safer Local Roads and Infrastructure Program for the upgrade of 1.6 km of Thomas Mitchell Drive, south from the Denman Road intersection, and requested funding of \$3,000,512; Council will co-contribute \$750,129 of Roads to Recovery funding for a total project cost of \$3,750,641. We will apply again under Tranche 3 due before Friday, 30 May, as we haven't been notified about the outcome of Tranche 2. Further information is available at <a href="https://investment.infrastructure.gov.au/resources-funding-recipients/safer-local-roads-and-infrastructure-program-resources">https://investment.infrastructure.gov.au/resources-funding-recipients/safer-local-roads-and-infrastructure-program-resources</a>;
- The deadline for submitting the full application under the Commonwealth National Water Grid Fund (NWGF) for the construction of the Denman to Sandy Hollow Pipeline is Friday, 30 May. Council is seeking funding of \$7,622,484 to cover the shortfall. The NWGF aims to improve water security, while being economically and environmentally responsible. Projects should be of demonstrable public benefit and have a national interest element, including through securing the nation's water security, building resilience to future drought, supporting primary industries, and promoting regional economic development, including through the creation of jobs. More information is available at <a href="https://water.dpie.nsw.gov.au/our-work/water-infrastructure-nsw/grants-and-funding/national-water-grid-fund">https://water.dpie.nsw.gov.au/our-work/water-infrastructure-nsw/grants-and-funding/national-water-grid-fund</a>.
- NSW councils once again have the opportunity to enhance their procurement capability through the Local Government Procurement (LGP) Grant Program. The program aims to incentivise the design and implementation of high-impact initiatives that build capability in procurement practices across the NSW local government sector. Exclusively designed to support new procurement projects and professional development, the LGP Procurement Capability Grant Program is a first for the Australian local government sector. The Grant Program is open to all NSW councils, Regional Organisations of Councils, Joint Organisations, Aboriginal Land Councils, and County Councils, and each eligible organisation can submit an application for funding between \$3,000 and \$25,000 to support new initiatives that build procurement capability. Applications close on Thursday, 5 June and projects must be completed within a 12-month period. LGP is seeking to fund initiatives that align with one or more of the following areas:
  - process improvement;
  - procurement resource development;



- technology;
- professional development; and/or
- other (such as disaster recovery, First Nations or SME procurement, or other relevant procurement areas)
- The Australian Government has announced the Community Energy Upgrades Fund (CEUF). Round 2 has opened and applications close Friday 13 June. With up to \$50 million available in Round 2, the CEUF is offering grants that will provide matched funding for energy efficiency and electrification upgrades of local government facilities. Grants of between \$25,000 and \$2.5 million are available for eligible projects, which include:
  - replacing high energy use heating in council pools with energy saving heat pumps;
  - installing energy efficient lighting at sporting fields, libraries, and community centres; and
  - investing in other energy efficiency and electrification upgrades.

Staff are considering options as these upgrades will help local governments lower energy bills, cut emissions, and make their communities more sustainable. The CEUF is a merit based, competitive grant program. Local government bodies are eligible to apply, and further information is available at <a href="https://business.gov.au/grants-and-programs/community-energy-upgrades-fund-round-2">https://business.gov.au/grants-and-programs/community-energy-upgrades-fund-round-2</a>

#### Other grant outcomes to be announced shortly

Council is expecting to be notified shortly about the outcome of the following applications:

- In mid-September 2024, Council applied for almost \$5 million in funding under Stream 1
  (Precinct Development and Planning) of the Commonwealth Regional Precincts and
  Partnerships Program for a Precinct and Place Strategy for the Hunter Integrated Energy
  Hub around the Bayswater Power Station. The application was submitted in partnership
  with AGL;
- Two applications under the NSW Regional Economic Development and Community
   Investment Program, namely Hunter Mining Supply Chain: Business Readiness Program and Delivery of Stage 2 of the Wollombi Road Precinct Masterplan;
- Two applications for funding under the Get NSW Active program a path from Osborn
   Avenue and Ruth White Avenue to the intersection of Adams Street and Thompson
   Street near Muswellbrook South Public School, and paths at the intersection of George,
   Doyle and Brentwood Streets and Brecht Street (from King Street to Brentwood Street,
   near the Muswellbrook Hospital Precinct/Muswellbrook High School;
- An application for funding of \$350,000 under the Transport for NSW Open Streets Program.
   The funding will be used to temporarily close Ogilvie Street and other streets in Denman to vehicles, and open them to people for the staging of the Denman Wine, Food and Film
   Affair across the next three years;
- An application for funding of \$150,000 for a project titled Who We Are: Muswellbrook
   Shire Stories Celebrating Diversity, Strengthening Harmony which will be a multifaceted
   project highlighting the diverse voices of local residents and showcasing these through the
   production of a book and YouTube/podcast series, as well as exhibitions and displays
   across the Shire; and
- An application for the development of a Skilled, Sustainable Local Workforce for Muswellbrook Shire Council under Round 2 of the Fresh Start for Local Government



Apprentices, Trainees, and Cadets.

#### Variations, including time and scope

Council has recently submitted variation requests for:

- An extension in time to complete the new paths and playground at Karoola Park,
   Muswellbrook, until December 2025. Council received the funding under the Regional NSW
   Storm and Flood Recovery Package via the 2023 Community Assets Program; and
- An extension in time to complete the naturalisation of the stormwater channel in Karoola Park until June 2026. Funding for the project was received from the Essential Community Sports Assets Program.

#### **Progress reports**

Council has recently submitted progress reports for:

- two grants under the NSW Severe Weather & Flood Grants program for flood events in
   March and June 2022. Council has received \$1 million in funding for each flood event; and
- funding received via the Commonwealth Priority Community Infrastructure Program for the completion of the Muswellbrook Town Centre Plan.

#### **Acquittals**

Council has recently acquitted the following grants:

- Australia Day 2025 from the National Australia Day Council;
- two grants funded by the NSW Office of Sport Female Friendly Community Sport Facility program, namely Lighting upgrades Highbrook Park, Muswellbrook, and Lighting upgrades Weeraman Fields, Muswellbrook; and
- a grant received under the NSW Regional Housing Strategic Planning Fund namely the update of the Muswellbrook Housing Strategy.

#### **Community Engagement**

- Significant community engagement has been carried out as part of the finalisation of the suite of new Integrated Planning and Reporting documents. This includes the Public Exhibition of the draft versions of the Muswellbrook Shire Community Strategic Plan, Delivery Program, Operational Plan, and Resourcing Strategy. The community engagement events and activities where Council obtained feedback from the community are described in the report titled Community Strategic Plan for Endorsement; and
- In early May 2025, the last meeting was held for the Community Reference Group (CRG) for the Community Improvement District Project focused on the Hunter Innovation Precinct. The CRG achieved all its objectives. The feedback from members of the group regarding the Gather in the Glow event was appropriately glowing, as was the feedback for the process of conducting the CRG and the Muswellbrook Shire Council team involved in the project. Members said they had a great sense of pride walking around at the event knowing that they had played a part in bringing the precinct to life. Therefore, not only was a great event delivered but a great space to build community and good will, and this will take Council forward for the delivery of other stages of the Muswellbrook Town Centre.

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

The report for data from January to April 2024 for Council's grant funding portal at https://muswellbrook.grantguru.com.au/ is listed in the table below. At the end of April there



were 106 individuals registered on the portal (registrations are people that have registered to the portal via the signup form and are still active). In the month of April 2025, there were 653 email alerts generated and there were 1,526 grants in the email alerts.

Indicator	Apr	Mar	Feb	Jan
Total cumulative registrations to the portal	106	106	106	106
People with active alerts	65	65	65	65
Grant alerts sent by email to registered users	653	765	677	635
Grants in the email alerts	1,526	2,275	2,250	1,525

Community interaction with the grant finding portal is generally positive and the number of registered users continues to remain stable.

#### CONCLUSION

Council may choose to support the recommendation or identify other priorities.

#### **FINANCIAL CONSIDERATIONS**

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

#### **POLICY IMPLICATIONS**

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

#### STATUTORY / LEGISLATIVE IMPLICATIONS

Council's grant applications align with the goals identified in the Muswellbrook Shire 2022/2032 Community Strategic Plan, and with a range of Federal, State, and regional strategies and plans. Where grant applications are successful, Council will be required to enter into a grant agreement with the funding body.

#### **RISK MANAGEMENT IMPLICATIONS**

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

#### **COMMUNITY CONSULTATION / COMMUNICATIONS**

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



#### 11. Minutes of Committee Meetings

#### 11.1. Infrastructure & Property Committee Meeting - 8 April 2025

Responsible Officer:	Director - Infrastructure & Property		
Author:	Governance Officer		
Community Strategic Plan:	6 - Community Leadership		
	Collaborative and responsive leadership that meets the expectations and anticipates the needs of the community		
Delivery Program Goal:	6.2.1 - Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves.		
Operational Plan Action:	6.2.1.1 - Provide transparent reporting to the community about Council's finances.		
Attachments:	<ol> <li>20250408 - Infrastructure and Property Committee - Minutes [11.1.1 - 3 pages]</li> </ol>		
PURPOSE			
To inform Council of a meeting 2025.	g of the Infrastructure and Property Committee held on 8 April		

## OFFICER'S RECOMMENDATION

Council NOTES the minutes of the meeting of the Infrastructure and Property Committee held on 8 April 2025 and ADOPTS the recommendations contained therein.

Moved:	Seconded:	

#### **REPORT**

The Governance Officer reports that the Infrastructure and Property Committee met on 8 April 2025.

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



MINUTES OF THE INFRASTRUCTURE PROPERTY COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE SEMINAR ROOMS MUSWELLBROOK LIBRARY, 126 BRIDGE STREET, MUSWELLBROOK ON TUESDAY 8 APRIL 2025 COMMENCING AT 5.05PM.

PRESENT: Cr C. Bailey (Chair), Cr R. Scholes, Cr J. Drayton, Cr L. Dunn,

Cr D. Hartley, Cr D. Marshall, Cr M. Morris, and Cr S. Ward.

IN ATTENDANCE: Cr A. Barry, Cr D. Douglas, Mr D. Finnigan (General Manager),

Mr M. Lysaught (Director - Infrastructure & Property), Ms K. Hamm (Manager - Governance & Risk), Mr S. Iagunkov (Manager - Water & Wastewater), Mr D. Fernandes (Project Manager - Property & Building Services), Mrs M. Eriksson (Manager - Property & Building Services),

Mr P. Chandler (Technical Officer - Recreation & Property), Mr N. Mowbray (Policy Officer), Ms A. Paynter (Admin Officer -Infrastructure & Property), Mrs M. Sandell-Hay (Governance Officer)

and Ms L. Ward (EA to Mayor & GM).

#### 1 Acknowledgement of Country

The Acknowledgement of Country was read by Cr Hartley.

#### 2 Apologies

Nil

#### 3 Confirmation of Minutes of Previous Meeting

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

The Minutes of the Infrastructure and Property Committee Meeting held on **18 February 2025**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

In Favour Cr C. Bailey, Cr R. Scholes, Cr J. Drayton, Cr L. Dunn, Cr D. Hartley, Cr

D. Marshall, Cr M. Morris and Cr S. Ward

Against: Nil

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

**Cr R. Scholes** - Declared an insignificant non-pecuniary interest in Item 6.1. Cr Scholes advised the Committee that he is the Secretary of the Muswellbrook Rugby Club.

#### 5 Business Arising

Nil

#### 6 Business

## 6.1 Muswellbrook Shire Council Sport and Recreation Small and Large Capital Grants 2024-2025

#### **Disclosure of Interest**

Cr Scholes declared an insignificant non-pecuniary interest in this item. Cr Scholes advised the Committee that he is the Secretary of the Muswellbrook Rugby Club listed in the report.

At 5.03pm Cr Scholes left the Meeting Room and therefore took no part in discussion or voting on this item.

RESOLVED on the motion of Cr D. Marshall and Cr J. Drayton that:

The Committee recommends Council award grant applications and funding for the Sport and Recreation Small and Large Capital Grants Program 2024/2025 as described in the report.

In Favour Cr C. Bailey, Cr J. Drayton, Cr L. Dunn, Cr D. Hartley, Cr D. Marshall,

Cr M. Morris and Cr S. Ward

Against: Nil

At 5.08pm Cr Scholes returned to the Meeting Room and resumed his chair at the meeting table.

## 6.2 Amended Denman Tourist Park Master Plan - Public Exhibition - Response Submissions

RESOLVED on the motion of Cr D. Marshall and Cr M. Morris that:

The Committee recommends:

- 1. Council considers all requests in the submissions received;
- 2. Investigates options and develop a concept plan for the golf clubhouse to enhance its functionality and community use;
- The Denman Tourist Park should be developed generally in accordance with the amended master plan to support increased visitation while ensuring events can still be held on the Town Green;
- 4. A report on the Denman Pool be submitted to Council to consider options for integrating the pool further within the Denman Recreation Area;
- 5. A community consultation meeting is held in Denman; and
- 6. A further amended master plan is provided to Council for adoption.

<u>In Favour</u> Cr C. Bailey, Cr R. Scholes, Cr J. Drayton, Cr L. Dunn, Cr D. Hartley, Cr D.

Marshall, Cr M. Morris and Cr S. Ward

Against: Nil



#### 6.3 Major Projects Status Report

RESOLVED on the motion of Cr D. Hartley and Cr M. Morris that:

Council notes the information contained in the report.

In Favour: Cr C. Bailey, Cr R. Scholes, Cr J. Drayton, Cr L. Dunn, Cr D. Hartley,

Cr D. Marshall, Cr M. Morris and Cr S. Ward

Against: Nil

#### 6.4 Denman to Sandy Hollow Pipeline - Project Update

RESOLVED on the motion of Cr J. Drayton and Cr D. Marshall that:

The information contained in this report be noted.

In Favour: Cr C. Bailey, Cr R. Scholes, Cr J. Drayton, Cr L. Dunn, Cr D. Hartley,

Cr D. Marshall, Cr M. Morris and Cr S. Ward

Against: Nil

#### 6.5 Resources for Regions 8 - Reallocation to Town Centre Works

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

The Committee recommends Council endorse the proposed variation.

In Favour: Cr C. Bailey, Cr R. Scholes, Cr J. Drayton, Cr L. Dunn, Cr D. Hartley,

Cr D. Marshall, Cr M. Morris and Cr S. Ward

Against: Nil

#### 7 Date of Next Meeting

10 June 2025

#### 8 Closure

The meeting was declared closed at {time}.

General Manager	Chairperson
Mr D. Finnigan	Cr C. Bailey

Page 3



#### 11.2. Finance and Governance Committee - 10 April, 2025

Responsible Officer: General Manager

Author: Governance Officer

Community Strategic Plan: 6 - Community Leadership

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

Delivery Program Goal: 6.2.1 - Maintain a strong focus on financial discipline to

enable Council to properly respond to the needs of the

communities it serves.

Operational Plan Action: 6.2.1.1 - Provide transparent reporting to the community about

Council's finances.

Attachments: 1. 20250410 - Finance and Governance Committee -

Minutes [11.2.1 - 3 pages]

#### **PURPOSE**

To inform Council of a meeting of the Finance and Governance Committee held on 10 April, 2025

#### OFFICER'S RECOMMENDATION

Council NOTES the minutes of the meeting of the Finance and Governance Committee held on 10 April, 2025 and ADOPTS the recommendations contained therein.

Moved:	Seconded:	

#### **REPORT**

The Governance Officer reports that the Finance and Governance Committee met on 10 April, 2025.

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

MINUTES OF THE FINANCE AND GOVERNANCE ADVISORY COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE SEMINAR ROOMS, MUSWELLBROOK LIBRARY, 126 BRIDGE STREET, MUSWELLBROOK ON THURSDAY 10 APRIL 2025 COMMENCING AT 4.10PM.

PRESENT: Cr R. Scholes (Chair), Cr A. Barry, Cr J. Drayton, Cr L. Dunn,

 $\operatorname{Cr} R.$  Mahajan and  $\operatorname{Cr} M.$  Morris .

IN ATTENDANCE: Cr D. Marshall, Cr S. Ward, Mr D. Finnigan (General Manager),

Mr J. Hogan (Chief Financial Officer), Mr M. Lysaught (Director-Infrastructure & Property), Ms J. Hayes (Financial Controller), Mr I. Skaines (Grants & Community Grants Co-Ordinator) and

Mrs M. Sandell-Hay (Governance Officer).

#### 1 Acknowledgement of Country

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

#### 2 Apologies

Nil

#### 3 Confirmation of Minutes of Previous Meeting

RESOLVED on the motion of Cr A. Barry and Cr M. Morris that:

The Minutes of the Finance & Governance Advisory Committee Meeting held on **13 March, 2025**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

In Favour: Cr R. Scholes, Cr R. Mahajan, Cr A. Barry, Cr J. Drayton, Cr M. Morris and

Cr L. Dunn

Against: Nil

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

Nil

#### 5 Business Arising

Nil

#### 6 Business

#### 6.1 DRAFT 2025/2026 Budget Estimates

RESOLVED on the motion of Cr A. Barry and Cr M. Morris that:

The Finance and Governance Committee NOTES the DRAFT 2025/26 Budget.

In Favour: Cr R. Scholes, Cr R. Mahajan, Cr A. Barry, Cr J. Drayton, Cr M. Morris and

Cr L. Dunn

Against: Nil

Page 1

#### 6.2 DRAFT MSC Revenue Policy 2025/2026 for Public Exhibition

RESOLVED on the motion of Cr J. Drayton and Cr M. Morris that:

The Committee ENDORSES placing the DRAFT 2025/26 Revenue Policy on public

exhibition for 28 days.

In Favour: Cr R. Scholes, Cr R. Mahajan, Cr A. Barry, Cr J. Drayton, Cr M. Morris and

Cr L. Dunn

Against: Nil

#### 6.3 DRAFT MSC Fees & Charges 2024/2025 for Public Exhibition

RESOLVED on the motion of Cr M. Morris and Cr A. Barry that:

The Governance and Finance Advisory Committee notes the draft 2025/2026 Fees and Charges to be placed on public exhibition for a period of 28 days.

In Favour: Cr R. Scholes, Cr R. Mahajan, Cr A. Barry, Cr J. Drayton, Cr M. Morris and

Cr L. Dunn

Against: Nil

#### 6.4 Council Grant Funding Update

RESOLVED on the motion of Cr M. Morris and Cr R. Mahajan that:

The Finance & Governance Advisory Committee notes the information contained in the report and endorses Council staff to review and apply for the funding

opportunities contained within the report.

In Favour: Cr R. Scholes, Cr R. Mahajan, Cr A. Barry, Cr J. Drayton, Cr M. Morris and

Cr L. Dunn

Against: Nil

#### 6.5 Report on Investments held as at 31 March 2025

RESOLVED on the motion of Cr M. Morris and Cr R. Mahajan that:

The Finance & Governance Advisory Committee notes Council's Investments as

at 31 March 2025.

In Favour: Cr R. Scholes, Cr R. Mahajan, Cr A. Barry, Cr J. Drayton, Cr M. Morris and

Cr L. Dunn

Against: Nil

Page 2

#### 6.6 Monthly Financial Report - March 2025

RESOLVED on the motion of Cr J. Drayton and Cr M. Morris that:

Council notes the Financial Reports for the month ending 31 March 2025.

In Favour Cr R. Scholes, Cr R. Mahajan, Cr A. Barry, Cr J. Drayton, Cr M. Morris and Cr

L. Dunn

Against: Nil

#### 7 Closed Committee

Nil

#### 8 Date of Next Meeting

8 May, 2025

#### 9 Closure

The meeting was declared closed at 4.44pm.

Mr D. Finnigan	Cr R. Scholes
General Manager	Chairperson



#### 11.3. Future Fund Committee - 10 April, 2025

Responsible Officer: General Manager

Author: Governance Officer

Community Strategic Plan: 6 - Community Leadership

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

Delivery Program Goal: 6.2.1 - Maintain a strong focus on financial discipline to

enable Council to properly respond to the needs of the

communities it serves.

Operational Plan Action: 6.2.1.1 - Provide transparent reporting to the community about

Council's finances.

Attachments: 1. 20250410 - Future Fund Committee - Minutes [11.3.1 -

3 pages]

#### **PURPOSE**

To inform Council of a meeting of the Future Fund Committee held on 10 April 2025.

#### OFFICER'S RECOMMENDATION

Council NOTES the minutes of the meeting of the Future Fund Committee held on 10 April 2025 and ADOPTS the recommendations contained therein.

Moved:	Seconded:	

#### **REPORT**

The Governance Officer reports that the Future Fund Committee met on 10 April 2025.

The 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 SEMINAR ROOMS MUSWELLBROOK LIBRARY 126 BRIDGE STREET MUSWELLBROOK ON 10 APRIL 2025 COMMENCING AT 5:35PM.

PRESENT: Cr R. Scholes (Chair) Cr M. Morris (Deputy Chair), Cr A. Barry,

Cr J. Drayton, Cr L. Dunn, Cr D. Hartley, Cr.R Mahajan, Cr D. Marshall

and Cr S. Ward.

IN ATTENDANCE: Mr D. Finnigan (General Manager), Mr J. Hogan (Chief Financial Officer),

Mr M. Lysaught (Director - Property & Place), Mrs M. Eriksson (Manager - Property & Building), Mrs M. Sandell-Hay (Governance Officer) and

Ms. L Ward (EA to the Mayor and GM).

#### 1 Acknowledgement of Country

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

#### 2 Apologies

RESOLVED on the motion of Cr M. Morris and Cr J. Drayton that:

The apology for inability to attend the meeting submitted by Cr C. Bailey,

Cr D. Douglas and Cr G. McNeill be ACCEPTED.

In Favour: Cr R. Scholes, Cr M. Morris, Cr J. Drayton, Cr A. Barry, Cr D. Hartley, Cr L. Dunn,

Cr R. Mahajan, Cr D. Marshall and Cr S. Ward

Against: Nil

#### 3 Confirmation of Minutes of Previous Meeting

Nil

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

Nil

#### 5 Business Arising

Nil

#### 6 Business

#### 6.1 Future Fund Committee - Draft Terms of Reference

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

The Future Fund Committee endorses the Draft Terms of Reference for

submission to Council.

In Favour: Cr R. Scholes, Cr M. Morris, Cr J. Drayton, Cr A. Barry, Cr D. Hartley, Cr L. Dunn,

Cr R. Mahajan, Cr D. Marshall and Cr S. Ward

Against: Nil



#### 6.2 Future Fund Property Schedule and Financials

RESOLVED on the motion of Cr A. Barry and Cr D. Marshall that:

The Committee:

- 1. Notes the financials presented on the Future Fund Property Schedule;
- Adjusts Council's budget for 2025/26 to remove 63 Palace Street, Denman; and
- 3. Amends The Schedule to include Lot 42 DP 771226 Turner Street, Denman.

In Favour: Cr R. Scholes, Cr M. Morris, Cr J. Drayton, Cr A. Barry, Cr D. Hartley, Cr L. Dunn,

Cr R. Mahajan, Cr D. Marshall and Cr S. Ward

Against: Nil

#### 6.3 Future Fund Projects - Committee Recommendations

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

The Committee endorses continuing to proceed with the listed projects.

In Favour: Cr R. Scholes, Cr M. Morris, Cr J. Drayton, Cr A. Barry, Cr D. Hartley, Cr L. Dunn,

Cr R. Mahajan, Cr D. Marshall and Cr S. Ward

Against: Nil

#### 6.4 Future Fund Policy Review

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

The Committee endorses:

- 1. Reviewing the Future Fund Policy as outlined in the report,
- 2. Council staff seek a panel of independent advisors to be engaged on a schedule of rates and,
- 3. Report back to Council.

In Favour: Cr R. Scholes, Cr M. Morris, Cr J. Drayton, Cr A. Barry, Cr D. Hartley, Cr L. Dunn,

Cr R. Mahajan, Cr D. Marshall and Cr S. Ward

Against: Nil

Page 2

General Manager

	Nil
8	Date of Next Meeting
	14 August, 2025
9	Closure The meeting was declared closed at 5:50pm

Chairperson



## 11.4. MACH Energy Mt Pleasant Community Funding Investment Committee - 1 April, 2025

Responsible Officer: General Manager

Author: Administration Officer

**Community Strategic Plan:** 6 - Community Leadership

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

**Delivery Program Goal:** 6.2.1 - Maintain a strong focus on financial discipline to enable

Council to properly respond to the needs of the

communities it serves.

Operational Plan Action: 6.2.1.1 - Provide transparent reporting to the community about

Council's finances.

Attachments:

1. Minutes - MACH Energy Mt Pleasant Community

Funding Investment Committee - 1/04/2025 [**11.4.1** - 2

pages]

#### **PURPOSE**

To inform Council of a meeting of the MACH Energy Mt Pleasant Community Funding Investment Committee held on 1 April, 2025.

#### OFFICER'S RECOMMENDATION

Council NOTES the minutes of the meeting of the MACH Energy Mt Pleasant Community Funding Investment Committee held on 1 April, 2025 and ADOPTS the recommendations contained therein.

Moved:	Seconded:	

#### **REPORT**

The Governance Officer reports that the MACH Energy Mt Pleasant Community Funding Investment Committee met on 1 April, 2025

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

MINUTES OF THE MACH ENERGY MT PLEASANT COMMUNITY FUNDING INVESTMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD VIA TEAMS/THE LOXTON ROOM, ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON 1 APRIL 2025 COMMENCING AT 1:00PM

PRESENT: Mr D. Finnigan (General Manager), Cr J. Drayton (Mayor), Mr M. Redman

and Ms L. Richards.

IN ATTENDANCE: Ms. S. Pope (Director – Planning & Environment), Mr J. Hogan (Chief

Financial Officer), Mr M. Lysaught (Director - Infrastructure & Property), Ms S. Richards (Director - Community & Economy) Mr K. Hill (Manager –

Events & Tourism) and Ms L. Ward (EA to the Mayor & GM).

#### 1 Acknowledgement of Country

The Acknowledgement of Country was read by Derek Finnigan.

#### 2 Apologies

Nil

#### 3 Confirmation of Minutes of Previous Meeting

RECOMMENDED on the motion of Mr M. Redman and Derek Finnigan that:

The Minutes of the MACH Energy Mt Pleasant Community Funding Investment Committee Meeting held on **5 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 VPA Funding and Projects

A report was submitted to the committee to provide members with an updated reconciliation of the VPA contributions available as at 30 June 2024 and to advise of proposed allocations for 2025/26 as follows:

Economic Development Program - Equipment (110,000)

Replacement

Economic Development Program - Melt (335,000)

Contract

Aquatic Centres Plant and Filtration Upgrade & (200,000)

**Denman Options Analysis** 

Page 1

RECOMMENDED on the motion of Mr M. Redman and Ms L. Richards that:

The MACH Energy Mt Pleasant Community Funding Investment Committee:

- 1. Notes the information contained in the report, and
- 2. Confirms the proposed allocation of VPA funding for 2025/2026.

#### 6.2 Community Benefit Fund Update

RECOMMENDED on the motion of Mr M. Redman and Ms L. Richards that:

The investment committee notes the report and that further engagement will occur on the Community Benefit Fund Procedure and process to opt-in to the fund.

#### 8 Date of Next Meeting

To be determined

#### 9 Closure

The meeting was declared closed at 2:00pm.

Mr D. Finnigan	
General Manager	



# 11.5. BHP Mt Arthur Community Funding Investment Committee - 7 April, 2025

Responsible Officer: General Manager

Author: Administration Officer

**Community Strategic Plan:** 6 - Community Leadership

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

**Delivery Program Goal:** 6.2.1 - Maintain a strong focus on financial discipline to enable

Council to properly respond to the needs of the

communities it serves.

Operational Plan Action: 6.2.1.1 - Provide transparent reporting to the community about

Council's finances.

Attachments: 1. Minutes - BHP Mt Arthur Community Funding

Investment Committee - 7/04/2025 [11.5.1 - 2 pages]

#### **PURPOSE**

To inform Council of a meeting of the BHP Mt Arthur Community Funding Investment Committee held on 7 April, 2025.

## **OFFICER'S RECOMMENDATION**

Council NOTES the minutes of the meeting of the BHP Mt Arthur Community Funding Investment Committee held on 7 April, 2025 and ADOPTS the recommendations contained therein.

Moved:	Seconded:

#### **REPORT**

The Governance Officer reports that the BHP Mt Arthur Community Funding Investment Committee met on 7 April, 2025.

MINUTES OF THE BHP MT ARTHUR COMMUNITY FUNDING INVESTMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD THE SEMINAR ROOM, MUSWELLBROOK LIBRARY, BRIDGE STREET, MUSWELLBROOK ON 7 APRIL 2025 COMMENCING AT 12:05 PM.

PRESENT Mr D. Finnigan (General Manager), Cr J. Drayton (Mayor), Ms J. Millgate,

Ms A. Walker (VC), and Mr. Rick Winfield (VC).

IN ATTENDANCE: Ms S. Richards (Director - Community & Economy), Ms S. Pope (Director

– Planning & Environment), Mr M. Lysaught (Director – Infrastructure & Property), Mr J. Hogan (Chief Financial Officer (VC), Mr K. Hill (Manager –

Economy & Tourism) and Ms L. Ward (EA to the Mayor & GM).

### 1 Acknowledgement of Country

The Acknowledgement of Country was read by Mr D. Finnigan.

## 2 Apologies

Nil

## 3 Confirmation of Minutes of Previous Meeting

RECOMMENDED on the motion of Mr D. Finnigan and Ms A. Walker that:

The Minutes of the BHP Mt Arthur Community Funding Investment Committee Meeting held on **11 April 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 VPA Funding and Projects

A report was submitted to the Committee providing members with an updated reconciliation of the VPA contributions and proposed project allocation for 2025/2026 as follows:

Aquatic Centre pumps and operational investigation

\$700,000

RECOMMENDED on the motion of Cr J. Drayton and Ms A. Walker that:

The BHP Mt Arthur Community Funding Investment Committee:

- 1. Notes the information contained in the report, and
- 2. Confirms the allocation of VPA funding for 2025/2026.



## 6.2 Community Benefit Fund Update

A report was submitted to the Committee providing information regarding the Muswellbrook Shire Community Benefit Fund (CBF) Policy and Terms of Reference (ToR) which was adopted by Council in July 2024.

RECOMMENDED on the motion of Ms J. Milgate and Mr R. Winfield that:

The BHP Mt Arthur Community Funding Investment Committee notes the report and that further engagement will occur on the Community Benefit Fund Procedure and process to opt-in to the fund.

#### 7 Closed Committee

Nil

## 8 Date of Next Meeting

To be determined

## 9 Closure

The meeting was declared closed at 12.38 PM.

Mr D. Finnigan
General Manager



## 11.6. Dartbrook Community Funding Investment Committee - 8 April, 2025

Responsible Officer: General Manager

Author: Administration Officer

Community Strategic Plan: 6 - Community Leadership

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

Delivery Program Goal: 6.2.1 - Maintain a strong focus on financial discipline to enable

Council to properly respond to the needs of the

communities it serves.

Operational Plan Action: 6.2.1.1 - Provide transparent reporting to the community about

Council's finances.

Attachments:

1. Minutes - Dartbrook Community Funding Investment

Committee - 8/04/2025 [11.6.1 - 2 pages]

#### **PURPOSE**

To inform Council of a meeting of the Dartbrook Community Funding Investment Committee held on 7 April, 2025.

#### OFFICER'S RECOMMENDATION

Council NOTES the minutes of the meeting of the Dartbrook Community Funding Investment Committee held on 7 April, 2025 and ADOPTS the recommendations contained therein.

Moved:	Seconded:	

## **REPORT**

The Governance Officer reports that the Dartbrook Community Funding Investment Committee met on 7 April, 2025.

MINUTES OF THE DARTBROOK COMMUNITY FUNDING INVESTMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD VIA TEAMS/THE LOXTON ROOM, ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON 8 APRIL 2025 COMMENCING AT 1:04PM

PRESENT: Mr D. Finnigan (General Manager), Cr J. Drayton (Mayor), Mr J. Beatty and

Mr D. Sykes.

IN ATTENDANCE: Ms S. Pope (Director - Environment & Planning), Mr J. Hogan (Chief

Financial Officer), Mr M. Lysaught (Director - Infrastructure & Property), Ms S. Welchman (Director - Community & Economy), Mr K. Hill (Manager -

Events & Tourism) and Ms L. Ward (EA to the Mayor & GM)

## 1 Acknowledgement of Country

The Acknowledgement of Country was read by Derek Finnigan.

## 2 Apologies

Nil

## 3 Confirmation of Minutes of Previous Meeting

RECOMMENDED on the motion of Mr J. Beatty and Derek Finnigan that:

The Minutes of the Dartbrook Community Funding Investment Committee Meeting held on 12 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 Community Benefit Fund Update

RECOMMENDED on the motion of Mr J. Beatty and Mr D. Sykes that:

The Dartbrook Community Funding Investment Committee notes the report and that further engagement will occur on the Community Benefit Fund Procedure and process to opt-in to the Fund.

## 6.2 VPA Funding and Projects

A report was submitted to the committee to provide members with an updated reconciliation of the VPA contributions and proposed projects for 2025/26 as follows:

Flood Levee for Bell Street Design

\$140,000



Indoor Sports Centre

\$522,000

RECOMMENDED on the motion of Mr J. Beatty and Mr D. Sykes that:

The Dartbrook Community Funding Investment Committee:

- 1. Notes the information contained in the report, and
- 2. Confirms the allocation of VPA funding for 2025/26.
- 7 Closed Committee

Nil

8 Date of Next Meeting

To be Determined

9 Closure

The meeting was declared closed at 1:33pm.

Mr D. Finnigan
General Manager



## 11.7. Malabar Community Funding Investment Committee - 8 April, 2025

Responsible Officer: General Manager

Author: Administration Officer

Community Strategic Plan: 6 - Community Leadership

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

Delivery Program Goal: 6.2.1 - Maintain a strong focus on financial discipline to

enable Council to properly respond to the needs of the

communities it serves.

Operational Plan Action: 6.2.1.1 - Provide transparent reporting to the community about

Council's finances.

Attachments:

1. Minutes- Malabar Community Funding Investment

Committee - 8/04/2025 [11.7.1 - 2 pages]

#### **PURPOSE**

To inform Council of a meeting of the Malabar Community Funding Investment Committee held on 8 April, 2025.

#### OFFICER'S RECOMMENDATION

Council NOTES the minutes of the meeting of the Malabar Community Funding Investment Committee held on 8 April, 2025 and ADOPTS the recommendations contained therein.

Moved:	Seconded:

## **REPORT**

The Governance Officer reports that the Malabar Community Funding Investment Committee met on 8 April, 2025.

MINUTES OF THE MALABAR COMMUNITY FUNDING INVESTMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD VIA TEAMS/THE LOXTON ROOM, ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON 8 APRIL 2025 COMMENCING AT 9am.

PRESENT: Mr D. Finnigan (General Manager), Cr J. Drayton (Mayor), Ms D. Tiananga

and Ms T. Rutter.

IN ATTENDANCE: Ms S. Pope (Director - Environment & Planning Services), Mr J. Hogan

(Chief Financial Officer), Mr M. Lysaught (Director - Infrastructure & Property), Ms S. Richards (Director - Community & Economy) and

Ms. L Ward (EA to the Mayor & GM).

## 1 Acknowledgement of Country

The Acknowledgement of Country was read by Mr. D. Finnigan.

## 2 Apologies

RECOMMENDED on the motion of Derek Finnigan and Ms D. Tiananga that:

The apology for inability to attend the meeting submitted by Mr R. Haze be accepted.

## 3 Confirmation of Minutes of Previous Meeting

RECOMMENDED on the motion of Derek Finnigan and Ms D. Tiananga that:

The Minutes of the Malabar Community Funding Investment Committee Meeting held on **4 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 VPA Funding and Projects

A report was submitted to the committee to provide members with an updated reconciliation of the VPA contributions and proposed allocation for 2025/26 as follows:

Grants Community, Sport & Recreation Program \$150,000

RECOMMENDED on the motion of Ms D. Tiananga and Ms T. Rutter that:

The Malabar Community Funding Investment Committee:

- 1. Notes the information contained in the report, and
- 2. Confirms the allocation of VPA funding for 2025/2026.

## 6.2 Community Benefit Fund Update

RESOLVED on the motion of Ms D. Tiananga and Ms T. Rutter that:

The Malabar Community Funding Investment Committee notes the report and that further engagement will occur on the Community Benefit Fund Procedure and process to opt-in to the fund.

## 7 Closed Committee

Nil

## 8 Date of Next Meeting

To be determined

## 9 Closure

The meeting was declared closed at 9:15am

Mr D. Finnigan
Chair



# 11.8. Bengalla Community Funding Investment Committee Meeting - 16 April 2025

Responsible Officer: Director - Community & Economy

Author: Administration Officer

Community Strategic Plan: 6 - Community Leadership

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

**Delivery Program Goal:** 6.2.1 - Maintain a strong focus on financial discipline to

enable Council to properly respond to the needs of the

communities it serves.

Operational Plan Action: 6.2.1.1 - Provide transparent reporting to the community about

Council's finances.

Attachments:

1. Minutes - Bengalla Community Funding Investment

Committee - 16/04/2025 [11.8.1 - 2 pages]

#### **PURPOSE**

To inform Council of a meeting of the Bengalla Community Funding Investment Committee held on 16 April 2025.

## **OFFICER'S RECOMMENDATION**

Council NOTES the minutes of the meeting of the Bengalla Community Funding Investment Committee held on 16 April 2025 and ADOPTS the recommendations contained therein.

#### **REPORT**

The Governance Officer reports that the Bengalla Community Funding Investment Committee met on 16 April 2025.

MINUTES OF BENGALLA COMMUNITY FUNDING INVESTMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD THE LOXTON ROOM, ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON WEDNESDAY 16 APRIL 2025 COMMENCING AT 9.00AM.

PRESENT: Cr J. Drayton (Mayor), Mr D. Finnigan (General Manager),

Mr C. Halfpenny, Ms F. Hartin and Mr J. Bancroft.

IN ATTENDANCE: Ms S. Pope (Director - Environmental & Planning Services), Mr K. Hill

(Manager Tourism), Mrs K. Scholes (Manager Infrastructure and Operations), Mr J. Hogan (Chief Financial Officer (VC)), Ms S.

Welchman (Director - Community & Economy) and Ms L. Ward (EA to

the Mayor & GM).

## 1 Acknowledgement of Country

The Acknowledgement of Country was read by Derek Finnigan

## 2 Apologies

Nil

## 3 Confirmation of Minutes of Previous Meeting

RECOMMENDED on the motion of Mr C. Halfpenny and Derek Finnigan that:

The Minutes of the Bengalla Community Funding Investment Committee Meeting held on **5 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 Community Benefit Fund Update

A report was submitted to the Committee providing information regarding the Muswellbrook Shire Community Benefit Fund (CBF) Policy and Terms of Reference (ToR) which was adopted by Council in July 2024.

RECOMMENDED on the motion of Mr C. Halfpenny and Ms F. Hartin that:

The Bengalla Community Funding Investment Committee notes the report and that further engagement will occur on the Community Benefit Fund Procedure and process to opt-in to the fund.

## 6.2 VPA Funding and Projects

A report was submitted to the Committee providing an update on VPA funded projects Community Events Program which included the Denman Food and Wine Affair and 2025 New Years Eve, STEM Program and the Muswellbrook Youth Centre. The report also suggested projects to be considered for 2025/2026.

The report provided members with an update on the Bengalla VPA contributions and proposed allocations for 2025/26 as follows:

STEM and Innovation Program	\$220,000
Simpson Park Changing Places Amenities	\$150,000
Aquatic Centre pumps and operational investigation allocation	\$300,000

RECOMMENDED on the motion of Mr C. Halfpenny and Mr J. Bancroft that:

The Bengalla Community Funding Investment Committee:

- 1. Notes the information contained in the report.
- 2. Confirms the allocation of VPA funding for 2025/2026.
- 7 Closed Committee

Nil

#### 8 Date of Next Meeting

To be Determined

#### 9 Closure

The	meeting	was de	clared cl	osed at	10am

Mr D. Finnigan

General Manager



# 11.9. Mangoola Coal Community Funding Investment Committee - 28 April 2025

Responsible Officer: Director - Community & Economy

Author: Administration Officer

**Community Strategic Plan:** 6 - Community Leadership

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

**Delivery Program Goal:** 6.2.1 - Maintain a strong focus on financial discipline to

enable Council to properly respond to the needs of the

communities it serves.

Operational Plan Action: 6.2.1.1 - Provide transparent reporting to the community about

Council's finances.

Attachments:

1. Minutes - Mangoola Coal Community Funding

Committee Meeting - 28/04/2025 [11.9.1 - 2 pages]

#### **PURPOSE**

To inform Council of a meeting of the Mangoola Coal Community Funding Investment Committee Meeting held on 28 April 2025.

## OFFICER'S RECOMMENDATION

Council NOTES the minutes of the meeting of the Mangoola Coal Community Funding Investment Committee Meeting held on 28 April 2025 and ADOPTS the recommendations contained therein.

Moved: S	econded:
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#### **REPORT**

The Governance Officer reports that the Mangoola Coal Community Funding Investment Committee Meeting met on 28 April 2025.

MINUTES OF THE MANGOOLA COAL COMMUNITY FUNDING INVESTMENT COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD VIA TEAMS/THE LOXTON ROOM, ADMINISTRATION CENTRE, 60-82 BRIDGE STREET, MUSWELLBROOK ON 28 APRIL 2025 COMMENCING AT 12.00 PM.

PRESENT: Mr D. Finnigan (General Manager), Cr J. Drayton (Mayor), Mr J.

Hundertmark and Ms R. Ellis.

IN ATTENDANCE: Ms S. Pope (Director - Environmental and Planning Services), Mr J. Hogan

(Chief Financial Officer), Mr M. Lysaught (Director – Infrastructure & Property), Ms S. Richards (Director - Community & Economy) and Ms. L.

Ward (EA to the Mayor & GM)

## 1 Acknowledgement of Country

The Acknowledgement of Country was read by Mr D. Finnigan.

## 2 Apologies

RECOMMENDED on the motion of Mr D. Finnigan and Mr J. Hundertmark that:

The apologies for inability to attend the meeting submitted by Cr J. Drayton be ACCEPTED.

## 3 Confirmation of Minutes of Previous Meeting

RECOMMENDED on the motion of Mr J. Hundertmark and Mr D. Finnigan that:

The Minutes of the Mangoola Coal Community Funding Investment Committee Meeting held on **20 March**, **2024**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record subject to the following amendment:

Section 3 of the previous Minutes Section 3 the date of the prime meeting is 1 May 2023.

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

Nil

## 5 Business Arising

Nil



## 6.2 VPA Funding and Projects

RECOMMENDED on the motion of Mr J. Hundertmark and Mr. D. Finnigan that:

The Mangoola Coal Community Funding Investment Committee:

- 1. Notes the information contained in the report providing an update on the project allocations that have been previously made; and
- 2. Confirms the allocation of VPA funding for 2025/2026 for the following projects:

Community Events Program	\$400,000
Flood Levee for Bell Street Design Allocation	\$10,000

## 6.1 Community Benefit Fund Update

RECOMMENDED on the motion of Mr J. Hundertmark and Ms R. Ellis that:

The Mangoola Community Funding Investment Committee notes the report and that further engagement will occur on the Community Benefit Fund Procedure and process to opt-in to the fund.

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	GI	osea	Com	mittee

NII

## 8 Date of Next Meeting

To be determined.

#### 9 Closure

The meeting was declared closed at 12:38 PM.

Mr D. Finnigan

General Manager



## 12. Notices of Motion

Nil

## 13. Councillors Reports

## 14. Written Questions

Nil

## 15. Questions for Next Meeting

## 16. Adjournment into Closed Council

In accordance with the Local Government Act 1993, and the Local Government (General) Regulation 2005, business of a kind referred to in Section 10A(2) of the Act should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

## 17. Closed Council

#### **RECOMMENDATION**

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

Moved:	Seconded:
riovca.	occonaca.

## 17.1. DRAFT Risk Appetite Statements

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

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



## 18. Resumption of Open Council

The meeting return to Open Council.

## 19. Closure

Date of Next Meeting: 24 June, 2025